

PCTP RFA Questions and Answers
January 28, 2011

CDS has elected not to respond to questions that were deemed irrelevant to this application process or were duplicative in nature.

Question	Answer
1. The RFA does not mention the Biopsy Benefit Program; will this program continue to be available with this contract?	State funds may be used to pay for biopsy in exceptional circumstances, if suspicion for cancer is very high and the biopsy is to confirm diagnosis for enrollment into the Prostate Cancer Treatment Program (PCTP.) Preapproved written protocols will be required.
2. The RFA does not mention medical supplies; will these continue to be available with this contract?	Necessary medical supplies will be covered by the contract.
3. In the past CDS has taken a percentage of the PCTP's total budget for its own operating expenses; will CDS take a percentage of this anticipated total program funding?	Funding for this contract is as stated in the Request for Applications (RFA.)
4. What is the specific reference for where these data were obtained?	The CDS Evaluation and Research Unit based their estimates of the number of men eligible in California for the PCTP on census data and uninsured rates in California.
5. What are the specific details of these transition plans?	Specific questions regarding the transition plan will be discussed with the successful applicant.
6. On Page 8; III. B. Bullet 6, the RFA states "Assess need for re-enrollment up to an additional twelve months." Are patients eligible for one or two 12-month enrollment terms?	Patients are eligible for reenrollment in twelve month periods for as long as treatment is necessary.
7. The current PCTP provides medical supplies, such as incontinence supplies, for patients enrolled in the program. The RFA does not mention medical supplies, will these continue to be available with this contract?	See answer to question 2.
8. What will [be] the CDS turnaround time for approvals [of requests to add new services to the Grid?]	CDS will respond as soon is possible to requests for new services in support of treatment needs.
9. Is the [Prostate Expert Workgroup] PEW a volunteer panel?	The PEW is to be a volunteer panel of prostate treatment experts, as specified in the RFA. All communications will be via email or teleconference. The specific details will be clarified with the successful applicant.

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10. What is [the] schedule for teleconferences and/or meetings? Who would attend the teleconferences and/or meetings?	A schedule and list of attendees will be established with the successful applicant.
11. What are the detailed formats for the semi-annual progress reports?	Specifics of the progress report will be established with the successful applicant.
12. "Respond to CDS requests for program information and/or data in a timely and appropriate manner and in the format requested." What is CDS's specific definition of "timely" and "appropriate manner"?	CDS will establish due dates and format for each request for program information with the successful applicant.
13. Can the contractor determine how the case manager would "assure delivery of services to enrolled men," given that providers are located throughout the state of California?	Yes.
14. There are HIPAA issues with sending such detailed data elements electronically and hardcopy. What are the specific details on how each report should be submitted with adherence to HIPAA regulations?	Any requests for data transfer by CDS will be in compliance with the state HIPAA and confidentiality regulations.
15. Questions regarding specifics and timing of reporting data listed on pages 8-9.	The details of all data elements and timing of reports will be established with the successful applicant.
16. Transition Plan: What is CDS's detailed plan and timeline regarding these consultations?	The details of the transition plan will be established with the successful applicant when and if a transition is needed.
17. Transition Plan: Is there a "Transition Plan" budget for completing transfers?	All transition plan activities are to be included in the allocated budget for the contract when and if they are needed.
18. Transition Plan: Exactly what documents and systems would be included in this transfer? What is CDS's definition of a "smooth transition"? What are the measurable parameters?	The applicant should propose in their plan, the necessary transition of any part of the program that will allow for men to continue uninterrupted treatment.
19. Budget Year 1 notes a Maximum Budget Year Total of \$250,875 with a Maximum Administrative Costs budget of \$32,614. What is the set-up budget and timeframe for development of the IT system and collection system for contract data required elements?	The budget is to include all activities required for any system development.

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<p>20. What does this statement mean? “A Year End Progress Report is due at the end of each fiscal year.”</p>	<p>The due date is stated for each progress report period on page 19 of the RFA. The year end report is to be cumulative. CDS understands that the report will include data available to the contractor at the time the report is due.</p>
<p>21. What type of specialized reports would be requested? What type of revisions to report instructions would be issued? In what specific time frame must the contractor respond in order to be considered compliant?</p>	<p>The type of reports is unknown at this time. Each specific request will include instructions and a reasonable due date.</p>
<p>22. Report Period/Due Date Table. Can the dates be changed?</p>	<p>CDS will discuss proposed changes to the progress report schedule with the successful applicant.</p>
<p>23. Contractors are required to attend and participate in meetings and teleconferences scheduled by CDS.” What is the meeting schedule?</p>	<p>A meeting schedule will be established with the successful applicant.</p>
<p>24. “CDS will perform at their discretion formal and/or informal site visits. Contractors will receive advance notice, not less than five (5) working days prior to the site visit.” Since the Program Director is [limited to] 10% effort, this may preclude the Program Director from attending the meeting. Does CDS acknowledge that the Program Director and any part time staff may not be available for the visit?</p>	<p>It will not be necessary for the Program Director to attend all site visits. CDS will work with staff needed for each site visit to arrange a date.</p>
<p>25. What length of notice will CDS give the vendor before layoff notices would be provided? With the elimination of staff would Scope of Work items be reduced to account for the fewer staff available to complete the work?</p>	<p>In the event of a necessary staff reduction or elimination, CDS will make every effort to give the contractor as much advance notice as possible. CDS recognizes that with staff reductions, there may also be a need for a reduction in the SOW.</p>
<p>26. “This person will assure that clinical services are appropriately coordinated and provided to enrolled men...” What is the specific metric for “appropriately coordinated” and its requirements?</p>	<p>A metric that will assure that men get appropriate and timely treatment services within their service area is to be established by the applicant.</p>
<p>27. “Bilingual preferred.” Which languages are preferred?</p>	<p>The contractor can determine which languages represent the greatest percent of the population(s) served.</p>

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<p>28. "Back-up documentation will be required quarterly for the months of September, December, March, and June." Who would be responsible for these fiscal duties since CDS has not listed a Financial Coordinator person in the Personnel section?</p>	<p>It is the responsibility of the applicant to determine who will be responsible for tasks not specifically assigned to a mandatory position.</p>
<p>29. Is the time notification period for the suspension of enrollment thirty (30) calendar days or sixty (60) calendar days?</p>	<p>The time period is sixty (60) calendar days.</p>
<p>30. "Use margins of no less than one inch on all sides." May headers and footers appear within these margins?</p>	<p>Please follow the instruction as written.</p>
<p>31. What should be included in a biographical sketch? What is the specific definition of "significant Intellectual input"? Is the NIH's current 4-page biosketch acceptable?</p>	<p>The applicant should use their best judgment in completing bio-sketches that best reflect the experiences related to this program of each staff member. There should be no deviations from the instructions as written.</p>
<p>32. How would "new creative outreach approaches" be undertaken in the absence of an outreach budget or position[?]</p>	<p>There is not a specific requirement for outreach. The applicant should use their best judgment in completing this section of the application.</p>
<p>33. In the RFA update on 01-13-2011 this item was changed to "Include a copy of the proposed organizational chart for the PCTP (include any in-kind staff). Please clarify whether the organization chart should be included in the 10 page maximum for the Workplan Narrative.</p>	<p>The organizational chart is in addition to the 10 page limit.</p>
<p>34. What is CDS's specific definition of "frontier areas" as it pertains to this RFA?</p>	<p>According to the Office of Statewide Planning and Development, California's population can be sorted by urban, rural and frontier areas. Frontier areas have a population density of less than 11 persons per square mile.</p>
<p>35. "Describe how the Applicant will establish an infrastructure to ensure that quality data are collected and analyzed." What is CDS's specific definition of "quality data" as it pertains to this item?</p>	<p>In the context of this RFA, "quality data" means the data collected is accurate and complete.</p>

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36. What is CDS's specific definition of "timely fashion" [for reporting data?]	CDS expects data to be reported according to a schedule that will be established with the successful applicant.
37. "Overtime: Reimbursement is prohibited for overtime." How would this requirement be executed if it is non-compliant with California and/or the contractor's existing labor agreements?	Overtime can not be paid with contract funds that result from this application process. The contractor is not prohibited from paying overtime from other sources.
38. Please provide a link to Section 3.17.1 of the State Contracting Manual so that the applicant has the ability to confirm that positions/classifications are correctly documented and has the resources to develop additional positions appropriately.	The link to the State Contracting Manual which establishes policy is http://www.dgs.ca.gov/Default.aspx?alias=www.dgs.ca.gov/ols The positions listed in this RFA are not subject to change by the applicant.