

Written Questions

Instructions

This Response Template must be used for submission of written questions. All questions should provide the requested information. Those that do not, may not be answered by DHS. The Vendor may add as many lines as needed. DHS would strongly prefer the Vendor to ask multi-part questions as individual questions on separate lines.

Instructions: Complete all cells of each question asked in the Table below. Clearly identify the referenced section or text.

Question ID	RFP Reference (page number, section number, paragraph)	Specific IFB Language	Question	Answer
<i>Example</i>	<i>Page 20, Desk Reviews</i>	<i>Desk Review</i>	<i>Where are the Desk Review Specifications?</i>	
1	710-19-1026 Sect. C #5 Performance Standards	Acceptable Performance-DASEP provider will attend one event in each catchment area	Specify which event you are referring to.	<i>Not a specific event. It can be any event on the topic of DWI/DUI or any event held by the DASEP provider in that catchment area. The purpose of this standard is to make sure our providers are doing community outreach and engaging with other providers.</i>
2	710-19-1026 Sect. C #6 Performance Standards	Acceptable Performance-Attend one annual training event	Will vendor be responsible for the cost of this annual training event- hotels, travel etc.?	<i>Yes.</i>
3	Salaries	Contract for 1 year-may be renewable for 6 years	Will any allowances be made for cost of living increases?	<i>See. IFB Page 16, Sec. 3.6.</i>
4	Page 10, minimum requirements	2.3 Minimum Qualifications 1.	As a new nonprofit formed last year by persons that managed the DASEP contract in the prior 2 years, do we meet the minimum requirements as a Vendor or is the nonprofit organization itself to new with less than a year in business?	<i>There is no minimum amount of time that a vendor must have been in existence prior to receiving the DASEP contract. However, the vendor must still demonstrate its ability to meet Minimum Qualifications as specified in Section 2.</i>
5	Page 2, Section 1, Paragraph 1.1	The Division of Aging, Adult and Behavioral Health Services (DAABHS) seeks pricing and a contract with a qualified Vendor(s) to operate Drug and Alcohol Safety Educational Program (DASEP) services in eight (8) catchment areas around the state to individuals who have been charged with DWI/DUI as identified by the courts. The Vendor(s) shall provide educational services according to DASEP guidelines for the awarded catchment area, and within a fifty (50)-mile radius of awarded catchment area.	Are out-of-state vendors eligible to respond to this IFB if their office(s) are within 50 miles of one or more geographic catchment areas?	<i>No. Only Vendors operating in the State of Arkansas are eligible to respond to this IFB.</i>
6	Page 2, Section 1, Paragraph 1.1	The Division of Aging, Adult and Behavioral Health Services (DAABHS) seeks pricing and a contract with a qualified Vendor(s) to operate Drug and Alcohol Safety Educational Program (DASEP) services in eight (8) catchment areas around the state to individuals who have been charged with DWI/DUI as identified by the courts. The Vendor(s) shall provide educational services according to DASEP guidelines for the awarded catchment area, and within a fifty (50)-mile radius of awarded catchment area.	If services must be rendered within the state of Arkansas, is the State open to service providers using space leased or borrowed from other entities/providers in the state of Arkansas?	<i>There is no requirement that the vendor own the space. As long as the vendor is legally authorized to use the space in which it offers its services it will be able to provide DASEP instruction there.</i>
7	Page 10, Section 2, Paragraph 2.3	Vendor must provide a list of District Courts, preferably in Arkansas, to which educational services similar to the size and scope described in this IFB have been provided.	If an organization/Provider provides behavioral health and educational services within Drug Courts and provides substance use treatment to parents through the child welfare system, would that meet the minimum qualifications laid out by this IFB?	<i>Yes. However, the vendor must still demonstrate its ability to meet the Minimum Qualifications as specified in Section 2.3 of the IFB.</i>
8	Page 10, Section 2, Paragraph 2.1	The DASEP is for persons who have plead guilty, or have been found guilty of DWI, DUI, Boating While Intoxicated (BWI), and other alcohol and drug offenses as ordered by the court.	What are the anticipated number of clients/referrals in each catchment area that are expected to be served under this IFB?	<i>The numbers fluctuate from month to month. However, according to our latest data, the range of people educated by each vendor was from 5 to 86 in one month. The range for the number of people screened for that same month was 19 to 316. the average number of people educated across all vendors was 53.5 people and the average number of people screened across all vendors</i>

9	Page 10, Section 2, Paragraph 2.1	The DASEP is for persons who have plead guilty, or have been found guilty of DWI, DUI, Boating While Intoxicated (BWI), and other alcohol and drug offenses as ordered by the court.	What are/is the maximum number of clients that can be served in each DASEP class?	<i>The ideal number for a DASEP class would be 25 or under. It is not encouraged to go over 25 because it makes for a less effective learning environment for the participants. If the vendor's capacity is smaller it is encouraged to have a smaller class that meets that capacity.</i>
10	Page 2, Section 1, Paragraph 1.2	A Term contract will be awarded to multiple vendors by regions. Each vendor shall be permitted to bid on one region of the state only (see map on page 13).	Does the State expect certain catchment areas to have more than one awardee for this IFB?	<i>No. There will only be one awardee in each catchment area.</i>
11	Page 11, Section 2, Paragraph 2.4	Comply with all statutes, regulations, codes, ordinances, licensure, or certification requirements applicable to the provider or to the provider's agents and employees; and to the subject matter of the contract.	What are the required professional degrees, experience or credentials for providing the requested services?	<i>There is no requirement for a professional degree. See Staff Requirements on page 11.</i>
12	Page 14, Section 3, Paragraph 3.1	The vendor should invoice the agency by an itemized list of charges. The agency's Purchase Order Number and/or the Contract Number should be referenced on each invoice.	How are services reimbursed through the invoicing process? Is it based on fee-for-services or a flat/block rate? Is the reimbursement rate all-inclusive for the services designed under this IFB?	<i>See Section 3.1 E.</i>
13	Page 14, Section 3, Paragraph 3.1	Payment will be made only after the vendor has successfully satisfied the agency as to the reliability and effectiveness of the goods or services purchased as a whole.	How quickly is reimbursement expected to the program after submission of invoices for services rendered?	<i>The Law states that we have 30 days after the date we received the invoice to process it.</i>
14	Page 15, Section 3, Paragraph 3.4	The State will demonstrate reasonable care but will not be liable in the event of loss, destruction or theft of vendor-owned equipment or software and technical and business or operations literature to be delivered or to be used in the installation of deliverables and services. The vendor shall retain total liability for equipment, software and technical and business or operations literature. The State shall not at any time be responsible for or accept liability for any vendor-owned items.	Does the State require that the chosen vendor(s) have specific insurance limits for the described liability as part of the contractor to provide the DASEP services? If so, what are those expected limits?	<i>As the State is not liable for vendor-owned equipment or software and technical and business or operations literature, it for the the vendor to determine what liability coverage is necessary for themselves to protect their interest in their own property.</i>
15	Page 4, Section 1, Paragraph 1.12	A joint bid submitted by two (2) or more vendors is acceptable. However, a single vendor must be identified as the prime contractor.	Could you please clarify the expectations of the relationship between the Prime Contractor and the Subcontractors as described in this IFB?	<i>The relationship between the Prime Contractor and the Subcontractor is that of a principal-agent relationship. The Subcontractor will be the agent and act on behalf of the Prime contractor in performing certain tasks. However, the Prime contractor will still be responsible for performance under the contract as well as all communication with the State.</i>