

Division of Family Health

Consultant Services for the New York State Maternal and Child Health Quality Collaboratives

RFP No. 16475

Questions and Responses

April 14, 2016

Program-Specific Questions:

1. Question: Is there an incumbent contractor that has been performing the same Scope of Work (SOW)? If so, please identify the contractor.

Response: The National Institute for Children's Health Quality is the current contractor.

2. Question: 3.3.1 Coaching Call Webinars - We understand that the contractor hosts between 35 and 40 Coaching Call Webinars each contract year. Is original material and presentation content needed for each webinar and is this the responsibility of the contractor? Please describe the content/materials needed. The additional detail is needed to determine the realistic level of effort for staffing and budgeting purposes.

Response: Original material and presentation content are needed for each webinar, and generally follow the same format. NYSDOH will determine the content needed for each webinar. The contractor will be responsible for developing materials as requested by NYSDOH, which may include a 15-30 minute presentation on clinical and/or quality improvement content, or facilitating a discussion/report out by hospital teams participating in the NYSPQC projects. Please see Attachment K for an example webinar agenda and a report out template developed by the current contractor.

3. Question: 3.3.2 Learning Sessions - Please confirm that the contractor will pay travel and related expenses for only the contractor's staff who attend the learning sessions.

Response: The Contractor will be responsible for including travel costs in their bid price for their contractor's staff. Travel and related expenses for the specialty consultant to attend learning sessions will be reimbursed separately to the contractor based upon actual expenses incurred by the specialty consultant, not to exceed the rates approved by the Office of the State Comptroller.

See <http://osc.state.ny.us/agencies/travel/manual.pdf#search=travel%20rates%20> for these rates.

4. Question: 3.3.2 Learning Sessions - As in Question 2, above please provide additional detail to help us determine the level of effort required for preparing materials and content for the 7-10 learning sessions per year.

Response: The contractor is responsible for helping to develop the agenda, arrange for guest speakers, and develop presentations related to clinical and/or quality improvement. Please see Attachment L for examples of materials developed for previous Learning Sessions.

5. Question: 3.1 Staffing - Please confirm that the contractor can propose positions in addition to required key staff, as deemed necessary to complete the Statement Of Work (SOW).

Response: Bidders can propose the use of additional staff as stated on page 31 of the RFP, but the contractor will only be reimbursed for the key staff positions included in Attachment C - Cost Bid Detail Sheet (page 32). Administrative costs including costs related to administrative staff and administrative functions necessary for the success of the project, including secretarial services, coordination, supervision, fiscal oversight, recruitment, information dissemination, and similar administrative duties, must be built into each bid rate proposed. No additional positions other than those already listed on Attachment C should be lined out on this sheet and there is no separate reimbursement for administrative costs.

6. Question: 3.1 Staffing – Can key staff roles be combined?

Response: One person can fill more than one of the key staff roles as long as they meet the position requirements and are able to devote sufficient time required to meet all contract deliverables.

7. Question: 3.1 Staffing - Please confirm that resumes are not required for proposed key staff.

Response: You are correct, we are not asking for resumes to be submitted. The key staff's qualifications for the position are described in the technical proposal as outlined in section 3.1.1-3.1.4 of the RFP.

8. Question: 3.1.3 Clinical Leadership - Please clarify the requirements for the Clinical Lead(s). Can one Clinical Lead be assigned to the role or are multiple leads with different specialties needed?

Response: The clinical leads need to be board certified/board eligible physicians with at least five (5) years of experience in perinatal quality improvement. Clinical leads may have specialties in maternal-fetal medicine, obstetrics and/or gynecology, pediatrics or neonatology.

Depending on the project focus areas if clinical leadership is needed in multiple specialties, then multiple Clinical leads will need to be obtained by the contractor.

9. Question: 3.3.3 and 3.3.4 - Several tasks in sections 3.3.3 and 3.3.4 are identical. Please explain the reason for this.

Response: The QI advisor and clinical lead(s) will work with the NYSDOH to advise on the development and implementation of all interventions and materials related to the project(s). Both clinical and QI input are needed in the development of materials, and these staff will work together with the NYSDOH to produce the necessary materials.

10. Question: 6.2.D.iv - Program Implementation and Administration - Please confirm that section 6.2.D.iv requires the bidder to only address its approach to the five bulleted points listed there and not every aspect of the SOW (section 3.).

Response: The bidder should address its approach to the entire SOW, with a specific focus on the five bulleted points listed under section 6.2.D.iv.

11. Question: Attachment C - Please detail the activities that would comprise the category "Specialty Consultants and/or Faculty"

Response: The Specialty Consultants and/or Faculty include guest speakers for the Coaching Call webinars/Learning Sessions. The guest speaker(s) will prepare and present presentations on content determined by the NYSDOH. Such professionals will offer their knowledge and clinical background to projects, which in turn will lend expertise and credibility to the initiative.

12. Question – Attachment C - Attachment A does not appear to include budget items for all activities under the SOW. Please explain what is to be included in each category (1. Coaching Call Webinars; 2. In-person Learning Sessions; 3. Specialty Consultants and/or Faculty)

Response:

1. Coaching Call webinars – This should include the costs for hosting and running 35-40 hour long webinars per year, time spent by contractor's staff on developing materials for the webinars, and occasionally, payment for guest speakers. The clinical and quality improvement faculty often present and lead discussions. It is often the case that guest speakers for the webinars are arranged by the NYSDOH, and such speakers volunteer their time for educational purposes.
2. Learning Sessions – This includes the cost of travel and other expenses incurred by the contractor's staff (usually QI advisor and clinical lead).
3. Specialty Consultants and/or Faculty –The contractor will be responsible for arranging and providing compensation/travel/other expenses for the guest speakers. Additional clinical guidance may be required on an ad hoc basis. The Clinical Leads or another Clinical consultant with the same credentials in another specialty area may expect to work an additional 15 to 20 hours per year on ad hoc clinical leadership activities.