

The Office of Health Strategy's official responses to questions submitted as of 5:00 PM, November 8, 2023. Answers in bold below.

1. Q: In the 2nd Addendum, the questions on clarifications regarding attachments - are the attachments listed in the bulleted list with "required" in parentheses actually required? For example, do we need to include an Organizational Chart? We did not see this as a requirement in the original RFP document.

A. An organizational chart will not be required if some proposers do not have one, but proposers usually include one as part of the proposal. A narrative of the staffing and management model must be included. Under section 4.10 and 4.3 below, OHS needs to understand the organization's structure, from leadership down to the project leads and staff that are working on this RFP. The narrative also describes the proposed personnel that will be working on this project and describes their qualifications.

4.10 Organization Description and History: Provide a general overview of your organization including its history and prior experiences engaging with relevant key stakeholders, including but not limited to:

- a. Purpose, Mission, Vision, Values
- b. Entity Type / Parent Organization / Years of Operation
- c. Current Range of Services / Clients
- d. Qualifications
- e. Relevant Experience
- f. Accreditation / Certification / Licensure or N/A (not applicable)
- g. References

4.3 Staffing Plan

- a. Key Personnel / Managers
- b. Staffing Levels & Qualifications

2. Q. For clarity, what is required to be attached from a financial perspective? Is it
- financial policies and procedures
 - audited financials (If so, over what time horizon)
 - neither (and these are both company directed)
 - both

If 'both', Can proposers who are a certified small businesses submit only financial policies and procedures as to not be disadvantaged in the bidding process?

A. UPDATE - OHS reviewed the RFP and the request for financial information was unintentionally left out of the original RFP.

Section 4.7 below should have been included after section 4.6 Work plan:

4.7 Financial Profile

- a. Annual Budget and Revenues
- b. Financial Standing
- c. Any History of Violations (financial or programming)

OHS asks proposers to submit their most recent audited financial statements if available. In lieu of audited financial statements, proposers may submit financial policies and procedures signed by the CEO/CFO, as well as the items listed above, that show the organization to be in good financial standing. The purpose is to review the proposer's fiscal stability.

3. Q. On page 4 of the RFP, it lists 'Secretary of State' recognition. Can you provide instructions as to what that means, and how to obtain it?

A. Before registering on the State of CT contracting portal an organization must first register with the Connecticut Secretary of the State to do business in Connecticut, https://business.ct.gov/Start/Registering-Your-Business?language=en_US. For additional questions on the process at the Secretary of the State please see this site <https://portal.ct.gov/SOTS/Business-Services/BSO> to open a ticket for customer service.

4. Q. On page 4 of the RFP it references "Notification to Bidders, Parts I-V." Could you provide instructions as to what that means, and how to obtain it?

A. The Notification to Bidders, Parts I-V" has to do with affirmative action/equal employment opportunity compliance and is obtained from the Connecticut Commission on Human Rights and Opportunities (CHRO) at this website. <https://portal.ct.gov/CHRO/Contract-Compliance/Contract-Compliance/Contract-Compliance-Forms-and-Reports>. Please check with das.ctsource@ct.gov if you have any questions.

5. Q The term "budget narrative" is referenced several times in the RFP. Can you clarify your expectations around what constitutes a budget narrative? Or, maybe that will be clear when we see the Excel template.

A. The budget narrative is the same as the Excel spreadsheet, which has been posted to this addendum.

6. Q. In order to facilitate a more robust pool of vendors responding to the solicitation, would OHS consider internally-prepared statements if supplemental methods of establishing financial stability (such as a Dun and Bradstreet rating/report or a bank reference letter) were included?

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7. Q. Do the style requirements outlined on page 9 of the RFP apply to the entire proposal, or just the "Main Proposal." I am wondering if we need to align the cover page and executive summary to these standards.

A. The style requirements apply to the main proposal.

8. Q. On the ct.gov HEALTHSCORECT Data Request website, can you clarify how to access?
- A. The process is listed on the website:https://portal.ct.gov/healthscorect/data-request?language=en_USd. Once the vendor signs a contract and Data Use Agreement with OHS, OHS will provide access, at no cost, through data extracts in our secure portal.
9. Q. On the ct.gov HEALTHSCORECT Data Request website, what does the 3,000 reporting threshold mean? Is claims reporting only available for groups of 3,000 or more?
- A. The health plans with more than 3,000 members report the claims information.
10. Q. On the ct.gov HEALTHSCORECT Data Request website, why is there no Medicare reporting beyond 2018/2019?
- A. Medicare reporting lags by two years. OHS is in the process now of getting 2020-2021 data processed.
11. Q Do we need to include applicable licensures with staff resumes, a Detailed plan on cultural competence and humility in service delivery , and Written financial policies and procedures? If we need to include Written financial policies and procedures, what policies and procedures are needed?
- A. Applicable licensure should be included with resumes (for example, if you are using a pharmacist as a subject matter expert, a copy of their license should be included).
A detailed plan on cultural competence and humility in service delivery is not required for this proposal.
Please see the above answers regarding financial policies and procedures.
12. Q. Does the Executive Summary and the Cost Proposal need to be one page combined or can the Executive Summary be one page followed by the Cost Proposal on additional pages?
- A. The Executive Summary can be on one page followed by the cost proposal.