

**New York State Department of Health  
Wadsworth Center  
Determination, Billing, Collecting and Accounting for Fees in Support of the Clinical Laboratory Evaluation Program  
RFP #17815  
Questions and Answers  
8/28/18**

Question	Subject	Bidder's Question	Answer
1	Section 4.1.2(2)(b)(ii)	Section 4.1.2(2)(b)(ii) states the contractor must generate and distribute the appropriate fee invoices to each laboratory. Is there a requirement of how the invoices must be distributed (mail vs. e-mail)?	No, there is not a requirement for a specific method for invoice distribution. Currently, initial invoices are mailed in hard copy and requests for duplicates are fulfilled via email.
2	Section 4.1.2(2)(g)(iv)	Section 4.1.2(2)(g)(iv) states the archived account files must be obtained from the accounting firm currently under contract and maintained in an electronic database. Will additional information be provided from the current firm under contract such as the complete current database or only information regarding closed facilities?	DOH will work with the winning bidder to obtain the necessary data from the current contractor.
3	Section 4.1.2 (2)(a)	Regarding the electronic database noted in section 4.1.2 (2)a, A. what are the technical requirements for this database? B. How many Department users would we need to secure access for?	A. See RFP Section(s) 4.1.2(2)(c).and 4.1.2(2)(h).  B. The anticipated average number of Department of Health users that would require secure access to the database is four (4).
4	Section 4.1.2 (2)(b)(iii)	Section 4.1.2 (2)(b)(iii) notes the contractor will prepare an annual fee adjustment based upon the final accounting of the prior year operating costs of the CLRs and notification to clinical laboratory facilities of any change in fee amounts.  A. Is the contractor responsible for billing the fee adjustment or doing the accounting to calculate the amount? B. Would this just be updating step (2)(b)(i) for the final data?	A. Yes, see RFP Section(s) 4.1.2(2)(b)(iii) and 4.1.2(2)(i)(iii).  B. The question is not clear and therefore cannot be answered.

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5	Section 4.1.2 (2)(f)(vii)	Section 4.1.2 (2)(f)(vii) noted the electronic on-line system shall be capable of being updated through regular file transfers from the Department. What file transfers will be coming from the Department into the database?	The Department will provide routine file transfers to update demographic information for existing laboratories accounts and to provide information on new laboratory accounts.
6	Section 4.1.2 (2)(f)(ii)	What types of electronic payments will be accepted by the Department of Health?	Currently, the Department accepts electronic ACH payments.