

GMCB Stakeholder Engagement Coordinator RFP Questions and Answers:

Question: What is the RWJ role and process?

Answer: RWJ has a contract with a firm that is assisting 10 states with health reform implementation. This firm will help the GMCB develop the engagement plan. We are just beginning to launch the plan with this firm. The aim is to have the stakeholder engagement coordinator on contract work with this firm. We are hoping that this RWJ firm identifies methods for reaching out, designing forums and helping to map out how best to structure the forums.

Question: Given that the RWJ firm is working on the engagement plan, what is the role of the stakeholder engagement coordinator with that firm? What are you looking for in the proposals?

Answer: Not looking for the stakeholder engagement coordinator to develop the plan, but rather they would be the interface to help shape the engagement plan. Specifically providing guidance on VT-specific things that this out of state firm does not know. The stakeholder engagement coordinator could help with priority setting around Vermont's landscape.

Question: The RFP references GSA rates for 2000, why are these not updated to 2012 GSA rates?

Answer: s. 5.6.1 should instead read:

The bidder should offer a cost proposal, distinct from the technical proposal, to provide **one hourly rate for each staff class identified in the proposal**. A blended rate, whereby a proposal identifies one hourly rate for all categories of services, is not acceptable. The GMCB will also not accept a range of hourly compensation for the same staff level or function. Any contract written will require receipts for all expenses other than vehicle mileage or will use per diem rates specified in the current "General Service Administration (GSA) Per Diem study" for lodging, meals and incidentals. Vehicle mileage will be reimbursed at a rate determined at the time the contract is executed. The Contractor must bill the GMCB for work performed at least once a month.

Question: s. 5.5.4 requires that bidders document proof of financial capacity. What documents should we provide? Can we keep those documents confidential?

Answer: Please provide specific information about the ability of your firm to be able to complete the work under this contract. These documents can be submitted in a separate sealed envelope and kept confidential if identified as such.

Question: What level of administrative, marketing, and social media support do you have and what do you expect the contractor to provide?

Answer: The GMCB has a website that we take responsibility for updating regularly. We do not currently have any other social media accounts. If a bid were to include recommendations about using social media, we would need an example of the time and expertise involved in setting this up as well as maintaining it. The GMCB would assume the task of updating any social media once it is set up should the decision be made to utilize those tools. Printing and publishing costs are not included in this budget. There is limited administrative support at the GMCB. The contractor could be expected to develop materials that the GMCB would then copy and distribute to encourage public engagement.

Question: Who are the specific priority audiences?

Answer: Providers, Employers, Legislators, Advocates, Opinion leaders in VT, Opinion leaders nationally, Media

Question: Do you have an audience response system or instant voting clickers to gauge public opinion in meetings? If not, are you willing to purchase them or would you expect the contractor to purchase them?

Answer: We do not have either of these. Proposals that include such items should include the cost and expertise needed. Bidders should note that we do not intend to stifle good ideas, but there are resource constraints.

Question: Do you expect the coordinator to be facilitating events?

Answer: Possibly. There is a limit to this contract and the board will have a discussion with the selected contractor to determine how to allocate resources.

Questions: Will this be a fixed price contract?

Answer: Hourly billing is required.

Question: The email notification of the bid indicated a dollar limit of \$35,000. I did not see it (or missed it) in the actual RFP. Is that the ceiling for the bid?

Answer: Yes

Question: What is your timeframe for this work?

Answer: It is anticipated that this work will be half time for approximately 6 months. The RFP allows for an 8 month contract in case there is still work to be done, and funds available, after 6 months.

Question: I am getting quotes on appropriate levels of insurance as required: Is it sufficient for my bid to note that I will produce evidence of coverage if I receive the contract, rather than purchasing it immediately before I submit my bid?

Answer: You need to have the coverage available when you sign the contract.

Question: Section 5.5.3 asks for "documentation that clearly shows the bidder's experience in performing similar projects must be provided." My experience in this area is diverse and best summarized through my resume. Is this sufficient documentation?

Answer: Yes.

Question: What is the breadth and number for references?

Answer: Bidders should provide at least three references who can speak to the ability of the bidder to complete the tasks. References need not be clients if they can testify to this ability.