

**Addendum 1 - Questions and Answers Regarding the Disability Determination Services (DDS) Medical Consultant Request for Proposals (RFP)**

***Note****: The RFP posted on March 21, 2022 was amended on March 23, 2022.*

* *On Monday, March 21, 2022, page 17 of the RFP was attached in error and has been removed. The newly issued Amended RFP was reposted on Wednesday, March 23, 2022.*

*The RFP posted on March 23, 2022 was amended on March 30, 2022.*

* *On Wednesday, March 30, 2022 Section 2 of the RFP, Summary of Scope, and Section 5, Mandatory Requirements, were revised to clarify the requirement that responders must be single practitioners.*

1. **Question:** In Section 5, page 17, am I supposed to fill out all the hours, $ hourly rate and year total amount? Or something else?

**Answer:** Please see note above. On Monday, March 21, 2022, page 17 of the RFP was attached in error and has been removed. The RFP posted on March 21, 2022 was amended on March 23, 2022. The newly issued Amended RFP was reposted on March 23, 2022. Please disregard the erroneously attached Notice of Hours Available (NHA) page.

1. **Question:** How do I fill out pages 26 and 27? I am unclear how to fill out Box A and B and Option A and B on page 27 (regarding Workforce and Equal Pay Certificate). Can you clarify if this is needed and how an independent contractor usually answers to these?

**Answer:** The Workforce and Equal Pay Certificate forms need to be completed per Minn. Stat. §363A.36.  If a sole proprietor/company has not employed 40 or more full-time employees on a single working day during the previous 12 months in Minnesota or any state where it has its primary place of business, the “exempt” election options should be selected when completing the forms.  MDHR reserves the right to determine if an exemption is granted.

1. **Question:** How do I deal with the Workforce Certificate and Equal Pay pages?

**Answer:** The Workforce and Equal Pay Certificate forms need to be completed per Minn. Stat. §363A.36.  If a sole proprietor/company has not employed 40 or more full-time employees on a single working day during the previous 12 months in Minnesota or any state where it has its primary place of business, the “exempt” election options should be selected when completing the forms.  MDHR reserves the right to determine if an exemption is granted.

1. **Question:** Do I need to complete the Workforce Certificate and Equal Pay Certificate if I do not have any employees?

**Answer:** The Workforce and Equal Pay Certificate forms need to be completed per Minn. Stat. §363A.36.  If a sole proprietor/company has not employed 40 or more full-time employees on a single working day during the previous 12 months in Minnesota or any state where it has its primary place of business, the “exempt” election options should be selected when completing the forms.  MDHR reserves the right to determine if an exemption is granted.

1. **Question:** In Attachment E it states check box A or B if the contract could generate more than $100,000. Neither Box A or Box B is applicable because I’m not a company. Do I not include these forms?

**Answer:** The Workforce and Equal Pay Certificate forms need to be completed per Minn. Stat. §363A.36.  If a sole proprietor/company has not employed 40 or more full-time employees on a single working day during the previous 12 months in Minnesota or any state where it has its primary place of business, the “exempt” election options should be selected when completing the forms.  MDHR reserves the right to determine if an exemption is granted.

1. **Question:** How do I fill out, or do I need to fill out, the certificate forms in Attachment E?

**Answer:** The Workforce and Equal Pay Certificate forms need to be completed per Minn. Stat. §363A.36.  If a sole proprietor/company has not employed 40 or more full-time employees on a single working day during the previous 12 months in Minnesota or any state where it has its primary place of business, the “exempt” election options should be selected when completing the forms.  MDHR reserves the right to determine if an exemption is granted.

1. **Question:** The rates of pay for contractor reimbursements are specified in Section 1 of the RFP. I'm wondering if more information could be provided about how fee schedules or contractor reimbursements are established by SSA and the State of Minnesota. For future planning, also, how are cost of living adjustments made to the fee schedule?

**Answer:** Contractors are paid at the hourly rate listed in Section 1 of the RFP for the contract services performed.  Pay rates are established each year based on federal funding levels.  Increases to pay rate are based on federal funding levels and appraised value of consultant services.

1. **Question:** How many consultants currently provide these services for the State? What is estimated yearly volume for this program? Can you please provide volumes for 2020 and 2021?

**Answer:** The MN DDS has typically contracted with between 40 and 50 medical, psychological, and speech-language consultants.  The MN DDS adjudicates over 40,000 claims per year and contracted consultants provide medical assessments for the vast majority of these claims.

1. **Question:** Would the State consider awarding a contract to an entity with the requisite resources (MN licensed physicians, psychologists, and language-speech pathologists) listed in this section as opposed to single practitioners applying individually?

**Answer:**  The State is requesting proposals from single practitioners for the services being requested. The RFP has been revised to reflect this requirement, see Sections 2 and 5 of the RFP.

1. **Question:** Would the State consider physicians, psychologists, and speech-language pathologists that are currently licensed/certified in another state and in good standing?

**Answer:** The MN DDS requires physicians, psychologists, and speech-language pathologists that are currently licensed/certified in the State of MN. Evidence of licensure in MN is required.

1. **Question:** Would a Minnesota license verification check be sufficient in lieu of a copy of the license?

**Answer:** Yes.

1. **Question:** Does each Reviewer we put forth have to fill out Section 2 Investigation (Pass/Fail) or can we do one form for our entity's panel of medical practitioners?

**Answer:** The Section 2 Pass/Fail responses must be provided for all physicians, psychologists, and speech/language pathologists.

1. **Question**: Is there a minimum or maximum number of expected hours/week for a contractor in this role?

**Answer**: There is no minimum hour expectation.

1. **Question:** Are there certain times of day that one can do this work?

**Answer:** Contractors are able to do this work seven days a week between 5:00 am and 10:00 pm, except during scheduled SSA system downtime.

1. **Question:** It appears one can do the work remotely, correct?

**Answer:** Following the initial SSA credentialing process that permits VPN access and system orientation, this work can be done remotely via the Federal SSA network. Until that permission is granted, work must be performed onsite at the MN Disability Determination Services office in St. Paul. The continued availability of remote work is at the discretion of the Social Security Administration and the State of Minnesota.