



MENTAL HEALTH AND MENTAL RETARDATION
AUTHORITY OF HARRIS COUNTY

Letter of Clarification #1 Consumer Related Services Early Childhood Intervention

To: All Vendors

From: Marguarette Washington, Senior Buyer

Cc: Sharon Brauner, Senior Purchasing Coordinator C.P.M., A.P.P.
Nina Cook, Purchasing Manager MBA, CPPB

Date: June 11, 2010

RE: Letter of Clarification#1 for Consumer Related Services ECI, Request for Proposal,
7011 Southwest Freeway, Houston, Texas 77074

For the benefit of all vendors submitting responses and to avoid possible confusion, the Request for Proposal (RFP) documents are clarified as follows. Please note this Letter of Clarification is hereby incorporated into the RFP document.

1. What are the state guidelines fees for Speech and Language Service since the last Proposal?

Answer: The state requirements are that we must obtain contractors based on the best value which includes a consideration of cost. There are no requirements in state rule about what percentage we can or cannot go above in increases. The proposer should propose an amount that is competitive.

2. Will MHMRA of Harris County be providing the test, equipment, and materials necessary to provide service?

Answer: If the contractor is conducting evaluations (not therapy), the test protocols will be provided using Routines Based Intervention which utilizes the family's routines and materials in their home. For those children who need to use assistive equipment, the ECI Program maintains a lending library of mobility, positioning and other assistive equipment that families can try until they apply for funding for their own equipment.

3. Who are the current providers for Speech Language Pathology (SLP), Occupational (OT) and Physical Therapy (PT) services?

- a. Please provide the current # of FTEs (full time employee's equivalents) by provider by discipline (SLP/OT/PT).

Answer: SLP: 14.0, OT: 13.25 FTE, PT 9 FTE are budgeted for this fiscal year. Some positions are vacant. We are using some contractors to provide services for some of the vacant positions

- b. What is the number of visits completed in 2009 by discipline/by zip code?

Answer: We are unable to provide this information by zip code. The amount of hours provided per service in April 2010 is the most current and likely more useful. The amounts provided were, Speech: 450 hours, OT 441 hours, PT 375 hours; multiplying by twelve (12) months should provide a pretty accurate picture of years services.

4. Have your current providers been able to meet all of your current SLP, OT and PT services need at MHMRA of Harris County?

Answer: No

- a. Do your current providers need to re-bid or are they currently in an extension year?

Answer: All contractors must re-bid.

5. On what date do you anticipate making this award?

Answer: July 27, 2010 (Pending MHMRA Board of Trustees Approval)

6. Are there any existing practice patterns or clinical protocols utilized to develop the IFSP?

Answer: The best source of information for this is on the ECI website in the Standards Manual. Please review the Evaluation and IFSP sections. Other sections may also help the proposer understand ECI services.

- a. Understanding the unique and individual needs of each child and family and that the visit length is constructed to meet those needs and dictated on the IFSP, do you fine the "typical" visit length to b 30 minutes, 45 minutes, 1 hour, or longer?

Answer: The "typical" visit length is 45 minutes.

7. In addition to the certifications listed (First Aid, CPR) does MHMRA of Harris County continue to require the Texas Medicaid number?

Answer: MHMRA must be able to bill and collect Medicaid for services provided to children who have Medicaid benefits. As a result, contract providers must be Medicaid Providers

8. Do we need to complete the HUB Subcontracting Plan or the Notice "Not to Participate" if it does not apply?

Answer: Only if you are an HUB Entity or you plan "Not to Participate".

9. Does MHMRA ECI program consider proposals from clinic based providers? My facility specializes in the treatment of Autism using the DIR model. We provide and Occupational Therapy.

Answer: Yes. We have previously had contractors who have clinic based services and would like to have contractors who provide clinic based services. The ECI policies state that ECI services must be provided in a natural environment, which is a place where other infants and toddlers would be if they do not have a disability. Therefore, all but a small number of services must be provided in the home, day care center, etc. A clinic would not be considered a natural environment.

However, when we do not have the resources to provide services to a child in natural environments, we can make an exception in order to serve the child, especially if the child would turn three years old before all services on the IFSP grid could be delivered.

In addition, we have a growing number of children with autism and would be interested in considering purchasing contract services for some of this population.

10. I currently have a contract with ECI. In Section XI - Supplemental Attachments, I have a completed application on file for Supplement 2. In Supplement 3, I have completed all information except one item. Is there a certain statement and/or phrasing that I should complete for that section? Am I able to state "Completed application on file"?

Answer: Everyone who has an existing contract must participate in the proposal process in order to continue as a contract provider for ECI MHMRA. All existing contracts will expire on 8/31/10.

Please advise regarding the information needed to complete the "Deviation Form" (Attachment A)

Answer: Each response to this Solicitation shall contain a Deviation Form, which states the prospective vendor's commitment to the provisions of this Solicitation. An individual authorized to execute contracts must sign the Deviation Form. Any exceptions taken to the terms and conditions identified in this Solicitation Package must be expressly stated in the Deviation Form. See (ATTACHMENT A) If you have no deviations please sign the form.

If you have an existing contract, but now have a dba, will all applications require completion due to this change?

Answer: No. Medicaid requires the completion of a provider information change form for updating a provider's enrollment file. For managed care plans, we submit information on a roster or provider profile to update information. For private/commercial plans, we would have to contact them to ask what is required.

I am currently a TriCare Provider. What statement will I need to complete on the supplemental section of the RFP?

Answer: Page 28 of 32: In the event you and/or your firm are selected as the Independent Provider and/or Provider Firm, Completed Applications must be on file with MHMRA prior to contract execution. Please check back before completing the applications to ensure that there is not a newer version of the application.

This **Letter of Clarification #1** is hereby incorporated in the RFP document and shall supersede any previous specification or provision in conflict with the Letter of Clarification #1. All vendors are directed to respond accordingly. Vendors are required to add this Letter of Clarification #1 to the original RFP document.