

# DEPARTMENT OF MENTAL HEALTH

State of Mississippi

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Diana S. Mikula - Executive Director

October 30, 2019

## DEPARTMENT OF MENTAL HEALTH

### AMENDMENT #1

IFB#: 3160003487

for

### Inventory for Client and Agency Planning (ICAP) Administrative Services for the MS Department of Mental Health

Dear Prospective Bidders:

Reference is made to our Invitation for Bid #3160003487 for Inventory for Client and Agency Planning (ICAP) Administrative Services for the MS Department of Mental Health dated February 27, 2020. This letter will serve to acknowledge that the IFB is amended to include the attached pre-bid questions received from prospective bidders and the answers provided to them by the MS Department of Mental Health. All other terms, conditions, and specifications of this solicitation remain unchanged.

Bid Opening Date and Time: March 31, 2020 at 10:00 a.m. CST

Issued by: Toni Johnson, Director  
Bureau of Human Resources  
601-359-6244

### **ACKNOWLEDGEMENT**

This amendment must be signed and returned with your bid, or otherwise acknowledged prior to the opening date and time shown above. If you have already submitted your bid and need to make corrections, submit a corrected bid with this amendment prior to the opening date and time shown above.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **IFB # 316003487 PRE-BID QUESTIONS AND ANSWERS**

1. Will MS DMH provide a Business Associate Agreement (BAA) for review/execution?

Answer: DMH will provide a Business Associate Agreement for review/execution to ensure the highest degree of confidentiality with regard to protected healthcare information.

2. Will the Department use the Unit Price or the Total Annual Price to calculate the lowest responsible bidder?

Answer: DMH will use the contract total which should be reflective of the unit price X 1000 assessments per year.

3. What annual assessment volume should bidders use as the multiplier to calculate the total annual price to assure comparable bids?

Answer: The bidder should use 1000 assessments as the multiplier to calculate pricing.

4. Please provide an active link to the Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations and identify which of the terms is applicable to this IFB.

Answer: The Mississippi Public Procurement Review Board Office of Personal Service Contract Review (OPSCR) Rules and Regulations can be accessed at [www.dfa.ms.gov](http://www.dfa.ms.gov) The link to access OPSCR is under the direct offices tab. Once selected you have a link to open the current rules and regulations. All clauses related to this procurement are currently listed in the IFB document.

5. Please provide the applicable MS ITS security policy referenced in Section 14, Attachment G, page 24.

Answer: The State of MS ITS policies and procedures can be accessed at [www.dfa.ms.gov](http://www.dfa.ms.gov) . The link to access them is under the Direct Links tab, DFA Policies and Procedures.

6. What is the anticipated budget for the services in this IFB?

Answer: DMH does not have a set budget for these services. We are seeking the lowest, most responsive and responsible bidder to complete approximately 1000 assessments during this first year of the contract.

7. Are the services in this RFP continually needed, even beyond the term of the resulting contract, and therefore, may be bid out again?

Answer: DMH is not able to predict if this service will have to be bid out again. There are several factors that are beyond the control of the agency that would determine the need to continue with the procurement of these service.

8. Related to the bid submission format, will the state provide the required attachments in a word format?

Answer: Upon request DMH can provide the attachments in a word format.

9. Can answers to questions in Attachment A (page 2&3) be provided in a separate document?

Answer: Yes

10. Page 16, Attachment E, indicates that references will only receive “one (1) point” if the reference affirms the vendor is “able to administer the Inventory for Client Assessment Planning (ICAP)...” Does the State plan to give credit for other nationally recognized standardized assessments for ID/DD populations?

Answer: DMH will only give credit to vendors with experience administering the ICAP specifically.

11. Can you please provide historical assessment volumes, by month?

Answer: Historically the volume of ICAPs per month has been 75 to 125 based on recertification dates. The number of ICAPs for initial enrollment vary throughout the year but the volume is generally greater during the final quarter of the fiscal year.

12. Understanding that the published ICAP assessment varies between 20-120 minutes and that States typically include state-specific questions, what is the current average assessment and documentation (in LTSS) length of time?

Answer: The length of assessment time varies based upon the support needs of the person receiving services. Due to this variation and inconsistency in the needs of the people we cannot provide an average.

13. Is it an expectation that the ICAP booklet be left with interviewee?

Answer: The ICAP booklet is not expected to be left with the interviewee.

14. Does Mississippi currently include a supplemental questionnaire as part of the assessment?

Answer: Yes

- If so, can you please provide the questions/questionnaire? See Attachment A
- If so, can you please provide the average time required to complete the questionnaire?

Answer: Average time per questionnaire varies based on the support needs of the person.

15. Please confirm Attachment B is the correct pricing form for bidders to complete.

Answer: Yes, this is the correct form.

16. Does Mississippi have a budgeted amount to fund this scope of services? If so, can Mississippi please provide the budgeted amount?

**Answer: There is not a budgeted amount set to fund this scope of work.**

17. Page 4, section 2.3 “Term”, says “The term of the contract shall be for a period of one year, however under Attachment I, Deliverables, the IFB states “Contractor will complete approximately 3000 recertifications, initial enrollments and significant changes as face-to-face ICAP assessments over a three (3) year period.”

- Please confirm whether the contract term is for one year, or three years.
- Please confirm whether 3000 assessments are an annual volume or cumulative volume for a three (3) year period.

**Answer: The contract shall be for a one-year period with the option to renew for the additional periods the services may be needed to complete the estimated number of recertifications. DMH anticipates approximately 1000 assessment per contract year.**

18. What is the regional breakdown of the State and locations of the Diagnostic and Evaluation Teams?

**Answer: See Attachment B**

19. Does the “15 days” from date of notification to schedule and administer and submit classify as business days?

**Answer: The fifteen (15) days classifies as calendar days.**

20. Of the current Waiver population, approximately how many have experienced significant changes in their condition during the past year?

**Answer: DMH’s definition of significant changes in a person’s condition requiring an updated ICAP would be a change in ICAP level of two degrees up or down from previous year. This has been less than ten (10) people per year.**

21. IFB states: “each respondent will be interviewed privately”. Is it the State’s intent to have ICAP’s administered within the members home or provider location?

- If interviewing within the member’s home, is it agreeable to the State that both respondents be present but each complete the ICAP?

**Answer: Each respondent must be interviewed privately. The ICAP should be administered in the most convenient location for the person/family which is most often within the home of the person/family. If the person/family prefers the interview take place in the provider’s setting, this may be arranged by the between the Contractor and the provider. Provider interviews would take place in the provider’s setting.**

22. What regions/counties do Waiver members reside and how many are present in each?

**Answer: See Attachment B**

23. What is the State's current appeal process when disagreements are raised with the Diagnostic and Evaluation Teams?

**Answer:** Any appeals would be handled through the agency and not with the Contractor.

24. What is the anticipated number of onsite overviews to DMH staff and provider agencies per year?

How many providers require the onsite overviews per year?

How many providers of IDD Waiver services are in MS?

**Answer:** This would depend on the quality of the ICAP Assessments. The Contractor would primarily review questionable findings with DMH Staff. DMH would invite provider participation as needed. DMH and Contractor will designate staff to serve as primary contacts for each entity. There are currently 58 certified providers for IDD Services.

25. Attachment B has a column for "UNIT PRICE" and a "TOTAL ANNUAL PRICE". How many units should we use to calculate the total annual price?

**Answer:** DMH anticipates a need for at least 1000 assessments during the one-year contract.

## ATTACHMENT A

### MISSISSIPPI SUPPLEMENTAL QUESTIONS

#### Specialized Medical Supports

Does this individual require 1:1 specialized medical assistance and dedicated medical support in any of the following areas?

1. None
2. Aspiration prevention
3. Bedsore prevention
4. Dialysis
5. Digestive care
6. Insulin management
7. Lifting and transferring
8. Other
9. Pain management
10. Renal care
11. Respiratory care
12. Seizure management
13. Severe wound care
14. Shunt care
15. Tube feeding

#### Behavioral Challenges

Does this individual require dedicated 1:1 attention and constant availability of support to prevent or provide immediate intervention for any of the following behavioral challenges?

1. None
2. Elopement or wandering
3. Physical harm to others
4. Pica
5. Self-injurious behavior
6. Other
7. Severe property destruction (ex. arson)
8. Sexual assault of others
9. Socially unacceptable behavior (ex. genital touching in public)
10. Suicide attempts

#### Mobility In Bed

1. Help Needed to Move Around in Bed: \*\*

e.g. moving from lying position, turning side to side, positioning body in bed

1. None
2. Some Assistance
3. Extensive Assistance

**ATTACHMENT A (PAGE 2)**

**MISSISSIPPI SUPPLEMENTAL QUESTIONS**

**Transferring**

2. Help Needed to Move Between Surfaces: \*\*

e.g. to or from: bed, chair, wheelchair, standing position (excludes to/from bath/toilet)

1. None
2. Some Assistance
3. Extensive Assistance

**Bathing**

3. Help Needed to Bathe: \*\*

e.g. taking full-body bath/shower, including washing body, hair (excludes transfer to/from bath/shower and washing difficult to reach areas like back)

1. None
2. Supervision / Verbal Prompts
3. Some Physical Assistance
4. Extensive Physical Assistance

**ATTACHMENT B**

**IDD Regional Program Catchment Areas (Waiver & CSP)**

**North MS Regional Center (Oxford, MS)**

Alcorn  
Benton  
Calhoun  
Chickasaw  
Coahoma  
DeSoto  
Grenada  
Itawamba  
Lafayette  
Lee  
Marshall  
Monroe  
Panola  
Pontotoc  
Prentiss  
Quitman  
Tallahatchie  
Tate  
Tippah  
Tishomingo  
Tunica  
Union  
Yalobusha

**Hudspeth Regional Center (Whitfield, MS)**

Attala  
Bolivar  
Carroll  
Choctaw  
Hinds  
Holmes  
Humphreys  
Issaquena  
Kemper  
Lauderdale  
Leake  
Leflore  
Madison  
Montgomery  
Oktibbeha  
Rankin  
Scott  
Sharkey  
Sunflower  
Washington  
Webster  
Winston  
Yazoo

**Ellisville State School (Ellisville, MS)**

Clarke  
Clay  
Covington  
Forrest  
Greene  
Jasper  
Jeff Davis  
Jones  
Lamar  
Lawrence  
Lowndes  
Marion  
Neshoba  
Newton  
Noxubee  
Perry  
Pike  
Smith  
Walthall  
Wayne

**Boswell Regional Center (Sanatorium, MS)**

Adams  
Amite  
Claiborne  
Copiah  
Franklin  
Jefferson  
Lincoln  
Simpson  
Warren  
Wilkinson

**South MS Regional Center (Long Beach, MS)**

George  
Hancock  
Harrison  
Jackson  
Pearl River  
Stone