



Emergence Health Network

El Paso Center for Mental Health/Intellectual Disabilities

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ADDENDUM

To: All Interested Proposers

From: Luis Cervantes

Date: August 7, 2015

Subject: **Respite Care Services RFP #15-017 Addendum I**

This addendum includes responses to all questions submitted. New due date for proposal submittals is August 12, 2015.

Any questions or additional information required by interested vendors must be emailed to bidquestions@ehnel Paso.org before the above deadlines. RFP number and title must be on the "Subject Line" of the email. Attempts to circumvent this requirement may result in rejection of the proposal.

Respite Care Services – Q & A

1. The Request for Proposal states that the proposal should be turned in on EHN documents/formats; where do we find these forms, documents or formats? **A. There is no actual EHN format. You will need to submit your proposal in your format with the attached forms that need to be signed (EHN Signature Page, Check List, Lobbying and Conflict of Interest).**
2. Can the rooms that will house the clients contain bunk beds? Or they all have to be single beds? **A. No bunk beds.**
3. Can you mix Respite Care clients with other clients with the same level of care from another program? **A. Yes**
4. Does the Medical Director have to be a Psychiatrist or can it be a MD? **Yes per Information Item V. see peter response. EHN will provide the Medical Director. (This has been Dr. Rodriguez Cheveres. Basically all final medical, admission, discharge decisions were made by him).**
5. Can an institution use their own in-house crisis assessment forms or do you have to use EHN forms? **A. that will be discussed with the selected entity during negotiations.**
6. When submitting the Proposal do you submit with an all-inclusive rate or a breakdown of services? **A. Both.**
7. What will be the Length of Stay for the clients? **A. 7 days.**
8. What will Peter's role be? **A. He is the EHN Liaison between Respite Care and EHN and Crisis.**
9. Will Peter be able to authorize clients into Respite Care? **A. Yes, he will be able to authorize a client into Respite Care.**
10. Does the new entity need to create their referrals? **A. No, EHN will be refereeing clients for Respite Care. All documentation will be reviewed by the Caseworker.**
11. Is the new entity able to refer Respite Care clients to other programs such as COPSD that has a different funding source? **A. Yes, this would be done only as a discharge plan, or upon client volunteered discharge. However it should be noted that Respite Care clients will be referred and linked to psychiatric outpatient services with EHN. This is major component of the Liaisons' role.**
12. Does EHN want performance measures on a monthly basis? **A. EHN will be requesting data collection on their clients. Census data will be requested on a daily basis as well.**
13. Will all clients be arriving at Respite Care with 7 days of medication? If not can the new entity charge a different rate since a doctor will have to reevaluate them? **A. Yes, you can submit 2 different rates in your proposal for that item.**
14. Will the Respite Care Clients need transportation to the center? **A. Yes, most likely due to entity selected insurance policy, clients will need to attain their own method of transportation to Respite care.**

15. How will the new entity be billing for services? **A. On a monthly basis**
16. How should the rate on the bid be presented? **A. On a bed day rate.**
17. When is the contract anticipated to start? **A. October 1, 2015**
18. Can other services provided with the new entity be included into the proposal? **Yes, you may include additional services that your entity provides that are not being requested.**

Thank you for your interest in this solicitation.