

Local Health Department Staff Training for Billing of Immunization Services

FAU#: 1102040408

Funded by: AMERICAN RECOVERY AND REINVESTMENT ACT of 2009 (ARRA)

Questions and Answers

Q1. Will the contractor be expected to provide hardcopy training materials, electronic copies or both? If hardcopies, what is the estimated number of packages that will be distributed?

A1. The contractor will distribute electronic training materials approved by the Department.

Q2. There are 9 training topics outlined in the RFP on page 7. What is the total estimated number of “live” webinar sessions expected?

A2. The Department has requested a maximum of 16 hours of training time, including the opportunity for participants to ask questions. The training sessions should not exceed 1.5 hours in length and it may be necessary to divide one or more of the topics into two sessions. A detailed schedule will be decided upon after contract award. Based on this, the expectation is for 10 to 12 sessions.

Q3. What is the estimated number of staff to be trained?

A3. Most of the state’s 57 local health departments are expected to participate. Average participation is expected to be two staff from each, while some local health departments may have five participants. Sessions covering laws, regulations and policies and fee setting may attract a larger audience from the local health departments than other sessions which are focused on more technical aspects of medical billing.

Q4. Is there an estimated budget set aside for this project and if so, what is the amount?

A4. The Department chooses not to disclose the funding that is set aside for this contract opportunity.

Q5. Is software development a component of this RFP?

A5. This funding opportunity does not include software development.

Q6. We are a 2 year college with extensive experience in providing classroom billing/reimbursement training, on line training, and Webinars for health care environments across NY. Would we be considered an eligible bidder?

A6. Based on the information provided this appears to be an eligible bidder. Please refer to the detailed specifications on page 6 of the RFP. Information on doing business with the State of New York is provided elsewhere in the RFP including Appendix A: Standard Clauses for All New York State Contracts(Attachment 15) and Appendix D: General Specifications (Attachment 16).

Q7. In the *develop training materials* section, number 4 states, “develop online training modules”. Are you expecting the identical material included in the Webinar to be created for an online component?

A7. As indicated under #4, the online training modules should consist of material recorded during presentation of the webinars. This material is to be supplemented by references and links to further information and self-tests. Therefore, the material covered will be identical. The training modules are intended for staff who wish to review the information covered or those who were unable to attend or were hired after presentation of the webinars.

Q8. Are you expecting that all the training modules will be completed and included in the application?

A8. Bidders are not expected to include complete training materials in their proposals. Proposals should include general outlines of the material that would be covered and pedagogic methods without providing full materials. Detailed training materials will be provided by the successful bidder after the contract is approved.