

**RFP No. LTSS-2018-02, Academy on Implementation Mechanisms for Medicaid HCBS
Questions and Answers**

1. *When are responses to this RFP due?*

Responses to this RFP are due **March 16, 2018 by 5:00 PM EDT**. We apologize for the inconsistent due date in the original RFP.

2. *The bid notes that this contract would start April 16th. Is there an anticipated end date for the contract?*

The contract would end upon completion of any close-out activities by the vendor directly following the end of the Academy. Depending on the exact dates for the Academy, the contract completion date would likely be the end of June 2018.

3. *Is there a specific date or set of dates for the June training/conference, a preliminary agenda for the conference, and an estimate of the number of attendees? Can you offer any other metrics that would guide our proposal or budget?*

As of now, we do not have any specific dates in June set aside for the Academy. The exact dates will be negotiated amongst the selected vendor, NESCSO and the members of NESCSO's Long-term Services and Supports Advisory Group.

The preliminary agenda/proposed content of the Academy is described in Section 3 of the RFP. As requested in Section 4.1 #'s 2 and 3, we are asking potential vendors to propose an agenda and an outline of training content as part of their response to this RFP based on the direction we provided in Section 3 of this RFP and enhanced by the vendor's knowledge and expertise in the subject matter.

NESCSO is planning to sponsor 3 staff from each New England state to attend the Academy for a total of 18 state staff. We will also invite representatives from CMS Region I to attend. We anticipate total attendance at the Academy, including staff from the States, CMS, NESCSO and the selected vendor, to be approximately 30 people.

4. *Do you anticipate the need for our services before, during and after the conference to conceivably help with the setup of conference, to facilitate the conference, and to prepare summary briefs, based on the conference?*

NESCSO staff will assist with the set-up and break down of the conference but there may be some necessary and limited involvement from the vendor in these areas. The vendor would be expected to facilitate the agenda and discussion at the Academy but NESCSO staff will handle the logistics of invitations, conference space, hotel accommodations, meals and travel reimbursement. NESCSO anticipates possible limited follow-up activities by the vendor that may include, creating and distributing a summary document of the Academy and/or compiling and distributing references and resources materials identified during the Academy.

5. *Do you have a budget cap for this SOW?*

No.

6. *Will more than one bidder be invited to participate, or will one bidder be providing the content and facilitating the entire Academy?*

While it is our preference to select one vendor to provide the full content and facilitate the Academy, we remain open to the possibility of working with more than one vendor.