

RFP CYF 18-04 Questions/Answers
ADDENDUM #1

TO: ALL POTENTIAL BIDDERS

FROM: Ryan Bolles
DSCYF – Procurement Administrator

DATE: August 8, 2018

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS (RFP) – CYF18-04 Public Assistance Cost Allocation Plan (PACAP) Development

The following is a list of questions and responses received to date:

1. Bidder question: Page 4 states, “Provide required training and support to approximately 10-15 DSCYF staff split into 2 groups for training based on job duties (after implementation of new PACAP).” Please confirm the training required for these staff is related to cost allocation job functions.
State Response: The training for staff is regarding cost allocation. We may want training of workers in how to complete an RMTS. We would also want training of staff in how to calculate the quarterly claim.
2. Bidder question: Page 4 states, “The deliverables of the resulting contract for which a separate cost is being requested include the following:” followed by the requirements around actual development/ negotiation of the new PACAP.
 - Bidder question: Is the Department awarding a single contract for PACAP review and new PACAP development work?
 - State Response: Yes
 - Bidder question: Is the new PACAP development work intended to be a separate contract the Department plans to award at a later date than this RFP?
 - State Response: No
 - Bidder question: What services exactly will the resulting contract from this RFP include?
State Response:
 - Consultation with the individuals responsible for the Cost Allocation Plan regarding changes that need to be made to the CAP
 - Assistance with writing and submitting changes to the CAP
 - Updating the CAP tool used to calculate the claim, if needed
 - Assistance with any negotiations with the federal partners involved (CMS and ACF)
 - Reviewing the entire CAP and Department for any potential for increased revenue (revenue maximization)
 - Assisting with updating the CAP and appendices to conform with new formatting
 - Bidder question: May the vendor propose the cost for the new PACAP development/negotiation efforts as a fixed price?
 - State Response: Yes

3. Bidder question: Page 5 states, “The initial new/revise cost allocation plan is expected to be delivered to DSCYF by 09/15/18 pending the outcome of this RFP, with negotiations to follow.” Given the PACAP review requested in the RFP and due date of this RFP, it is not possible to complete the assessment and have a new cost allocation plan prepared by 09/15/18. Does the Department have an alternative date and/or may the vendor propose a reasonable timeline?
State Response: The vendor may propose a new timeline, however there may be some changes that would have to be made for submission by 9/30/18 that we would want the contractor to review our work on, prior to our submission – if possible.'
4. Bidder question: Page 5 states, “It will be expressly agreed upon by the DSCYF and the successful bidder that any and all money due to the Contractor under the resulting contract are earned as a result of DSCYF receiving United States Department of Health and Human Services - Division of Cost Allocation approval for the revised Cost Allocation Plan.” Will the Department allow for an alternative fee schedule(s) as CAP work is not typically contingency?
State Response: Yes
5. Bidder question: How does DSCYF currently process the CAP to calculate quarterly claiming information (i.e., Microsoft Excel, Vendor-hosted cost allocation system, in-house system, etc.)?
State Response We are using excel
 - o Bidder question: Does DSCYF anticipate changes to this process as a result of the new PACAP?
 - o State Response: Yes, we have implemented a new case management system that currently houses the RMTS functionality and we are in process of building reports in that system to eventually calculate the quarterly claim.
6. Bidder question: Does the Department desire a CAP processing system as part of this RFP response?
State Response: No

All other terms and conditions remain the same.

If you have any questions, please contact H. Ryan Bolles at herbert.bolles@state.de.us or 302-633-2701