

**RFP-VOCATIONAL SERVICES
QUESTION AND ANSWER**

FROM INFORMATION SESSION:

Questions:	Response:
Will CARF accreditation meet approval with the LME?	Yes
What do Compensatory Education classes consist of?	Adult Basic Education on site
Are your Compensatory Education Teachers employees of the Community College or are you under contract?	Employees of the Community College
How much time do your consumers spend in Compensatory Education class?	30 minutes to 1 hour/day
What percent of your consumers attend Compensatory Education classes?	Approximately 50% at VTA and 90% at VTC.
How are sheltered consumers billed?	At the sheltered rate.
What are the contract arrangements for the building and equipment?	\$1.00 per year for lease of the building. Equipment stays with building.
Who will be responsible for the building repair expenses (heat, air, roof)?	Alamance and Caswell are different. In Alamance, the provider will take more responsibility. In Caswell, the county provides most of the maintenance. Terms will be negotiated with the lease.
Will Mental Health do an inventory of equipment?	Yes
Is the attached appendix A a list of all positions?	Yes, except for one vacant Community Employment Specialist II position that was inadvertently left off the list.
Is this enough staff to operate the facility?	Current staffing levels meet staff to consumer ratio requirements. There is an increasing need to provide more job coaching services in Caswell County.
Is this your optimal staff capacity?	No
Do you count your Compensatory Education teachers toward your consumer staff ratios?	Current staff to consumer ratios do not include Compensatory Education Teachers.
Do you expect the provider to provide services as in the RFP?	All service activities would be expected to be integrated with and conform to the North Carolina Division of MH/DD/SA Standards including providing services in accordance with best practices.
Do you have information for the last three years showing subcontract trends?	03 / 04 = \$595,250 02 / 03 = \$581,716

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	01 / 02 = \$602,960
Do you do your own payroll?	Vocational Trades does part and ACMHDDSA does part. The Provider may be able to negotiate with the LME to continue this service.
Does the annual contracted dollars include the 13%?	No
Do you do a profit and loss analysis on each job?	No
Is there a possibility of expanding into Rockingham County?	Rockingham is not a part of this RFP. However, we anticipate expansion of LME services to include Rockingham in the near future.
Who is responsible for UM and QA?	These are primary functions of the LME. The provider will, of course, have a role in ensuring appropriate utilization of services and quality management.
Are there plans to tour the facility?	Yes. We will provide a tour Thursday, October 14, 2004 at 9:00 AM.
Do you have a connection with the school system?	Nothing formal, but we receive OCS referrals.

FROM SUBMITTED QUESTIONS:

Can you provide monthly or yearly average cost for utilities?	2003/04 annual cost of utilities (electricity, water, and sewer): Alamance facility-\$61,754; Caswell facility-\$6,690.
Is there a maintenance and replacement schedule for the building in Alamance? When was a roof put on last, how new or old are the HVAC systems, and are there any known problems like an HVAC about to go?	We have a maintenance contract with a local business to maintain and repair the HVAC system. Last year's building repair and maintenance cost was \$19,873, of which approximately \$15,000 was for a HVAC compressor replacement. We are awaiting bids now on a heat exchanger replacement for one unit, which will cost approximately \$8,000. Our records show that the roof was covered with a rubber seal in 1988 with a 12-year warranty.