

# REQUEST FOR PROPOSAL

ENTITLED:

## “Patient Protection and Affordable Care Act Compliance Services (PPACA)”

### Official Responses to Offerors’ Questions

Question Number	RFP Page #	Section Reference	Question	Response
1	N/A	General	What are the associated HR, Benefits and Payroll systems?	The chosen vendor would work with two custom payroll and benefits systems developed for NYS. The payroll system, which is called Payserv, is maintained by the NYS Office of the State Comptroller. The health insurance benefits system, known as the New York Benefit Enrollment and Accounting System (NYBEAS), is maintained by the Department of Civil Service through the assistance of NYS IT.
2	N/A	General	How many employees are located in NJ, RI or DC for state reporting purposes?	As of the date of this response, the approximate enrollee (including active employees and retirees) counts for the requested states are as follows:  NJ – 3,058 RI - 29 DC – 27
3	N/A	General	Who is the current provider and is the new vendor responsible for reviewing previous filings?	Ernst and Young (EY) is the current vendor.  To the extent that the State is assessed a penalty for previous filing years, the State may require the new vendor to review filings for the related plan years and provide guidance as part of the penalty response. This review would be at no additional cost to the State.
4	N/A	General	Would the new vendor be required to assess filing results & data for the previous 5 years?	See response to Question 3.

5	11; 21	2.1(5.a.iii) and 2.2(1.b)	Section 2.2(1.b), Requested Redactions, indicates electronic documents must be prepared in "PDF format". Section 2.1(5.a.iii) does not mention the format type for the master electronic submission and five additional USB drives. Please confirm format type for Section 2.1(5.a.iii).	All electronic documents must be submitted in PDF format.
6	11-12	2.1(5.a.iv) and 2.1(5.a.v)	Subsection iv indicates "The five USB drives that contain the Administrative and Technical Proposals should be packaged in the sealed box/envelope labeled Administrative Proposal." However, subsection V indicates "The master electronic submission and the five additional USBs must be sealed in a separate sealed box/envelope from the hard copy versions and labeled PROPOSAL USBs." Please clarify where to package the Master Electronic Submission and Additional USB drives.	The master electronic submission and the five additional USBs must be sealed in a 4th, separate sealed box/envelope from the hard copy versions and labeled PROPOSAL USBs.
7	25	Section 3.3	What is the expectation for ACA reporting years 2022 and 2028? Would the vendor be expected to report for those years?	The current vendor will complete the 1095 form and 1094 filing requirements for plan year 2022. This work will be done in Spring of 2023 and is included as part of the current contract. The subsequent vendor will be required to complete the 1094 form and 1095 filing requirements for plan year 2028. The filing requirements must be completed in the Spring of 2029 under the 2023-2028 contract.
8	27; 45	3.3(1.i) and 5.4(8)	Clarification of when the clock starts ticking for the "1 week of release". For example, DCS delivers File to Vendor on Monday, March 6, 2023. Does the start of the "1 week of release" begin on Monday, March 6th, 2023, and therefore the file must be loaded no later than Sunday, March 12th?	The vendor will have seven Calendar days from the date DCS delivers the file to the vendor. For example, if DCS delivered the file to the Vendor on Monday, March 6th, 2023, the Vendor would have until the close of business Monday, March 13th to load the file.
9	27; 45	3.3(1.i) and 5.4(8)	Clarification as to whether the "1 week" is business days or calendar days. Please confirm if the State counts business days or calendar days when referencing timelines.	In the RFP any time periods should indicate either Business Days or Calendar Days. If there is no reference, the default is Calendar Days. Any reference to week means 7 Calendar Days.
10	27; 45	3.3(1.j); 5.4(9) and Attachment 23	Clarify that the two weeks is not based on when NYS Delivers File to Vendor, as suggested in Attachment 23, but instead is based on when Offeror has successfully loaded the file. For example, the March 6, 2023, file was delivered on March 6, 2023, and success-fully loaded on March 8,	The two weeks begin once the vendor has successfully downloaded 100% of the files. The vendor must download the files within a reasonable timeframe of when they are available to download.

			2023. Please clarify when the two weeks begin and end?	
11	27; 45	3.3(1.j) and 5.4(9)	Clarification as to whether the “2 weeks” is business days or calendar days. Please confirm if the State counts business days or calendar days when referencing timelines.	See the response to #9 above.
12	27; 45	3.3(1.j) and 5.4(9)	This section references monthly file delivery. Are there other file delivery scenarios where the 24-hour notification applies?	No. The 24-hour confirmation of receipt and successful load of the files is only required on Workforce Analytics Reporting as discussed in sections 3.3(1.j) and 5.4(9).
13	27	Section 3.4	What is the expected live date for the service? 1/1/2023?	The services related to this contract include the full 2023 plan year starting on January 1, 2023. In the event the contract is officially awarded (approved by NYS OSC) after January 1, 2023, the Offeror will be required to load data retroactive to January 1,2023 and produce all related reports for the 2023 plan year.
14	47	6.1(1) and Attachment 22	Do we include the monthly or annual amount within these spaces? For example, if the monthly amount, including all fees, during tax year 2023 is \$100, do we include \$100 under 2023 or do we include \$1,200 under 2023?	As indicated on Attachment 22 instructions the quoted amount for the Workforce Analytics fee is a “monthly Workforce Analytics Fee guaranteed for the entirety of the applicable year ...”. This is in contrast to the Statutory IRS Reporting Fee which should be quoted as an annual fee.