



Office of the Administrative Director – Financial Services Department

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Terri Gearon
FINANCIAL SERVICES DIRECTOR

December 17, 2018

MEMORANDUM

TO WHOM IT MAY CONCERN:

FROM: Terri Gearon, Financial Services Director /s/ Terri Gearon

SUBJECT: **ADDENDUM NO. 2, REQUEST FOR PROPOSALS NO. J19100**
For Health & Human Services for the period July 1, 2019 – June 30, 2021

Transmitted herewith for your review is one copy of Addendum No. 2, and is hereby made a part of Request for Proposals J19100 for the above Health & Human Services project, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

Should you have any programmatic questions regarding this addendum, please call the individual listed in the service specifications. Other questions regarding the Request for Proposal may be directed to Ms. Tritia Cruz in the Judiciary Contracts & Purchasing Office at 808-538-5805, or email Tritia.L.Cruz@courts.hawaii.gov

ADDENDUM NO. 2
REQUEST FOR PROPOSALS NO. J19100
Health & Human Services for the Period July 1, 2019 – June 30, 2021
The Judiciary, State of Hawaii

The items listed hereunder are hereby made a part of Request for Proposals (RFP) No. J19100 for the above Health & Human Services project, and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

Questions submitted relating to RFP J19100, with Judiciary Responses:

Section One – Administrative Overview

Q1: Are we allowed to submit for reimbursement of the GE Tax on the contract as a part of the budget for the contract? I know that the contract says that we are responsible for paying it, but we'd like to know if we are able to submit that as a cost of the program.

A1: Pursuant to 1.20(b):
“Proposals submitted under this chapter shall include all costs, fees, and taxes, and any award or contract shall be for the amount of the proposal.”

Please note answers under specific service specifications are applicable only to that particular service specification.

Section Two – Service Specification 2.1

Q2: How many patients are treated on average per month as a part of the Day Treatment and IOP components of the 2.1 (Adult Substance Abuse Treatment Services) contract?

A2: There are approximately 1-5 patients treated per month as a part of the Day Treatment and IOP components of the 2.1 (Adult Substance Abuse Treatment Services).

Q3: Clarification on “direct” supervision of a CSAC intern by a CSAC. Must they be physically together at all times or does periodic supervision constitute direct supervision?

A3: Supervision of an intern shall adhere to ADAD's Supervised Practical Training requirement.

Q4: 2.1.3.A4, Blood testing. Can this service be subcontracted? Will Judiciary pay for blood tests completed by a lab?

A4: Pursuant to the General Conditions for Health & Human Services Contracts, Section 3.2: “The PROVIDER may assign or subcontract any of the PROVIDER’s duties, obligations, or interests under this Contract, but only if (i) the PROVIDER obtains the prior written consent of the STATE and (ii) the PROVIDER’s assignee or

subcontractor submits to the STATE a tax clearance certificate from the Director of Taxation, State of Hawai'i, and the Internal Revenue Service showing that all delinquent taxes, if any, levied or accrued under state law against the PROVIDER's assignee or subcontractor have been paid. Additionally, no assignment by the PROVIDER of the PROVIDER's right to compensation under this Contract shall be effective unless and until the assignment is approved by the Comptroller of the State of Hawai'i, as provided in section 40-58, HRS."

Judiciary will compensate the Provider for services required and rendered under the contract.

Q5: Can a client from drug court services be admitted into a group with non-drug court clients?

A5: No. Clients admitted into drug court shall be provided services delivered in the drug court treatment modality.

Section Two – Service Specification 2.5

Q6: Victim Support Services, page 2.5-5. Please define what you mean by providing "legal assistance to include representation..."

A6: Legal Assistance could include providing assistance to be present at court for Temporary Restraining Orders. A licensed attorney is required for representation.

Section Two – Service Specification 2.10

Q7: For the negotiated rates of service, can we put forward a bundled rate? For instance, ADAD pays a separate rate for services such as Screening, Assessment, Treatment planning (Health and Wellness Planning), and Case Management (Care Coordination). And for IOP and OP, it has a bundled rate. So if we do a minimum of 1 hour of services (group and/or individual) we have a bundled weekly OP rate. For IOP it's a bundled daily rate. For this RFP are we able to recommend bundled rates?

A7: Agency shall propose unit rates for services indicated in Section 2.10.B7 - Units of service and unit rate.

Q8: The most recent version of the American Society for Addiction Medicine (ASAM) states that, for adolescents, Level 1 Outpatient (OP) is less than six (6) hours per week and that Level II.1 Intensive Outpatient (IOP) is between 6 and 20 hours. This RFP has the old criteria of 9 hours instead of 6. Though the adult criteria has stayed at a minimum of 9 hours for IOP, the adolescent ASAM hours has changed to a minimum of 6 for IOP. Are we able to follow the guidelines of the newer version of the adolescent ASAM criteria?

A8: Proposal shall address information set forth in the RFP Service Specification.

Section Two – Service Specification 2.11

Q9: If there are not enough referrals to run an Aggression Replacement Training group, would individual sessions then take place?

A9: Yes.

Q10: Agency is interested in submitting a proposal under Service Specifications 2.11 for three service activities. Can they submit one proposal for all three? Or do they have to submit three separate proposals?

A10: Section 2.11.1 E – Geographic coverage of service, states the following:
“Separate proposals shall be submitted for the First and Fifth Circuits. Further, separate proposals shall be submitted for each service activity indicated under Section 2.11.3 A. (Service Activities), below.”

Section Two – Service Specification 2.14

Q11: How many clients would the Girls Court mental health provider serve?

A11: Approximately 12 girls/families.

Section Two - Service Specification 2.16

Q12: Are Axis I diagnosis required for mental health assessments?

A12: No.

Q13: How many clients would need a mental health assessment?

A13: Last year approximately 23-25 mental health assessments were conducted.

Section Three

Q14: Does Budget Worksheet 205A need to be submitted?

A14: The required budget forms are indicated in Section Three, 3.5 – Financial. All other budget forms are optional.

Q15: When you say to delete personal information from staff resumes submitted as part of RFP, does that mean their name, address, and other identifying information?

A15: It is at the discretion of the Organization to determine which personal information shall be deleted from resumes.

Q16: If one of our subcontractors does not plan to use budgeted funds for Payroll Taxes & Assessments or Fringe Benefits and only use funds toward Salary, would they need to submit Form 206B? Would they just submit it with zeros since they not are planning on using any of the contract funds towards these costs?

A16: Pursuant to Section 3.5 – Financial, form SPO-H-206B is required to be submitted with the Proposal Application. Form SPO-H-206B includes a Justification/Comments section which may be completed.

Section Two – 2.18

Q17: How many patients are treated on average per month as a part of the 2.18 (Family Court Drug Court) contract?

A17: There are approximately 1-5 patients treated per month as a part of the 2.18 (Family Court Drug Court) contract.

Amend RFP J19100 as follows:

1. Revise Service Specifications 2.3, Adult Client Services – Domestic Violence Intervention Services, Section 2.3.2 F, RFP Contact Persons. The Oahu programmatic contact person shall read as follows:

Oahu: Program Specialist, First Circuit
Dayna Miyasaki at (808) 539-4446 fax: 539-4402
Dayna.A.Miyasaki@courts.hawaii.gov

2. Revise Service Specifications 2.5, Adult Client Services - Adult Substance Abuse Treatment Services, Section 2.5.1 F, Probable funding amounts, source, and period of availability, to read as follows:

Probable funding amounts:

FY 2020 FY 2021 FY 2022 FY 2023

Funding amounts are not being stated at this time. Applicants should propose funding amounts in their proposals based on their best estimate of the cost of providing the services described in these specifications.

Funding source: State general funds (all circuits); Federal funds (all circuits); Special funds (all circuits)

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed four (4) years, e.g., July 1, 2019 to June 30, 2023, subject to the appropriation and availability of funds and satisfactory contract performance. All State funds are contingent on appropriation, and all Federal funds are contingent on the awarding of grant applications. Funds are available for only the initial term of the contract which is for 2 years.

3. Add to Service Specifications 2.5, Adult Client Services - Adult Substance Abuse Treatment Services, Section 2.5.2 F, RFP contact persons:

Hawaii: Program Specialist, Third Circuit
Aolani Mills at (808) 322-8726 fax: 322-8701
Aolani.M.Mills@courts.hawaii.gov

4. Add to Service Specifications 2.5, Adult Client Services - Adult Substance Abuse Treatment Services, Section 2.5.3 B.7, Units of service and unit rate:

Hawaii:

Estimated number of referrals:
Batterers 100-200
Victims 500-1,000
Children/adolescents 10-40

5. Revise Service Specifications 2.6, Juvenile Client and Family Services – Residential Services, Section 2.6.2 F, RFP Contact Persons. The Kauai programmatic contact person shall read as follows:

Kauai: Family Court, Fifth Circuit
Alexandra Thompson at (808) 482-2428 fax: (808) 482-2422
Alexandra.M.Thompson @courts.hawaii.gov

6. Revise Service Specifications 2.7, Juvenile Client and Family Services – Juvenile Sex Offender Treatment Services, Section 2.7.2 F, RFP Contact Persons. The Kauai programmatic contact person shall read as follows:

Kauai: Family Court, Fifth Circuit
Alexandra Thompson at (808) 482-2428 fax: (808) 482-2422
Alexandra.M.Thompson @courts.hawaii.gov

7. Revise Service Specifications 2.8, Juvenile Client and Family Services – Shelter Services, Section 2.8.2 F, RFP Contact Persons. The Kauai programmatic contact person shall read as follows:

Kauai: Family Court, Fifth Circuit
Alexandra Thompson at (808) 482-2428 fax: (808) 482-2422
Alexandra.M.Thompson @courts.hawaii.gov

8. Revise Service Specifications 2.11, Juvenile Client and Family Services – In-Community Services, Section 2.11.2 F, RFP Contact Persons. The Kauai programmatic contact person shall read as follows:

Kauai: Family Court, Fifth Circuit
Alexandra Thompson at (808) 482-2428 fax: (808) 482-2422
Alexandra.M.Thompson @courts.hawaii.gov

