



Solicitation Information

October 14, 2014

Addendum #1

**RFP #7549038**

**TITLE: MENTAL HEALTH DISCHARGE PLANNING SERVICES**

**SUBMISSION DEADLINE: OCTOBER 27, 2014 AT 2:00 PM (ET)**

**ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES. NO FURTHER QUESTIONS WILL BE ANSWERED.**

**Gail Walsh  
Chief Buyer**

Questions for 7549038 – Mental Health Discharge Planning

Vendor A

Under Section 4- Technical Proposal; Narrative and Format: #2 states: “Provide a detailed description of the applicant’s experience. A list of relevant client references must be provided to include names addresses phone numbers dates of service and type(s) of service(s) provided”

**Question:** Can you further define what qualifies as a “client” in the above referenced requirement? We are unsure if you are looking for endorsements from current or former patients or from providers or other organizations that we have worked with in past, or both. Can you also clarify the minimum number of references that would satisfy the required element?

**Answer:** Organizations – at least two to three.

Vendor B

1) Is it acceptable for an organization that can demonstrate a high level of experience in providing both mental health treatment to the CSP population and in providing discharge planning to designate the clinician upon award of the contract?

**Answer:** Yes, it is acceptable.

Vendor C

- Does The Department of Corrections (DOC) distinguish between individuals identified with serious mental illness (smi) and individuals with serious and persistent mental illness (spm)?  
**Answer:** Serious and persistent mental illness individuals
- Will the inmate have prior designation of smi or spmi before being seen in this program?  
**Answer:** Yes, Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH)
- What is the expected capacity?  
**Answer:** Average of 40 inmates a month
- How many inmates identified with mental illness are currently released in a year?  
**Answer:** 15 – 17% have spmi
- Is there data to tell us a weekly average?  
**Answer:** 8 – 12 per week
- Is there an expected amount of face-to-face time with the inmate throughout the process?  
**Answer:** No, expected amount of face-to-face time depends on the complexity of the clinical case
- Is there a ratio of service to client vs. DOC administrative tasks?  
**Answer:** 80/20 Clinical/Administrative

- Would this position be expected to appear in person at parole/release hearings or write disposition to the judge or hearing board?  
**Answer:** May write to the Parole Board
- If the demand for discharge treatment planning is greater than the capacity of one FTE, will the DOC increase staffing to meet the demand?  
**Answer:** No, currently 1 FTE
- What would be different in the track for those "awaiting trial?"  
**Answer:** Only spmi inmates are tracked awaiting trial
- What equipment is available at DOC? Do we need to outfit computer, copier/printer, phone, other items ourselves?  
**Answer:** DOC provides computer, telephone, office, paper & supplies
- Will DOC charge us a rental fee for use of an office, use of utilities and Internet?  
**Answer:** No.
- Does DOC expect this position to travel?  
**Answer:** Occasional travel to group home placements
- Does DOC expect to pay for any direct services if the inmate is un/underinsured for the referrals?  
**Answer:** No.
- Is there any administrative staff from DOC available to assist our clinical staff (copying forms, collating reports, answering the phone, taking messages, scheduling appointments)?  
**Answer:** No.
- Will this program use federal funds? If yes, what is the cfa (catalogue of federal domestic assistance) number?  
**Answer:** No.