

BIDDER QUESTIONS & DVHA RESPONSES

General Information:

Proposals are considered confidential during the bid review. Bidders should submit a redacted version of their proposal and a written justification for keeping part or the entire proposal confidential. In the event we receive a public records request after the award has been made, the request will be reviewed by the Attorney General's office.

RFP Section Reference: N/A

Question: Can a bidder submit a copy of its proposal on CD with proprietary information redacted?

Answer: Please refer to the general information provided above, as well as item #10 on page 5 of the RFP.

Question: The DLTSS Work Group has been meeting since February 2014. Is there an incumbent for this work? If so, what was the scope and value of that contract?

Answer: There are two contracts in place: #26095 and #26096. These contracts are available on this website: <http://dvha.vermont.gov/administration/contracts>.

Question: Does award of this contract to a vendor preclude that vendor from pursuit of any future RFPs related to Vermont's SIM efforts and/or other Vermont RFPs?

Answer: No.

Question: We understand that this RFP was issued as a Simplified Bid and that under the State's procurement guidelines in Bulletin 3-5, this allows for a contract to result with a maximum amount under \$100,000. Please confirm that this understanding is correct and clarify that the State expects that the budget for this solicitation will be less than \$100,000.

Answer: This simplified bid was released with approval to waive the maximum amount provision of \$100,000.

Question: Is there a prescribed format for the structure (outline) of proposals?

Answer: No. The format of the proposal is up to the discretion of the respondent, and should fulfill all relevant information as indicated in the RFP.

Question: Would the State prefer that bidders organize their proposal in accordance with the "Criteria for Scoring" on RFP page 7 or in accordance with the items requested in "Specific RFP Response" provided on RFP page 8?

Answer: The format of the proposal is up to the discretion of the respondent.

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Question: It appears from DLTSS workgroup minutes that the workgroup has a proposed list of measures with priority rankings that include consideration of several payment measures. Please describe the anticipated role of the selected bidder in relation to the workgroup's progress.

Answer: The task of reviewing and making recommendation on quality measurement of the three payment models lies within the purview of the Quality and Performance Measures work group. The DLTSS work group recently made recommendations to the QPM work group in relation to year 2 shared savings program measures. It is possible that the contractor will assist the work group in formulating further recommendations, particularly regarding the Episodes of Care and Pay for Performance programs.

RFP Section Reference: Section 1 Background and Scope

1.1 Overview

Question: This section of the RFP indicates that, "The Department of Vermont Health Access (DVHA) is soliciting Proposals from qualified vendors to provide services to support Vermont's State Innovation Model (SIM) grant activities, focusing on support for Vermont's Disability and Long Term Services and Support Work Group (DLTSS)." Please clarify to whom the selected bidder will report. Who will approve deliverables? DVHA or DLTSS?

Answer: As indicated, the selected contractor will provide services to support Vermont's Disability and Long Term Services and Supports work group. This contract will be administered and monitored by the Department of Vermont Health Access. DVHA will approve all work performed and invoices to be paid. The selected contractor will work closely with DLTSS work group co-chairs, staff and members to ensure that the deliverables outlined in the scope of work are met, and will work with DVHA in the administration of the contract.

1.3 Scope of Work

Question: Would work to support the DLTSS Work Group preclude an organization from bidding on future contracts related to any of the areas covered, particularly care model implementation and IT systems?

Answer: No.

Question: Given that the topic areas cross over into quality/performance measurement, health information exchange and payment models, are there meetings other than for the DLTSS Work Group that we should plan to attend?

Answer: For more information on the governance structure of the Vermont Health Care Innovation Project, please visit: <http://healthcareinnovation.vermont.gov/>. The charters of the seven work groups are largely interrelated and that all work groups are working towards

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common overarching goals and outcomes, there will likely be overlap between the work of the DLTSS work group and many, if not all, other work groups. It is appropriate for a contractor to expect to attend other work group meetings as requested by the State to meet the scope of work and deliverables of this contract.

Question: Regarding item 7 in the scope of work, could you please elaborate on what is meant by incorporating representation from commercial Insurers into the VCHIP Disability and Long Term Services and Supports work group? Is there a need to recruit these organizations and if so, what are the expected tasks of the winning vendor?

Answer: Including all payers in health care reform efforts is an overarching goal of the Vermont Health Care Innovation Project. Successful contractors will be expected to work with work group co-chairs, members and staff to identify gaps in stakeholder participation from the **commercial** insurance industry, and to ensure that this stakeholder group is represented in all recommendations and/or deliverables that the work group should produce. The vendor will not be required to recruit these organizations.

RFP Section Reference: Section 12 Scoring

Criteria for Scoring (page 7)

Question: Could the Department please clarify the following with respect to Section 2B. ("Program Costs"): Schedules A, B and C require a summary of program costs, the detail of expenses, and a narrative regarding the administrative costs allocation methodology. Consulting firms typically propose hourly rates for professional services contracts of this nature. Could you please confirm that a table that includes proposed hours and hourly rates by staff member is sufficient and could be provided in lieu of Schedules A, B and C?

Answer: Hourly rates are acceptable and vendors should complete Schedules A, B and C with that information. If the vendor anticipates charging travel or other expenses above and beyond the hourly rate, that should be noted on the schedule. The vendor should indicate what is included in the hourly rate.

Question: In order to adequately address experience of a comparable scale, can DVHA specify the level of effort so we can provide experience with projects of a similar size?

Answer: The Contractor would be required to perform tasks that support the DLTSS Work Group. The DLTSS Work Group meets monthly (the work group schedule is found here: http://healthcareinnovation.vermont.gov/work_groups/duals_demonstration) and there are planning meetings for that work group. Additionally, the Contractor would be required to do research and analyses in support of the work group activities.

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Question: There is no Schedule A Budget Submittal Form included with this RFP. Can the vendor submit budget detail in their own format?

Answer: Yes.

Question: Please clarify and describe what type of response the State would expect in response to the question: "Indicate how this program fits into the organization's structure."

Answer: The State would like to understand how the respondent organization's structure is best suited to meet the goals and deliverables as outlined in the scope of work.

Specific RFP Response (page 8)

Question: The first paragraph of this section references the "Professional Service Requirements in Section 1.4." Please clarify where in Section 1.4 (Method of Award) the "Professional Service Requirements" are listed.

Answer: Professional service requirements is referring to those elements under the Evaluation Factors on page 4.

Question: The Technical Bid section references a "Contractor Responsibilities" section. Please clarify where in the RFP the "Contractor Responsibilities" can be found.

Answer: The contractor responsibilities section is the same as the Scope of Work, section 1.3.

(References, page 8)

Question: Page 8 of the RFP requires bidders to, "Provide the names, addresses, and phone numbers of at least three companies or State Agencies that the individual you are proposing has performed similar work within the last 3 years. You must include contact names who can talk knowledgeably about performance and deliverables. . . The State invites Vendors to provide letters of reference from previous clients."

(a) Is the State expecting bidders to propose only one staff to perform all functions required in the Scope of Work?

(b) If the State is expecting bidders to propose a team of staff members, are three references required for each of the bidder's proposed staff?

(c) Do the letters of reference referenced on RFP page 8 pertain to the bidder's staff or to the bidder itself (corporate)?

Answer: (a) No. It is up to the discretion of the respondent to propose the staff arrangement for completing the proposed scope of work.

(b) A minimum of three total references per respondent is requested. Respondents are free to submit more than three references as they see fit upon their discretion.

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(c) The state requests that respondents provide at least three references that can talk knowledgeably about their performance and deliverables. It is up to the respondent to identify who these references are, and how they are selected.

Cost Bid (page 8)

Question: Could the Department please clarify the following with respect to Section 2B. ("Program Costs"): Schedules A, B and C require a summary of program costs, the detail of expenses, and a narrative regarding the administrative costs allocation methodology. Consulting firms typically propose hourly rates for professional services contracts of this nature. Could you please confirm that a table that includes proposed hours and hourly rates by staff member is sufficient and could be provided in lieu of Schedules A, B and C?

Answer: Hourly rates are acceptable and vendors should complete Schedules A, B and C with that information. If the vendor anticipates charging travel or other expenses above and beyond the hourly rate, that should be noted on the schedule. The vendor should indicate what is included in the hourly rate.

Question: The text states: "The bidder should offer a cost proposal, distinct from the technical proposal." Could you please clarify whether you want the cost proposal to be in a separate document from the technical proposal, or may we include the cost proposal as a separate tab within the full proposal document?

Answer: Please see above response.

Question: The RFP states, "The bidder should offer a cost proposal, distinct from the technical proposal." Does the State require a separately sealed cost proposal, or can the cost and technical proposals be included as separate sections within one document?

Answer: Both the technical proposal and the cost proposal can be included in the same document.

RFP Section Reference: Attachment E, Business Associate Agreement

Question: Must the Business Associate Agreement be signed and submitted with the proposal, or will the winning contractor sign it after award?

Answer: This may be submitted after the contract is awarded.