

**STATE OF CONNECTICUT
OFFICE OF HEALTH STRATEGY**

**COVERED CT OUTREACH AND ENGAGEMENT
RFP# OHS22328**

Second Addendum

RELEASE DATE – 07-30-22

The Office of Health Strategy's official responses to questions submitted as of 5:00 PM, July 27, 2022 are as follows:

1. Question: What is the administrative rate limit for this program?

Answer: The administrative rate is capped at 8 percent.

2. Question: Will there be a community briefing?

Answer: There will not be a community briefing or bidder's conference.

3. Question: How do we submit the proposal?

Answer: Proposals are submitted electronically to Laura.Morris@ct.gov by 3:00 pm on August 15th.

4. Question: Are we permitted to apply for more than 1 region (geographic service area) in our application OR if we must select 1 region and only include information for that 1 region in our application.

Answer: Yes, one application may be used for more than one region. However, your organization will need to complete all the questions in Section IV, C, 4.1 through 4.7 for each geographic area

6. Question: Is there a maximum dollar amount of funding we can request? Please clarify the total budget amount that each prospective bidder should assume in their submissions. If 15 awards are anticipated and \$950,000 is available, would this mean \$63,333 per award?

Answer: Approximately 15 awards will be given with approximately \$63,333 per awardee. You may submit a budget above that amount up to a maximum of \$75,000.

7. **Question:** If the amount can be above \$63k, would subcontracting be allowed?

Answer: Subcontracting is permitted but you must provide a detailed explanation of the organization(s) you will subcontracting with and how they will help meet the criteria in Section IV, C. 4.1 through 4.7.

8. **Question:** Is it possible to list multiple regions in answer to prompt "4.11.d What region would you be most suited to support?" or are we limited to apply for only one region?

Answer: Applicants may apply for more than one region. Applicant will need to complete all the questions in Section IV, C, 4.1 through 4.7 for each geographic service area.

9. **Question:** On page 5, the RFP states that organizations must be registered on the State's Contracting Portal (CT Source) to be eligible for this bid. On page 7, the RFP states that "The electronic copy of the proposal must be emailed to official agency contact for this procurement." Is this in addition to submitting via CT Source, or in place of submitting via CT Source?

Answer: Proposals are submitted electronically to Laura.Morris@ct.gov by 3:00 pm on August 15, 2022. Your organization must be registered with CT Source to contract with the State of Connecticut.

10. **Question:** Can you confirm that agencies selected for this contract will only do outreach, education, and enrollment activities and not administer the CoveredCT plan?

Answer: This RFP is for Community Based Organizations to provide outreach, engagement and enrollment in Covered CT only.

11. **Question:** In section 4.8 "Please provide three references (page 15)". There are not further instructions for this prompt. Does the agency have any more guidance/expectations re: content and/or format of response to this question?

Answer: Applicants must provide three letters of reference from outside entities that can speak to the applicants experience with outreach, education and enrollment in health coverage.

12. **Question:** Are there plans from CT state to put out multi-year funding contracts after FY 23?

Answer: There are no plans at this time for a multi-year contract after FY 2023.

13. **Question:** Please clarify whether there is a particular format that is required for submission of budget information?

Answer: Budgets should include detailed breakdown and narrative explaining the use of funds.

14. **Question:** Is the intent of this bid to fund a position which would engage in the primary service?

Answer: This RFP is for outreach, engagement and enrollment in Covered CT. Funding of position(s) would be an appropriate use of funds to fulfill this requirement.

15. **Question:** If we were to identify a primary individual for this role with 2-3 secondary individuals in other key programs that we run, would all of them be able to attend training?

Answer: Applicants may send as many staff as necessary to training to fulfil the requirements of outreach, engagement and enrollment in Covered CT.

16. **Question:** Do you anticipate that 1 FTE will be sufficient to complete the duties of this role?

Answer: Each applicant will need to determine the number of staff needed to fulfill the requirements of this RFP for the region they identified.

17. **Question:** Is there an expectation that this individual will engage in community and/or street outreach to engage the targeted population?

Answer: Each geographic area applicant would need to determine the type of engagement and outreach needed for the communities they serve and provide detailed description of engagement efforts.

18. **Question:** Is there opposition to using a hybrid schedule for this position which would permit both an in office and work from home schedule in addition to outreach efforts?

Answer: Yes, a hybrid schedule would be permitted.

19. **Question:** Would there be opposition to this being a fully remote position?

Answer: Applicants interested in fully remote positions under this RFP would need to provide detailed description of how outreach, engagement and enrollment would occur under a fully remote model.

20. **Question:** Please clarify what is meant by “Notification to Bidders, Parts I-V” on page 5 of the RFP, under Registering with State Contracting Portal. Where can we obtain this documentation?

Answer: Information on registering with the State of Connecticut can be found through the following link: [CTsource Registration](#)

21. **Question:** Can you confirm that there is no fiduciary responsibility on behalf of the agency granted this award to provide insurance coverage/services to qualified individuals?

Answer: This RFP is for Community Based Organizations to provide outreach, engagement and enrollment in Covered CT only.

22. **Question:** Are there currently agencies engaged in this work who have awards or is this a new program? If so, will you list them?

Answer: This is a new funding opportunity.

23. **Question:** Are there a certain number of people, by region, that you anticipate will need the assistance outlined in this proposal? I see that we are asked to identify how many people we anticipate reaching. Without data to anchor the need this is hard to determine.

Answer: Awardees will be provided updated periodic data by zip code to assist with their targeted outreach, engagement and enrollment efforts.

24. **Question:** There is reference to a commodity code. Can you expand on what that is?

Answer: Commodity codes are used by the Department of Administrative Services for Procurement and allows potential bidders to use the commodity code to search all open and past RFPs, RFQs and RFAs. More information on Commodity Codes can be found here: [DAS Procurement Commodity-Industry Codes \(ct.gov\)](https://www.ct.gov/das/procurement/commodity-industry-codes)

25. **Question:** Are there data collection and data entry expectations of this program?

Answer: Yes, applicants will be required to collect and provide data, including but not limited to, number of outreach and engagements, number of people enrolled, etc.

26. **Question:** Confirm if a non-profit register as a supplier

Answer: Information on registering with the with the State of Connecticut can be found through the following link: [CTsource Registration](https://www.ct.gov/das/procurement/registration)

27. **Question:** How frequent a supplier must update or renew the supplier information

Answer: Information on updates and renewals of state vendor registration can be found through the following link: : [CTsource Registration](https://www.ct.gov/das/procurement/registration)

28. **Question:** What is the Timeline of the contract?

Answer: This is one year contract.

29. **Question:** Does the proposal include enrollment outcome as part of the delivery metrics?

Answer: Enrollments will be one of several metrics that will be required.

30. **Question:** The RFP states that the service outcome goals are to assist in outreach, education, and enrollment in Covered CT. Do we have to commit to all three?

Answer: Providing all three would be preferred. If an applicant can only commit to outreach and engagement, you must provide a detailed plan and explanation as to how you will directly connect people to enrollment counselors.

31. **Question:** Will there be required CT state trainings? If so, how many?

Answer: Certificated Applied Counselor training through Access Health CT is not required but is strongly encouraged.

32. **Question:** Are you open to awarding the marketing support separately vs. outreach?

Answer: This RFP is for Community Based Organizations to provide outreach, engagement and enrollment in Covered CT. Applicants should include any marketing that they anticipate as part of their application.

33. **Question:** There is no mention of needing creative services; have assets already been developed? If yes, what is available and in what languages (paid media, event signage/informational packets, etc.)?

Answer: Informational pamphlets and welcome packets have been created and are available for use.

34. **Question:** Under staffing 4.5: Data & Technology; can you please elaborate on what is needed?

1. Email/Internet Capabilities: Are you referring to procuring outside lists or managing internal CRM lists?
2. Data Collection/Storage: Is this front end (attendees, impressions, etc.?) Will there someone on the Client side to match up enrollment data?

Answer: Applicants should provide their organizations email, internet, data collection and storage capabilities.

35. **Question:** Can you please elaborate on what you are looking for in terms of outreach?

Answer: Each applicant will need to determine and explain the type and amount of outreach needed for their geographic region.