



Big Bend Community Based Care CAT RFP – ME-01-2018

Response to Written Questions

June 6, 2018

Q1: Concerning the RFP for the CAT teams, I noticed that attachment VI Personnel detail and projected Budget template CF-MH 1042 per the RFP is substantially difference from the 1042 used for FIT team RFP. Will my attachment suffice?

A1: The correct CF MH 1042 that should be used for the budget, not what was submitted for FIT RFP.

Q2: Can you give us more specific guidance on the requirements for staffing on the team at \$750,000 and on the team at \$600,000?

A2: The respondent must decide how many and to what level of FTE(s) they will be able to staff the team based on the identified staff positions from the CAT Guidance document.

From CAT guidance document

The CAT model is an integrated service delivery approach that utilizes a team of individuals to comprehensively address the needs of the young person, and their family, to include the following staff:

1. A full-time Team Leader,
2. Mental Health Clinicians,
3. A Psychiatrist or Advanced Registered Nurse Practitioner (part-time),
4. A Registered or Licensed Practical Nurse (part-time),
5. A Case Manager,
6. Therapeutic Mentors, or Certified Peer Counselors, and

7. Support Staff

The Network Service Provider must have these staff as part of the team; however, the number of staff and the functions they perform may vary by team in response to local needs and as approved by the Managing Entity. CAT members work collaboratively to deliver the majority of behavioral health services, coordinate with other service providers when necessary, and assist the family in developing or strengthening their natural support system.

Q3: Page 7 B. of the RFP indicates the proposal must be "no longer than fifteen (15) pages, exclusive of budget information". Does the 15 page limit refer to the Proposal narrative or does it include all of the other attachments I - V?

A3: The 15 page limit is for the narrative only not budget or necessary attachments.

Q4: If we are applying for two separate teams can we submit one proposal or do we need to do two separate ones?

A4: One proposal will be sufficient if submitting for two or more identified areas of service. Staffing descriptions must address how all necessary staff positions will be available in all areas to which the respondent is applying.

Q5: As these are rural counties we may have difficulty hiring staff that meet the qualifications of the RFP. Is there any leeway in this?

A5: The respondent may propose levels of staffing (FTE) that meet the basic requirement for staff positions but also responds to the local needs.

Q6: The Parenting Stress Index is not required for the current CAT teams. Why was this requirement added?

A6: The Department added to its Guidance Document and performance measures the following:

- a. The Parenting Stress Index™, Fourth Edition (PSI™-4) if the individual is 10 years of age or younger; or
- b. The Stress Index for Parents of Adolescents™ (SIPA™), if the individual is 11 years of age or older.

In order to that at least 65% of the individuals and primary caregivers receiving services demonstrate a decrease in level of stress between admission and discharge and it becomes effective once the provider discharges a minimum of 10 individuals each fiscal year.

Q7: Appropriate Licenses is listed under mandatory items on page 8. Since outpatient services don't require a license what type of license is this referring to?

A7: Mental Health outpatient services do not require a license but please list all licenses that the agency does hold and a demonstration of the agency's capability to serve the population.

Q8: The RFP outlines what makes up a complete proposal on page 7, however, some of the items requested in the cost proposal section on page 22 aren't part of this list. Is that because the cost proposal in its entirety would be due only if the applicant gets selected? Also, the RFP references the following: (See Exhibit B Budget Narrative Template as an example) on page 22 but there isn't an attachment for this.

A8: To receive full scoring in the area of Cost Proposal evaluation all items requested on page 22 should be included in the response. BBCBC will post the Budget Narrative Template on the Competitive Procurement webpage.