



Self-Direction Assessment Request for Proposals

Responses to Questions

| Questions | | Response |
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| 1 | Will OPWDD accept an organization in the process of obtaining NYS WBE Certification to count towards WBE preference? | Yes. If the Bidder's status changes during the term of the contract, OPWDD can update their contract goals utilization. The non-certified status at the time of bid will have a minor effect on the Diversity Practices Scoring (#8). The Bidder will need to obtain a waiver prior to contract award if they are selected for award. OPWDD will provide assistance with this process. |
| 2 | What is the budget that has been approved or allocated for this effort? | OPWDD has not specified an expected grant amount. Per section 3.3.2 of the RFP, all costs must be related to the deliverables described in the Bidder's Proposal as required in Section 3.2 of this RFP; and per section 5.4.2 of the RFP, the Bidder with the lowest price will be awarded the full points allocated to the Cost Evaluation. |
| 3 | What amount of time do you expect the vendor to work onsite? | Onsite work time will be dependent on the information collection methodologies deployed. Where methods require onsite in-person information collection, associated costs must include accommodations including, but not limited to, language interpretation and the ability to collect input from people with a broad range of intellectual and developmental disabilities. |
| 4 | If possible, please provide the comprehensive set of bidder questions and OPWDD answers for this solicitation. | Per RFP section 1.9.2, OPWDD's responses to all questions received will be in the form of a formal addendum which will be annexed to and become part of this RFP and any ensuing contract. Per section 1.9.1, OPWDD utilizes its procurement webpage and the NYS Contract Reporter for the purpose of disseminating |

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| | | information relating to this procurement. OPWDD will post its official answers to Bidder questions at New York State Reporter website: New York State Contract Reporter (ny.gov) ; and OPWDD’s Procurement Opportunities website: Self-Direction Assessment RFP Office for People With Developmental Disabilities (ny.gov) . |
| 5 | Please confirm whether OPWDD will be responsible for translating the Manual for Self-Direction into at least the top 12 most commonly spoken languages. | The bidder must develop the manual for Self-Direction in English. This manual must include a glossary of commonly used terms. OPWDD will be responsible for translating the vendor developed Manual for Self-Direction into at least the top 12 most commonly spoken languages in NYS. |
| 6 | Does OPWDD desire a staffing plan and resumes to be included as part of the Technical Proposal? If so, where does OPWDD desire this to be located within the Technical Proposal? | In response to section 3.2 of the RFP, specifically as stated in section 3.2.1.1, the Bidder must outline the specific experience that meets the qualifications in their Technical Proposal... which the Bidder may support with a Staffing Plan and Resumes. |
| 7 | Please confirm that completing Attachment 13 fulfills the entirety of OPWDD’s expectations for the Diversity Practices component of the technical response. | Yes, as required in 3.2.3.2. of the RFP applicants are required to complete and submit the eight (8) questions included in Attachment 13: Diversity Practices Questionnaire as part of their Technical Proposal. This will satisfy the Diversity requirements for the Diversity Practices component of the Bidder’s response. |
| 8 | Regarding the Conflict-of-Interest requirements in Section 1.3, we would note that large multi-faceted organizations may have greater potential for such COI. Therefore, would OPWDD be open to working with the winning bidder to set up a process for vetting individuals or firms involved in service delivery, and off-boarding any that may have a COI, and in cases of organizational COI, work with the winning bidder to remove any such COI from the scope of services? | OPWDD has strong contract language concerning Conflicts of Interest. Please see Section 52 of Appendix B: OPWDD Contract Boilerplate and Attachment 8: Attachment 8: Offerer Assurance of no conflict of interest or detrimental effect. OPWDD is willing to assist the winning bidder in determining whether individuals or organizations have an impermissible conflict of interest. OPWDD is not adjusting the scope of services due to a discovered conflict of interest. Please note that in Attachment 8, the OPWDD expressly “reserves the right to terminate the contract for cause if, in its judgment, a real or potential conflict of interest cannot be cured.” |

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| 9 | <p>Can you confirm that this engagement is a "fixed cost/price" engagement, and that the payment will be based on the total cost (fixed price) of each Deliverable and that the total price would be the sum of the five individual categories listed in Attachment 2? Also, please confirm that the bidder is being asked to provide the estimated Breakdown of Cost and Allocated Time Estimate by category for cost informational purposes only and not for Deliverable payments or incurred cost tracking?</p> | <p>RFP section 3.3.3.1 states: Incremental payments will be made upon reception and approval by OPWDD of each deliverable listed in Section 3.3.2, based on the schedule detailed in the Contractor’s revised Workplan.</p> <p>Yes, OPWDD can confirm the Total Price is the sum of all five deliverables listed in Attachment 2: Cost Proposal of the RFP.</p> <p>Yes, the Breakdown of Cost and Allocated Time Estimate are required to support justification of time and reasonableness of cost.</p> <p>Section 3.3.2 of the RFP: Payments will be based on the following deliverables: 3.3.2.1. Revised Workplan as described in Section 2.5.2; 3.3.2.2. Initial Report – Current State Assessment (Section 2.5.3); 3.3.2.3. Manual for Self-Direction (Section 2.5.4); 3.3.2.4. Gap Analysis (Section 2.5.5) 3.3.2.5. Self-Direction Assessment Final Report (Section 2.5.6)</p> <p>Per RFP section 3.3.3.1: Incremental payments will be made upon reception and approval by OPWDD of each deliverable listed in Section 3.3.2, based on the schedule detailed in the revised Workplan. It is important to note that the costs submitted will become the contract budget not to be exceeded as per Section 16 paragraph 2 of the Appendix B Contract Boilerplate.</p> |
| 10 | <p>Is the geographic and demographic information needed to perform the statistically significant sampling of individuals and stakeholders, as described in Sections 2.3.2 and Section 2.3.3, already available through OPWDD? Or will the successful bidder have to find an independent way to procure/obtain this information?</p> | <p>OPWDD will work with the successful contractor to provide quantitative information that is available to the state such as Medicaid claims, enrollment and geographic data as available and applicable to the successful contractor’s program evaluation plan detailing the proposed methods and approaches to be used and proposed work plan. As indicated in the RFP, the state will review and approve proposed data required from OPWDD by the Contractor. Proposed data must be detailed as part of the Bidder’s Work Plan outlined in Section 3.2 (Technical Proposal).</p> |

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| 11 | <p>Section 2.3.5, Pg. 12-13; states, “This includes coordination with the National Center on Advancing Person-Centered Practices and Systems (NCAPPS) work to help inform the evaluation and recommendations. Please clarify what is meant by “coordination.” For example, is the contractor expected to meet with NCAPPS, as well as the NYS workgroups? Additionally, will the NYS specific workgroup that is focusing on improving education be a resource upon which the contractor can rely to aid in distributing information about stakeholder engagement opportunities as part of the stakeholder feedback process?”</p> | <p>Yes, the Contractor is expected to meet with all 3 NYS NCAPPS groups to learn exactly what the NCAPPS groups are doing and their area of focus, to help inform the evaluation and recommendations being completed by the bidder.</p> <p>No, the Contractor cannot rely on the NYS specific workgroup that is focusing on improving education as a resource to aid in distributing information. It is the Contractor’s responsibility to communicate stakeholder engagement opportunities.</p> |
| 12 | <p>Section 2.3.1, Pg. 12; states, “The assessment must cover the entire scope of OPWDD Self-Direction services and be representative of the experiences of the entire population of people who self-direct in NYS...” Please confirm that the scope of this assessment is limited to individuals who are served by OPWDD.</p> | <p>Yes, scope of the assessment is limited to the OPWDD eligible population that is self-directing their services. Please note that the scope of this work would range from the early adopters (pre-2015) to present day net-new coming into SD for the 1st time (Front Door).</p> |
| 13 | <p>Can bidders designate all sample work products as confidential and/or proprietary?</p> | <p>The procedure to designate materials for consideration as an exception from public disclosure is found in section 4.2 of the RFP. Please also not, per section 4.3.8. of the RFP. “All proposals and accompanying documentation become the property of OPWDD and ordinarily will not be returned.”</p> |
| 14 | <p>Is the OPWDD 1915(c) Waiver the only program in scope?</p> | <p>The scope is outlined in section 2. Self-direction is a service model authorized in OPWDD’s 1915c HCBS Waiver. Within the ability to self-direct, people may also choose to self-direct a state paid housing subsidy, or family support services, both which are not 1915c waiver services. More information about the model and scope are captured in the Medicaid self-direction service overview and the current self-direction guidance for providers.</p> |

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| 15 | What support will OPWDD provide for stakeholder engagement activities (notices, invitations, meeting space, interpreters, etc.)? | OPWDD will not provide logistical support in scheduling meetings. Vendor is responsible for the planning, organizing, and delivery of community meetings, forums, focus groups and other stakeholder engagement. OPWDD can, however, provide feedback on proposed outreach and engagement plans to ensure representation and partnership with historically minoritized communities. OPWDD will also provide translation and interpretation support to make sure that invitations and other materials are translated correctly, understandable to multiple audiences, and are created in partnership with community members. Work plans should allow time to for all parties to implement best practices for cultural and linguistic competence. |
| 16 | What prior surveys, interviews, and focus groups have been conducted? Are results available? | Section 2.16 of the RFP lists research information that is available. Recommendations from the Applied Self-Direction Assessment are available on the OPWDD website: https://opwdd.ny.gov/providers/self-direction-providers |