

Instructions

This Response Template must be used for submission of written questions. All questions should provide the requested information. Those that do not, may not be answered by DHS. The Vendor may add as many lines as needed. DHS would strongly prefer the Vendor to ask multi-part questions as individual questions on separate lines.

Instructions: Complete all cells of each question asked in the Table below. Clearly identify the referenced section or text.

Question ID	Reference (page number, section number, paragraph)	Specific Language	Question	Answers
<i>Example</i>	<i>Page 7, section 1.15, C</i>	J. Vendors may submit multiple bid	<i>May vendors submit more than one bid?</i>	<i>yes See section 1.15, J</i>
1			Are individual psychologists contracting now versus agencies? Do we set our own fees or is it what is on the pricing sheet?	<i>No. Bidders are to provide the unit price for each item as determined by the bidder but not to exceed the capitated rate for each item.</i>
2			Can you provide any other information about the bid? I am board certified in forensic psychology and licensed in Arkansas, but I live in Missouri. Any help would be appreciated.	<i>All information the State is able to provide at this time is contained within the solicitation documents.</i>
3			-"Official documentation of active registration with the Arkansas Secretary of State's Office." Does this mean I'll have to have an LLC or other corporation registered with Arkansas in order to bid? I don't have that, and there is not enough time for me to obtain that.	<i>Refer to Sections 1.8 and 2.3 of the solicitation.</i>
4			-I have never submitted a bid to the state. Do I write a narrative of how I will meet the requirements, and if so, is that narrative a stand alone document? i.e., where does it go in my packet?	<i>Refer to Section 1.8 of the solicitation and the Bid Response Packet</i>
5			On the pricing sheet there is a capitated rate of 900 etc, and a unit price column which is blank. Is the unit price column where I record my proposed fee?	<i>Yes</i>
6			what are the requirements for an Equal Opportunity policy? Can you direct me to a resource?	<i>Refer also to Sections 1.8 and 1.20 of the solicitation.</i>
7			There is a document titled proforma service contract. Am I required to fill it out and submit	<i>Only the awarded Contractor is required to complete the pro forma service contract.</i>
8	Page 2, section 1.3	A Term contract will be awarded to multiple vendors.	Is this contract open to Locum Tenens staffing placement of Psychiatrists?	<i>No</i>

9			<p>I have been doing forensic evaluations for some time on a contractual basis through one of the community mental health centers, but I have never gotten a bid solicitation before. Can you provide some additional information about this process?</p> <p>That is, are all evaluators going to be expected to contract directly with DHS, instead of with CMHCs, as in the past?</p>	<p><i>Refer to Section 1.1 and Section 2.1 for the purpose and introduction in the solicitation. Refer also to Section 1.8 for the response documents and Sections 1.1 and 1.13 regarding subcontractors and prime contractor responsibilities in the solicitation .</i></p>
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