

## RFP Questions and Answers

1. Intensive Outpatient Treatment/Recovery is listed as a service component within the Substance Use Outpatient Treatment Service Standards. If we do not plan to offer this service, do we fill in a rate of \$0.00? If so, is that going to require the submission of a budget?

Correct, entering a rate of \$0.00 signifies that the provider will not be proposing for that specific component. A rate of \$0.00 does not solely necessitate the submission of a budget.

2. Is it only necessary to complete a budget form if you are requesting anything other than the standardized rate?

If the provider is requesting more than the standardized rate, the provider is required to complete a budget form.

3. Is the GAINS assessment acceptable to use for the Substance Use Disorder Assessment tool and for the Bio-psychosocial assessment?

The GAIN is a sufficient substance abuse disorder assessment but not a full bio-psycho-social assessment. Division of Mental Health and Addiction contractors are required to use either the Child Assessment of Needs and Strengths (CANS) or Adult Needs and Strengths Assessment (ANSA).

4. Are new contracts effective 1/1 or 2/1?

The anticipated start date for new contracts from this RFP will be 2/1/2014.

5. Is there a location to view past proposals as a "sample" to look at online?

No, DCS cannot share past proposals from other agencies. Each agency can access their vendor portal and look at their agency specific past proposals.

6. To show business relationship with DCS or a contractor of DCS, do you want specific names or simply the business and the services provided to them?

The proposal must be able to articulate the relationship. It is up to the provider to determine how best to illustrate it.

7. Codes for applying online for each service standard: On the RFP page, there is no code listed but upon trying to apply, there is a list of codes to choose from where it says "open for bidding". How do I find the correct code for the service standard and region I would like to apply for?

On <http://www.in.gov/dcs/3159.htm>, there is a list of all Regional RFP's and their associated RFP number. Each agency will want to ensure that they are proposing for the correct corresponding RFP number when they are directed to the Contracting Opportunities page <https://financials.dcs.in.gov/Public/RFP/RequestAvailable.aspx>.

8. My staff consists of contracted employees, we anticipate a possible change to W-2 in 2014, is there a preference for DCS to make those changes sooner rather than later?

Attachment I is the sample contract for DCS Providers. Please consult the contract to determine the requirements for the contracted agency.

9. Region 7-Residential Substance Abuse Tx \$200 per diem, document of service standards already exists. Would they allow a Residential campus licensed to work with children to also be licensed to work with adults?

Division of Mental Health and Addiction licenses residential services for adults.

Department of Child Services licenses residential services for youth.

The contracted agency would be responsible for obtaining appropriate licensure from the appropriate licensing agency.

Residential facilities couldn't have a dual license. But, for instance, there could be a campus where 2 buildings are licensed for adults and 2 buildings are licensed for children. Or 1 wing of a building for adults and 1 wing for children. There would just need to be clear separation and no intermingling.