



**REQUEST FOR PROPOSALS: QUESTIONS AND ANSWERS**  
**Solicitation Item: RFP#2017-002. Inpatient Psychiatric Hospital Services**

Addendum:

To: Interested Applicants/Proposers

From: Heath Frederick, Contracts Manager

Date: March 10, 2017

This document includes responses to all questions submitted to date, regarding RFP#2017-002. Any additional information required by interested providers must be emailed to [hfrederick@ntbha.org](mailto:hfrederick@ntbha.org) with the Subject Line "RFP#2017-002."

1. QUESTION: *Page 3 - 1.15 "Diversion" rate 75% or higher - what do you mean by this?*

ANSWER: Please be advised that the listed Diversion Rate Requirements do not/will not pertain to the referenced Request for Proposal (RFP#2017-002: Inpatient Psychiatric Hospital Services) and any subsequent contract. This requirement refers to a previous RFP that included an additional 23 hour Observation service. However, by excluding the 23 hour Observation service from RFP#2017-002, this 75% Diversion Rate requirement is nonapplicable.

2. QUESTION: *There appears to be some items that are not matching the format required on page 12. The items listed do not match the labeling as they appear on page 14.*

ANSWER: NTBHA has updated the RFP to reflect the correct application outline.

- I Business Demographics
- II Staffing Plans
- III Services
- IV Facility
- V Quality Assurance
- VI Certificate of Insurance
- VII Financial Information
- VIII Cost Proposal
- IX Risk Profile
- X Implementation Plan
- XI Client References
- XII Rights Reserved
- XIII Certification



3. QUESTION: *Page 22-28 are not attached to the document that was sent. Are these pages missing?*

ANSWER: NTBHA has updated the RFP to reflect the correct number of pages, 21 of 21 total pages.

4. QUESTION: *Annual Report - financial information for RFP - if we don't have this - what could be submitted in lieu of this document?*

ANSWER: Unfortunately, there is no document to substitute for an Annual Report. Please be sure to include all other required financial documentation, providing a clear understanding of the proposers' financial position, in order to help the Review Committee make an informed decision. It may help avoid further questions for you to include a brief letter explaining the lack of any recent Annual Reports.

5. QUESTION: *NTBHA as "payor of last resort" - is this where we would explain that we would use all efforts to identify if NTBHA patients are on Medicaid or participating in VA benefits, etc. Can you provide a 'sample' of how this was responded to by any other entities currently contracted?*

ANSWER: All other funding sources must be exhausted prior to billing the Local Authority (NTBHA) for authorized covered services. It is the obligation of the provider to submit written evidence documenting its efforts to collect fees from any, and all, payment sources prior to submitting claims to the Local Authority (NTBHA). This section is used to describe the proposers' internal process for verifying consumers' other coverage.