

State of Arkansas Department of Human Services				
Solicitation No. 710-24-037				
Medicaid Related Consultants (RFQ)				
Written Questions				
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	RFP Reference (page)	Specific RFP Language	Question	Answers
<i>Example</i>	<i>Page 7, section 1.15, C</i>	J. Vendors may submit multiple bid	<i>May vendors submit more than one bid?</i>	<i>yes See section 1.15, J</i>
1	pg.10	Regarding Section 2.2.B (Minimum Qualifications) on page 10. "The bidder must include a copy of all required licensure and certification documents in the bidder's response to this solicitation. See "Response Documents."	Will the State please identify the specific required licensures or certifications for which vendors should provide copies?	<i>If bidders seek to demonstrate qualifications associated with certification(s) then the submission of certificates, licensure, etc. would be necessary to demonstrate specific certification(s).</i>
2	pg. 10	Section 2.2.D states "provide at least three (3) past performance examples of similar functional services performed within the past three (3) years per selected area".	Can the same past performance example be used for more than one area of expertise?	<i>Bidders may submit a letter or letters from the same source for different categories, if applicable. If the bidder chooses to do so, they must clearly identify which letters are applicable to which area of expertise.</i>
3	pg.10	Section 2.2.E states "The Prospective Contractor shall list three (3) key personnel and their direct relevant functional experience over the last five (5) years per selected area of expertise".	Can the same key personnel be listed for more than one area of expertise?	<i>Yes, provided that qualifications are submitted for each area of expertise applicable to the key personnel.</i>
4	pg.10	Section 2.2E The requirement states that "The Prospective Contractor shall list three (3) key personnel and their direct relevant functional experience over the last five (5) years per selected area of expertise or give an explanation as to why three (3) are not submitted. Direct relevant experience can include both contract and direct employment. The Prospective Contractor should provide: • Evidence of the qualifications and credentials of the respondent's key personnel	Is it permitted for the Prospective Contractor to include more than three (3) key personnel for a selected area of expertise?	<i>Yes, vendors may submit additional key personnel.</i>
5			Has DHS used the QVL in the last 2-3 fiscal years?	
6			If DHS has used the QVL, is there any information on those projects and the QVL categories used?	
7			Is there a reason the scope was reduced to the 3 Areas of Expertise contained in this RFQ?	
8			May we provide 2 or 3 separate projects with the same client for the same QVL Area of Expertise (for instance, State Administration and Reporting for the Medicaid Program)?	<i>Yes, provided the projects have entirely distinct scopes of work, timelines, and budgets.</i>
9			Would DHS allow additional time to submit a response?	<i>No.</i>

10			Can you confirm that this RFQ replaces the services procured under 710-17-1000? A.) If so, could the State provide additional information as to whether the set of services included in the previous solicitation will be procured under this one? B). Can the State provide examples for what type of task orders would fall under each area of expertise for the current solicitation?	
11	pg.5	Solicitation section 1.12	Based on our knowledge of the selected areas of expertise covered by this master contract, we are able to fulfil all requirements without the use of subcontractors. Because, however, specific details of the project scopes are not yet defined Will we be allowed to subsequently present subcontractors for the State's consideration on specific task orders if needed?	<i>The use of subcontractors must conform to Section 1.12 of the RFQ.</i>
12	pg.10	Solicitation section 2.2.F	Are bidders permitted to use the same recommendation letter(s) for each area of expertise?	<i>Please refer to Addendum 1</i>
13	pg.10	Section 2.2.F: this section statntes, "The Prospective Contractor may submit a report issued by the Federal Government's Contractor Performance Assessment Reporting System (CPARS) in lieu of a single letter of recommendation."	A.) Are bidders permitted to include a CPARS report in addition to the letters of recommendation? B). Can we use a CPARS substitution for one reference letter for each area of expertise?	A.) Yes. B.) Yes.
14	pg.10	Section 2.2.F: this section states, "Responses may be disqualified from respondents whose references do not respond within five (5) business days of the request for verification."	Could the State contact bidders with non-responsive references and allow an additional five business days to encourage their response or provide alternate references?	No.
15	pg.10	Section 2.2.E	If a vendor has three key personnel that can be used across all three areas of expertise, can the vendor submit a total of three key personnel for the response to this solicitation?	
16	pg.3	Section 1.8	If the state would consider accepting an electronic copy, in lieu of a hard copy response, as CAI is committed to demonstrating good stewardship regarding our environment?	No.
17	pg.10	Section 2.2.E	May we list more than three key personnel? Ideally, we want to list four	<i>Refer to answer to #4.</i>
18	pg.10	Section 2.2.F	For the letters of recommendation in Section 2.2.F, may these be attached as part of our proposal or are these to be submitted separately?	<i>Letters of recommendation may be attached as part of the proposal provided they are will organized and clearly labled.</i>
19	pg.3	Section 1.8	Are digital signatures acceptable for all applicable documents/forms that require a signature? E.g., Vendor Agreement and Compliance, Addenda, EO 98-04 Disclosure Form	<i>Yes, ink or digital signatures may be provided on all solicitation documents requiring a signature.</i>
20	pg.3	Section 1.8	Will the State please consider accepting electronic submissions rather than a hard copy?	<i>Refer to answer to #16.</i>

21		Response Packet	If Contractors indicate that they do not propose to use subcontractors to perform services for the QVL, are they allowed to use subcontractors in future work proposals under the QVL?	<i>Refer to answer to #11.</i>
21	pg.3	Section 2.2.D	Will the State please clarify how it would like us to calculate staff months for past performance examples?	<i>The State will accept position Full Time Equivalencies(FTE).</i>
22		Response Packet & Sample Contract	Are the Contractor's allowed to redline the example contracts provided or Section 4 and Section 5 of the RFQ? For example, would we include such redlines as attachments to the Vendor Agreement and Compliance document? Or would the State be amenable to redline negotiations for contract terms and conditions upon award?	<i>Attachments A-F are standard State contract documents any exceptions respondents may have to them must be submitted in accordance with Vendor Agreement & Compliance Page found in the Response Packet.</i>
23	pg.10	Section 2.2.A	Does the State require that we provide a Certificate of Good Standing as part of our response packet, or is a printout of the website confirmation satisfactory to meet the good standing requirement?	<i>Yes, a copy of website confirmation is sufficient.</i>
24		Section 2.2.F	We are respectfully requesting the exception to just provide the contact details for the client we are using for the selected area of expertise where the clients are unable to provide the letter of recommendation. These clients have agreed to provide the reference if required by the DHS during the procurement process for any of the selected areas.	<i>The State strongly prefers written letters of recommendation. Where a written letter cannot be reasonably be obtained, a vendor may submit reference contact information. If a vendor submits reference contact information The State will attempt to contact the reference once by phone and once via email However, if the reference does not return and validates the required information within 5 business days than the state will not apply this reference to the minimum required number in the applicable area of expertise.</i>
25	pg.3 & pg.9	Section 1.5, Section 1.28	I see on the website that there is a zoom meeting invite and wanted some clarification on what that is for and when, just in case vendors should be calling in.	<i>Please refer to Section 1.5 & Section 1.28 of the RFQ.</i>