

## Questions & Answers Log

	Section Reference	Question	Answer
1		<b>Personnel</b> Can a Certified Peer Specialist (CPS) or Certified Recovery Specialist (CRS) credential be considered equivalent to a bachelor's degree?	The Department will not accept or consider alternative credentials.
2		<b>Personnel</b> c. xii 5. Service Area Plan Meetings: these meetings no longer occur within the Commonwealth. Are expected to resume in the future?	The Department does not currently have any Service Area Planning Meetings scheduled, however the selected Contractor shall require the Advocate to be prepared to serve as a member of this committee, if the Department resumes use.
3		<b>Personnel</b> Is there an identified to receive approval from the Department for subcontracting?	See section B.5 of the Statement of Work.
4		<b>Record Management</b> 1. Would electronic documentation of advocate activities with Individuals meet this requirement? 1 c. Please describe what would meet the requirement for progress?	The selected Contractor may provide electronic documentation to maintain a file for each individual. As part of the file, the selected Contractor shall include "progress," which the Department expects to include what steps have been taken for or by the individual.
5		<b>Reports</b> 1.a. i. The requirement notes that the individual's name be included on the Advocacy Activities. The Advocate's have been asked to keep the patient's names confidential. Can this be removed?	The selected Contractor shall work with each program office to address handling of confidential or HIPAA related information within reports.

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6		<p><b>Regarding Appendix C</b> Is Northeast Secure Treatment Unit included in the Youth facility location? Is Southeast Youth Development Center included in the youth facility location?</p>	Appendix C has been updated to include these facilities.
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7		<p><b>Regarding Appendix E</b> Cost Submittal, the Total Holiday Rate column is utilizing the entire quantity of hours multiplied by the Holiday Hourly Rate. Can we adjust this column to only utilize the ten Commonwealth Holidays described in the State of Work? Also, our Advocates typically do not work on these holidays unless a situation calls for it. We do not anticipate needing to utilize the Holiday Hourly Rate. In this situation, can we remove the Holiday Hourly Rate from the Cost Submittal?</p>	A revised Cost Submittal is being provide that includes corrected formulas. Contractors should use the revised cost submittal for providing their bid.
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8		<p>Mental Health Association in Pennsylvania currently holds this contract and would not require a Implementation Fee. Is this item required to be included in the Cost Submittal?</p>	If a cost submittal description line is being provided at no cost, Contractors should include \$0 in the cost submittal field for the description line.
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