



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: April 08, 2008

PSC #813

HIV-AIDS TRANSITIONAL CASE MANAGEMENT IN
CORRECTIONAL FACILITIES

FOR

DIVISION OF PUBLIC HEALTH

Date Due: MAY 16, 2008
11:00 AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY
BECOME PART OF THE ABOVE
MENTIONED BID.

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PSCO-813 Transitional Case Management

Pre-Bid Meeting (4-8-07)
DHSS Campus, Main Admin Bldg, Room 198 at 10AM

Re: Questions and Answers

Present: Ms. Sandra Skelly, Procurement Branch
Mr. William Ingram, Public Health
Mr. Stanley Waite, Public Health
Mr. Glen Pruitt, Delaware HIV Consortium
Mr. Alfred Onuonga, Delaware Center for Justice
Mr. Chris Devaney, Connections, CSP
Mr. Michael Hassler, Catholic Charities
Mrs. Dawn Allen, Fellowship Health Resources

The following questions came up during the discussion:

1. Question: How many non-duplicated clients were served in the past contract year? Reviewing the client utilization data for the program for the past several years, does that number represent a typical year for the current program? Why or why not?

Answer: On average for the last the last two years 30 clients were served for transitional case management. However, we cannot predict the number of HIV+ positive inmates who might be discharged from prison in any given year. Of the current prison population of 7,100, approximately 110 are HIV positive.

2. Question: On the average, how many clients using this program in a given year were released from a correctional institution in New Castle County? In Kent County? In Sussex County?

Answer: Based on prior years, there will be 15 clients released in New Castle County, 9 Clients in Kent County, and 6 clients in Sussex County.

3. Question: What is the average number of hours spent working each case?

Answer: Based on prior years, the average number of hours spent working on each case is 144 hours.

4. Question: Is securing housing for just-released inmates part of the scope of service for this contract? If so, what additional resources might be available for this issue?

Answer: Contractor shall assist client(s) in finding housing. That is, make the client(s) aware of community housing resources.

5. a) Question: Does DPH have a preference for the billing mechanism that might be used?

Answer: The billing requirements will be spelled out in Appendix B to the basic contract when RFP is awarded- in accordance with current DPH requirements. That is, a monthly itemized bill that specifies that the required services were provided.

b) Question: Does DPH want to fund an initiative (project as a whole), an employee position, pay a flat rate per client or pay by billable hours of case management service? If billable hours are used, does that include only "face to face" contacts or may a provider bill for time contributed to the client's case by others on the Project Team?

Answer: As specified in the RFP scope of services- section monthly billing is required. Further, DPH is looking for a vendor to institute a program that will connect with those HIV positive prisoners who are transitioning out of the prison within the next 30 days. Finally, to arrange for the services specified for up to another 30 days after their discharge from prison. The specific billing process can be negotiated after the bid is awarded. However, DPH will place particular emphasis on a strict accountability for all services provided-- billable hours are acceptable, including ancillary work accomplished by other project team members not in direct contact with the client. Billable hours must be documented in client records, monthly billings, and available for examination during routine DPH audits. Again, these requirements will be negotiated with the winning bidder after the bid award.

6. Question: What mechanism now exists to identify inmates who might benefit from HIV/AIDS transitional case management services?

Answer: The vendor works directly with correctional facilities to identify inmates who would be eligible for transitional case management.

7. Question: What is the transitional case manager's responsibility if the client comes to the end of the 30 day post-release period, is in need of community-based case management, but a case manager is not available (that is, the client is placed on a waiting list for first available or has not yet completed an intake with a community-based program)?

Answer: Unfortunately, the contract only covers a 60 day period- 30 days prior to release and 30 post discharge. Hopefully, during this 60 days period, a community-based case manager can be located.

8. Question: What criteria must be met for a community-based organization to come into the prison system to provide services to inmates? What technical assistance is DPH prepared to give the successful bidder in that regard?

Answer: Working with DPH, a limited number of vendor employees will be allowed to enter the state prisons after an extensive vetting process that includes a background check, being fingerprinted, and being issued a Department of Corrections photo identification. DPH will work

with the successful bidder to insure the entry to the prison system is appropriate and professional in all aspects.

9. Question: How much funding is available for this contract?

Answer: The maximum funding for this contract is \$97,000.

10. Question: Is the contractor allowed to work with the clients before 30 days of release?

Answer: No. This contract only funds 30 days before and 30 days after client's release from the correctional facility.

11. Question: Is the contractor notified of all the clients health concerns?

Answer: Contractor will work closely with medical correctional facilities to receive all required client information.

12. Question: What is the (current client) gender breakdown?

Answer: Currently- 8 females and 16 Males

13. Question: Are the clients eligible for insurance?

Answer: Clients will lose there insurance after being incarcerated for more than 30 days.

14. Clarify the length of the contract and the renewal periods.

Answer: Initial contract is 36 months with the possibility of renewal for up to 2 years.

15. Do you want a 3 year or 18 month budget?

Answer: 36 month budget.

16. How are we to bill?

Answer: Cost Reimbursement on a monthly basis.

17. Medications, how are they paid for?

Answer: "Bridge" medications are paid for by AIDS Drug Assistance Program (ADAP). That is, the medications that provides a "bridge" between transitional case management and traditional case management-enough medications to cover the client during the interim.

18. Is someone else working with the clients prior to the 30 days before window?

Answer: No one in transitional case management is working with clients prior to the 30 days.