

SSDI Benefit RFP Questions

1. Have all the members covered by this RFP paid into Social Security? If not, which members have not?

Yes.

2. If some have paid into Social Security and some have not, what portion have paid in versus those that have not?

N/A

3. How many new disability retirees are there per year?

Year	No. of Approved Disability
2019	223
2020	182
2021	154
2022	141
1-2023 to 10-2023	141

4. Per Section V. Selection Process and Schedule, D. Information Required in the Proposal, i. Fee Proposal, "you must include a fee proposal specific to hourly rates both for the specific personnel and for each category of person who will work on the assignment (excluding clerical staff, whose time may not be billed.)" It is our understanding that the fees for this project will be billed based on the services provided. Is it acceptable for the bidder to also include fees on a fee for services bases, based on the work they are bidding?

Yes. In addition to the hourly rates applicable to the listed categories of personnel, bidders may also include fees on a fee for service basis.

5. Should the fee proposal be submitted as a separate document when the final proposal is submitted via email?

The fee proposal may be submitted as a separate document.

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1	V.B	4-5	<p>Submission Requirements and Deadlines</p> <p>One (1) digital copy of the Proposer's responses and attachment must be in PDF format and delivered via e-mail no later than 2pm ET on November 3, 2023. Responses and attachments received after this date and time will not be evaluated. A facsimile response will not qualify as a "submission." Responses and all attachments should be delivered via email to: osc.rfp@ct.gov.</p>	<p>Are there any restrictions on the file size that can be submitted?</p> <p>Maximum of 25 MB for submission via our mailing system.</p>
2	VI.11	9	<p>Ownership of Proposals. All proposals submitted in response to this RFP are to be the sole property of the State and will be subject to the applicable Freedom of Information provisions starting at Section §§1-200 of the Connecticut General Statutes. In addition to the completed response, any proposer that submits matter that it in good faith determines to contain trade secrets or confidential commercial or financial information must mark such materials as "CONFIDENTIAL" and provide one redacted copy of its RFP response on a separate thumb drive, which may be disclosed without objection in the event a FOI request is made for its proposal. Failure to clearly mark materials as "CONFIDENTIAL" and/or failure to provide a redacted copy may result in the release of the RFP response on file with the State at the time such FOI request is made.</p>	<p>Please confirm that the redacted copy of a bidder's proposal can be provided as a separate PDF via email.</p> <p>This is confirmed, so long as the file is less than 25 MB, as mentioned above.</p>
3	VI.23	10	<p>Standard Contract and Conditions. The Contractor must accept the State's standard contract language and conditions. See Standard Contract and Conditions. Attachment B.</p>	<p>We were not able to locate Attachment B to this RFP. Can the State provide any additional terms and conditions or confirm they are all included with the proposal?</p> <p>Terms and Conditions are provided in the attached template contract in the Appendix</p>
4	V.C.d. 8	5-6	<p>More information about the State of Connecticut's Contract Compliance requirements is available on the Commission on Human Rights and Opportunities' web site at https://portal.ct.gov/CHRO/Contract-Compliance/Contract-Compliance/Contract-Compliance under "Contract Compliance." Your proposal should confirm you have downloaded, completed, and</p>	<p>Please confirm that Bidder's should acknowledge submission of the required documents in CTSource in the Transmittal Letter.</p> <p>Yes</p>

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			submitted all of the procurement documents listed above to CTSource. If not, please explain.	
5	VI.26	10	Receipt of Summary of State Ethics Laws. The Contractor must acknowledge that is has received a summary of State Ethics Laws by submitting a signed receipt with its bid. See Attachments C and D hereto.	<p>While we were not able to locate Attachments C and D to this RFP, we did see the Summary of State Ethics Laws provided on pages 39-40. Can the State please provide the form Bidder's must sign to indicate receipt of this information as well as Attachments C and D?</p> <p>The only required form is the Campaign Contribution Form at https://portal.ct.gov/-/media/OPM/Fin-General/OPM-Form1-CampaignContributionCertification-8-18-Final.pdf. This form must be submitted through CTSource</p>
6	V.C.b	5	All information and completed forms attached to this RFP ;	<p>We did not see any forms attached to the RFP. Can the State please clarify what forms Bidder's should include with their submittal?</p> <p>This form must be submitted through CTSource</p>
7	V.C.d. 2	5	<p>d. Respondents shall submit the following information pertaining to this application to this portal (on their supplier profile), which will be checked by the Agency contact:</p> <p>...</p> <p>2. Non-profit status, if applicable • Notification to Bidders, Parts I-V</p>	<p>We were not able to locate the area in the supplier profile on CTSource where we can indicate our nonprofit status. Can the State please clarify where that information should be provided?</p> <p>this would be a matter addressed with CTSource directly in conjunction with this link: https://portal.ct.gov/-/media/DAS/CTSource/Documents/CTSource-Supplier-Registration-Portal-User-Guide-Final.pdf</p> <p>CTSource is a separate program from our office, and we don't have direct access to any matters that may arise through their interface.</p>
8	V.C.d. 3	5	<p>Campaign Contribution Certification (OPM Ethics Form 1): https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms(must be signed, dated, notarized, and uploaded to CTSource in accordance with the instructions on the User Guide. Firms will have the ability to view, verify and update their information by logging into their CTSource account, prior to submitting</p>	<p>Please confirm that Bidders should upload the Campaign Contribution Certification to the "Attachments" area of the supplier profile under the "Certification documents" folder.</p> <p>It should be uploaded to CTSource if possible, but if not, please include a copy of all forms along with your RFP response.</p>

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			responses to an RFP. The guide to using CTSource appears at https://portal.ct.gov/-/media/DAS/CTSource/Documents/CTsource-Bid-Board-Guide.pdf	
9	V.C.7	5	You must complete the Bidder Contract Compliance Monitoring Report and upload it to CTSource.	Please confirm that Bidders should upload the Bidder Contract Compliance Monitoring Report to the "Attachments" area of the supplier profile under the "Other documents" folder. It should be uploaded to CTSource if possible, but if not, please include a copy of all forms along with your RFP response.
10	V.D.g. VI. 23	7 10	g. If you find any terms or provisions of the proposed draft contract in Appendix A unacceptable, identify the term, explain why it is unacceptable, and state whether failure to modify this term would result in the firm's failure to execute a contract in this matter. 23. Standard Contract and Conditions. The Contractor must accept the State's standard contract language and conditions. See Standard Contract and Conditions. Attachment B.	It is our understanding that a binding contract will not form upon award but rather only after such time as the parties have agreed to mutually acceptable terms and conditions and the contract has been executed by both Parties. Please confirm that this is accurate. Correct.
11	V.D.k	7	k. Provide the name of your malpractice insurance carrier, the maximum amount of your coverage, and the deductible amount.	Can the State please confirm that managed care professional liability insurance is acceptable in lieu of malpractice insurance in cases where the Bidder is not a health care professional and is not bidding on the Medicare component of the RFP? Yes
12	III	2	SCOPE OF SERVICE	Will the awarded Vendor receive the list of prior tracking of all disability retirees to ensure that they comply with requirement to apply for SSDI benefits within 2 years from date of disability retirement? Yes. The Division will provide the selected vendor with a listing of all approved disability retirees.
13	V.D.i.	8	i. Include a detailed and specific fee proposal. You must include a fee proposal specific to hourly rates both for the specific personnel and for each category of person who will work on the assignment (excluding clerical staff, whose time may not be billed).	Will the State provide a cost form? If not, can the State elaborate on the level of detail required? In addition to the hourly rates applicable to the listed categories of

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				personnel, bidders may also include fees on a fee for service basis.												
14	II	2	BACKGROUND...There are approximately 1,400 individuals receiving state retirement disability benefits who will required to apply for SSDI. In addition, all new disability retirees will be required to apply for SSDI benefits within two years from the date of disability retirement.	<p>RFP states there are approximately 1,400 individuals that will be required to apply for SSDI. Please provide the total number of individuals served annually for the last 5 fiscal years.</p> <table border="1" data-bbox="1000 579 1398 842"> <thead> <tr> <th>Year</th> <th>No. of Approved Disability</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>223</td> </tr> <tr> <td>2020</td> <td>182</td> </tr> <tr> <td>2021</td> <td>154</td> </tr> <tr> <td>2022</td> <td>141</td> </tr> <tr> <td>2023 YTD</td> <td>141</td> </tr> </tbody> </table>	Year	No. of Approved Disability	2019	223	2020	182	2021	154	2022	141	2023 YTD	141
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15	IV	3	<p>Selection Criteria Each proposal will be evaluated by a screening committee against the following criteria to determine which vendor is most capable of implementing the state's requirements.</p> <ul style="list-style-type: none"> • Vendor's ability to perform the specified work. • Vendor's understanding of the project and its purpose and scope, as evidenced by the proposed approach and level of effort detailed in the proposal. • Competitiveness of the proposed cost. • Availability and competence or the vendor's assigned personnel. • Conformity with the specifications of this request for proposals. • Demonstration of commitment to Affirmative Action by full compliance with the regulations of the Connecticut Commission on Human Rights and Opportunities. • Presentation to the screening committee, if necessary. 	<p>Can the State please itemize the percentage points/weight of each of the 7 selection criteria identified in Section IV?</p> <ul style="list-style-type: none"> • Vendor's ability to perform the specified work.: 20% • Vendor's understanding of the project and its purpose and scope, as evidenced by the proposed approach and level of effort detailed in the proposal: 20% • Competitiveness of the proposed cost: 15% • Availability and competence or the vendor's assigned personnel: 15% • Conformity with the specifications of this request for proposals: 10% • Demonstration of commitment to Affirmative Action by full compliance with the regulations of the Connecticut Commission on Human Rights and Opportunities: 10% • At the option of the screening committee, Proposer's oral interview: 10% 												
16	IV.F	8	<p>Stability of Proposed Fees Any fee proposals must be valid for the entire duration of the Contract.</p>	<p>What has State incurred in costs by the SSDI vendor annually for the last 5 fiscal years?</p> <p>FY20: \$254,000.00 FY21: \$174,300.00 FY22: \$50,900.00</p>												

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				FY23: \$51,400.00 FY24 (approx.): \$26,900.00