



STATE OF NEW HAMPSHIRE
 DEPARTMENT OF CORRECTIONS
 DIVISION OF ADMINISTRATION
 P.O. BOX 1806
 CONCORD, NH 03302-1806
 603-271-5610 FAX: 603-271-5639
 TDD Access: 1-800-735-2964

William L. Wrenn
 Commissioner
 Bob Mullen
 Director

ADDENDUM # 2 to RFP 12-07-GFMED

This document must be initialed and returned with your proposal.

RFP: 12-07-GFMED Health Services Professional Services

RFP Deadline: April 6, 2012, no later than 2:00 EST

Addendum Descriptor: Correction/Clarification

A. Reference Location “Table of Contents, Continued Section B: Scope of Services, Exhibit A:”

Remove numbers 19 through 22 in their entirety.

In Table of Contents “Section C: Estimated Budget/Method of Payment, Exhibit B:”

Remove number 4

B. Reference Location Page 1 of 72–

Section A: Terms, Conditions and Procedures for Submitting Proposals

1. Brief Description:

Amend first sentence to read- Attached is a Request for Proposals and contract format for providing primary Medical, Dental, and Nursing services (herein referred to as Health Services Professional Services) for the New Hampshire Department of Corrections (herein known as the “NHDOC”, “State,” “Corrections,” or “Department”) inpatient and outpatient services for inmates/patients and non-adjudicated residents of the Secure Psychiatric Unit (SPU).

NH Department of Corrections removed the reference to “Medical Records”.

C. Reference Location Page 15 of 72–

Remove Treatment Services Section

“3. MEDICAL RECORD SERVICES

Inpatient/Infirmary Services:

Secured Psychiatric Unit (SPU): Concord
 NH State Prison – Men (NHSP-M): Concord
 Northern NH Correctional Facility (NCF): Berlin

General Outpatient:

NH State Prison - Men (NHSP-M): Concord
 Transitional Work Center (TWC): Concord

Residential Treatment Unit (RTU): Concord
Calumet House: Manchester
North End House: Concord
Northern Correctional Facility (NCF): Berlin
NH State Prison - Women (NHSP-W): Goffstown
Shea Farm: Concord”

D. Reference Location Page 19 of 72 -

Amend Section “2. Purpose” – delete third bullet down “Medical Record Services;”

Amend Section “3. Background” – third paragraph first sentence substitute with the following amended sentence:

“The Department administers and delivers, including through contracts with outside providers, a health care system that provides access to necessary medical, dental, medical record and nursing services to both sentenced inmates and forensic patients.”

E. Reference Location Page 22 of 72–

Amend Section 8.1 to read –

“The Contractor shall provide the Medical/Dental Care Services component of the Health Services Program, including, but not limited to furnishing all primary physician medical care, dental care, and nursing care required for the inmate/patient population to support the NH Department of Corrections healthcare delivery system.”

Removed reference to Medical Records

F. Reference Location Page 23 of 72–

Amend Section 8.15 to read –

“In performing the services specified by the Department, the Contractor employees shall remain employees of the Contractor. The Contractor shall pay all wages, benefits and applicable taxes on behalf of the Medical, Nursing, and Dental professionals. The Contractor shall pay all Federal and State taxes to include Federal Social Security and State Unemployment Compensation taxes.”

Removed reference to Medical Records

G. Reference Location Page 25 of 72

Amend Section 8.24 to read - The MFSS shall comply with the following requirements: provide full name and credential (e.g. MD, DDS, RN, etc) of every individual assigned to a position on the schedule for the month; shall ensure personnel are qualified and licensed to perform assigned duties; provide times and locations of all clinic and support services to be provided; provide time and locations of all training activities, administrative, clinical and management meetings, scheduled days off etc; provide to the Department’s Division of Medical & Forensic Services the monthly schedule no later than ten (10) days prior to the first day of the beginning of each service month; the Contractor shall provide a staffing report by position, indicating position hours

not properly filled (will include all changes from the monthly schedule, i.e. unscheduled meetings, training, leave, etc) on the 10th day of the month following the month reported. The Contractor shall coordinate the granting of paid time off with the Department’s Division of Medical & Forensic Services to ensure coverage of clinical services and such coverage will be reflected in the monthly MFSS. The Contractor shall be required to coordinate scheduling with any other Contracted Vendor’s staff or Department staff that provides clinical or other services in creation of the monthly schedule.

Removed MRT from second line

H. Reference Location Page 26 of 72–

Add to Section 8.31 –

“Throughout the proposal, the Department’s expects 1 FTE to be equal to 1 person hired for the position, with mutually agreed upon exceptions for the start up of the contract as well as temporary fulfillments of vacancies not to last longer than mutually agreed upon timelines by position”

I. Reference Location Page 33 of 72–

Amend position title in Section 16: **“Current NH Department of Corrections Dental Services Staffing”**

Changes are reflected in Red Font

Facility/Location	Position	# Full Time Equivalents (FTE’S)
NHSP-M, SPU and RTU	Staff Dentists	1.2
	Dental Hygienist	1.0
	Dental Assistant	3.4
NHSP-W	Staff Dentists	0.2
	Dental Hygienist	0.2
	Dental Assistant	0.2
NCF	Staff Dentist	1
	Dental Assistant	1
ALL SITES	Chief Dental Officer (CDO)	1
	Prison Dental Office Supervisor	1

Amend in Section 17 – “Proposed Dental Staffing Services:” to -

“The proposed staffing includes current contract positions.”

Remove “and incorporates state positions into contracted positions:” from the sentence.

J. Reference Location Page 34 of 72–

Remove Section 17.5 in its entirety.

Amend Section 17.6 to remove in the last portion of the sentence “and Dental Office Manager.”

K. Reference Location Page 35 of 72–

Amend the Section 18 “Requested Dental Staffing Pattern:” to –

Facility/Location	Position	# Full Time Equivalents (FTE’S)
NHSP-M, SPU and RTU, NHSP-W	Staff Dentist(s)	1.4
	Dental Assistant(s)	1.6
NHSP-M	Oral Surgeon	.2
ALL SITES	Chief Dental Officer (CDO)	1.0
	Dental Hygienist(s)	1.20

Removed NCF State Dental Staff, 2 State Dental Assistants, and 1 State Prison Dental Office Supervisor, corrected total FTE for Contracted Dental Hygienists.

L. Reference Location Page 35 of 72–

Remove Section “**19. Medical Record Services Program:**” in its entirety. Vendors are not being asked at this time to respond to section 19 in their response to the RFP.

M. Reference Location Page 36 of 72–

Remove Section “**20. Current NH Department of Corrections Medical Record Services Staffing:** One (1) FTE = 40” hours in its entirety.

Facilities/Locations	Position	# Full Time Equivalent (FTE)
NHSP-M	Medical Record Technician	3.3
SPU	Medical Record Technician	0.2
NHSP-W	Medical Record Technician	0.0
NCF	Medical Record Technician	1.75
ALL SITES	Medical Record Supervisor	1.0

N. Reference Location Page 36 of 72–

Remove Section “21. Proposed Medical Record Staffing Services:” in its entirety. Vendors are not being asked at this time to respond to section 21 in their response to the RFP.

O. Reference Location Page 37 of 72–

Remove Section “22. Requested Medical Record Staffing Pattern:” in its entirety. Vendors are not being asked at this time to respond to section 22 in their response to the RFP.

P. Reference Location Page 49 of 72–

Amend Section “33. Additional Items/Locations:” to read -
 “Upon agreement of both parties additional equipment, positions, and/or other inmates/patients under the custody of other facilities belonging to the NH Department of Corrections may be added to the Contract. In the same respect, equipment, positions, and/or facilities listed as part of the provision of services of the Contract may be deleted as well. Upon mutual agreement of additional equipment or positions, the State will negotiate the cost with the Contractor, the Department will seek a contract amendment for approval with Governor and Council when these additions increase the cost of the contract.”

Q. Reference Location Page 57 of 72–

Amend section “3.4.2. Position(s) & Quantity: as follows:

TITLE	# FTE
Chief Dental Officer	1.0
Oral Surgeon	.2
Staff Dentist	1.4
Hygienists	1.20
Dental Assistants	1.6
Total	5.40

* For budgeting utilize footnotes as appropriate to detail percentages by year.”

Removed all state positions as noted in K of this addendum and corrected the Hygienist # FTE

R. Reference Location Page 58 of 72–

Amend section “3.5.3. to “Positions(s): Staff Dentist (1.4 FTE) “

S. Reference Location Page 59 of 72–

Remove section “3.5.5. Position(s): Dental Office Manager (1.0 FTE)” in its entirety.

Year of Contract	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
Estimated Expenses Per Position							
Compensation:							
Salaries (_____% represents how much of							

a merit increase)							
Benefits (_____%)							
Total Compensation							
Other Direct Expenses:							
Travel (mileage, lodging, and meals)							
Program Support							
Recruitment							
Indirect Costs (_____%)							
Total Expenses							

Amend sections as follows to correct the FTE #s -
 “3.5.4 Position(s): Hygienist (1.20 FTE)

3.5.6. Positions(s): Dental Assistants (1.6 FTE)”

T. Reference Location Page 61 through 63 of 72–

Remove section “4. Medical Record Service Sections Budget Totals (Budget Sheets):” in its entirety.