

## QUALITY IMPROVEMENT FACILITATOR:

### Responses to Questions September 22, 2016

1. The language of the RFP reads in a way that would suggest that the contractor must have a staff identified to fulfill the role of Quality Improvement Facilitator at the time of the proposal, prior to the award of funding. Is this, in fact, the case?

*Under Section 4.2.6, proposals should demonstrate how bidders would propose to obtain adequate staff.*

2. Under "Scope of Work and Contractor Responsibilities" it states that one FTE staff will be provided to support to selected Preferred Providers. Is it possible for the contractor to hire more than one person, each in a part-time capacity, as long as total hours provided equal one FTE?

*Bidders are encouraged to submit proposals with one FTE.*

3. Are the targets identified in the "Scope of Work and Contractor Responsibilities" relative to the first year of implementation or for the two-year period of the contract?

*The Scope of Work and Contractor Responsibilities is relative to the two-year period of the contract.*

4. Section 3.6 of the RFP outlines performance measures that indicates the Quality Improvement Facilitator will provide supports to a minimum of three Preferred Providers. Given the length of the contract and the identified scope of work, it would seem a very narrow focus. Will the scope of work expand to a larger number of Preferred Providers during the two-year period of the contract?

*The number of Preferred Providers that work with the Quality Improvement Facilitator has no maximum. The QI Facilitator can work with as many providers as time allows.*

5. Section 3.7 of the RFP states that "Contractor must identify staff members who will remain on the project until its completion." Given the high competition and volatility in the employment market at this time, what would be the possible consequences if the person hired to fill the role of the Quality Improvement Facilitator should vacate the position prior to the termination of the contract period?

*None of the key staff member(s) may be reassigned or otherwise removed early from this project without explicit written permission of the VDH. The Contractor must identify staff*

*member(s) who will remain on this project until completion, unless indicated otherwise in the Contractor's proposal. The Contractor may propose other staff members as "key" if desired. The Contractor will make every reasonable effort to ensure that the early removal of a key staff member has no adverse impact on the successful completion of this project.*

6. Sections 4.2.2.1/4.2.3 read in a manner that suggests the RFP is seeking an individual vs. an organization due to the request for qualifications, resume, references, etc. Given that the bidder is an organization and not an individual, can you please clarify what information you would be seeking if an organization is the applicant for the RFP?

*Proposals should demonstrate how bidders would propose to obtain adequate staff—this might include a recruitment plan that details actions and timelines.*

7. Based on the wording in the scope of work identified in the RFP, it is implied that ADAP has identified Preferred Providers they would like to see supported by the Quality Improvement Facilitator. To what degree will ADAP be directing and/or providing oversight of the activities of the Quality Improvement Facilitator?

*ADAP will assist in onboarding the QI Facilitator, introducing the QI Facilitator to the Preferred Providers, and getting projects established. The QI Facilitator will be expected to operate under in an autonomous way*

8. For completion/submission of the RFP are there specific formatting requirements such as page length, font style, font size, etc.?

*No, there are no specific formatting requirements. The proposal should be prepared simply and economically providing straightforward, concise descriptions of the Bidder's ability to fulfill the requirements of the RFP.*

9. For completion/submission of the RFP are letters of support from other organizations that the bidder has done project management activities with allowable or acceptable?

*Yes, providing letters of support are acceptable.*