



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

**Winner 2000- 2006 Achievement of Excellence in Procurement Award
National Purchasing Institute**

Jerome Noble, Director



April 11, 2007

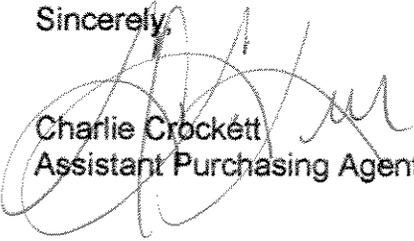
**Re: 07RFP55540A-CJC
Psychiatric and Physician Services**

Dear Proposer:

Attached is one (1) copy of Addendum 2, hereby made a part of the above referenced **Request For Proposal (RFP)**.

Except as provided herein, all terms and conditions in the **RFP** referenced above remain unchanged and in full force and effect.

Sincerely,


Charlie Crockett
Assistant Purchasing Agent

**07RFP55540A-CJC, Psychiatric and Physician
Addendum No. 2
Page Two**

This Addendum forms a part of the contract documents and modifies the original RFP documents as noted below:

Response to vendor questions

Q: What are the current requirements for the number of FTE for Licensed Clinical Social Workers and Licensed Professional Counselors?

A: There are a total of 13 FTE that can be filled by a LCSW and/or LPC.

Q: Is the successful vendor required to provide all specialties and a full management staff for the mental health program on site?

A: No

Q: Can vendors bid for only one specialty in this RFP, for example psychiatrist only?

A: No

Q: Are there psychiatrist and other support staff already in place the county's facilities?

A: Yes

Q: What support staff are available at each facility?

A: Support staff functions in the following capacities; receptionist/ front desk, medical records, accountant, data entry and insurance verification.

Q: What is the number of patient that a psychiatrist is expected to see per day?

A: The psychiatrist is expected to see an average of 18 clients per day.

Q: Will the County accept amendments to the contract language?

A: No

Q: What is the estimated value of the contract for the RFP?

A: \$1, 000,000.00 and \$4,000,000.00

Q: Which vendor currently provides the services under the RFP?

A: Liberty Health Care.

Q: What is the minimum criteria will a vendor have to meet to be included in the negotiation process?

A: A vendor must meet the entire Scope of Work requirement listed in the RFP to be considered.

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Q: Page 26, third paragraph states, "Computer usage is to be included in the overhead rate and not as a direct expense item." Please explain the meaning of this statement.

A: Vendor is not responsible for providing any computers.

Q: Should the vendor submit a fee schedule that represents the first year of the contract or both the first and the renewal year of the contract?

A: The vendor should respond to the RFP as requested. The RFP is for one year with two renewal options. In other words, automatic renewal remains an option that the County has; however, since this is not definitive, interested vendors should only submit fee schedules for one year.

Q: Please describe what methods will be utilized to determine reimbursement by Vendor for non-payments arising from subcontractor performance.

A: A monthly report will be developed that will identify the dollar amount, responsible clinician and reason for nonpayment. This monthly report will be developed using current management tools which tools include the MICP Error Report, the Incomplete MICP Report, and the Unauthorized MICP report, the Medicaid Error Report, the Care Management Organization Error Report, Client Seen Report and Active Caseload Report.

Q: How will the clinical responsibility for non-payment be separate from billing data, entry errors, administrative errors and/or IT system errors which could result in nonpayment?

A: We will utilize the reports mentioned in the preceding question as well our Standard Operating Procedures/Internal System of capturing billing/administrative errors, and daily review by the IT staff of IT systems issues to differentiate clinician responsibility from billing/administrative and IT system errors.

Q: Will the project manager have access to real time data in order to effectively manage productivity and assist in ensuring reimbursement for billable services?

A: Yes, the HR coordinator (formerly Project Manager) will have access to all the reports mentioned above. In addition the coordinator will work closely with the Program Managers to monitor Vendor staff accountability.

Q: The current vendor provides a Quality Improvement Director and Program Managers. There is also a negotiated rate for Director of Nursing. These job classifications are not part of the current RFP fee schedule. Will these continue to be contracted positions?

A: No

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Q: Please describe the function of the Human Resource Coordinator; is this the project manager or a different position?

A: This position is different from the project manager. The HR coordinator would basically be responsible for facilitating contractual employee issues; ie, disciplinary, payroll, etc. They would also act as a liaison between the successful vendor and the department of MHDDAD.

Q: Would the department consider an hourly rate within the fee schedule for board certified/eligible addiction psychiatrists?

A: No

ACKNOWLEDGEMENT OF ADDENDUM NO. 2

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **April 26, 2007, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 2, _____ day of _____, 2007.

Legal Name of Bidder

Signature of Authorized Representative

Title