

State of Arkansas Department of Human Services
710-25-033 School Psychology Specialist
Attachment B
Written Questions & Answers

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
1			Is this a new contract or renewal of an existing contract?	<i>This solicitation is for a new service.</i>
2			If there is an existing contract, could you please share the names of the current vendors and their pricing?	<i>Not Applicable.</i>
3			What is the estimated budget for this contract?	<i>Not Available.</i>
4			<i>Is it mandatory to subcontract?</i>	<i>No. Refer to Section 1.11 of the solicitation.</i>
5			Is there a minimum number of hours required for the service?	<i>Yes, forty (40) hours per week. Refer to Section 2.7 of the solicitation.</i>
6			What are the estimated funds that are estimated to be allocated for this contract?	<i>Not Available.</i>

7			What is the work location of the proposed candidates?	<i>All services shall be provided onsite at the Conway Human Development Center. Refer to Section 2.2 of the solicitation.</i>
8			Please provide the evaluation criteria for evaluating the bids for this RFP.	<i>This is an IFB and does not include evaluation criteria. However, the Contractor must meet minimum qualifications as provided in Section 2.3 of the solicitation.</i>
9			Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?	<i>Not applicable.</i>
10			Are there any pain points or issues with the current vendor(s)?	<i>Not Applicable.</i>
11			Could you please share the previous spending on this contract, if any?	<i>Not applicable.</i>
12			Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?	<i>No. Refer to question #4</i>
13			How many positions were used in the previous contract (approximate)?	<i>Not Applicable.</i>
14			How many positions will be required per year or throughout the contract term?	<i>One.</i>
15			If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could vendors replace them with equally qualified resources?	<i>Resource must be available at time of bid submission.</i>

16			Can we provide hourly rate ranges in the price proposal?	<i>No. The Official Bid Price Sheet requires a set hourly rate.</i>
17			Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?	<i>All services shall be provided onsite.</i>
18			Are resumes required at the time of proposal submission? If yes, Do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?	<i>No, resumes are not required for bid submission. Refer to Section 2.3 minimum qualifications.</i>
19			Are there any mandated Paid Time Off, Vacation, etc.?	<i>No. Time off including vacation time will not be paid. Refer also to Addendum 1.</i>

