

RFP: Respondent Q & A

1. In both RFPs: for the sections that state a general compliance requirement of respondents, such as sections 4.0 – 6.0, what kind of response do you need?

We need you to acknowledge whatever requirements are contained in those sections and state that you are in compliance or will be in compliance if we were to enter into a contract. For section 4.0 Insurance and Indemnification, we only need a written acknowledgement that you carry the requisite insurance and not an actual Certificate of Insurance. Specific exhibits that address sections 4.0 – 6.0 will be included in any contract with Access Health CT, and any required documentation will be collected during the contracting process.

2. For the Graphic Design RFP, will the responding firm be responsible for printing and/or securing a vendor for printing or distribution of materials?

No, your firm will only be responsible for the design and preparation of files in such a format that they can be professionally produced/printed.

3. Is AHCT providing its scoring criteria to respondents?

Yes, the scoring and evaluation criteria can be found on the AHCT business page: <http://ct.gov/hix/cwp/view.asp?a=4298&q=506870>

4. How detailed should the cost proposal be?

The cost proposal should follow the format as stated in the RFPs, and include a rate card for your services. The more specificity you can provide in your cost proposal, the better. A clear estimate of work hours required to complete each deliverable, along with the rate of pay for each of your participating team members, will help to support your cost proposal. We understand that the breadth of your recommended approach and strategy for accomplishing the goals set forth in the RFP will also impact the cost, so as long as you clearly tie back your costs to your recommended changes we will be able to compare proposals at scale.

5. How detailed should the timeline be?

While we don't have a mandatory completion date for either of these projects, based on the deliverables set by AHCT we would expect the work to be completed for the graphic design and web design RFPs by the end of September. This timeline could change, depending on specific deliverables, and we will work with the selected vendor(s) to establish a firm timeline during the contract process. For the tasks at hand, an estimate

of days or weeks needed to complete each item and/or phase of the project would suffice.

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