

**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT**

REQUEST FOR PROPOSAL NO. 21-DHS-RFPLW-386

ADDENDUM NO. 2

Arlington County Request for Proposal No. 21-DHS-RFPLW-386 for Mental Health Skills-Building Programs is amended as follows:

Section III. Introduction to Request For Proposal No. 21-DHS-RFPLW-386, Purpose of Solicitation is hereby deleted in its entirety and replaced with:

PURPOSE OF SOLICITATION

Mental Health Skill-Building Services (MHSS) are defined as goal-directed training to enable individuals to achieve and maintain community stability and independence in the most appropriate, least restrictive environment. MHSS must include goal-directed training in the following areas: functional skills and appropriate behavior related to the individual's health and safety; activities of daily living and use of community resources; assistance with medication management; and monitoring health, nutrition, and physical condition. The County is seeking proposals from qualified Offerors who can provide MHSS to individuals with serious mental illness, and/or co-occurring substance use disorders, who are served by the BHD). The County reserves the right to award to multiple vendors. The services include but are not limited to:

- Community-Based Skill-Building Services for adults with a serious mental illness living in their own home/apartment. Clients are not eligible for Medicaid.
- Program-Integrated Skill-Building Services for adults with serious mental illness. These services will be provided at the BHD central location at 2120 Washington Blvd, Arlington, Virginia, 22204.
There are two (2) types of services:
 1. Community Support Team A – Young Adult Program and
 2. Clarendon House – Psycho-Social Day Treatment Program.

Offerors may submit a proposal for one, two or all three services

During the current pandemic, the services may be provided in-person and/or through HIPAA-compliant video conferencing. The Project Officer will notify the Contractor when pandemic conditions allow for in-person services to resume. The Contractor must resume in-person services within 14 calendar days of notification.

The following clarifications are made as a result of vendor inquiries:

1. Clarify if a vendor can submit a proposal for just Community or just Program. Is that also broken out to young adults? Could it be Community young adults adults and program? Can you do 1, 2 3 or all?

Answer: Offerors may submit a proposal for one, two or all three services.

2. Is Clarendon House a current contract with a Vendor or run by the County at the moment? If ran by the County, would the facility stay the same and you're just looking for a staff to run it?

Answer: Clarendon House is currently operated by the County. The County is seeking to enhance

the program by adding additional contracted staff.

3. Does Arlington not have Skills-building in place currently?
Answer: Yes, the County currently have contracts for Mental Health Skills-building services.
4. How do we compare living wage? Are there documents that shows what the current living wage is being paid?
Answer: See Section II, clause 17. Living Wage Contract and refer to draft Contract Terms and Conditions for further Living Wage details specific to this solicitation.
5. What specific information are you looking for about the electronic health records system? Are there any systems that Arlington County currently works with?
Answer: The County is seeking information on billing, psychological evaluations, treatment plans, progress notes in the electronic health records. The County is currently utilizing Cerner as the electronic health records, but will be migrating to Welligent.
6. The resumes may not be able to be provided at the time of submission due to hiring employees once the contract is secured. How will this requirement be handled?
Answer: Submit resumes for the Program Managers and other ancillary staff.
7. The clients that qualify for the program, will the services be paid for by billing the County and in other case billing Medicaid?
Answer: The services under this contract will be paid for by the County for the clients that qualify for the program.
8. Would the County accept outcome measures from a vendor's other services (ie. Outpatient therapy program or crisis stabilization) to count as the 3 examples of similar services within the past 5 years?
Answer: The County will accept outcome statistics from three (3) similar projects within the past five (5) years for Mental Health Skills-building services.
9. My agency has been licensed for only two years. As the owner, I have over 10 years of experience providing Mental Health Skilling-Building services. Can I submit documentation base of my experience in conjunction with my agency experience to suffice 5 years providing services?
Answer: The County will not accept equivalent experience if an Offeror is unable to meet the experience requirements of this solicitation.
10. How many clients do you believe will need to be served under this RFP? And will you be accepting multiple vendors or only 1?
Answer: The County anticipates between 20-30 clients. The County reserves the right to award to multiple vendors.
11. I am attempting to attend the pre-bid conference. How do I do so?
Answer: The Prebid Conference link via Microsoft Teams meeting was provided on the first page of the solicitation
12. Are their transportation expectations for community-based MHSB?
Answer: Yes, depending on the treatment needs of the community-based MHSB clients.
13. Are there expectations around service delivery via telehealth if the pandemic leads to another

shutdown? Or telehealth if the individual presents with COVID symptoms?

Answer: Yes, service delivery will be completed via HIPAA compliant telehealth platform. Some face-to-face may be required.

14. What if an individual gets Medicaid during the delivery of community-based MHSB? Would the service just continue and the provider bill Medicaid?

Answer: Yes, the service will continue. The Contractor will notify the Project Officer of the change to the clients status to prevent double billing and bill Medicaid.

15. For sections that have page limits but also ask for policy and procedures to be attached, does the P and P count towards the page count? Some our P and P's being requested are over 15 pages long.

Answer: Yes, if the length of the policy and procedure document exceeds the 15 page limit, the Contractor may submit the table of content of that policy and procedure.

16. MHSS is currently provided in Arlington County through Medicaid and a contract with Arlington County. Services are provided via telehealth and face to face. Services are provided to clients in Team A and PSR in the community. Based on the pre-proposal conference and the service descriptions in the RFP, how do they differ from traditional MHSS currently being offered?

Answer: There are no differences. Services under this contract would be the same as for Medicaid covered clients.

17. Please define integrated staffing. Are skill-building staff integrated into PSR services and the young adult program full-time? If yes, how are they integrated? If so, how does pricing for integrated staffing differ from the unit rate for community-based services? For example, if the expectation is that staff are integrated full-time, would the pricing be based on all direct costs based on the hours the individual is expected to be in the program versus unit rate for client-facing direct service?

Answer: The Contractor will be integrated into psychosocial rehabilitation services and Mental Health Team A, but not on a full-time basis. This will be a fee for service contract and reimbursement will be based on direct services provided to the client and time spent coordinating services with the County treatment team.

18. At the pre-proposal conference held on January 25, bidders were advised on 1, 2 or all 3 of the following services: • Community-Based Skill-Building Services for adults with a serious mental illness living in their own home/apartment. Clients are not eligible for Medicaid. • Program-Integrated Skill-Building Services for adults with serious mental illness. These services will be provided at the BHD central location at 2120 Washington Blvd, Arlington, Virginia, 22204, for the Community Support Team A – Young Adult Program and the Clarendon House – Psychosocial Day Treatment Program. However, the cost proposal instructions in the RFP state that the bidder shall provide a unit rate based on the Medicaid unit definition for MHSS. Is what is outlined in the RFP intended as a single-rate service versus three distinct services, each of which may result in a different unit rate?

Answer: The services are provided in different locations but are the same services. The unit rate should be consistent across all services that the Offeror submits a proposal for and should not exceed the Medicaid rate.

19. Assuming billable services are defined the same as what would qualify as Medicaid, is there an expectation that staff will be expected to participate in non-billable activities such as attending staff meetings? If so, how much?

Answer: Yes, the Contractor will need to be available for staff meetings and to coordinate with the treatment team. The County anticipates an hour per week, but may vary depending on the needs of the program.

20. Please confirm that if non-Medicaid clients being served under this contract become Medicaid eligible that those clients will have freedom of choice of any MHSS licensed providers.
Answer: Yes, those clients will have freedom of choice of any MHSS licensed providers.
21. When MHSS is provided in the integrated PSR environment, how will the contractor schedule or ensure that there isn't conflict of services being provided and associated billing?
Answer: The Contractor will coordinate with the Program Manager to ensure there are no conflict of services in scheduling.
22. The RFQ references Exhibits A&B, but they are not included. Can you provide these exhibits?
Answer: Exhibit A (Scope of Work) will be the negotiated Scope of Services (Section IV. Scope of Services) and Exhibit B will be the negotiated Contractor's pricing. These exhibits will be provide to the awarded contractor.
23. Please clarify and/or provide an example of a Support Services Day Log.
Answer: Please reference the attached Sample Support Service Day Log.
24. D.1.e. states (ISP) must be developed at a planning meeting, arranged by the County case manager, that includes the client; Contractor support service staff; the case manager; other service providers, when possible and where appropriate as determined by the County case manager; and the client's family, advocate(s), significant others, guardian, and anyone within the client's natural circle of supports invited by the client. Is this different than what is currently being provided by existing contractors?
Answer: No.
25. Are services provided by audio telehealth reimbursable as currently permissible by DMAS?
Answer: Yes.
26. As Arlington indicated at the pre-proposal conference, Arlington prefers a contractor that is able to provide payee services. There is no mention in the RFP related to this service. Is this a requirement or preference? If required, what are the expectations for providing payee services? Should this be included in the unit price? How many clients need this service? If this is a requirement, where in the scoring does this fit and how will it be weighted? If this is a preference and not a requirement, please confirm this will not impact the scoring or ranking of a bidder.
Answer: It is a preference. The solicitation will be evaluated based on the criteria listed in the solicitation.
27. It is our understanding that a vendor can submit a proposal for any ir all of the tree options – Community-based, Program Integrated-Young Adult, and Program-Integrated-Clarendon House. If submittin a proposal for two or more options, does the County prefer separate submiissions for each type, or may the response be combined?
Answer: It may be combined, but there needs to be a clear distinction between the options.
28. The Proposal Forms, specifically page 58, requires a notatized signature. Will the County accept an electronic signature (e.g. DocuSign) in lieu of a live signature notarized in person due to COVID-19 restrictions?
Answer: The County will accept the Proposal Form notarized.
29. Can the County provide how many expected hours of MHSS are to be provided within the Clarendon House – Psycho-Social Day Treatment?
Answer: 20 hours.
30. Does the County anticipate awarding this contract to multiple vendors for each type of service?
Answer: The County reserves the right to award the contract to multiple vendors.

The balance of the solicitation remains unchanged.

Arlington County, Virginia

Tomeka D. Price

Tomeka Price, VCO, VCA

Procurement Officer

tprice@arlingtonva.us

RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL:

OFFEROR ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 2.

FIRM NAME: _____

**AUTHORIZED
SIGNATURE:** _____ **DATE:** _____

DAY ACTIVITY LOG—ARLINGTON COMMUNITY SERVICES

Form No. _____

Staff Name: _____

Staff ID: _____

Unit: _____

Service Date: - **2021**

Collateral Server ID/Total Time	Case #	Name (Last, First, MI)	Subunit	Service Code	Start Time	Stop Time	Duration hrs:min	# of Partic	Provided To	Provided At	Contact Type	Appt Type	Billing Type	Intensity
							:						1	R
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Staff Signature: _____

CODES

PROVIDED TO	PROVIDED AT	CONTACT TYPE	APPOINTMENT TYPE	BILLING TYPE	INTENSITY
C=Client	1=Agency	F=Face-to-Face	1=Scheduled	1=Authorized	H=High
F=Family	2=Client Home	T=Telephone	2=Unscheduled	2=Unauthorized	R=Routine
B=Client and Family	3=Other	O=Other	3=Cancelled w/24 hours	3=Included	
O=Other	4=School		4=Cancelled less than 24 hours		
P=Public			5=No-Show		
			6=Staff Cancelled		