

**BIDDER QUESTIONS & DVHA RESPONSES**

**General Information:**

The Department of Vermont Health Access (hereinafter called DVHA) is seeking to establish service agreements with one (or more) companies that can provide planning services related to consulting for Medicaid payment systems.

An updated version of Schedule A has been attached. Bidders completing Schedule A should use to this form and refer to the instructions.

**Estimated Contract Term:** April 1, 2015 – March 31, 2016

**Responses to Questions Received during Bidder's Question period ending February 3, 2015 at 2:00 pm:**

1. **Question:** Please confirm that it is permissible to include the Technical and Cost proposals in the same document for the Bidder's response.

**Answer:** Yes, submission of the cost proposal and the technical response can be in one document.

2. **RFP Section Reference:** Section 3, 1.2.5

**Question:** Have specific initiatives been decided on for this task "Development and Implementation of Value-based Initiatives, the State is requesting assistance in upcoming value-based initiatives"?

**Answer:** At this time, any value-based initiatives are still to be determined.

3. **RFP Section Reference:** Schedule A and Proposed Rates

**Question:** Can bidders submit fully loaded rates in lieu of schedule A? Are the "Proposed Rates" meant to be the total costs included in Schedule A? Should bidders provide billing rates by labor category (adding lines as appropriate)? Is this intended to be a project total?

**Answer:** Bidders can submit fully loaded rates in lieu of schedule A, however please describe what these rates include. Rates should be submitted using the Proposed Rate Sheet in Appendix A. Proposed rates are intended to show the rate per hour for labor, but the bidder may choose to show the breakdown of costs in schedule A with the project total.

4. **Question:** Has DVHA contracted for similar work in the past three years? If so, please provide the name(s) of the contractor(s) as well as a copy of the contract(s) as applicable.

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**Answer:** DVHA is currently contracting with Burns and Associates, contract 18211 for this work. The contract, amendments and original proposal are available on the DVHA website here: <http://dvha.vermont.gov/administration/contracts>.

5. **Question:** Please provide the number of hours or FTEs and fees billed each year for the past three years for contractor(s) performing a similar scope of work. Describe any differences between past scopes of work and the scope of work included in this RFP. How many FTEs are expected to be needed to perform the work included in this RFP?

**Answer:** The approach should be flexible enough to be able to respond to the need to evaluate alternatives but at minimum, maintain existing systems.

6. **Question:** Please clarify what is to be included on the Summary of Funds worksheet.

**Answer:** The summary of funds form is meant to be inclusive of all federal or State grants and contracts awarded to the entire bidding organization. It is beneficial to review team to have this information up front as we need to understand what other federal and/or state funding the bidder is receiving (if any) for reporting purposes.

- (a) Source of Funds (identify in this section as federal or state funding)
- (b) Contract/grant total award (identify the total amount of the funding received by federal or state grants)

7. **Question:** Please indicate whether work papers, tools and/or models utilized for this work historically will be made available to the selected contractor.

**Answer:** The State will make all public documents available to Contractor upon request.

8. **Question:** We understand Vermont currently uses the MS-DRG grouper for its inpatient payment system. Does the scope of this project include the evaluation and development of an alternative method, such as the APR-DRG grouper?

**Answer:** The approach should be flexible enough to be able to respond to the need to evaluate alternatives but at minimum, maintain existing systems.

9. **Question:** We understand Vermont current has a Medicare APC-based outpatient payment system. Does the scope of this project include the evaluation and development of an alternative method, such as the EAPG grouper?

**Answer:** The approach should be flexible enough to be able to respond to the need to evaluate alternatives but at minimum, maintain existing systems.

10. **Question:** Does the scope of this contract include assistance with annual UPL demonstrations required by CMS, or is the project scope limited to UPLs submitted with Vermont SPAs?

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**Answer:** Assistance with annual UPL demonstrations required by CMS, which would include UPLs submitted with Vermont SPAs.

11. **Question:** What is the budget allocated by the State for this effort?

**Answer:** A budget for this work has not been finalized at this time.

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

**Answer:** Yes- bidders submitting information deemed proprietary, including information from Schedule A, should submit a redacted version as bids will become public after the RFP is closed.

13. **Question:** RFP pg. 7 – the RFP requires that bidders submit an electronic copy of the proposal. Would the State prefer that the electronic copy be submitted via CD (see RFP 1.6.8.2) or via email (see RFP 1.6.9.2) or both?

**Answer:** Please submit your proposal via CD. Emailed proposals will not be accepted.

14. **Question:** RFP Page 12, Section B. Bidder's Capacity to Perform. Please clarify and describe what type of response State would expect in response to the question: "Indicate how this program fits into the organizations structure."

**Answer:** Please describe how this work relates to the current or previous work of your organization as well as the staffing structure.

15. **Question:** RFP Section 1.9 Public Record: This section of RFP refers to, "The letter must address..." Please clarify what letter this is referencing. Is this letter the letter that must accompany the bidder's redacted proposal on CD??

**Answer:** Research related to the Charter and Work Plan of the HIE/HIT Work Group. Assist the work group staff in carrying out the work plan approved by the work group doing any or all of the following:

- a. Prepare agendas for team meetings and workgroup meetings;
- b. Ensure that records of all meetings are maintained and accessible to the team and work group;
- c. Provide research on topics that are under consideration by the workgroup as preparation for informed discussions.

15. **Question:** Please clarify the scoring:

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(a) Is a maximum of 100 points possible?

**Answer:** Yes.

(b) Are the points allocated 25 points to each of the categories: 1.A. Quality of Bidder's Response, 1.B. Bidder's Capacity to Perform, 2.A. Responsiveness to Specification and 2.B. Program Cost (from RFP page 12)?

**Answer:** The points for each category are determined by the bid review team prior to scoring.

**16. Question:** Please clarify the cap for administrative costs. Page 12 indicates that administrative costs are not to exceed 10% while Schedule A (page 50) appears to indicate a cap of 13%.

**Answer:** Please see the revised Schedule A attached indicating the cap on indirect costs is 10%.

**17. Question:** Please clarify the desired format for responses in the Technical Proposal section.

**Answer:** For questions relating to the response format of the proposal, bidders are encouraged to view successful proposals on the DVHA website:  
<http://dvha.vermont.gov/administration/contracts>.