

1. Can you provide an electronic (PDF or otherwise) copy of the prior year's SWCAP and related deliverables?

***The following PDF files from the 2011 SWCAP (the most recently approved) are provided in response:***

- 1. Section I Actual Plan for 2009;***
- 2. Section I Projected Plan for 2011; and***
- 3. 2011 SWCAP Section I Roll-Forward and Fixed Cost Calculation.***

2. Can you provide a copy of the most recent SWCAP negotiation agreement?

***A copy of the 2011 SWCAP negotiation agreement in a PDF format is provided in response.***

3. Can you clarify whether the Section II billed services reconciliations commonly referred to as Section II of a SWCAP are included in this RFP's primary scope of services and if yes, how cost for this portion of the project should be displayed? Only Section I is specifically mentioned in paragraph II. Statement of Objectives, Section II work is referred to in paragraph III. Scope of Work (item 7), but in paragraph V. Proposal Submission Requirements (Cost Section) only Section I is again mentioned.

***Section II billed service reconciliations are not included in the primary scope of the RFP. The primary scope of the RFP involves preparation and negotiation of Section I of the SWCAP. The state agencies responsible for the internal service fund operations and the fringe benefit rate calculations prepare any Section II billed service reconciliations required by the U.S. Department of Health and Human Services (HHS).***

***In past years, the SWCAP contractor has had a role in compiling state agency prepared Section II documentation and forwarding it to the U.S. Department of Health and Human Services in one mailing with the Section I SWCAP documentation.***

4. They are not specifically mentioned in the RFP, and the final sentence of 1.022 Section 9 is somewhat unclear on the subject.

***Please see the response to question #3 above.***

5. Have there been any audit findings or questioned costs from the prior 2 year's SWCAPs?

***There have been no audit findings or questioned costs for Section I of Connecticut's SWCAP for the past two completed cycles (2010 and 2011).***

***Please note - two of the State's internal service funds have had Section II audit findings, but the state agencies that administer those funds are responsible for responding to any audit findings.***

***It is possible that the SWCAP vendor would be asked to assist with responding to Section II audit findings in the future. However, that work would be negotiated separately, as needed, under the Other Cost Allocation Services section of the RFP/contract.***

***For Section I related issues, as noted in the RFP Scope of Work, the SWCAP vendor would need to: "Review, respond and resolve all Federal and State audit adjustments and recommendations."***

6. What was the contract price for the most recently completed SWCAP? Was the scope of services and deliverables for that project the same as this RFP?

***The contract price for preparing and negotiating Section I of the most recently completed SWCAP was \$39,230. The scope of services was similar to the current RFP except that both actual and projected plans were prepared in the last cycle.***

***As noted in Section III, Scope of Work portion of the RFP: "In previous years, the State of Connecticut submitted separate actual and projected plans for its SWCAP. Projected plans were based on budgeted amounts. Beginning with the initial cycle for FY 2013, the actual plan will also serve as the projected plan for establishing fixed costs. However, known future events such as agency reorganizations, new initiatives, or significant budget reductions may require adjustments to fixed cost amounts to minimize carry-forwards."***

7. For Section I of the SWCAP. Does the Comptroller desire the consultant to invoice based on actual hours spent not a fixed fee?

***Invoices for Section I of the SWCAP can be based on the negotiated fixed fee. However, the RFP requests that hourly rate detail be submitted to help ascertain the proposed staffing complement and projected number of hours perspective vendors would need to complete the project.***

8. For other cost allocation services since the specific services that may be required are not well defined does the Comptroller want individual prices for each service or simply an inclusive hourly rate that will be used to price a service that is fully defined in the future?

***The Office of the State Comptroller is seeking an inclusive hourly rate (or rates) that will be used to price services that would be more fully defined in the future if needed.***