

Alamance-Caswell MH/DD/SA Authority

**RFP-CHILDREN’S DEVELOPMENTAL SERVICES
QUESTION AND ANSWER**

FROM INFORMATION SESSION:

Question:	Response:
After receipt of a contract and at the end of the contract year will there be another RFP process in order to re-new the contract?	We expect a multiple year bid with annual contract to update on a fiscal year basis. Contract will contain an out clause with a minimum 120-day notice.
Given that billing for services will take place, and that billing could be delayed, (a) What is the minimum time period for billing the area authority? (b) Is there any start-up money available to cover the lag time between when service is first provided and when the first reimbursement is received?	(a) Weekly process, at a minimum every two weeks (b) No. We are expecting a viable provider to be able to fund the program and support it in the initial start up period.
When scoring the RFPs, do you have a procedure to deal with any outliers?	Criteria will be reviewed with a team of approx. eight reviewers consisting of Area Program staff, Consumer & Family Advisory Committee members and community stakeholders. RFP will be scored individually. Team members will meet to reach a consensus recommendation. Recommendation will be made to our Executive Officer who then will make the final decision.
What rent do you anticipate charging for the building and equipment?	Alamance-Caswell MH/DD/SA leases the facility from Alamance county. The county has agreed to sublease the facility for \$1/year. No lease for the equipment. The equipment will, for the most part, go with the program providing services. If that entity terminates the contract, the equipment would be retained with the program.
Can you provide a copy of the current fee schedule and sliding scale?	Yes. (Current fee schedule and sliding scale was provided to those in attendance). We have tried to keep our top fee in line with what other child care programs in the community charge, not what it cost to provide the service. <i>*See fee schedules below.</i>
May we use FY03 data for the Fiscal Criterion Evaluation?	Yes. Preferred.

Is the provider responsible for structure and contents insurance on the facility?	Yes. Provider can find their own insurance at a reasonable rate or provider can opt to let LME hold insurance and LME be reimbursed by the provider.
Is the provider responsible for maintaining the building and grounds?	Yes. Currently, we contract with a local business for around \$350-\$375/month for routine grounds care. There are additional charges for services such as adding sand to sandboxes and mulch on the playground.
Is current staff interested in new provider?	Our hope would be that whoever bids on the program would be able to continue employment for current staff, although it would be their decision to make depending on what the provider has to offer them. RFP will give time for a transition plan.
Can we receive copy of job descriptions?	Yes. Job descriptions are available through the Office of State Personnel website @ http://www.osp.state.nc.us/ExternalHome/Group5/LocalGovmt/LocalGov'tSpecs/WebPage/ClassSpecs.htm
What are hours of operation?	6:30 a.m. – 5:30 p.m. Monday-Friday
Do you observe mainly major State holidays?	Yes. Although, we are open on some of those holidays and take an extra day at Christmas and July 4 th . We follow the ABSS schedule during the school year and then operate our summer program.
If the ABSS is closed for snow days, is ADC closed?	Yes, due to food service, the contract we have with the schools and transportation. In the future as conditions improve, we may open on snow days and ask parents to call before bringing their child to school.
Will Mental Health be responsible for existing facility problems?	Maintenance of the facility is ongoing. If there is failure before contracting the service, then Mental Health will take responsibility.
Is there any CAP or MRMI funding available?	It depends on what each individual child is eligible for. There is Medicaid for birth to 3 offsite services. Sometimes younger children are approved for CAP-MR funding, but CAP-MR is more than likely available to school age children who are here for before/after school and the summer program. We have been able to utilize a limited amount of DD Wait List money. We are a provider through DSS and eligible for daycare subsidy and have contracted with as many as 5 counties at one time. If the ABSS places children here, there is that funding. MRMI funding is for adults only.
Do we know what the ABSS plan is for placements for the 2005-2006 school year?	The developmental center is the only place where those dollars can be used.

They (ABSS) don't have any plans to develop anything?	They develop things but essentially they were not to supplant what is already available.
Is preschool money so much per slot?	Yes. Can check DPI website (under Special Education Dept – Developmental Day) for current amount.
Will provider bill through IPRS or another way?	<p>The dollars that were quoted in the RFP are state and federal IPRS dollars which are billed through IPRS by an electronic submission. We can supply electronic submission process. We can accept two different ways of electronic submission. 1) If you are capable of dropping your data into an 837 file, which is the HIPPA compliant electronic submission file, we will be able to receive that. 2) You are not required to utilize an 837 file if you have a direct link to us. So the other option is that you would have a website you could go to that would link to one of our servers and it will give you an application that you can direct key the services into. There is an electronic process that does an initial review of the data to access approvals or denials.</p> <p>Other funds will mean provider dealing directly with the funder (paper submission).</p> <p>Medicaid and CAP services will flow through the same type of process in 837 direct link as the IPRS state and federal funding.</p>

ADDITIONAL SUBMITTED QUESTIONS:

<p>Given that almost all, if not all, of our referrals and relationships have been with Area Authority, may we send the reference request to you? And, may we send the request to others we have worked with, but have not had services with?</p>	<p>The intention of the reference requirement is that providers obtain references from organizations for which they have provided services in the last three years. If the Alamance/Caswell Area Program is the only agency with which the provider has contracted in the last three years a reference request may be sent to Ann Wood, Managed Care Director. Providers should use their best judgment in determining which other community agencies to utilize as reference sources. In all cases, a minimum of three references is required.</p>
<p>What is the cost to lease the Alamance Developmental Center?</p>	<p>As above, Alamance-Caswell MH/DD/SA leases the facility from Alamance county. The county has agreed to sublease the facility for \$1/year.</p>

**Alamance-Caswell Area Mental Health,
Developmental Disabilities and Substance Abuse Program
Alamance Developmental Center**

**Full Day Fee Schedule
Infants, Toddlers, Preschool and
Summer School-Age Care**

Percentage	Family Gross Income	Daily Rate	Monthly Fee
100%	\$27,460	\$24.50	\$490.00
80%	\$24,460	\$19.60	\$392.00
60%	\$21,460	\$14.70	\$294.00
40%	\$18,460	\$9.80	\$196.00
20%	\$15,460	\$4.90	\$98.00
Minimum	Below \$15,460	\$2.45	\$49.00
*Typical Child		\$24.50	\$490.00

**Before and After School Care
Fee Schedule**

Percentage	Family Gross Income	Monthly Fee
100%	\$27,460	\$130.00
80%	\$24,460	\$104.00
60%	\$21,460	\$78.00
40%	\$18,460	\$52.00
20%	\$15,460	\$26.00
Minimum	Below \$15,460	\$21.00
*Typical Child		\$130.00