

**New York State Department of Health  
RFP #20055: Medicaid Evidence Based Policy Assistance RFP**

*Questions and Answers Posted 11/22/2021*

<b>Question #</b>	<b>Corresponding RFP Section</b>	<b>Question</b>	<b>Answer</b>
1.	General	We do Medicaid eligible, enrollments and assist with getting Medicaid claims paid. We assist with all areas of the Revenue cycle. Would this RFP be a good fit for us?	Please review the Minimum qualifications listed in Section 3.1 of the RFP. (Page 4 of the RFP)
2.	General	Is there a cost ceiling for this RFP?	Bidders should provide best and final offers on annual billable salaries and deliverable prices.
3.	General	Is this engagement a continuation of an existing scope or will this be a new vendor for the state?	The State has previously contracted for EBBRAC Policy Assistance, but this engagement is not a continuation, and is open to any vendor meeting the minimum qualifications, including the previous vendor.
4.	Section 4.0: Tasks/Deliverables, Subsection 4.1 (Pages 6-9 of RFP)	As written, the RFP requests up to 46 reports annually. Is this a correct estimate of the maximum number of reports to be requested?	Yes, the Department expects up to 46 annual reports as outlined in the RFP.
5.	Section 4.0: Tasks/Deliverables, Subsection 4.1 (Pages 6-9 of RFP)	How is 'report' being defined across the different SOW components? For example, what is the range of pages per report type (e.g., 2-page brief, 50-page full report)?	Report length will vary based on the depth and breadth of existing research and literature for each topic.
6.	Section 4.0: Tasks/Deliverables, Subsection 4.1 (Pages 6-9 of RFP)	How is 'clinical research stratification service' being defined? Specifically, we are interested in learning how this model should integrate the provision of access to library resources. Is the contractors' access to Institutional library resources (e.g., Cochrane) sufficient, or is it essential that the DOH be provided direct library access?	A research stratification service is a subscription to an existing library of health technology assessments, comparative effectiveness reviews, and evidence-based policy guidelines that are necessary to support policy development activities in the Medicaid program (e.g., Hayes, Cochrane). The proposed research stratification service is subject to approval by DOH, and the DOH must be provided direct library access.
7.	Section 4.0: Tasks/Deliverables, Subsection 4.1 (Pages 6-9 of RFP)	If direct access to library resources is necessary, will the DOH consider membership in the MED contract? If so, will the annual MED fee be added to the contract amount or will these funds need to be factored within the existing budget as listed (e.g., subtracted from proposed staff or travel funds)?	Bidders seeking to provide library resource access and memberships in collaboratives, such as the Medicaid Evidence-based Decisions Project (MED), should include such costs within the existing deliverables of the Cost Proposals. Bidders may not modify the existing Cost

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			Proposal form. Aside from travel costs, bidders will not be reimbursed for any costs that are not included in the Cost Proposal.
8.	Section 4.0: Tasks/Deliverables, Subsection 4.1 (Pages 6-9 of RFP)	Does the Department anticipate the contractor will be involved in the social determinants of health (SDOH) efforts planned under the state's 1115 waiver (should the state receive its 1115 waiver)?	Per Section V. (page 8 and 9), the contractor will provide research and technical assistance to the Bureau of Social Care and Community Supports. This may include a multitude of different SDH related initiatives and could include some components of the 1115 waiver.
9.	Section 4.0: Tasks/Deliverables, Subsection 4.2 (Pages 9-10 of RFP)	Is there flexibility in the number of people who will be required to work onsite during the contract period; what is the minimum number of people required to work on site if flexibility in the 4-person request is granted?	A minimum of four people are required to work on-site (one physician and three researchers). Allowances for a proportion of weekly hours to be completed via telework are at the Department's discretion.
10.	Section 4.0: Tasks/Deliverables, Subsection 4.2 (Pages 9-10 of RFP)	Is there flexibility to propose a different staffing configuration or model (e.g., project coordinator instead of project manager, # of dedicated researchers)?	At a minimum, the vendor must adhere to the staffing configuration outlined in the RFP. Additional off-site staff may be proposed by the vendor.
11.	Section 4.1: Tasks/Deliverables, Paragraphs V.1.a and V.3 (Page 9 of RFP)	In Section 4.1, it states that the work supporting BSCCS and BPMQI will be performed by the contractor onsite at DOH. Is physical presence of contractor staff required for the duration of these tasks, or would it be acceptable to complete the work remotely and present reports in person? In Section 4.2, Staffing, paragraph 2 states that the contractor will provide a core team working full-time onsite at DOH. Is full time physical presence required for all staff, or is remote work acceptable?	A physical presence is required. Allowances for a proportion of weekly hours to be completed via telework are at the Department's discretion.
12.	Section 6.0: Cost Proposal, Subsection 6.3 (Page 24 of RFP)	Is there a maximum budget for this project, especially given the volume of reports?	Please see response to Question 2.
13.	Section 6.0: Cost Proposal, Subsection 6.3 (Page 24 of RFP)	Can you provide the salary scale and clarify your expectation related to adherence to that scale?	The Department is relying on the expertise of the bidder to provide annual billable salaries per position as identified on Attachment B – Cost Proposal.

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14.	Section 6.0: Cost Proposal, Subsection 6.1-6.3 (Page 20-24 of RFP)	What is the maximum number of pages desired for the technical, cost, and administrative proposals? The RFP requests brevity; would a range of 5-20 pages each be appropriate?	There is no minimum or maximum number of pages determined for the technical, cost, and administrative proposals.
15.	Section 7.0: Proposal Submission, Paragraph 11 (Pages 24-25 of RFP)	In Section 7.0, Proposal Submission, paragraph 11 states that "submission of proposals in a manner other than as described in these instructions (e.g., fax, electronic transmission) will not be accepted." Due to the challenges imposed by the Covid-19 pandemic on in-person work, would it be possible to submit 10 copies of each part of the proposal, (1) the Administrative Proposal, (2) the Technical Proposal, and (3) the Cost Proposal electronically via email?	Please see Amendment 1 to this RFP.
16.	Attachment B: Cost Proposal	Are bidders allowed to submit billable rates that are based on a full assumption of costs including salary, fringe, travel, etc.? Our firm does not typically submit salary information by position.	All Cost proposals must be submitted via the requirements listed in Section 6.3 (Page 24 of the RFP) and Attachment B. (Pages 30-31 of the RFP)