

Submission of Written Questions

Instructions

This Response Template must be used for submission of written questions. All questions should provide the requested information. Those that do not, may not be answered by ADH. The Vendor may add as many lines as needed. ADH would strongly prefer the Vendor to ask multi-part questions as individual questions on separate lines. **Instructions:** Complete all cells of each question asked in the Table below. Clearly identify the referenced section or text.

Question	Reference (page number, section number, paragraph)	Specific IFB Language	Question	Response
1	Page 7, Section 2.2H	H. A maximum of ten (10) cases is reviewed at each meeting	Are there case documentation tool(s) that the contractor will be expected to utilize? If so, please provide a copy of the tool(s).	No.
2	Page 7, Section 2.2, H.1.	1. The cases to be reviewed are decided by the EMS Section and may be pulled from Image Trend or the current EMS registry	Will ADH provide the contractor with access to extract data from ImageTrend or the EMS registry, or will ADH provide the information?	Yes.
3	Page 8-9, Section 2.5 A. and B.	A. Quarterly Reporting; B. Annual Reporting	Please provide most recent quarterly and annual reports to assist contractor's planning and resource allocation.	This question is not applicable for the Prospective Contractor to submit a qualified response.
4	Page 9, Section 2.5 C.	C. ADH has final determination of format and content. At any time during the term of the contract, if ADH requests to adjust the reporting format or content, the Contractor shall make the specified adjustments.	What is the estimated timeframe that ADH will allow for implementing requested adjustments to the reporting format or content?	60 days
5	Page 8, Section 2.5 A.	A. Quarterly Reporting	In what format does ADH expect to receive quarterly report?	Hybrid Submission: PDF narrative report and Excel data tables
6	Official Bid Price Sheet	Enter the quarterly cost in column C for each item listed. Excel will auto-populate the annual cost.	Please provide Cost Sheet in Excel format	The Arkansas Department of Health website only allows the posting of PDF files. The Prospective Contractor may convert the file to the Excel format.
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