

## ADDENDUM FOUR, QUESTIONS and ANSWERS

Date: April 15, 2020

To: All Bidders

From: Annette Walton/Nancy Storant, Buyers  
AS Materiel State Purchasing Bureau

RE: Addendum for Request for Proposal Number 6262 Z1 to be opened April 22, 2020 at 2:00 P.M. Central Time

### Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
1.			Would DHHS please confirm if this is a separate contract from the existing Change of Payee contract?	The contract resulting from this RFP will replace the existing contract for Payee Changes.
2.			Can DHHS confirm if the contractor will complete change of payee, change of placement, continuing disability reviews, non-medical reviews in house?  Or is it expected of DHHS to pick up these services at an extra cost to the contractor?	Yes, the contractor will complete change of payee, change of placement, continuing disability reviews, non-medical reviews in house.  No, all services will be included in this contract.
3.			Would DHHS please provide the amount spent last year for these services?	In calendar year 2019, DHHS paid \$9,660.00 for Payee Changes only.
4.			Can DHHS confirm whether the new contractor will be responsible for applications	DHHS will pay for Payee Changes that begin prior to the end of the current contract's term of June 30, 2020 to the current contractor.

			<p>already in the pipeline?</p> <p>If so, how will the new contractor be compensated?</p>	<p>DHHS will pay the new contractor for any Payee Changes, applications, or appeals that begin after the new contract's start date.</p>
5.			<p>Will the new contractor be required to be SSI/SSDI Outreach, Access, and Recovery (SOAR) certified to work on this project?</p> <p>During the proposal evaluation stage, would DHHS evaluate a SOAR-certified contractor more favorably?</p>	<p>No.</p> <p>Bidders should list any relevant experience and certifications in response to the Corporate Overview section.</p>
6.			<p>Would DHHS please confirm if there is a contractor currently providing all these services required in the RFP?</p>	<p>DHHS currently has a contract for Payee Changes only.</p>
7.			<p>Will DHHS require an attorney on staff to process appeals and administrative law judge (ALJ) hearings?</p> <p>During the proposal evaluation stage, would DHHS evaluate a contractor that has an attorney on staff for Hearings more favorably?</p>	<p>No.</p> <p>Bidders should identify the specific professionals who will work on the State's project in response to the Corporate Overview section.</p>
8.			<p>What is the average length of time for an SSI application decision?</p>	<p>DHHS estimates six (6) months average from the start of an SSI application to final decision.</p>
9.			<p>Would DHHS please provide the SSI approval rating for last year?</p>	<p>The approval percentage is unknown, as DHHS or its contractor currently do not submit SSI applications for all State wards. The current contract is for Payee Changes only.</p>
10.			<p>Would DHHS please provide the breakdown of how many wards receive SSI versus SSA benefits?</p>	<p>Currently DHHS has 144 SSI recipients and 218 SSA recipients.</p>

11.			Can DHHS confirm whether disabled adult child (DAC) claims are considered an SSI application and not an SSA application since a medical decision is needed?	All applications for disabled individuals, including DAC, would be for SSI.
12.	I.H	Page 3	<p>The RFP states that “Bidders should submit one proposal marked on the first page: “ORIGINAL... The Request for Proposal form must be manually signed in an indelible manner and returned by the proposal opening date and time along with the bidder’s Request for Proposal and any other requirements as stated in the Request for Proposal document in order for the bidder’s Request for Proposal response to be evaluated.”</p> <p>In light of current concerns and uncertainties around COVID-19, guidance from the CDC on social distancing and potential for DHHS/State Purchasing Bureau offices to be closed, would DHHS consider accepting signed electronic-only signatures and submissions (via email)?</p>	Yes. Please see 6262 Z1 Addendum One – Revision 1.
13.	I.T	Page 6	<p>In order to accurately price the required services outlined in the RFP, it is important for prospective contractors to understand actual volumes expected. Is it DHHS’s intent to award this contract to one contractor or will the work be performed by multiple contractors?</p> <p>Can DHHS also provide the budget for these services?</p>	<p>DHHS intends to award a single contract, but reserves the right to award contracts per section I.T of the RFP.</p> <p>Please provide your solution to meet all the requirements of the RFP and the Cost associated to accomplish that.</p>

14.	II.O	Page 13	<p>RFP Section II.O Liquidated Damages states that “Failure to initiate an application for SSI funding upon recommendation from DHHS within thirty (30) days may result in an assessment of liquidated damages due the State of \$1,000.00 dollars per week or any portion thereof, until the application is initiated. Failure to initiate an application for SSA funding upon recommendation from DHHS within thirty (30) days may result in an assessment of liquidated damages due the State of \$500.00 dollars per week or any portion thereof, until the application is initiated. Contractor will be notified in writing when liquidated damages will commence.”</p> <p>Prior to liquidated damages being assessed, will there be an opportunity for a corrective action plan?</p>	No.
15.	II.R	Page 14	<p>RFP Section II.R states that “Neither Party shall be liable for any costs or damages, or for default resulting from its inability to perform any of its obligations under the contract due to a natural or manmade event outside the control and not the fault of the affected Party (“Force Majeure Event”).”</p> <p>Can DHHS confirm that a pandemic such as the current COVID-19 pandemic would be considered a Force Majeure event?</p>	<p>The COVID-19 pandemic is not a per se Force Majeure event requiring contract relief. If the Contractor would like relief due to a Force Majeure event, the selected Contractor must submit notice concerning a Force Majeure event to the State indicating the following:</p> <ol style="list-style-type: none"> <li>1. What specific concern(s) is the Contractor expressing?</li> <li>2. What specific contractual obligation(s) is impacted by the event?</li> <li>3. Is the specific concern directly caused by the event?</li> </ol>

				<p>4. Was the specific concern existing prior to the event?</p> <p>5. How is performance of a specific contractual obligation directly affected by the event?</p> <p>6. What is the estimated duration the specific contractual obligation(s) will be affected?</p> <p>Based on said notice, the State may amend the contract to declare a Force Majeure event.</p>
16.	V.A.1	Page 27	<p>Will DHHS provide referrals with regard to ensuring a 30-day review, or</p> <p>does DHHS expect the contractor to review all 3,000 plus cases within 30 days for submissions?</p>	<p>DHHS will provide a monthly report for new State wards in addition to referrals from Children and Family Services Specialists. The 30-day time period would start from the date monthly report is sent to the contractor or a referral from a Children and Family Services Specialists is sent.</p> <p>The contractor must review all existing cases for possible eligibility, but this review of all cases will not expected to be completed in a 30 day time period. The 30 days would only apply to new cases or referrals received each month.</p>
17.	V.A.3	Page 27	<p>The Scope of Work states that the contractor will submit applications to the Social Security Administration for DHHS to become the representative payee of DHHS wards; however, this is not reflected in the payment structure.</p> <p>Can DHHS confirm whether the current</p>	<p>Payee Change is listed on the Cost Proposal and will be part of the contract resulting from this RFP.</p>

			contractor will continue to do this work or will this be added to the scope and payment structure of the new contract?	
18.	V.B	Page 27	<p>“Over the past three (3) years, the average number of new SSA applications per year was 15. The average number of new SSI applications per year was 20. The average number of payee change applications, which includes new SSA and SSI applications was 295.”</p> <p>Would DHHS please provide the number of applications filed last year?</p>	<p>DHHS does not have the number of new SSA and SSI applications for last year. See response to question #9.</p> <p>The number of Payee Changes for calendar year 2019 was 233.</p>
19.	V.C	Page 27	<p>“The Contractor must provide all supplies and equipment throughout the term of the contract including, but not limited to: transportation, workspace, cell phone, computer, email, internet, etc.”</p> <p>Does the current contractor have an office with dedicated staff to provide these services?</p>	Please provide a response that best meets the requirements of the RFP.
20.	V.C	Page 27	<p>Is there space available at the State facility for the new contractor to have an office/workspace?</p> <p>Can DHHS confirm that there might be space for the new contractor to rent?</p>	<p>No.</p> <p>There will not be space available to rent from the State of Nebraska.</p>
21.	V.D.1	Page 27	Can DHHS confirm if the Contractor will be receiving referrals from CFS workers as well?	See response to question #16.
22.	V.D.1	Page 27	Can DHHS confirm that the Contractor will	Yes.

			have access to financial screens to determine if the wards are IV-B or IV-E eligible?	
23.	V.D.1.c	Page 27	<p>RFP Section V.D.1c states that “DHHS will review the notification and determine within ten (10) business days if the Contractor should proceed with an application for any DHHS ward.”</p> <p>Would DHHS please define the notification that contractors will receive?</p> <p>Does this mean that DHHS will make the judgement for the contractor to file all SSI and SSA claims?</p>	<p>The notification is comprised of the items specified in section V.D.1.b.</p> <p>Yes, DHHS will make the judgement for the contractor to file all SSI and SSA claims.</p>

This addendum will become part of the proposal and should be acknowledged with the Request for Proposal response.