

1. Performance Bond questions. Does the Board have their own bond form? **No.**
2. What is the duration of the bond? **One year. First year only.**
3. If bond is for multiple years, can it be renewed annually? **Not applicable.**
4. Does the Board have a document that can provide more details on the Performance Bond? **No. Only detail that can be provided appears in the RFP.**
5. System sizing estimate questions. How many providers will be using the system? **37.**
6. How many users including Board users and agency users will be using the system? **100 agency users. 15 board users. See also questions #23 and #24.**
7. On page 9 “Price Quote” section, assuming “Software” is defined as all third party software costs required to run vendor’s product. “Licensing of software” would be software licenses for the vendor product only. Is this a correct understanding? **That is a correct understanding.**
8. If not, could a definition of “Software” and “Licensing of software” be defined? **Not applicable.**
9. On page 9 “Price Quote” section should both “Software” and “Licensing of software” be included in the Performance Bond amount? **Yes – both software and licensing of software should be included.**
10. If the Performance Bond covers normal production application licenses and other software to start and the Board elects to upgrade their license during the 3 year contract (say at the end of year one for example), does the Performance Bond have to cover optional user license upgrade costs? **No, the performance bond is only required for the first year.**
11. On page 9 of the RFP “Price Quote” which cost should be displayed (Onsite solution, Hosted solution or both)? OK to include both in this section? Any preference? **Proposals may reflect two different solutions (i.e., Onsite and Hosted) provided that differences between the two offerings, including associated costs, are made clear throughout the proposal.**
12. Our product has an initial license fee and an annual license renewal to receive software updates. How do you want the year 2 and year 3 license renewals classified in the RFP Form Price Quote section? Included the cost in “Licensing of Software” or “Support and Maintenance Services” totals? **License renewals, including respective software updates, should be captured under “Licensing of software.”**
13. In the Affidavit on page 10, is there a certain name/description the Board wants in the “for _____ hereby” blank section? Is company name fine in the last “maintained by _____ for the purpose” blank section? **Agency/company name is fine for all above.**

14. Can the affidavit (page10) be excluded from the RFP Response if a person or agency was not hired to secure business? **The affidavit must accompany the RFP response.**
15. If a certified check for \$500 payable to the Board is submitted with the RFP, what happens to the \$500 if the vendor's RFP is selected or not selected? **For the selected vendor, the certified check issued with the RFP serving the purpose of a bond will be held until a signed contract is established. For all other parties, certified checks will be returned upon notification of non-award.**
16. II. Preparation and Submission of Proposal: It is understood that hardcopy proposal response submissions are due by 5PM ET on Monday, November 25, 2019. How many hardcopy proposal responses should be submitted? **One original hardcopy proposal submission is sufficient.**
17. Should responding vendors also provide HCMHR SB with an electronic copy of their proposal submissions on a flash drive? **Provision of an electronic copy of the proposal is not necessary.**
18. IV. Vendor's Liability Insurance: Is proof of insurance due with proposal responses or at the time of vendor selection and contracting? **Proof of insurance must be provided prior to establishing a contract.**
19. V. Bond: Will a cashier's check in the amount of \$500 be acceptable for the bond? **Yes.**
20. XVI. Scope of Services: Please explain what is meant by "capacity management" – what is the need in this area that vendors must be able to meet for HCMHR SB? **HCMHR SB is not currently utilizing capacity management features in their current software solution. HCMHR SB may have a future interest in a solution that would allow for tracking and authorization of residential placements. If the proposed software solution allows for this feature, proposals should include details on this facet of the system.**
21. XVII. Evaluation and Award of Contract: The Initial Review of Proposal states that proposals will be reviewed for format and completeness. Is there a specific proposal submission format that vendors should adhere to? **There is not a prescribed format required, though proposals must address each of the criteria outlined in the RFP.**
22. How many HCMHR SB direct staff will be utilizing the Behavioral Health Care MIS? If both named and concurrent user counts are known, please provide both counts. **15 named. 8 concurrent.**
23. How many outside providers will need access to the Behavioral Health Care MIS? If both named and concurrent user counts are known, please provide both counts. **37 agencies; 100 named agency users; 20 concurrent agency users. See also questions #5 and #6.**
24. What are HCMHR SB's pain points with the current system? **Response declined.**