

Pre-bid Conference Q&A for RFP#DCPS/JBO-127

01/19/2023 at 1:00 PM

1. Question: Can you confirm do you currently have an eight- session program today or would that be an enhancement for the future? The RFP request eight short- terms counseling sessions. I wanted to confirm if the current program that you have today, do you also have eight sessions currently available?

UCS Response: Yes

2. Question: Can you provide a little bit more context around what you would be looking for in terms of a Wellness program? I know there was one specific question asking to provide high- quality cost -effective Wellness program to eligible clients. Umm, But any context in terms of what you would specifically be looking at in terms of services around Wellness specifically?

UCS Response: Wellness can be described as the act of practicing healthy habits to attain better physical and mental health outcomes. Wellness is viewed in seven dimensions: mental, physical, social, financial, spiritual, environmental and vocational. The Unified Court System is requiring the winning bidder to address these core dimensions bi-weekly by offering informational “tip sheets” and offering dimension specific program/webinar.

3. Question: If you all are considering coaches in addition to therapists?

UCS Response: Requested clarification from Judiciary Benefits Office representative: What would be your definition of a coach as opposed to a therapist, and what would be the qualifications?

Bidder’s request for UCS clarification: Therapy is usually focused on diagnosing issues that folks might have, so it is focused on the past and coaching is typically focused on advancing people forward. So moving them from optimal to even further.

UCS Response: ” While vendors may include coaching services in their proposal as an Additional Service (see Article V, Section 1, Subsection F on page 11 of the RFP), such services should be offered as an optional adjunct to—and not in lieu of—therapy services delivered under the supervision of a designated social worker or mental health counselor who holds a master’s degree or higher in a relevant field (see Article V, Section 1, Subsection A (Staffing and Administrative Services) on page 6 of the RFP).

4. Question: Terms of an effective date, there's nothing more outside of I saw; the RFP says Spring 2003. Is there any more detail around that or is that subject to change based on this evaluation?

UCS Response: It is subject to change based on the evaluation. We don't like to tie ourselves to a date because we don't know what kind of response we are going to get and how big an evaluation that is going to be or how long that is going to take us.

5. Question: Is the company that's doing it now considering it again or they're off for now?

UCS Response: The Bid is open to all bidders, including the current contractor.

6. Question: So question #6 in your clarification document that you issued on January 13. Is asking about providers as it relates to Zip Codes and districts. And the answer says please provide this Excel file. Do you guys have a template that we should use or should we just go through what we know there?

UCS Response: There is no specific template. The information can be provided in an Excel file as long as it is a sortable file that we can sort by zip codes.

7. Question: Does the current contractor have an active signed agreement and if any, does it have a term in it? A termination date? Was there a current agreement in place?

UCS Response: The new contract would not start before the old contract ends.

8. Question: Are you able to provide a reason of why UCS is out to bid, just exploring options, or is it because of that contract termination date?

UCS Response: It is a bid opportunity because the other contract is ending and we need to put a new contract in place, that's what this procurement is for.

9. Question: Is there any reason why you are bidding it out? Is there dissatisfaction with the current contractor?

UCS Response: As a state agency using taxpayers' money, we have to follow a procurement procedure, and our procedure is to go to bid every five years or so to test the market for best price. This is that procurement opportunity.

10. Question: Do you currently have a program for your managers to either mandate or refer the employees to the program? And if you do not, is that something that you're looking to do?

UCS Response: We do

Follow-up Question: Do you have it (a management program) under the current contractor (internally and not under outside contract)?

UCS Response: Under the current contract, managers may refer an employee to services on a mandatory basis or on a voluntary basis.

11. Question: In regard to price quoting can we entertain pricing via hourly rates versus employee rates?

UCS Response: Pricing must be submitted in the manner that it's asked for. We are looking for an annual employee rate.

12. Question: Are you able to provide a census of the employees, or should we just use the list of specific districts for the provider listing? The math you provided cause we'll have to define kind of what zip codes fall within each of those districts for qualification of the number of providers in each district.

UCS Response: Go by what was submitted in the exhibit regarding the map.

Follow up Question: You won't be providing an actual list of the zip codes that fall under the jurisdictions?

UCS Response: Although during the pre-bid conference we indicated that we would not provide an actual list of ZIP codes by judicial district, upon further reflection we are revising that response. Accordingly, we are including with this Q&A document a spreadsheet showing which ZIP codes fall into each judicial district and each county therein. (Also see RFP, page 52 for Exhibit 7 NYS Judicial District map)

13. Question: Is it possible to see one invoice billing from current contractor? It is understood you will redact for private info HIPPA.

UCS Response: A redacted invoice is attached as an exhibit to this set of questions and answers.

14. Question: Will there be multiple selected vendor or one successful bidder?

UCS Response: There will be one successful bidder.

15. Question: Is there an opportunity for the prime agency to subcontract?

UCS Response: As indicated on pages 27 and 28 of the RFP:

Subcontracting, and any other transfer of any duties or obligations to be performed hereunder, will be permitted only with the prior written consent of UCS to the proposed subcontractors. In the event that bidder proposes to use one or more subcontractors, the specific subcontractors and the services proposed to be performed by such subcontractors, must be listed in bidder's proposal. If a bidder that proposes to use one or more subcontractors is awarded the contract, the award will constitute the prior written approval of UCS to the subcontractors named in the bidder's proposal.

The Awarded Contractor will be the prime contractor and will be responsible for all services required by this RFB/RFP. The UCS will communicate only with Awarded Contractor, and the Awarded Contractor shall remain wholly liable for the performance by, and payment to, any such subcontractors, their employees, agents, consultants or representatives

16. Question: Is UCS satisfied with the current and past utilization of the EAP program?

UCS Response: This question is not relevant.

17. Question: How do you currently promote your programs? Is it internal? How do you currently promote or communicate the programs out to make sure that everyone knows what's happening month to month or is it done annually? At open enrollment I mean how is it? The different aspects of the program communicated.

UCS Response: We are looking for proposals that propose a communication strategy. (See Article VI (Required Documents), Section A (Narrative Description, Standard Bid Documents, and Other Required Documents), Subsection 1 (Narrative Description), Part b (Program Services), Question # 15:

Explain how your organization will promote Program Services on an ongoing basis. Describe proposed employee outreach and promotional services, including details regarding the content and frequency of presentations to be offered, promotional material (including the number/amount of materials bidder will supply annually without additional cost to UCS, employees, or Eligible Clients), website

for use by UCS Eligible Clients, and any other promotional services that your organization proposes to offer. [Correlates to Evaluation Factor B6]

Invoice

Date	Invoice #
6/1/22	

Bill To

Unified Court System
Office of Court Administration
Empire State Plaza
Albany NY 12223

P.O.No.	Terms	Project
	NET 30	

Description	Qty	Rate	Amount
EMPLOYEE ASSISTANCE PROGRAM JUNE 1, 2022 – DECEMBER 31, 2022 15,743 EMPLOYEES @ \$ PEPY	1		
		Total	\$
		Payments/Credits	\$0.00
		Balance Due	\$