

RFP 2022 0600 4942 0621-134
Amendment #1 - Issued July 29, 2022
Psychotropic Medication Oversight and Monitoring Case Review

Response to Questions Received

Q1		The RFP indicates “charts will be delivered to the offeror electronically”. We were hoping you could provide more detail about the electronic format you use. Pdf “paper” charts? Excel/cvv file with data fields? SQL Server Database? Some other electronic system that we login to? Put another way, how will files be accessed? What type of data storage being used? Will it the data storage accessible (If available)? Trying to determine if we can receive raw data or can extract data from what we receive into our existing system or a modified version of our existing system. If the information needs to be data entered, it requires more labor which is fine.
	A1	At present, we expect records to be delivered in PDF format. We look forward to improving that along with the team that is awarded the contract.
Q2		What information is in the “chart”? Do you have an example chart or a list of fields that are in the chart?
	A2	Regarding the chart – this is done depending on youth’s history and how long in custody, but we try to include: 1. Cover sheet: <ul style="list-style-type: none"> • This has current medication and dosage information • Questions/Concerns we have 2. Lab work 3. Current Medication Management Notes 4. Prior Medication Notes (if certain classes/medications were unsuccessful) 5. Current Physical 6. Current Treatment Plan (if in treatment facility) 7. Discharge Plan (if discharged from acute or RTC) 8. Neuropsych 9. IEP/ESER 10. PT/OT/Speech notes 11. Additional specialty notes Most of the time it is in PDF format, but some of the documents come in a different format from the facility. We are currently in process of digitalizing our documents. If PDF is not going to work, now would be a good time to change what is needed.
Q3		What is the expected number of each type of review? Urgent phone calls (1 business day) and then cases recommended by DDHS (3 business days). Or do you have an estimate of the percentage of each. I’m assuming mostly the 3 day reviews of the 1000 but it would help to better understand staffing needs. We also have a 3 hour time difference so the consultants schedule might need to be adjusted depending on the answer and the hours we need to cover. Perhaps the urgent phone calls are difficult to predict as you don’t really know what will come up.
	A3	We anticipate most of the reviews fitting into the 3 day category and expect the urgent calls to be minimal. We look forward to working with the new contract team to develop criteria around urgent calls as we move forward. Alaska is accustomed to working with time differences.
Q4		Finally, do we need an Alaska business license to submit a proposal? I think we just need this license if we are awarded the contract or if we are applying as an Alaska Preferred Bidder but wanted to double check.
	A4	Vendors are required to possess a valid Alaska Business License at the time the contract is awarded per AS 36.30.110 (b). This can be accomplished online, and the awarded vendor may email the transaction confirmation to the procurement officer listed on the RFP, ahead of obtaining the actual business license, for the State’s documentation in the procurement file.