



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
PO Box 45811, Olympia WA 98504-5811

DATE: July 13, 2016

TO: RFQQ #1623-605 Bidders

FROM: Sarah Pendleton, Solicitation Coordinator
DSHS Central Contracts and Legal Services

SUBJECT: Amendment No. 1 – Bidder QA

DSHS amends the RFQQ #1623-605 solicitation document to include:

- Bidder's Questions and Answers

Bidder's Questions and Answers
RFQQ #1623-605

Question #1: Whether companies from Outside USA can apply for this? (like, from India or Canada)

A: All Vendors who meet the qualifications as provided in the solicitation document and its attachments may submit a Bid. Please note however that as provided in Attachment C – Bidder Certification and Assurances, the Bidder must acknowledge that they have a current Washington Business License.

Question #2: Whether we need to come over there for meetings?

A: Yes Vendor will be expected to be on-site for meetings. Bidders should keep in mind that the total maximum dollar amount available for this Contract is limited to \$135,000. Additional travel expenses, not included in the costs proposed in your Bid, will not be paid by DSHS.

Question #3: Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

A: The tasks cannot be performed outside of the US. The Vendor will be expected to be working on-site.

Question #4: Can we submit the proposals via email?

A: The Responses are required to be submitted via email. Please see “Section D - Instructions Regarding Content, Format and Submission of Written Responses” of the RFQQ solicitation document for more information.

Question #5: Do you by chance have a Word (.doc, .docx) version of the bidder submission letter?

A: Yes, a word version has been uploaded to WEBS and on the DSHS procurement page at <https://www.dshs.wa.gov/fsa/central-contract-services/procurements-and-contracting>.

Question #6: Basic Deposit and Expense, FQ 6.2: The system will enforce the required deposit fields (provided Example A.1) – I don't find Example A.1 in the document. Can that be provided?

A: Yes, please see table below:

Deposit Field	Required
ID – LFS Receipt Number	System Generated
Amount – Amount Received	Yes
Created Date	System Generated
Created By – Deposit Entered By	System Generated
Updated Date *	System Generated
Updated By*	System Generated
Received From	Yes
Received For – Comment	No
Receipt Number - Handwritten receipts (if applicable)	No
Deposit Type (e.g. Cash, Check, Payroll, EFT)	Yes

Question #7: Basic Deposit and Expense, FQ 6.7: The system will enforce the required expense fields (provided Example B.1) – I don't find Example B.1 in the document. Can that be provided?

A: Yes, please see table below:

Expense Entered By	System Generated
Expense Transaction Type (e.g. Cash, Check, Purchase Order)	Yes
Payee Name	Yes
Purpose of Expense/Memo	Yes
Invoice or Receipt Number	No

Question #8: Please explain Cost of Care and Over Resource payments. What are they and how are they managed?

A: Cost of Care is the amount determined by Office of Financial Recovery as the client's fiscal obligation towards their care at a DSHS facility. An award letter is sent to the user that sets the rate for each client. The user runs a report showing a snapshot of the client account on a certain date to send with check for the amount of the cost of care amount and an explanation if there is a variance in the amount of money being sent to cover the cost of care amount. Allowed deductions are attorney payments, guardian payments, and durable medical equipment purchases.

Over Resources occurs when a client subject to Cost of Care rules has more than \$2,000 (combination of checking, savings, and any unspent encumbered funds). The user runs reports to identify the clients that meet

this threshold and will send funds to Office of Financial Recovery once an award letter has been sent requesting those funds.

Question #9: End of Day – End of Month, FQ12.3: The system will allow users to generate an activity report for each account/client that can be sorted by living unit. What is a living unit?

A: Living Unit is where the client is housed within the facility.

Question #10: Are all of the Q&A from RFQQ 1623-596 applicable to RFQQ 1623-605?

A: No. Any information that was provided in the Q&A from the previous RFQQ 1623-596 that DSHS felt was pertinent was included in the revised RFQQ 1623-605. Therefore, Bidders should only rely on the information provided in the revised RFQQ documents and Q&A Amendment for RFQQ 1623-605.

Question #11: What are the data file types of the 9 existing legacy systems that need to be converted and how many of each type?

A: Microsoft Access .MDB, Dbase . DBF, and Quickbooks are the data file types. Within these data file types, there are multiple file formats in different institutions. We do not have a specific count of each file type at this time.

Question #12: If the vendor's answer to any one of the mandatory business requirement is "does not comply", then does that cause the disqualification of the entire vendor's proposal?

A: Yes, a Bidder may be considered non-responsive if they do not fulfill all of the mandatory business requirements or mandatory qualifications requested.

All other terms and conditions in this Solicitation remain the same.