



**ADDENDUM #4**

**Official Responses to Vendor Questions**

No.	(Section.) Question	Answer
1	(General) Please provide copies of the budgets for these services for the current and prior two fiscal years.	The current contract and subsequent amendments can be found at: <a href="http://sos.nh.gov/nhsos_content.aspx?id=8589953777">http://sos.nh.gov/nhsos_content.aspx?id=8589953777</a> ; it is Item #6.
2	(General) In past, RFP for this service was limited to NHH. What is the State's motivation for an all inclusive RFP?	The past RFP did cover multiple DHHS service and program needs; it was not limited to NHH.
3	(General) Does the current or proposed state contract outline any requirements from the State for conducting background checks, felony attestation, drug screening, etc in order to work on state grounds?	See Addendum #3, which addresses required criminal background and registry checks, as well as medical related testing and examinations.
4	(1.1) Given that the incumbent contractor (Dartmouth) is the only academic medical center in the state, would the Department remove this requirement, and instead, allow non-incumbent bidders to describe a plan in their proposal for forming academic affiliations post award?	No. The RFP does not limit Bidders to affiliation with in-state academic medical centers.
5	(3.) Regarding the requirement for 100% staffing, if necessary, could locums be used?	The State may consider locum use but would retain the right to approve such hires. Note that the Contractor must stay within the approved contract budget even if locums are used.



6	(3.1.1.2) What are the research services to be provided at NHH?	NHH and the successful contractor will annually develop the research activities to be undertaken; activities may include pursuing grant opportunities to support agreed upon research activities, conducting the agreed upon research, and working with community stakeholders, etc. The primary focus will be on translational research. A sample listing of project topics at NHH includes: Dialectical Behavioral Therapy; Mindfulness Based Stress Reduction; Nursing Engagement; Readmission; Song and Emotion; and Re-Engineered Discharge.
7	(3.1.1.2.a) Should malpractice insurance be included in the budget or is it to be covered by the State?	Pending; the Department will issue a response as soon as it is available.
8	(3.1.1.4) What is meant by, “to jointly maintain and develop an applied research and evaluation capacity?”	NHH and the successful contractor will develop an annual strategic research plan and undertake it accordingly. It will also assess research projects currently underway in NHH.
9	(3.1.1.4) Regarding applied research and evaluation capacity, is the bidder supposed to budget for resources to do that? It is not spelled out in the required personnel.	Yes, however it is important to note that in Section 3, responsibilities for research activities are embedded in several positions, including a Research Manager, within the Service Area for New Hampshire Hospital. These positions must be part of the Bidder’s proposed budget.  If a Bidder wishes to propose additional resources for research, they may do so in the applicable appendices.
10	(3.1.3.12, 3.1.3.13), Regarding structural and functional brain imaging research, what degree of physical presence is required within NH Hospital?	The positions of Director of Neuropsychology Laboratory and Neuropsychologist fulfill the specified contractual responsibilities primarily on site at New Hampshire Hospital. Brain imaging occurs on site, under a separate agreement with another provider. Imaging results are sent to the referring doctor, and, if appropriate, are shared with the neuropsychologist.
11	(3.1.3.19) It is unusual for APRNs to be licensed as alcohol and drug counselors; can suitable MSN training in addiction management be substituted?	See Addendum #3, which adjusts the requirement.



12	(3.1.5.1) What is the nature of the applied clinical research we are supposed to do?	This is not specifically defined; an example is pharmacy clinical studies.
13	(3.1.6.3) Please describe the reporting requirements noted.	These are time studies to support Medicare cost reports. A template is attached hereto.
14	(3.4.1.2.e) Please clarify the requirement for board certification in the field of forensic psychiatry as applicable to juveniles, as a forensic subspecialty is not available through the ABPN as a subspecialty of child psychiatry.	See Addendum #3, which adjusts the requirement.
15	(3.5.5) Could we have more information about the time study requested?	The time studies support the Medicare cost report. The time study template is attached hereto.
16	(3.8) Please confirm that the FTEs indicated in the RFP staffing matrices are inclusive of hours paid to Contractor employees as a part of normal Contractor paid leave benefits.	DHHS cannot confirm this as the RFP calls for the vendor's normal and customary employee benefits and policies, including leave provisions. The FTEs in the RFP are reflective of the hours of services needed to be performed by the Contractor's supplied staffing.
17	(3.8.10.5) The second general medical physician line in 3.8.10.5 is new (not currently provided at NHH). Was this correctly included?	Yes. This section is regarding the Developmental Services requirements in the RFP; it is not applicable to the NHH required services and it is not new.
18	(3.12) Calls for "narrative responses", yet asks for us to use the identified appendices. But there is a suggestion that we could use additional exhibits for clarity. Can these exhibits be in a full narrative form?	The appendices must be used where so indicated. Additional exhibits that Bidders wish to insert that speak narratively about content in appendices is permissible. Note however that several subsections in section 3.12 do not correspond to an appendix; Bidders should provide full narrative responses to such subsections.

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19	(3.12. Q1) We understand that the RFP has not accounted for the psychiatrist needed at the new crisis unit, which would increase the staff psychiatrists from 10 to 11. Should we hire one more psychiatrist than listed?	See Addendum #2, which adjusts the psychiatrist requirements.
20	(3.12. Q1) Given the language within the RFP, staff not in the staffing list will be required, such as to deliver evidence-based practice training (3.5.2), to do the tasks requested within BHPI (3.5.3), and for the time studies (3.5.5). Should we propose to hire individuals to do these tasks?	Yes. The staffing lists in the RFP reflect the minimum required staffing positions and do not necessarily fully align with the full service requirements. Applicable appendices have been pre-populated with the staffing requirements contained in subsection 3.8. Bidders should add any additional staff they propose will be needed to fulfill the services contained in Section 3 of the RFP; such additions should be made to the applicable Service Area's portion of the appendices.
21	(3.12.Q1.b) Would the Department waive this requirement and instead, as a suggestion, require bidders to describe their plan for transitioning incumbent personnel and filling any resultant vacancies as a means to measure a non-incumbent vendor's capabilities to staff the program?	No. The use of the word, "incumbent," in subsection 3.12.Q1 a. and b. refers to the Bidder's own employment of individuals (whether directly employed or under-contract arrangement with) <u>already working</u> for the Bidder, but for whom the Bidder intends to supply, under a contract resulting from this RFP, for assignment into one of the required staffing positions listed in Appendix D. Addendum 2 has been issued and clarifies this language accordingly.
22	(4.1.2.2) Will the Contractor or the DHHS be responsible for cost of copiers and other office equipment?	DHHS will provide office space and equipment for individuals assigned to staffing positions in the following Service Areas: New Hampshire Hospital; Glencliff; Medicaid; Children, Youth and Families; and Behavioral Health.
23	(4.1.2.2) Will the Contractor or the DHHS be responsible for the cost of telephone, fax, and internet lines and services?	DHHS will provide telephone, fax, and internet access for individuals assigned to staffing positions in the following Service Areas: New Hampshire Hospital; Glencliff; Medicaid; Children, Youth and Families; and Behavioral Health. For all other positions listed in subsection 3.8, DHHS may provide this access on an as needed basis for the fulfillment of required services (such as for required meetings occurring in a DHHS location).

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24	(4.1.2.2) Will the Contractor or the DHHS be responsible for the purchase and maintenance of computer equipment used by Contractor personnel?	DHHS will provide computers for individuals assigned to staffing positions in the following Service Areas: New Hampshire Hospital; Glenclyff; Medicaid; Children, Youth and Families; and Behavioral Health. For any other contract related needs, Bidders should include such costs in their budgets.
25	(4.1.2.2) Will the Contractor or the DHHS be responsible for the purchase and maintenance of clinical supplies and equipment used in the delivery of mental health services?	The Contractor will not be responsible for these costs; DHHS will supply these items.
26	(4.1.2.2) Will the Contractor or the DHHS be responsible for the purchase of pharmaceuticals prescribed by Contractor staff under this contract	The Contractor will not be responsible for these costs; DHHS will supply these items.
27	(4.1.2.2) Will the Contractor or DHHS be responsible for the purchase and maintenance of onsite computer and communication equipment used for Telepsychiatry and for the data lines necessary to provide the service?	The Contractor will not be responsible for these costs; DHHS will supply these items.
28	(4.1.2.2.xi) Asks for other revenues or matching funds. Please clarify what is meant here.	There is no matching requirement in this RFP. However, if a Bidder were to propose providing additional revenues or resources, such as grants for research studies, there is a line in the budget template for such inclusion.
29	(4.2.5) Please provide the amount of liquidated damages assessed the current Contractor in the current and prior two fiscal years.	There have not been any liquidated damages assessed.
30	(6.2) Would the Department consider a short extension of the due date?	See Addendum #2, which adjusts the date.



31	(Appendix B, Exhibit C, Paragraph 9) Could the DHHS clarify and elaborate as to the content, nature, and extent of the audit required? Audit by an independent party? Internal review and reporting? Could the DHHS provide examples and/or descriptions of reporting to be submitted?	<p>DHHS recommends Bidders visit the following URL for information regarding this audit requirement:</p> <p><a href="https://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf">https://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf</a></p>
32	(Appendix E and F) Please provide any information available regarding the qualifications and credentials required for any or all of these positions. Also, please provide any information regarding rates paid to the current contractor for these positions.	<p>The qualifications and credentials required for positions listed in these appendices are addressed in subsections 3.1 through 3.8 in the RFP.</p> <p>Costs regarding the current contract are included in the documents found at: <a href="http://sos.nh.gov/nhsos_content.aspx?id=8589953777">http://sos.nh.gov/nhsos_content.aspx?id=8589953777</a> (Item #6)</p>

