

**New York State Department of Health
Center for Community Health
Division of Family Health
Bureau of Woman, Infant and Adolescent Health and Bureau of Child Health**

**Request for Proposal #20077:
Program Performance Monitoring and Quality Improvement in Maternal and Child
Health Programs**

Questions and Answers Posted: October 27, 2022

1) Question: Revise/Update Standardized Review Tools for both SBHC and SBHC-D assumes the same number of hours as revisions to the Family Planning Tool per year. Section 4.1.2 states the review tools and instructional materials for each program should be updated at least annually. Should this be 480 hours for each program in the first three years, and 240 hours for each program in the last two years, as outlined in the cost proposal? (Attachment B, Page 2)

Response: Revision/Updating of Standardized Review Tools for both SBHC and SBHC-D assumes an estimated 480 hours annually in years 1-3 and 240 hours annually in years 4-5.

Revision/Updating of Standardized Review Tools for Family Planning Tools assumes an estimated 480 hours annually in years 1-3 and 240 hours annually in years 4-5.

2) Question: The RFP states the bidder can be a government entity. Please confirm that New York State government entities are excluded from bidding on this procurement. (Section 3.0, Page 7)

Response: Section 3.0, paragraph 1, on page 7 outlines the organizations eligible for bidding on this procurement. NYSDOH will accept proposals from not for profit, for profit or government entities which are legally authorized to perform the contracted services as outlined in the RFP.

3) Question: Can New York State Article 28 facilities not currently providing the services procured under this RFP submit a proposal? (Section 3.0, Page 7)

Response: Bidders may not be directly or indirectly involved in the provision of family planning, school-based health or school-based health-dental services in New York State. Article 28 facilities that currently provide, under NYS DOH contract, family planning, School-Based Health Center medical OR School-Based Health Center dental services, or facilities currently designated as perinatal hospitals are ineligible to bid. If an Article 28 facility is not involved in the listed services, it could be eligible to apply if it meets the requirements outlined.

- 4) **Question:** The RFP states that experience can be acquired concurrently. Please confirm that the experience requirement may NOT be acquired concurrently post-award (Page 7, Section 3)

Response: Eligible organizations must meet the eligibility requirements at the time of bid submission.

- 5) **Question:** The RFP requires use of professionally recognized standards of care. Can the Department specify which standards of care are to be used? (Page 8, Section 4.0)

Response: Standards of care for family planning programs include, but are not limited to, the Providing Quality Family Planning Services (QFP) recommendations of the CDC; US Preventive Services Task Force; Office of Population Affairs Title X Program; and clinical guidelines published by professional medical associations.

- 6) **Question:** The RFP states that on-site monitoring activities may include, "... observation of clinical care and client interactions were [sic] appropriate and with patient consent as a means to assess provider quality." The majority of SBHC and SBHC-D patients will be minors under the age of 18. How would parental consent be obtained to observe the provision of services while on-site, since it is typically not possible to know in advance which students might access these services on the date of the review? (Page 10, Section 4.1.4)

Response: Observation of clinical visits will not be required for the school-based health center and school-based health center dental settings.

- 7) **Question:** In Section 4.1.3., an estimate of on-site days as well as estimates for preparation and write-up are provided for the pre-opening work. In Section 4.1.4., estimates are only provided for the number of on-site days. What estimates should be used for the pre-review and post-review work? (Pages 9-11)

Response: Bidders should use the criteria outlined in the RFP to determine estimates of time and work involved in pre-review and post-review activities. Pre-Review (4.1.4 A) and Post-Review (4.1.4 C) activities are billed by the unit of activity and not by the number of days required.

- 8) **Question:** The proposal submission instructions indicate that the body of the submission email should "include the password." No additional details are provided regarding a password. Please confirm that a document password is not required. (Page 36, Section 7.0)

Response: The use of a password for proposal submission is at the discretion of the bidder. If the bidder chooses to use a password to protect their application submission, they are required to follow the directions outlined in Section 7.0, Proposal Submission.

The Department reserves the right to request a hard copy and/or electronic resubmission of any unreadable files. A Bidder shall have 2 business days to respond to such requests and must certify the resubmission is identical to the original submission.

- 9) **Question:** The sections on proposal evaluation indicate that the technical proposal will be worth 70% (up to 115 points) of the final score, and the cost proposal will be worth 30% (up to 35 points) of the final score. Please confirm that the total possible point values of 115 and 35 will be weighted to correspond to 70% and 30% of the final score, respectively. (Page 37, Section 8.3 and 8.4)

Response: As stated in Section 8.1 General Information, The Technical Proposal and compliance with other RFP requirements will be weighted 70% of a proposal's total score and the information contained in the Cost Proposal will be weighted 30% of a proposal's total score.

- 10) **Question:** Please confirm that the Proposal Document Checklist is not required to be included in our proposal submission. (Attachment A)

Response: Attachment A, the Proposal Document Checklist, is not required as part of the proposal submission. It is included in the RFP to assist the bidder in organizing the required proposal submission documents.

- 11) **Question:** In Attachment B it states, "In addition to the cost of furnishing all said services, the proposal prices must also cover the cost of materials, equipment, insurance, overhead, meetings, training, reporting, analysis labor, travel and any other costs required to complete all deliverables and adhere to all standards of this RFP to the satisfaction of the Department of Health." Within Attachment B-Cost Proposal there is not a section for these items. Can organizations applying amend the form to account for these costs? If no, how would NY Department of Health prefer these costs be documented? (Attachment B, and Page 35, Section 6.4)

Response: As stated in Section 6.4, Cost Proposal, and in Attachment B, ... "Price must be inclusive of all Scope of Work in Section 4.0 for the RFP. Specific sections have been provided for reference within each deliverable, however it is expected that the total bid price is reflective of the performance of all work set forth in said specifications to the satisfaction of the Department of Health. In addition to the cost of furnishing all said services, the proposal prices must also cover the cost of materials, equipment, insurance, overhead, meetings, training, reporting, analysis labor, travel and any other costs required to complete all deliverables"...

- 12) **Question:** Attachment L is referenced; however, it is not attached to the RFP. Would this attachment be able to be provided?

Response: This has been addressed in RFP Amendment 2.

13) Question: There are two sections in the RFP numbered as 4.1.8. Please clarify.

Response: This has been addressed in RFP Amendment 2.

14) Question: The heading above the technical proposal requirements is titled "Experience – Performing Tasks/Deliverables." No additional information is given in the subsequent requirements about providing details of our experience. Please confirm that bidders should include a separate section within the "Technical Proposal Narrative" detailing their experience. (Page 34, Section 6.3)

Response: This has been addressed in RFP Amendment 2.

15) Question: This Request for Proposal has a comprehensive, multi-task, multi-deliverable scope of work which could provide the opportunity for MWBE subcontracting. Can you add MWBE goals?

Response: The Department has decided to institute a 30% MWBE goal (15% M and 15% W) on this procurement. This has been addressed in RFP Amendment 2.

16) Question: Section D.1 of the proposal instructions (revising and developing a monitoring tool) cross-references Scope of Work (SOW) Section 4.1.3 (onsite reviews and program performance monitoring). Section D.1.4 (maintaining the application and data system) cross-references SOW Section 4.1.6 (CAP reviews). Section D.1.5 (communicating serious problems) cross-references SOW Section 4.1.7 (data system maintenance, data analysis, and data transmission). It appears these cross-references are mis-numbered. Please clarify.

Response: This has been addressed in RFP Amendment 2.

17) Question: Sections D.1.1, D.1.2, D.1.3, D.4, D.5, D.6, and D.7 in the proposal instructions cross-reference SOW sections that do not exist (Sections 4.1.5 a-c, 4.1.5 d, 4.4, 4.5, 4.6, and 4.7, respectively). Please clarify.

Response: This has been addressed in RFP Amendment 2.