

**DH-20-0001**  
**ARKANSAS DEPARTMENT OF HEALTH PDMP SYSTEM**  
**RFP CONSOLIDATED RESPONSE TO VENDOR QUESTIONS**

8/23/2019

**Question 1**

**Page 4 - Section 1.9 – Organization of Response Documents**

In the list provided in item C, the following items in the *Technical Proposal Packet* are not listed:

- Minimum Vendor Qualifications (page 6)
- Key Staff Form (page 9)
- Current or Previous Engagement References (page 10)

Where should these items be included in the proposal?

**Response:** The documents should remain within the Technical Proposal Packet in the same general pagination order (as pages will increase with vendor responses) as received.

**Question 2**

**Page 5 – Section 1.13 – Pricing**

**Official Bid Price Sheet**

This document is referenced throughout the RFP but is not included in the Technical Proposal Packet or the RFP. Where can this document be accessed, or should this be created by the applicant? Is there a preferred format (i.e. Excel, PDF)?

**Response:** The Official Bid Price Sheet was an attachment to the RFP Document

**NOTE:** A copy has been sent to the questioning vendor.

**Question 3**

**Page 11 - Section 2 – Requirements**

**Do not provide responses to items in this section unless specifically and expressly required.**

This is unclear, can this be clarified? Please identify the specific items which DO NOT require a response.

**Response:** Vendor is not to provide responses to any items unless specifically required. Those items that require a response or further information are expressly defined and forms are provided for vendor use. Vendor is to provide qualifying information as indicated on page 6 of 11 of the Technical Proposal Packet and the vendor must provide responses to questions listed on the Information For Evaluation pages (7 of 11 & 8 of 11.) A MS Word version of the Technical Proposal Packet is available on request as to make it easier to expand response areas.

**Question 4**

**Page 11 - Section 2.2 Minimum Vendor Qualifications**

Should the form on page 6 of the *Technical Response Packet* be used in response to this section? The information required for inclusion exceeds the size of the form provided. Are additional pages permitted?

**Response:** A MS Word version of the Technical Proposal Packet is available on request as to make it easier to expand response areas.

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**Question 5**

Page 11 – Section 2.2 Minimum Vendor Qualifications

E. - NOTE: Key Staff form provided in the Technical Response Packet

Should only the Key Staff form be used for this section, or are attachments permitted? The information required for inclusion exceeds the size of the form provided. Are additional pages permitted?

**Response:** See response to Question 4

**Question 6**

Page 15 – Section 2.5 Secure Web Services

U. The system shall be capable of bi-directionally integrating PDMP information into electronic health records, pharmacy management/dispensing systems and health information exchanges.

Can the meaning of “bi-directionally” be clarified?

**Response:** When any Integrated Location requests a patient report the PDMP System will receive a real time audit report on that request.

**Question 7**

Page 16 – Section 2.6 Data Management

J. The vendor shall provide all data variables listed in section 2.2.3 collected from the dispensers and the data on the user’s profile within the PDMP (i.e., Provider specialty levels) to ADH in raw data cuts delivered weekly.

There is no section listed 2.2.3 listed in the RFP. Can this be clarified?

**Response:** Should read: J. The vendor shall provide all data variables listed in section 2.4 paragraph E.

**Question 8**

Page 4 & 10

1.9 Organization of Response Documents & 1.28 Privacy and Security Requirements

*The original Technical Proposal Packet and all copies should be arranged in the following order:*

- *Business Associate Agreement (AS-4001)*

RFP Section 1.9 asks for vendors to return the BAA with their bid and Section 1.28 says “Prior to contract award, the contractor must sign a Business Associate Agreement.” Do vendors submit a blank Attachment 2 ADH BAA with their proposal for execution prior to contract award, or do vendors need to sign the BAA form with submission?

**Response:** Vendors are not required to submit a copy of the BAA with their response. A copy of the BAA is provided for informational purposes. It should be noted that the signing of the BAA prior to contract award is mandatory.

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**Question 9**

Page 4

1.9 Organization of Response Documents

The original Technical Proposal Packet and all copies should be arranged in the following order

RFP Section 1.9 *ORGANIZATION OF RESPONSE DOCUMENTS* does not include specific references for where to include several items in the Technology Proposal Packet. Should vendors include their responses to the following items (Minimum Vendor Qualifications, Key Staff Form, Current or Previous Engagement References) in the Information for Evaluation section, the "Other documents" section, or someplace else in the technical proposal?

**Response:** See response to Question 1

**Question 10**

Pages 1-11

Technical Proposal Packet

Since the content in the Technical Proposal Packet is in PDF format and may need to be expanded to address the items requested, are vendors allowed to recreate the forms in Microsoft Word format for completion (such as engagement references, key staff form, subcontractors, etc.)?

**Response:** See response to Question 4

**Question 11**

Pages 7-8

Technical Proposal Packet, Information for Evaluation

*Provide a response to each item/question in this section. Prospective contractor may expand the space under each item/question to provide a complete response.*

Are vendors allowed to submit a document that provides point by point answers that directly address the Technical Proposal Packet - Information for Evaluation, Items E.1-E.4 rather than trying to fit the answers into the Information for Evaluation form provided in the Technical Proposal Packet?

**Response:** See response to Question 4

**NOTE:** An expanded MS Word version is preferable, however, Respondents may submit a separate document that provides the exact information and in the exact format provided in the Information For Evaluation pages. The separate document must be positioned in the Technical Proposal Packet with the original document.

**Question 12**

Page 9, Section 1.25 – Technology Access

**B. Submission of a Voluntary Product Accessibility Template**

I located the attached form online. Is this the correct form to submit in response?

**Response:** Yes, the US Department of State Information Resource Management Voluntary Product Accessibility Template (VPAT) that you located is correct. The VPAT template is not required as part of the Technical Response Packet. The successful vendor may be required to submit the template prior to award.

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**Question 13**

**Page 10, Section 1.26 – Compliance with the State Shared Technical Architecture Program**

Where and how should our compliance with these policies be noted in the proposal?

**Response:** Your attention is called to the link provided in 1.26. The successful vendor will be expected to comply with the stated standards and policies. As stated: *Do not provide responses to items in this section unless specifically and expressly required.*

No response is required.

**Question 14**

**Page 10, Section 1.28 – Privacy and Security Requirements**

Where and how should our compliance with these statutes and policies be noted in the proposal?

**Response:** See response to Question 8

This refers to the BAA