

Responses to Questions for IFB # 1146
Qualified Individual Services

Q1	<p>On page 12 of the IFB, the AC 3271-S form is included in a list with other forms that need to be completed and submitted with our bid.</p> <p>a) Do we have to submit this form as part of the bid or only when we receive an award?</p> <p>b) If you want the form now, can you provide the following information:</p> <ul style="list-style-type: none">• State agency department ID• State agency business unit• Contract start date and end date – should we use 8/1/24 for start and 7/31/29 for end?• What are the employment categories?• And should this be only for the individuals who will be involved in the service or the entire agency?
A1	<p>a) IFB Section 2.2 Packaging of IFB Response - Required Contents of Bid Proposal includes a bulleted list stating “All bid proposals <u>must</u> include the following...”. There is also a second bulleted list which says, “The following documents should also be completed and provided in the bid, otherwise they will be required during the contract development process.” The AC 3271-S form is included in the second list of documents. Therefore, the AC 3271-S form may be submitted with the bid, or later during contract development if awarded. Either method is acceptable.</p> <p>b) If bidders wish to provide a completed AC 3271-S in their applications:</p> <ul style="list-style-type: none">• State Agency Department ID: 3400000• State Agency Business Unit: CFS01• Contract start date and end date: 8/1/2024 – 7/31/2029• Employment categories: OCFS recommends consulting an external resource to determine employment categories. Use the link http://www.onetcodeconnector.org/ to search for their clinician’s title codes and enter as the employment code. Please note that this is not the only resource that may be used.• Only the individuals involved in providing the service should be reported.