

Responses to Questions for IFB # 1085 Qualified Individuals

Q1	With regard to travel reimbursement, it was stated that there is no separate travel reimbursement and that the offeror should include this cost in the proposed hourly amount. However, I also read a section that states that offerors WILL be reimbursed at an hourly rate for time commuting to and from the assessment location. I'm looking for clarification on this.
A1	Please refer to Section 4.2 Price. When submitting bid rate, offerors must include all costs associated with providing and delivering the assessments inclusive of travel expenses. Successful awardees will be reimbursed hourly at bid rate for time providing service including travel time to and from an assessment location, if applicable. There will not be any additional or separate travel costs reimbursed such as mileage, tolls, public transportation fees, etc.
Q2	The 'Terms of the Contract': States no payment will be issued prior to contract start date for payments over \$50k. Also looking for clarification on this?
A2	Per Section 4.3 Term of Contract, contractors may not begin to provide services prior to the contract start date. OCFS has no obligation to pay for services conducted prior to the contract start date. Payments cannot be made prior to contract approval, which also includes the Office of State Comptroller approval for any contract valued over \$50,000.
Q3	Could I be provided with a bulleted list of documents required for IFB submission?
A3	Yes, please refer to Section 2.2 Packaging of IFB Response for a bulleted listing of all required documents for bid submission. Attachment 3 is an optional Submission Checklist which reiterates the requirements.
Q4	Is there a cap on the number of assessment hours one QI can do annually?
A4	No, there will not be a cap on the hours to deliver services annually.
Q5	Are we to include a narrative or only the forms/information included in the IFB?
A5	See response to Q3.
Q6	For the form OCFS 0910 Request for Bid, is there anything we need to complete on that first page? Or just include that page with the signature page and then complete the OCFS-0910 Request for Bid form attachments
A6	No, proposed bidders should read the first page of the OCFS-0910 Request for Bid form, but nothing needs to be completed on the first page. However, you should complete, sign, and date the second page of the OCFS-0910 Request for Bid form. The OCFS-0910 Request for Bid Attachment must also be completed. The OCFS-0910 Request for Bid form and the OCFS-0910 Request for Bid Attachment are both required with the bid.
Q7	For the form OCFS-4715, Data Sharing Confidentiality Non-Disclosure Agreement, since we are applying as an agency to provide multiple clinicians, should this be completed by the CEO as a contractor with the IFB number?
A7	No, the OCFS-4715 should be completed by each individual the agency is proposing who will be providing services. A curriculum vitae or resume and license are also required for each individual with the bid. This doesn't preclude an awarded agency from using a different individual to provide services throughout the life of the contract, as any new individual in the employ of the awarded agency will have to complete the OCFS-4715 form before they can begin to provide service.

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Q8	For the form OCFS-4716 Contractor background certification, should this be completed and notarized by the agency's authorized representative on behalf of the proposed clinicians or does it need to be completed by each proposed clinician?
A8	For agencies applying to provide a single or multiple clinicians, the OCFS-4716 should be completed by each individual the agency is proposing who will be providing services. This doesn't preclude an awarded agency from using a different individual to provide services throughout the life of the contract, as any new individual in the employ of the awarded agency will have to complete the OCFS-4716 form before they can begin to provide service.
Q9	Are we to include any documentation regarding MWBE requirements?
A9	No, MWBE forms do not need to be included with the bid proposal however MWBE forms will be requested during contract development. Please refer to Section 4.13 MWBE – EEO – Requirements & Procedures.
Q10	In Section 1.1, pages 6-7, you indicate anticipated hours of assessments for each region. Is there an estimated number of hours or range of hours per assessment?
A10	We estimate the average number of hours needed to complete an assessment will range between 10 to 20 hours depending on geographic location.
Q11	In section 3.2 on page 14 it indicates we are required to submit written reports with recommendations to OCFS/DJJOY within 25 days of placement in a QRTP. Are we required to send completed documentation to AFC, Parents/Guardian, and their attorney as well? This is a requirement through several OCFS ADMs.
A11	No, the forwarding of documentation to AFC, Parents/Guardian, and their attorney will be the responsibility of OCFS Division of Juvenile Justice and Opportunities for Youth staff.
Q12	Regarding Section 4.2, Price (page 15) - in relation to court appearances being part of the hourly bid rate calculation - is there an expectation that Qualified Individual (QI) services for JD youth will require more court hours than is typical for QI assessments conducted currently? ... or only as needed?
A12	During the past 7 months, no QI provider has had to appear in court. Court appearances for JD youth will be on an as needed basis and should not require more court hours than an assessment for a non-JD youth.
Q13	Regarding Section 4.4, Method of Payment (page 16), what specific components will "required documentation for services performed" consist of?
A13	Qualified Individual Assessment, CANS assessment, any related reports and summaries required based on CANS assessment, detailed accounting of hours worked, and a report outlining any additional information used to derive ultimate conclusions.