

RFP# 106: River Valley Therapeutic Residence Psychiatry Services

TO: Bidders and Interested Parties
FROM: Department of Mental Health (DMH)
DATE: January 4, 2024
RE: RFP Questions and Responses

ISSUE DATE: 12/05/2023

QUESTIONS DUE: 01/04/2024, 4:30pm ET

RFP RESPONSES DUE BY: 01/22/2024, 4:30pm ET

-
1. **How many providers/FTE's are you looking for this RFP? If you do not know an exact number, could you tell me the amount of spend you are expecting for the project?**
 - a. 0.5-0.6 FTE

 2. **Is this bid open to Locums agencies?**
 - a. No

 3. **Is there an incumbent to this contract? If so, who?**
 - a. Yes, Dr. Steven Sobel.

 4. **Can we present a licensed candidate that's interested and available with our bid? Submit their CV? Would that help?**
 - a. Yes, this can be included with a bid.

 5. **Should submitted pricing be all inclusive? Or does there need to be a breakdown of the pricing?**
 - a. A breakdown is preferable but not required

 6. **Is the position a max of 24 hours per week? Could it be more?**
 - a. Yes, the max for this position is currently 24 hours and is based on the needs for the facility. Unless there is an identified need for more hours, the max would remain at 24 hours.

 7. **What is the support staff like currently?**
 - a. This Psychiatrist will work closest with our Nurse Manager, Charge Nurses, Care Management, and our Psychologist. However, the RVTR team works collaboratively, and Psychiatry is part of a larger



treatment team that includes, in addition to the positions above, Peer Residential Counselor's, Residential Counselors, Program Director, Activity Therapists, RN II's, and our Nurse Educator.

8. **What is the current census? What is the average census?**
 - a. Currently the census is 9 with an admission planned for early January which would bring the census to 10. Facility capacity is 16 beds but given challenges with hiring we are unable to open additional beds at this time. We anticipate the census being between 9-16 at all times.

9. **What are your expectations around the timeframe for services to be implemented and vacancy filled upon award?**
 - a. We will need to have a Psychiatrist available beginning April 15, 2024

10. **Once the bid is awarded, who will be the vendor's primary point of contact to qualify, interview, and select candidates for each role? Please provide their title.**
 - a. Troy Parah -- RVTR Program Director

11. **Will the Vermont Department of Mental Health please describe the supplies, materials and equipment that would need to be provided by the awarded vendor (e.g., Wi-fi, computer, office supplies, testing materials)?**
 - a. All office supplies and technology needs (e.g. Computer) will be provided by DMH.

12. **Section 4.4, References: Can bidders provide two references from a like organization (e.g., two hospitals that are operated under the same Department/system)?**
 - a. Yes

13. **Can licenses and certificates be submitted upon approval of candidates and interview?**
 - a. No, we need to view them as part of our consideration of the RFP

14. **Will the Department accept electronic/digital signatures in lieu of wet signatures?**
 - a. Yes, this is generally allowable. Must be official signatures like through DocuSign and cannot be typed signatures.

15. **Section 1.2, Contract Period: What is the anticipated award date and target date to have an executed contract in place with the awarded vendor being that the Vermont DMH anticipates starting services on April 15, 2024?**
 - a. We expect that the individuals start date will be 4/15/24. You can include your proposed schedule or lead time needed in the bid

16. **Section 4, Content and Format of Responses: Are bidders required to submit resumes and licenses of potential candidates?**



- a. This would be preferable but not required. Proposal should explain process and candidate pool being recruited to show the feasibility of a successful candidate by the intended start date.
- 17. **Section 4, Content and Format of Responses: Can we submit sample resumes representative of the type of candidates we would present?**
 - a. Yes
- 18. **How many psychiatrists are currently on staff at RVTR?**
 - a. One Psychiatrist, working 20-24 hours per week
- 19. **Will Vermont DMH consider Locum candidates for this capacity, or would it be preferred that the provider is a W2 employee?**
 - a. No, Locum candidates will not be considered
- 20. **Who is the incumbent vendor or Independent Contractor?**
 - a. See question 3
- 21. **What hourly rate is Vermont DMH being charged for services today?**
 - a. \$200 per hour
- 22. **Section 2.1, RVTR Psychiatry: Does the RVTR Psychiatrist position include any leadership duties or expectations?**
 - a. RVTR seeks feedback and guidance from Psychiatrist related to documentation, clinical practices, safety concerns, etc. We ask that the Psychiatrist attends a biweekly Program Development meeting with leadership staff to collaboratively review, develop, and improve practices. No other leadership duties are required.
- 23. **Section 2.1, RVTR Psychiatry: If the RVTR Psychiatrist position has leadership duties or expectations, can you please describe them in more detail?**
 - a. See question 22
- 24. **Section 2.1, RVTR Psychiatry: Who will the treatment Psychiatrist report to in the state of Vermont?**
 - a. Will report to the DMH Commissioner or designee.
- 25. **Section 2.1, RVTR Psychiatry: What does the current staffing matrix look like today? For example, how many clinicians, ancillary, and administrative staff support this location?**
 - a. When fully staffed, the facility will consist of 63 positions. RVTR staffing currently consists of roughly 40 staff. When fully staffed, this includes a Program Director, Nurse Manager, 4 Charge Nurses, 4 RN II's, Nurse Educator, 32 Residential Counselors, 2 Therapists/Psychologists, 3 Care Managers, 2 Activity Therapists, 2 Peer Counselors, Multiple kitchen staff, 2 Operations/Admin staff, and a team of 3 in our Staffing Office. RVTR maintains roughly a 1:2 (Staff:Resident) at



minimum at all times on the floor with significantly more staff during daytime hours. RVTR currently relies on some Travel Nurses and Mental Health Techs to maintain required ratio.

26. Section 2.1.1: What is the average daily census at this time?

- a. RVTR is a relatively new program (began May 2023). RVTR has maintained a 9-10 resident census for the past several months and do not anticipate being below 9-10 residents moving forward. As we increase our staffing, we will increase the number of residents while ensuring that we are always able to maintain a safe ratio of staff:resident.

