

First round of IDRP RFP Questions

RFP Response Clarification

1. Section V.1 instructs applicants to use attached budget forms to describe how we propose to fund the planned activities, however the attached forms do not have space for revenues. Are there other forms? Should we provide this information in the narrative?

Answer: Please include this information in the narrative.

2. Since we have just had the grant for a little over a year now, do we have the option of renewing with state approval, or do we have to go thru the FRP process?

Answer: All current grantees must submit a proposal in order to provide services January 1, 2019 through June 30, 2020 regardless of the length of time the grantee has been an IDRP provider.

Educational Component Questions

3. In the request for proposal it states that all facilitators must attend and participate in the IDRP supported curriculum training and coaching activities.

- a. How often do these training and coaching activities take place?

Answer: After facilitators are initially trained, trainings for facilitators will occur once a year.

- b. How long are they?

Answer: The initial training to become a facilitator is a two-day in-person training. The other trainings are one-day in-person trainings.

- c. Where do they normally take place?

Answer: To be determined.

- d. Are CEU's provided for these trainings?

Answer: The training for the curriculum is approved by NAADAC for CEUs.

- e. Will LADC's be required to do the two-day training?

Answer: Unclear about the nature of the question. The facilitators of the IDRP Education Component will be required to attend the two-day curriculum training. The Clinical Evaluators will not be required to attend the curriculum training but will be encouraged to do so.

4. It states that facilitators must attend IDRP meetings and trainings as schedule by the state.

a. How often are these meetings?

Answer: Varies. Typically, these meetings are held four times per year.

b. Where are the meetings normally held?

Answer: Varies. Burlington and at other IDRPs with conference call capabilities.

5. The proposal mentions that the special needs of minors must be addressed.

a. Is there a curriculum that the state has approved to address these needs with minors?

Answer: There is no separate curriculum for minors.

6. The proposal mentioned that the education program must provide accommodations such as interpretive services for hearing impairments and/or interpretive services if the person speaks another language other than English.

b. Is this an expense the program would have to pick up or would there be some reimbursement from the state?

Answer: There is no reimbursement from the state for interpretive or translation services.

c. Does the state help to provide such support services?

Answer: No.

d. Do you have a list of providers that you could provide to help facilitate this process?

Answer: The Vermont Interpreter Referral Service (<http://www.virs.org/>) provides interpreter services. The State can assist in identifying translation services.

7. The proposal mentioned if the program can be completed in three or fewer days, meals must be provided.

e. What meals are the request suggesting be provided?

Answer: For every four hours the Education Component, there must be a meal provided.

f. Would this mean the program would have to provide breakfast, lunch and dinner?

Answer: Please see question 7e.

g. Would this be an expense that can be passed on to the participants?

Answer: No, the expense cannot be passed on to the participants.

8. How much is the cost of the manuals that the participants need to have?

Answer: There is no cost to the provider for the participant manuals. The cost of the participant manuals are included within the IDRPs fee structure.

9. Will there be ongoing training for School Instructors—how often?

Answer: The initial training for school instructors (facilitators) will be a 2-day in person training, and every subsequent year be a mandatory one-day training.

10. Is there a minimum number of hours for the education component? Is that the Same for a week-day program versus intensive/residential program?

Answer: The education component is a 10-hour curriculum.

11. Is the Prime for Life the required curriculum? Will the materials be provided by ADAP? Is there a cost to providers for the curriculum? Will providers have to cover cost of trainings?

Answer: Prime for Life is the state-approved required curriculum. The cost of the materials and training will be covered by the State of Vermont.

12. Does the Facilitator of the Education Component have to be an LADC?

Answer: No.

13. Is there a requirement that the weekend course be conducted by an LADC?

Answer: No.

Clinical Evaluation Questions

14. The IDRP Evaluators must maintain a current list of all substance use disorder treatment resources.

h. Does the IDRP program have a current list of providers that it is willing to share with the Evaluators?

Answer: Yes.

15. IDRP evaluators must refrain from providing substance use disorder treatment services to IDRP clients within their catchment area.

i. Is there any exception to this, meaning if there is more than one evaluator in one area that conducted an assessment could another evaluator from the same area provide the treatment services?

Answer: IDRP Evaluators cannot act in a dual role and must refrain from providing substance use disorder treatment services to IDRP clients within their catchment area.

j. How does the state define catchment area?

Answer: Catchment areas will be determined after proposals are received.

16. What are the minimum qualifications for the Evaluator?

Answer: According to the Vermont Impaired Driver Administrative Rules, the IDRP Clinical Evaluator is a LADC or clinician with a master's degree who is actively pursuing licensure as an LADC as provided for in 26 V.S.A. 3226 or other counselor approved by the Vermont Department of Health.

17. Does the Clinical Evaluation need to be completed by an LADC?

Answer: Please see question 16.

18. Do the Exit Interviews have to be Conducted by an LADC?

Answer: Please see question 16.

19. Does the State provide the evidenced based screening tools of the DAST and the AUDIT or does the program need to purchase these?

Answer: The DAST and the AUDIT are publicly available screening tools and therefore have no cost associated.

20. The RFP mentioned that participants must be able to complete the IDRP within the time frame of the suspension imposed by the Department of Motor Vehicles. What happens if this is not feasible for the participant because of financial restraints?

Answer: The IDRP providers will not be held responsible if the delay in license reinstatement is due to participant inactivity.

21. Participate in required trainings and meetings prior to the January 1, 2019 grant implementation date.

k. When and where will the trainings take place

Answer: To be determined.

22. Exit interviews are not required but can occur at the evaluator's discretion?

Answer: Yes.

Documentation

23. IDRP records must be maintained and separate from all other program records.

l. How long do these records need to be maintained?

Answer: The records must abide by all federal and state regulations.

m. Whose records are they?

Answer: The records are the property of the IDRP provider.

24. What data does the program need to maintain for the IDRP program?

Answer: Programs are required to maintain documentation regarding the outcome of the clinical evaluation, school completion, treatment information (if applicable), and other pertinent notes.

25. Does the state have a specific program or format that it wants the programs to be able to collect and report data?

Answer: Programs must submit all required paperwork, which is the method in which the IDRPs gather data.

26. Do the "original" records remain ADAP's responsibility?

Answer: No. The IDRPs are the owners of the participants' records.

Insurance Coverage

27. The RFP mentioned that a statement that the bidder agrees to the standard State grand requirements in Attachment C, E and F which are included under section 7. Attachments.

- n. What are these standard requirements? Where can I find these requirements?

Answer: These attachments cover many requirements. Please see the sample Attachments C, E, and F posted on: <http://www.healthvermont.gov/alcohol-drug-abuse/grantees-contractors/request-proposalsinformation-active>. An additional insurance requirement will be \$1,000,000 per occurrence, \$3,000,000 aggregate of professional liability.

28. Will we have to provide Insurance Certificates for the program or will you be using our Provider Information Summary, submitted earlier this month?

Answer: As applicable, ADAP will use previously submitted information assuming it is relevant and accurate.

29. Do we have to be listed as additionally insured under our LADC's Insurance and then provide the Insurance Certificate to ADAP or does our LADC provide Insurance Certificates directly to ADAP?

Answer: The grantee needs to provide an insurance certificate, in their name, that includes all insurance requirements and thresholds, as well as, naming the State as additionally insured. This includes the professional liability requirement of \$1,000,000 per occurrence/\$3,000,000 aggregate.

30. Does our LADC have to provide either ADAP or Turning Point with Insurance Certificates

Premises - Operations? **Answer: Yes. The LADC would only have to provide them to the grantee.**

Products and Completed Operations? **Answer: Yes.**

Personal Injury Liability? **Answer: Yes.**

Contractual Liability? **Answer: Yes.**

Auto Liability? **Answer: Yes.**

31. If the LADC is providing ADAP with Insurance Certificates and the LADC is not compliant with ADAP insurance requirements, will ADAP notify the grantee?

Answer: The LADC only provides the insurance certificates to the grantee. The grantee is required to verify compliance with State and federal requirements.

32. Do we consider our LADC as a contractor, and require a certificate of insurance for injury, and liability, independent to the State insurance requirements?

Answer: This question should be directed to the grantee's legal counsel.

Fees

33. Are there separate set fees for an intensive program? Is there a fee cap for an intensive?

Answer: There is not a separate set of fees for the intensive program. The maximum fee amounts are in Vermont statute.

34. Why is there an ADAP fee reduction for week but not intensive program?

Answer: The fees are not differentiated by program intensity to encourage providers to operate programming that fits the needs of the participants.

35. Cost of living/wages have gone up but clients fees/fines have stayed the same. Will there be an increase in what clients have to pay to keep in line with COL? How would that process work and what can we do to advocate for it?

36. **Answer: The submitted proposals should include a justification of the fees. Once the fees are determined, they will be in effect for the entire grant period and can be renegotiated during the subsequent grant cycles.**

37. How does the \$77 get to ADAP?

Answer: ADAP will invoice the provider on a quarterly basis.

IDRP Clinicians

38. How will community providers/clinicians become "approved" to provide treatment to IDRP clients?

Answer: IDRPs clinicians are required to complete a training through ADAP prior to being placed on the list of clinicians provided to participants.

39. Will there be ongoing training for clinicians in the community by ADAP on how to treat clients with impaired driving offenses?

Answer: Yes.

Appeals

40. How will client appeals be managed?

Answer: Appeals will be managed through ADAP in conjunction with the IDRPs Evaluators and clinicians, as appropriate.

Data

41. How many people successfully completed IDRPs last year?

Answer: In FY17, 1771 participants completed IDRPs intakes and 1443 participants completed the Program. The data below is for FY17.

Site Name	Intakes	School Completions	1st-Time Offenders	Multiple Offenders
Middlebury	77	46	39	14
Bennington	88	66	45	23
St. Johnsbury	61	41	32	16
Burlington	291	226	185	69
Weekend BTV	203	186	160	44
St. Albans	126	79	61	28
Weekend St. Johnsbury	9	8	5	3
Morrisville	93	82	65	21
Weekend WRJ	356	331	282	77
Newport	56	43	34	12
Rutland	137	124	102	47
Montpelier/Barre	99	68	43	30
Brattleboro	109	89	69	27
Springfield	52	54	42	21
Hartford	14	0	0	0
Total	1771	1443	1164	432

Miscellaneous

42. How would “grants” for providers to help sustain programs be determined/granted?

Answer: Unclear about the nature of the question. As with all RFPs, there is scoring criteria.

43. Are there new guidelines, statutes, or IDRPs policies regarding the new laws for marijuana that affect the intake, assessment or treatment process?

Answer: No.