

BEHAVIORAL HEALTH CLINIC SERVICES

STATE OF LOUISIANA
OFFICE OF BEHAVIORAL HEALTH
REGION VII
DEPARTMENT OF HEALTH AND HOSPITALS
RFP # 305PUR-DHHRFP-BHCSREGVII-OBH
Proposal Due Date/Time: November 28, 2011
4:00 P.M. CST

1. What are the operating hours of each clinic?

Region VII Community Behavioral Health Clinics as part of this RFP are open from 8:00 a.m.- 4:30 p.m. Monday – Friday excluding State Proclaimed Holidays. Region VII Administration reserves the right to modify the operating schedule.

2. How many persons and what are their positions are paid out of this contract?

The positions and number of staff in each position to be paid out of this contract are included in Section II. A. 3 on pages 12-15 of the RFP.

3. What personnel are assigned to each clinic and what are their hours?

All staff are scheduled 8 working hours per day. The specific staff assigned to a specific clinic at this time may be changed and assignments may be modified as OBH Region VII determines necessary depending on the need. Staff hours are addressed in Question #1.

4. What is the census for each clinic?

The census as of 10/31/11 by clinic:
Mansfield Behavioral Health Clinic: 112
Red River Behavioral Health Clinic: 186
Many Behavioral Health Clinic: 153

5. Would the contractor need to hire an additional clinical person with substance abuse licensing?

All of the clinical positions are currently filled, including the substance abuse clinician. In the event of a vacancy the contractor will be responsible for filling that position in accordance with the provisions of the RFP.

6. P. 17 h. If OBH is holding trainings on the 7 areas, would the contractor's staff be able to participate and at no cost?

If the trainings listed in Section II. B. 3. h (page 17) are available to contract staff they would be invited to attend at no cost to the contractor.

7. Is documentation time to be included in direct client service?

Concurrent documentation is required of all staff, and thus, is included in direct service time. Documentation done without the client is not considered direct service.

8. Under what circumstances would the provider be expected to subcontract?

In the event the contractor identified a need to subcontract, the contractor would need to consult with Region VII OBH. See pages 19 and 20 of the RFP and the CF-1.

9. Would OBH expect to contractor to retain all current staff? Since there are currently 3 clinical staff members, would the Office expect one clinical staff to be laid off to hire a Licensed SA counselor?

Question #1: Yes, OBH expects the contractor to retain all current staff.

Question #2: See answer to question #5.

10. To calculate the cost per travel, where is each current staff persons' domicile?

The current staff has assigned domiciles at the following Community Behavioral Health Clinics: Red River BHC (3 staff), Many BHC (1 staff), Mansfield BHC (1staff)

11. Do hire & evaluation dates remain the same for each staff member and what are their current salaries? In addition, what is the benefit package?

Evaluation dates would be determined by the contractor's policy and procedure manual. Benefits are determined by the contractor's benefits that are offered to employees. The current salaries are available for review in the proposer's library which is located at: 1310 North Hearne Avenue, room 131 on the first floor. The

library will be open during the hours of 8:30am to 4:00pm on Monday through Friday beginning on October 26, 2011 and ending on November 28, 2011.

12. Besides the EBP Cognitive/Behavioral Therapy, what other Evidence Based Practices does the Office subscribe to?

Region VII subscribes to Dialectical Behavior Therapy, Cognitive Behavioral Therapy, Motivational Interviewing, 12-Step Model of Recovery, Matrix Model, and Trauma Informed Care.