

## 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	<i>May vendors submit more than one bid?</i>	<i>yes See section 1.15, J</i>
1	Attachment I, Question 1.	"served as the actuary of record in commercial and Medicaid Managed Care rate setting..."	Because state agencies generally do not have an "actuary of record", or certifying actuary, for commercial rates in the same way they do for Medicaid managed care rates, should the respondent simply include examples of private commercial organizations (i.e., insurers) where the key personnel certified commercial rates? Alternatively, should "commercial" be removed from this question?	<i>Commercial should not be removed. Please do submit examples of private health insurance companies where Key Personnel certified commercial rates.</i>
2	Solicitation Section 3.2 Cost Score & Official Bid Price Sheet	"the maximum amount of cost points will be given to the proposal with the lowest grand total..." (Solicitation) & "If using additional staff other than listed, enter the Description..." (Price Sheet)	How should bidders account for additional staff levels that may replace hours provided by one of the prepopulated staff levels? For example, if an additional line (i.e., financial analyst) uses 500 hours that are prescribed as for an actuarial analyst, it is not possible in the sheet to reduce the 1600 actuarial analyst hours to 1100.	<i>Put a "0" in the cost cell on the Actuarial Analyst line containing 1600 hours. Add a new line for Actuarial Analyst with only 1100 hours. Add a new line for Financial Analyst with 500 hours. Please refer also to Addendum 1 and the Revised Official Bid Price Sheet.</i>
3	Solicitation Section 3.2 Cost Score & Official Bid Price Sheet	"the maximum amount of cost points will be given to the proposal with the lowest grand total..." (Solicitation) & "If using additional staff other than listed, enter the Description..." (Price Sheet)	Will submitted bids be adjusted to account for differing numbers of estimated hours? For example, if a bid includes an additional line (e.g., financial analyst, subcontractor) with 500 hours, this addition may result in a higher grand total amount than other bidders.	<i>If an added position will replace a portion of the hours from a position already listed, follow the directions provided as an example for question 2. Please refer also to Addendum 1 and the Revised Official Bid Price Sheet.</i>
4	Attachment I, Instructions.	"The boxes below each prompt will expand if necessary."	To respond fully to the questions within Attachment I (Client History Form), may we provide additional pages following the form? When we add the required answers to the boxes, the text becomes too small to read.	<i>Yes, additional pages will be accepted.</i>
5	Solicitation Document, Page 3, §1.8.A.2.a	The Proposal Packet should be clearly marked "Original" and must include the following: a. Original signed Proposal Signature Page.	Is it acceptable to submit a complete proposal document that includes e-signatures (like via DocuSign or electronic signature scan) or do the signatures need to be wet signatures?	<i>Yes, digital signatures are acceptable.</i>
6	General Question		Would the State consider extending the submission due date by at least 10 business days?	<i>No. We are on a specific timeframe to ensure continued services for the Medicaid program and cannot extend the submission due date at this time.</i>