

**RFP 1001251153-R**  
**Clinical Program Initiatives to Improve the Quality and Consistency of Evaluations and Early Intervention Services for the New York State Early Intervention Program**

*All questions received by the New York State Department of Health (Department) by the January 5, 2011 deadline are included. The Department is not responsible for any errors or misinterpretation of any questions received. The responses to questions included herein are the official responses by the State to questions posted by potential bidders and are hereby incorporated into RFP 1001251153-R Clinical Program Initiatives to Improve the Quality and Consistency of Evaluations and Early Intervention Services for the New York State Early Intervention Program issued on December 30, 2010. In the event of any conflict between the RFP and these responses, the requirements or information contained in these responses will prevail.*

QUESTION 1. When do you anticipate that a decision will be made regarding the winning bid?

RESPONSE: We are not in a position to commit to a timeframe for the award.

QUESTION 2. When do you estimate a contract will be approved and signed?

RESPONSE: Once awarded, the contract will be processed and sent to the Office of the Attorney General and then to the State Comptroller for final execution.

QUESTION 3. Do you anticipate that the winning bidder will be able to start the project in advance of a signed contract and receive payment for work accomplished prior to signatures?

RESPONSE: If the winning bidder chooses to begin work on the project prior to contract execution they can do so with the understanding that they would be working at risk and that no payments would be made to them until/unless the contract was fully executed.

QUESTION 4. Is the winning bidder able to sub- contract with other groups, agencies and companies to complete some of the work? Are there any restrictions on state/out of state sub-contractors? For profit or non-profit subcontractors? Will DOH have to approve subcontracts?

RESPONSE: See section C 1. On page 7 of the RFP.

QUESTION 5. Will DOH have to approve panel members?

RESPONSE: Yes.

QUESTION 6. Will DOH staff participate in panel meetings and/or be required to review and approve drafts of documents prior to September 30th?

RESPONSE: Yes.

QUESTION 7. Regarding Section: C.3.e (page 11), Contract Period: Will the contract completion date be extended past September 30, 2011, as the contract is not starting on or around January 1st?

RESPONSE: No. The contract completion date coincides with the ARRA funding completion date which is scheduled to end on September 30, 2011.

QUESTION 8. Regarding Section: C.3.f (page 11), Conflict of Interest: Would any of the current contractors to the Early Intervention Program, such as the contractor who conducts monitoring of early intervention providers (IPRO) have a conflict of interest with this RFP?

RESPONSE: The Department is not aware of any conflicts of interest that would preclude current contractors from completing this initiative, but ultimately that determination can only be made by current contractors. Any potential conflicts of interest will be reviewed by the State and contractors may be required to provide additional information in order for a determination to be made.

QUESTION 9. The response to this RFP is due on January 26, 2011. However, the RFP states that the contract begins on January 1, 2011 and establishes a series of deliverable due dates which key off of the contract start date.

- a. Will the Department consider revising due dates for deliverables so that they flow from the fully-executed date of the contract?
- b. Will the Department consider extending the end date of the contract beyond September 30, 2011?

RESPONSE:

- a. Yes.
- b. No. The contract completion date coincides with the ARRA funding completion date which is scheduled to end on September 30, 2011.

QUESTION 10. Section 3, Implementation and Administration, states that the Department expects that the contractor will begin work immediately upon "contract Execution." Can the Department define what final activities and approvals constitute "contract Execution?"

RESPONSE: Once an award decision is made and all internal authorization has occurred, the contract is processed and sent to the NYS Office of the Attorney General for review and approval. The contract is then forwarded to OSC for review. Contract Execution occurs when the NYS Office of the Comptroller finally approves the contract.

QUESTION 11. Please confirm that the winning contractor for this RFP is being asked to prepare the clinical guideline documents for printing, not actually delivering printed materials

(section 2, page 10, first bullet), in light of the fact that section 3 (subdivision a, page 10) states that delivery of the final printed materials will substitute for the final monthly report.

RESPONSE: Yes. The contractor is only being asked to prepare the CPG documents for printing. The contractor will not be required/responsible for actually delivering printed materials.