State of Hawaii
Department of Health
Adult Mental Health Division

Addendum 1

November 6, 2008

To

Request for Proposals

RFP No. HTH 420-8-09
24-Hour and 8-16 Hour Group Home Services
Statewide

Proposal Deadline
November 24, 2008

November 6, 2008

ADDENDUM NO. 1

To

REQUEST FOR PROPOSALS
24-Hour and 8-16 Hour Group Home Services - Statewide
RFP No. HTH 420-8-09

The Department of Health, Adult Mental Health Division is issuing this addendum to RFP No. 420-8-09, 24-Hour and 8-16 Hour Group Home Services - Statewide for the purposes of:

- ☒ Responding to questions that arose at the orientation meeting of October 27, 2008 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☒ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☒ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☒ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:
Ms. Enid Kagesa
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Responses to Question Raised by Applicants
For RFP No. HTH 420-8-09, 24-Hour and 8-16 Hour Group Home Services - Statewide

1. Question:

If applying/proposing for both 24-hour and 8-16 hour group home services, do we submit one proposal and separate service information as indicated in the RFP?

Answer:

Yes.

2. Question:

On page 2-19, III.B.1.a. – b., Regarding clinical supervision by an individual with a Master's degree in psychology, social work, or human services field, Does the master's level employee have to have a certification training on dual diagnosis? Does the individual have to be a CSAC?

Answer:

The masters level employee is not required to be a Certified Substance Abuse Counselor (CSAC). However, the masters level employee is required to have the training, knowledge and competencies (dual competent) to provide documented supervision and substance abuse training to their employees.

3. Question:

On page 2-20, III.B.1.f., since "face-to-face" is not mentioned for clinical supervision, is phone supervision sufficient for outer-island staff?

Answer:

For outer island employees, phone supervision may be included in an employees overall supervision plan. The employee's supervision plan shall also include <u>other</u> methods of supervision described in the RFP.

4. Question:

To what extent are full kitchen facilities required for tenants to access?

Answer:

Every home or apartment shall have a kitchen equipped with a refrigerator and stove. A microwave oven may be substituted for a stove at the tenants' request.

5. Question:

Can we bill the DIVISION for attendance at recovery planning meetings?

Answer:

Yes, housing providers are encouraged to attend each consumer's recovery planning meetings held with their case manager. The rate for attendance at the treatment planning meeting is $9.75 per 15 minutes, per consumer.

RFP No. HTH 420-8-09, 24-Hour and 8-16 Hour Group Home Services – Statewide is amended as follows:

Subsection	*Page*	
Section 1, Administrative Overview		
I. Procurement Timeline	1-1	The Procurement Table on page 1-1 has been changed as follows: **Note that the Procurement Timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.** Activity — Scheduled Date Contract start date — 2/01/09 **All references in the RFP to the proposal submittal deadline or other dates are modified to conform with the amended Procurement Timetable.**
Section 2, Service Specifications		
II. General Requirements, A.13. Insurance Policies.	2-11	Paragraph 13 has been revised and shall be replaced with the following information. 13. Insurance Policies. In addition to the provisions of the General Conditions No. 1.4, the applicant, at its sole cost and expense, shall procure and maintain policies of professional liability insurance and other insurance necessary to insure the applicant and its employees against any claim or claims for damages arising by reason of personal injuries or death occasioned directly or indirectly in connection with the performance of this Contract. Subcontractors shall also be bound by this requirement and it is the responsibility of the applicant to ensure compliance with this requirement. The applicant shall name the State of Hawaii as an additional insured on all such policies, except on professional liability insurance coverage. The applicant shall provide certificates of insurance to the DIVISION for all policies required under this Contract.

		Policy limits are listed as follows: General Liability: Policies shall not be less than ONE MILLION AND NO/100 DOLLARS ($1,000,000.00) per occurrence and not less than THREE MILLION AND NO/100 DOLLARS ($3,000,000.00) in the aggregate annually. Professional Liability: Policies shall not be less than ONE MILLION AND NO/100 DOLLARS ($1,000,000.00) per occurrence and not less than TWO MILLION AND NO/100 DOLLARS ($2,000,000.00) in the aggregate annually. Automobile Insurance: Policies shall not be less than ONE MILLION AND NO/100 DOLLARS ($1,000,000.00) per accident.
III. B.10. Units of service and unit rate	2-26	Paragraph 10 has been revised and shall be replaced with the following information. Billing Code: 00163; Services: 24-Hour Group Home; Rates: $82.00 per bed day Billing Code: 00165; Services: 8-16 Hour Group Home; Rates: $55.00 per bed day Billing Code: H0032; Services: Treatment planning, non-physician; Rates: $9.75 per fifteen (15) minutes, per consumer. Billing Code: H0032 HT; Services: telephone treatment planning, non-physician; Rates: $9.75 per fifteen (15) minutes, per consumer.

Section 3, Proposal Application Instructions

No Changes

Section 4, Proposal Evaluation

No Changes

Section 5, Attachments

No Changes