

**RFP#10-030, SSHSP Technical Assistance Center
Questions and Answers**

Program Matters

1. **Question:** Please provide a list of regions with the total number of districts and people to be trained per region.

Answer: See Attachment 2 – Number of Relevant Employees Given Mandatory Compliance Training in 2010-11 by Region and Attachment 3 – Number of Current and Potential SSHSP Providers by Type and Region.

2. **Question:** On page 6 it states: “The contractor must inform providers of the software programs that are compatible with the software used by the central processing contractor and, thereby, allow providers to electronically submit their data to the central processing contractor”. Who is the central processing contractor, and what software is being used?

Answer: The current central processing contractor is the Central New York Regional Information Center (CNYRIC) located at the Onondaga-Cortland-Madison BOCES in Syracuse, New York. Information about the CNYRIC may be found at: (<http://www.oms.nysed.gov/medicaid/links/cnyric/home.html>). The software used by the CNYRIC which allows providers to submit their data electronically to the CNYRIC was developed by the CNYRIC.

3. **Question:** Section B under "Contractor's Mission" refers to Technical Assistance. How many Medicaid Software System(s) are used by the central processing contractor to submit Medicaid claims? Who determines which other software programs are compatible with the software used by the central processing contractor in order that the Contractor can inform the Providers?

Answer: The central processing contractor (CNYRIC) uses two Medicaid software programs, which it developed, to allow providers to submit claim data to the CNYRIC. One software program allows providers to submit their claim data via a batch process in a text file format prescribed by the CNYRIC. The other software program is a web-based program that allows providers to directly enter individual records via the Internet.

4. **Question:** If the successful vendor has software for electronic service documentation, and this is compatible with the central processing contractor's software, will there be any restriction on the vendor's ability to market this software to the school districts it is providing training for?

Answer: Yes, there will be restrictions on the vendor's ability to market its software to the school districts, counties and §4201 schools for which it is providing training. When the vendor is acting in the capacity of NYSED's

Medicaid trainer, then it can not market its software to school districts, counties and §4201 schools. In addition, when the vendor is not acting in the capacity of NYSED's Medicaid trainer and is marketing its software, it can not mention that it is one of NYSED's vendors for Medicaid training. The two activities of training and marketing must be kept separate. NYSED can not be seen as favoring one software vendor over other software vendors. The contract with the winning bidder will include restrictions on the marketing of software and other products.

5. **Question:** Can you provide some more detail regarding the deliverable - H. Identify Relevant Employees within their assigned region. What would you like provided? Is the expectation to identify EVERY relevant employee in the region or assist in the identification?

Answer: The expectation is that the contractor will assist providers in the identification of their relevant employees and the reporting of them to NYSED.

6. **Question:** Please clarify if staff that is identified in the budget also need to submit a resume. It appears that only job descriptions are needed if identified in the budget, and "other" staff not identified need to submit a resume.

Answer: To clarify, the resume of the Project Manager is required. The resumes of other key personnel assigned to the project should be submitted with a bidder's proposal. Job descriptions for all staff identified in the budget need to be provided.

7. **Question:** Page 17 of RFP #10-030, Regional Support for the Preschool and SSHSP, Supporting materials to be included with experience/project description, requests #4 "Resume for any other staff." Does this requirement also include ancillary staff such as clerical and network support?

Answer: To clarify, the resume of the Project Manager is required. The resumes of other key personnel assigned to the project should be submitted with a bidder's proposal. Job descriptions for all staff identified in the budget need to be provided.

8. **Question:** Is there any limitation on the number of pages or required font size, margin size or line spacing for submitted documents?

Answer: No. However, proposals should:

- 1.) be prepared simply, concisely and economically,
- 2.) follow the order of scoring criteria set forth in the Evaluation Criteria and Method of Award section of this RFP,
- 3.) limit the use of elaborate promotional materials to those needed to provide a complete presentation, and

4.) exclude extraneous information.

If supplemental materials are necessary, the bidder should reference these materials in the technical proposal, identifying the document(s) and citing the appropriate section and page(s) to be reviewed. No cost information is to be provided in the Technical Proposal.

- 9. Question:** Attachment 3 details the number of current and potential SSHSP providers by region. Please specify the counties assigned to each region under this RFP. Will there be a reassignment of counties to regions under this RFP?

Answer: Relevant Resources A. - List of Current and Potential SSHSP Providers by Region lists all providers, including counties, within each geographic region. The regional assignments of counties on this list will not be changed during the term covered by this RFP.

- 10. Question:** For the site visits, how many claims under each service type are expected to be reviewed during each site visit?

Answer: The contractor should review enough claims to allow it to adequately determine if the provider is complying with the items on the checklist provided by NYSED.

- 11. Question:** Are vendors required to submit separate bids per region? Or one bid that indicates the regions the vendor is bidding on?

Answer: Bidders are required to submit separate proposals/bids for each region.

- 12. Question:** I have been unable to access the links for RFP information that are cited in the RFP's relevant resources. Are these links live? Thank you. For example: List of current and potential SSHSP providers by region
/medicaid/rfp_information.html/regions.html

Answer: The links referred to in the RFP document have been corrected and are available on the Medicaid-in-Education website at:

<http://www.oms.nysed.gov/medicaid/rfp/>

Fiscal Matters

- 1. Question:** What is the format for pricing? Should it be given per region?

Answer: The format for pricing is set forth in the submission documents. It must be given by region in separate bid submissions for each region.

- Question:** Would mileage reimbursement for use of one's vehicle in providing deliverables be considered a personal or non-personal item?

Answer: Mileage reimbursement is considered a non-personal service item.

M/WBE Matters

- Question:** On page 1 and 4 of this RFP, it is stated that the M/WBE goals for this project are 17% MBE and 12% WBE "for non-personal services." The Subcontracting Form on page 18 of the Submission Documents asks for the first 18 month MBE and WBE costs "divided by Total Year 1 Budget for non-personal services." It is not clear what is meant by "non-personal services." To clarify: Does this refer to the total budget minus personnel (salary and related) costs?

Answer: Yes. Non-personal services include the following budget items: purchased services; supplies and materials, printing costs; travel; indirect costs; purchased services with BOCES; and equipment. Personal services are salary and fringe benefits.

- Question:** On page 10 of this RFP it is stated that the contractor agrees to make every good faith effort to utilize Minority and Women-Owned Business Enterprises "...in an amount at least equal to the M/WBE goal as a percentage of the total dollar value of this project." Since it is stated elsewhere in the RFP that the M/WBE goals should be applied to the "non-personal services" portion of the budget, how should the bidder interpret these apparently conflicting instructions?

Answer: The M/WBE goals are applicable to non-personal services portions of the budget.

- Question:** Can we utilize a combined woman minority owned business in the mandatory requirement or must we utilize two separate businesses?

Answer: M/WBE contractors that are both MBE and WBE certified must be counted against one or the other category. You do not get double credit for retaining such a firm.

- Question:** Are the 17% and 12% calculated on the total dollar amount of the non-personal services? For example the total is \$100,000, \$40,000 is non-personal... would the M/WBE % requirement be calculated off the \$100,000 (total) or \$40,000 (non-personal)?

Answer: \$40,000.

5. **Question:** My question is in regard to the NYSED Minority and Women-Owned Business Enterprises participation goals for the SSHSP RFP. Would you please send me some information/guidelines for this requirement as it pertains to the BOCES?

Answer: There are no special BOCES guidelines.

6. **Question:** Can you please clarify one point on the Medicaid RFP? Are we required to subcontract with M/WBE, or is the requirement that, if we subcontract, it must be with a M/WBE?

Answer: The M/WBE goals of 17% MBE and 12% WBE pertain to the percentage of annual purchases of non-personal service items. You can meet these goals through sub-contracting or through the purchase of other non-personal service budget items. You are required to meet the M/WBE requirements.

Additional individual questions regarding M/WBE requirements can be directed to the RFP electronic mailbox.