

**Questions and Answers
State Surveillance Activities
for Hospitals and DTCs
RFP# 1005101128
September 13, 2010**

1. Question

RFP Section 3., pages 8-10: Is travel time included in the time per task estimates for each of the units that involve travel to a provider location? If so, which ones?

Response

All time estimates for onsite activities include travel time:

- On-site routine surveys of DTCs
- On-site complaint and incident investigations of Hospitals and DTCs

2. Question

RFP Section 8.1., page 16: This section states that “the bidder must demonstrate to the Department that they have no real or perceived conflict of interest...” Please confirm that this is met with the signed Bidder’s Assurances Form.

Response

Yes, a signed Bidder’s Assurance Form (Attachment 7) will meet this requirement.

3. Question

RFP Section 8.6., page 17: The RFP states that “the Cost Proposal Form (Attachment 8) is the sole scoreable component of the cost proposal.” In Section 9.2.2, the bidder is requested to “supply any narrative explanation considered necessary and appropriate to assist the department in its understanding and evaluation of the financial data provided in the Cost Proposal Form set forth in Attachment 8.” Please clarify – will the Cost Proposal evaluation consider only the information on Attachment 8 or will the evaluation also include consideration of this supplemental information? That is, if the figures on one bidder’s cost proposal are lower than another,

but the higher bidder has a better explanation of the figures, is it possible for the higher bidder to score higher on the cost proposal?

Response

The Cost Proposal Form (Attachment 8) is the sole scoreable component of the cost proposal. However, the Department is requesting any narrative explanation which will lend clarity and greater understanding as to how estimates were derived.

4. Question

RFP Section 9., page 17 The RFP provides the address for submission. However, if the proposal is delivered by an express carrier (e.g., FedEx) a phone number is required. What phone number should be used when submitting proposals via express carrier?

Response

The telephone number is 518-402-1003.

5. Question

RFP Section 9., page 17: The formatting requirements stipulate a font size no smaller than 10. Can tables and charts be provided in a smaller font size, so long as they are readable?

Response

Yes. All narrative sections should be of a font size no smaller than 10. However, if necessary for presentation purposes, tables and charts may be in a smaller font size provided they are readable.

6. Question

RFP Section 9., page 18 This section provides for seven sections in the Technical Proposal. May a bidder add an Executive Summary as a separate section either before or after the Table of Contents?

Response

Yes. However, any executive summary should be brief in nature, no longer than 3 pages.

7. Question

RFP Section 9.1.2., page 19: The RFP requires that all pages be numbered consecutively, including forms and attachments. Does numbering pages within each section meet the requirements for consecutive numbering (i.e., 4-1, 4-2, 4-3 etc. followed by 5-1, 5-2, 5-3, etc.)?

Response

Yes

8. Question

RFP Section 9.2.2., page 20: This section states that the cost proposal must be based on the projected workload outlined in Section 3. Section 3 also provides an estimated hours per unit of work. If a bid for a specific component is based on a different assumption about hours per unit of work and/or number of units as specified in Section 3 of the RFP, what level of justification for that difference must be provided with the Cost Proposal and what factors regarding such differences will be considered during evaluation?

Response

Submitted Cost Proposals are to be based on "per unit bids" (Attachment 8 of the RFP). As such, no changes should be made to the estimated number of units. If the bidder uses different estimates of hours per unit of work this should be fully explained.

9. Question

RFP Section 10.4., page 25: Payment is based on work unit counts. The contractor enters work unit information into the State's computers. Some work units include both State and contractor staff so there is no method for counting work units attributable to the contractor for billing purposes. What provisions will the State make for documenting contractor performed work units or must the contractor implement a separate unit count system, maintained by contractor staff? If the latter, what level of documentation will the State require in support of a contractor's invoice for completed work units?

Response

The Department will work with the winning contractor to determine an appropriate tracking and invoicing system for payment and audit purposes.

10. Questions

RFP Attachments 3, 4, 5, 6, 7 and 8.: These Proposal forms note in the title "FAU# 1005101128." What is FAU?

Response

FAU is an acronym used for an internal numbering system.

11. Question

RFP Attachment 8: The Cost Proposal form requires entry of the bidder's unit price and then calculation of the annual total for that unit. Is any other costing information required to be submitted as back-up to the unit price calculations?

Response

Please refer back to questions 3 and 8. While the Cost Proposal Form is the sole scoreable component of the Cost Proposal the Department is requesting explanations and assumptions to lend clarity and understanding as to how the proposal was derived.

12. Question

RFP Attachment 14, M/WBE Procurement Forms, page 64-73: Attachment 14 includes six forms as follows: (1) Bidder's Proposed M/WBE Utilization Form; (2) Minority Owned Business Enterprise Information; (3) Women Owned Business Enterprise Information; (4) M/WBE Utilization Plan; (5) M/WBE Letter of Intent to Participate; and (6) M/WBE Staffing Plan. Are all six forms to be submitted with the bid or are only forms 1, 2 and 3 submitted with the bid and the remainder submitted following award?

Response

With regard to the required forms, please submit according to the following:

1. **Bidder's Proposed M/WBE Utilization Form:** Required with the bid proposal.

2. **Minority Owned Business Enterprise Information:** Required with the bid proposal. If it does not apply, bidder should submit and state N/A.
3. **Women Owned Business Enterprise Information:** Required with the bid proposal. If it does not apply, bidder should submit and state N/A.
4. **M/WBE Utilization Plan:** Required prior to award.
5. **M/WBE Letter of Intent to Participate:** Required prior to award.
6. **M/WBE Staffing Plan:** Required prior to award.

13. Question

The RFP indicates that the Department conducts routine surveys of hospitals. Please confirm that routine hospital surveys are not part of this RFP.

Response

Correct, routine hospital surveys are not part of this RFP.

14. Question

Two different service units are labeled 2.2. Please confirm that "On-site investigations of Hospitals and Diagnostic & Treatment Centers (On-site Investigations) should be labeled 2.3; that the subsections should be labeled 2.3.1, 2.3.2, etc.; and that sections "Off-site Investigations" and "RCA Reviews" on page 7 should be labeled 2.4 and 2.5, respectively.

Response

Correct.

"On-site investigations of Hospitals and Diagnostic & Treatment Centers (On-site Investigations)" should be labeled 2.3 and the subsections should go from 2.3.1 through 2.3.8.

"Off-site investigations of Hospitals and Diagnostic & Treatment Centers (Off-site Investigations)" should be labeled 2.4 and the subsections should go from 2.4.1 through 2.4.8

"NYPORTS Root Cause Analysis report reviews from Hospitals and Diagnostic & Treatment Centers (RCA Reviews)" should be labeled 2.5 and the subsections should go from 2.5.1 through 2.5.4

15. Question

The term “deficient practice statement” appears in the Section 2 as a component under several of the units. Is a “deficient practice statement” the same as a Statement of Deficiencies?

Response

A Deficient Practice Statement and a Statement of Deficiencies are the same thing.