

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
Example	Page 7, section 1.15, C	J. Vendors may submit multiple bid	May vendors submit more than one bid?	yes See section 1.15, J
1	Page 4, section 1.8, A2c	c. Original signed Proposed Subcontractors Form.	Can the state confirm where it would like a vendor to sign this form as no signature block is included?	Signature is not required on the Proposed Subcontractors Form. Refer also to Addendum 1, Section 1.8.A.2.c
2	Page 10, section 1.26	c. Voluntary Product Accessibility Template (VPAT)	Can the state confirm if this section is applicable to this solicitation?	Not applicable to this solicitation
3	Page 4, section 1.8, A3c	c. Voluntary Product Accessibility Template (VPAT)	If the VPAT form is applicable to this solicitation, where would a vendor find this template to review, complete and sign?	Not applicable to this solicitation
4	Official Bid Price Sheet, row 4	The Official Bid Price Sheet is to be used as a cost evaluation tool for comparison of bidders' costs. Pricing must include all relative expenses as outlined in the bid. The proposed annual amount must be at or below the maximum allowable annual amount.	Can the state please provide the maximum allowable annual amount referred to in this form?	Refer to Addendum 1, Revised - Official Bid Price Sheet
5	Page 5, section 1.8, C2a Page 6, section 1.14, A	Prospective Contractor should also submit one (1) electronic copy of the Official Bid Price Sheet, preferably on a flash drive and in PDF format. The Official Bid Price Sheet is provided as a separate PDF file posted with this Bid Solicitation.	The Official Bid Price Sheet is an excel document not a PDF, so can the state clarify if it would like a vendor to submit the electronic copy as an excel file or a PDF?	Preferably on a flash drive in PDF format. Refer also to Addendum 1, Section 1.14.A
6	Page 13, Section 2.3	For verification purposes, Contractor must submit official documentation of their active registration from the Arkansas Secretary of State's Office	Should a vendor submit this documentation with their proposal?	With proposal - Refer also to Addendum 1, Section 2.3.A
7	page 18, section 3.1, C3	The Financial Disclosure section points will be added to the final subtotal score to arrive at the total.	Can the state clarify what is included in the "Financial Disclosure section" of a vendor's proposal? We do not see any information related to this in the solicitation required documents.	Refer to Addendum 1, Section 3.1
8	page 14, section 2.4, B2	The Contractor shall review a minimum of seventeen (17) cases annually in every Service Area,	Other than DCFS peer reviewers who will support the QSPR team in the field, does DCFS intend to provide a full-time staff reviewer to the team?	Yes-DCFS intends to add 1 additional full-time staffer to the team.

9	page 6, section 1.14	Any cost not identified by the successful contractor but subsequently incurred in order to achieve successful operation shall be borne by the Contractor.	Does DCFS intend to pay directly for any of the costs associated with travel to conduct the case reviews and meetings in the Service Areas, e.g., lodging?	<i>No-all mileage, hotel, food, etc. would need to be apart of the bid with the exception that DCFS would cover the travel cost for the full time staffer.</i>
10	Response Packet, page 6, section E.2 B	Provide resumes, copy of licensures, certifications, and degrees for all proposed key personnel.	Do vendors need to submit copies of degrees for staff or only required licensures and certifications?	<i>Copies of degrees are not required, however requirements under 2.4.A. of the solicitation must be met. Only documents listed in 2.3 are required for submission.</i>