

**State of North Dakota
Department of Human Services
Developmental Disabilities Division
1237 W. Divide Ave, Ste. 1A
Bismarck, ND 58501-1208**

**SOLICITATION AMENDMENT #2
May 2, 2014
RESPONSES TO QUESTIONS AND REQUESTS FOR CLARIFICATION**

You are invited to participate in the following State Procurement Opportunity.

Solicitation Number: 325-14-610-010

Type: Request for Proposal

Title: Developmental Disabilities (DD) Payment System Implementation

Issuing Agency: Human Services, Department of – Developmental Disabilities Division

Issued: April 16, 2014

Deadline for Questions: April 25, 2014 04:00 PM CT

Closes: May 9, 2014 04:00 PM CT

Procurement Officer: Tina Bay

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Short Description: Soliciting proposals for the development of administrative code, service descriptions, purchase of service agreement, provider manual, policies, procedures and related documents necessary for the successful implementation of the new payment system within the Developmental Disabilities system.

Instructions: Click the link below to view this solicitation. Contact the Procurement Officer if you have any questions or are unable to obtain the documents from the website.

<https://apps.nd.gov/csd/spo/services/bidder/displaySolicitation.htm?solNo=325-14-610-010>

If the above link does not work:

-Go to www.nd.gov/spo

-From the left menu, click Bids and Contracts - click Current Solicitations

-Recent Solicitations are listed by close date.

Questions and Answers

1. Among the items included in the scope of work is “Service Descriptions – finalize service descriptions for ...” We have found an “overview” document as well as the 191(c) waiver that contain service descriptions on the Division’s website. Are there other documents that contain the service descriptions or drafts of service descriptions that are to be finalized? If so, can they be made available?
 - A. Please see Attachment D, Developmental Disabilities Services, for this information.

2. Also included in the scope of work is a revision to the purchase of service agreement. Is there an example of a purchase of service agreement that can be reviewed?
 - A. Please see Attachment E, Purchase of Service Agreement, for this information.

3. The scope of work indicates that a provider manual is to be developed. Does the Division currently have a provider manual that can be reviewed? We could not locate one on the Division’s website.
 - A. At this time, the STATE does not have an all-inclusive handbook for providers that identify, for example, licensing, billing, and auditing requirements. Below are links to two documents that may provide some information to what we are asking the successful offeror to complete. However, these documents do not include the components of the new payment system, which the new handbook will need to do so.

<http://www.nd.gov/dhs/providers/dd-report2.html>
<http://www.nd.gov/dhs/providers/docs/licensing-review-handbook.pdf>

4. The scope of work uses the phrase “must be ready for STATE review by [date]” in several places. In using this phrase, is the intent that a “working draft” or a finalized document be presented to the state by the various specified dates? Restated, are the documents to be delivered by the dates to be the beginning or the finalized product of discussions between the contractor and the state for each of the specified documents?
 - A. The statement “this task must be ready for STATE review by [date]” means a working draft must be submitted to the STATE by that date. Once the STATE has reviewed and made any changes, the successful offeror will have 30 days to deliver the final product.

5. We could not find on the Division's website either a final report or a set of models that were developed for the new payment system. We understand there were public hearings on the new payment system in June of 2013. Does the Division have any descriptive or quantitative materials that describe the new payment system that can be shared with the offerers?
 - A. The STATE received an Interim Report in December 2012 (Attachment F) and a Final Report in June 2013 (Attachment G).

SOLICITATION AMENDMENT

ACKNOWLEDGEMENT

SOLICITATION NUMBER AND TITLE: 325-14-610-010

AMENDMENT NUMBER: 2

By my signature below, I hereby acknowledge receipt of and compliance with this amendment to the above referenced solicitation.

NAME OF BIDDER OR OFFEROR

MAILING ADDRESS

PRINTED NAME

SIGNATURE

TITLE

DATE