



**Solicitation Information
September 24, 2013**

RFP# 7514372

TITLE: Development and Implementation of a Cost Allocation Plan for the Rhode Island Medicaid Program

Submission Deadline: October 24, 2013 @ 10:00 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: No

MANDATORY: No

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

DATE:

LOCATION:

Questions concerning this solicitation must be received by the Division of Purchases at David.Francis@purchasing.ri.gov no later than **October 4, 2013 @ 10 :00 AM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

David J. Francis
Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Executive Office of Health and Human Services (EOHHS) is seeking applications for the preparation, submission and negotiation of a cost allocation plan for EOHHS in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.us.

The initial contract period will begin approximately for January 1, 2014 for one year. Contracts may be renewed for up to two (2) additional 12-month periods based on the sole discretion of the State.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all

aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, visit the website www.mbe.ri.gov

SECTION 2: PURPOSE

Implementation of an indirect cost allocation plan (ICAP)

The Executive Office of Health and Human Services (EOHHS) releases this Request for Proposals (RFP) to competitively select one experienced and qualified vendor that will develop new processes resulting in an effective new Cost Allocation Plan (CAP) in accordance with 45 CFR Part 95, OMB Circular A-87 and ASMB C-10. The product of the selected vendor's efforts must be designed to maximize the recovery of federal program costs and to reduce complexity and increase operational efficiencies for EOHHS. In addition, the final product must be approved by the federal Health and Human Services' Division of Cost Allocation (DCA). Vendors seeking award of the contract for this work must submit proposals documenting their experience developing approved Cost Allocation Plans (CAPs) for at least two states and demonstrating experience on the part of their key staff in identifying best practices. Further details on these requirements and additional qualifications, as well as complete instructions for preparing and submitting a proposal are provided in this RFP.

The selected vendor will be required to analyze the Department's (EOHHS) existing operations, and to understand and document the administrative functions provided by each operational unit. Based on this understanding, the vendor will develop a CAP that will ensure the administrative costs incurred by EOHHS, on behalf of the federal program it operates, are recovered from federal funds to the maximum extent possible utilizing best practices under existing guidelines. Additionally, following its review of EOHHS and its structure, the vendor selected through this RFP process will provide recommendations on potential information technology (IT) functionality, characteristics, or systems that would be capable of providing data analysis for the EOHHS CAP, should the agency decide at some future point to consider CAP automation options.

EOHHS will only consider proposals from vendors whose proposals clearly demonstrate their capability of providing services as described in this RFP and only vendors that can demonstrate their ability to provide the services in a timely manner. For the purpose of this RFP, the term "vendor" is used to describe any qualified party interested in this opportunity. The terms "proposal" and "proposal package" may be used interchangeably to indicate materials submitted to EOHHS by a vendor in order to be considered for award of the contract for services described in this RFP. The terms "vendor" and "selected vendor" may be used interchangeably in reference to the vendor selected by EOHHS through this RFP for contract award.

EOHHS is under no obligation to enter into a contract with any vendor as a result of this solicitation, if, in the opinion of EOHHS, none of the vendor proposals are responsive to the objectives and needs of the Department. EOHHS reserves the right not to select any vendor should EOHHS decide not to proceed. Changes in this RFP of a material nature will be provided on the State of Rhode Island's Purchasing Division's website. All vendors are responsible for obtaining any such changes without further notice by EOHHS.

SECTION 3: BACKGROUND

EOHHS is the Governor's Cabinet Office overseeing four (4) state health and human services departments: the Departments of Behavioral Healthcare, Developmental Disabilities, and Hospitals (BHDDH); Children, Youth, and Families (DCYF); Health (DOH); and Human Services (DHS). In addition, EOHHS is also the Medicaid Single State Agency. The EOHHS enterprise spends nearly \$3 billion per year (state and federal funding) on direct services and benefits to approximately 300,000 Rhode Island residents.

Medicaid is a federal and state matching entitlement program administered by states to persons who are aged, blind, disabled, or low income children and families. States determine eligibility criteria and covered services, and then provide reimbursement rates within certain federal guidelines. Program costs and reimbursement rates (FMAP) vary depending on individual state demographic data. The Rhode Island Medicaid program currently covers the needs of approximately 200,000 eligible residents at a cost of about \$1.8 billion annually in EOHHS. The budget is a combination of Medical Benefits paid out to Medicaid eligible members and providers and miscellaneous operating, personnel and contract expenditures.

In the state's Fiscal Year 2013, the Centers for Medicare and Medicaid (CMS) approved the transfer of the Medicaid program (Title XIX) from the state's Department of Human Services (DHS) to EOHHS. As the single state agency for Medicaid, EOHHS is responsible for the administration of the Title XIX of the Social Security Act. This transfer moved all of the Medicaid program development and finances to EOHHS, with the exception of the operations of the eligibility determination and redetermination processes, which remained in the DHS. EOHHS, DHS, and our state Health Care Exchange are in the process of developing a unified eligibility system¹ which will cover Medicaid, Exchange, and all of the public assistance benefits (TANF, SNAP, CCDF, SSI) administered by the state.

The approved CAP for the Medicaid program is currently operated and managed by the state's DHS, which is the former single state agency for Medicaid. The plan sets out how the allocation of administrative costs within eligible program areas and an automated cost allocation system to allocate financial data based upon tables built to follow federal guidelines or requirements. There are a number of cost allocation methodologies to determine that expenditures are allocated appropriately. As the cost allocation plan is developed in EOHHS, the DHS costs of operating the eligibility determination processes must be taken into account.

SECTION 4: SCOPE OF WORK

The selected vendor is expected to perform a thorough review and redevelopment of the current Rhode Island Public Assistance Cost Allocation Plan (CAP). Rhode Island's CAP is a written narrative description of the procedures used currently by the Rhode Department of Human Services (DHS), and needs to be updated to reflect the transfer of Medicaid program

¹ The unified eligibility system is being developed with significant support from CMS via an IAPD.

administration to EOHHS. Additionally, in accordance with 45CFR95.505, the CAP needs to identify, measure, and allocate all State agency costs incurred in support of all programs administered or supervised by EOHHS. For example, there are administrative costs appropriated to all EOHHS agencies, to include, DHS, BHDDH, DOH, and DCYF, which also must be part of the approved CAP. These costs need to be incorporated into the final product for submission to the federal Division of Cost Allocation (DCA). The procedures described in the CAP should address all costs incurred by, or allocable to, EOHHS and other agencies responsible for administering federal public assistance funds outlined in 45CFR95.503, except expenditures for medical vendor payments and payments for services provided directly to program recipients. The selected vendor will review Rhode Island's current CAP (as managed through the DHS) and recommend new or revised procedures to identify, measure, and allocate costs to each applicable federal fund source for which EOHHS is the grantee or a sub-grantee.

Policies and procedures must conform to the accounting principles and standards prescribed by Office of Management and Budget Circular A-87 and pertinent federal Department of Health and Human Services regulations and instructions, and be compatible with Rhode Island's state plan for public assistance programs.

New or revised procedures recommended by the selected vendor must include estimated cost impacts expected to result from the proposed CAP plan changes.

Factors to consider in the analysis and development of recommended changes include changes in federal law or regulation, organizational changes within the EOHHS and other state departments that provide services to EOHHS in support of its administration of public assistance programs, and changes in EOHHS service delivery methods.

The selected vendor is expected to provide all services necessary to develop, document, draft and successfully submit and receive approval of a new, complete, CAP for the State of Rhode Island that meets all federal HHS-DCA requirements.

The selected vendor will work with the EOHHS contract manager to gain a clear understanding of the CAP and the program funding structure within EOHHS which represents a cooperative partnership among federal, state, and local governments. The selected vendor will also be required to review and validate operational descriptions of the administrative functions provided by each operational unit and identify the programs to which administrative costs will be charged.

The selected vendor will be required to make recommendations on development of agency data processing systems, such as a Cost Allocation Planning Information System (CAPIS) which provides comprehensive data and data analysis for the CAP. The selected vendor will document the degree to which the existing in-house systems support the recommendations of the proposed process and what changes are needed to implement the proposed process.

The selected vendor must develop a full understanding of EOHHS Departments' cost allocation

methodologies and evaluate all current cost centers for allocation methodology and maximization of federal funds. Administrative costs include all costs incurred by EOHHS Departments, including DHS except expenditures for medical vendor payments and payments to third parties in compensation for services or goods provided directly to program recipients (subsidy payments). The CAP describes each cost centers and the methodology that is used to create all active cost centers. The vendor will recommend changes to cost centers and provide documentation on the proposed allocation methodology and a cost analysis of the proposed cost centers changes by cost centers.

The selected vendor will assess and understand how all statistical data are gathered and how the data are analyzed and used in the CAP. Generally, statistical data are used to allocate costs associated with cost centers to various federal and state programs based on an effort reporting methodology. The selected vendor must assess whether the many faceted approach used is consistent with best practices and those of other States. The vendor will recommend changes for efficiencies and cost effectiveness while providing a cost allocation methodology acceptable to federal agencies.

Staff Interaction

The selected vendor's staff will work with the EOHHS and DHS Financial Management Units and other state agencies as necessary. These agencies may include the Department of Administration's Accounts and Controls, Office of Management and Budget, State Budget Office, as well as the Department of Information Technology.

DELIVERABLES

A. Assess Current Organization and CAP Structure:

The selected vendor for this project will be required to review EOHHS federal claims practices and processes to identify and report on opportunities to increase allowable federal claims on a prospective and retrospective basis. The selected vendor will also be required to review and analyze the current EOHHS public assistance cost allocation plan in light of current organizational structures and processes to identify potential opportunities to maximize allowable federal claims in a manner consistent with federal cost principles and requirements, while increasing administrative efficiencies.

- 1.** Perform a detailed assessment and make recommendations regarding the agency-wide structure and Table of Organization. To complete this deliverable, the selected vendor would, at minimum:
 - a) Identify each department within EOHHS along with their responsibilities and funding sources and make recommendations to streamline the organizational structure (Bureaus, Sections, Units) to increase the opportunities for direct charging federal grants opposed to allocating costs.
 - b) Identify areas where restructuring or mergers could add efficiency; review for program overlaps and evaluate synergies or partnerships with internal or external stakeholders.

The minimum baseline output for this deliverable will, tie funding and organizational structure to existing program structures and make recommendation for improvements; detail program overlaps, funding mergers or restructuring recommendations to streamline costs; address opportunities for efficiency; and, include reassignment of existing resources

B. Evaluate Statistical Allocation Base:

Administrative costs are allocated to federal grants based on statistical metrics which reflect individual and departmental efforts in support of a specific grant. A variety of statistics, collected through a series of processes are compiled as a basis of cost allocation. All statistical components should be evaluated to assess the degree to which they support an accurate allocation to the program, and the cost effectiveness of the gathering technique.

1. Evaluate EOHHS cost centers. To complete this deliverable, the selected vendor would, at minimum:

- a) Analyze the Chart of Accounts and the different supporting grants assigned to each unit and/or department.
- b) Evaluate the validity, benefits and necessity of current cost centers used by EOHHS.
- c) Evaluate the allocation methodology utilized for each cost centers.

The minimum baseline output for this deliverable will identify each cost center currently used by EOHHS, its funding, what statistical data is used for disbursement, and a narrative describing the logic for reimbursement. Recommend elimination of or combination of existing cost centers to become compliant with best practices while capturing the impact on State and Federal funds.

2. Evaluate EOHHS' statistical data used to distribute indirect cost centers. To complete this deliverable, the selected vendor would, at minimum:

- a) Assess current statistical data used by EOHHS to complete the CAP, Administrative Cost Report and quarterly federal expenditure reports.
- b) Identify which statistical data provides the best indicator of effort to distribute costs per federal grant administered by EOHHS.
- c) Validate the accuracy of current statistical metrics through sampling and testing, which would include a review of the timekeeping system.

The output for this deliverable would, at minimum, identify each statistical data used to distribute cost centers expenditures, discuss the validity and chance of human error or manual manipulation of each statistical data used, and identify which cost centers would be impacted by a reduction or change in base of

statistical data.

C. Simplify CAP:

The selected vendor will review management operations and identify areas for improved efficiency and potential staffing needs. It is expected that the selected vendor will be well versed in the cost allocation techniques of several comparably sized states and have synthesized the most effective aspects of each into a best practice recommendation.

1. Review and make recommendations regarding the current CAP and Administrative Cost Report (ACR) reporting document structure. To complete this deliverable, the selected vendor would, at minimum, review the current CAP and ACR documents provided to HHS and determine if the format can be restructured to gain efficiency at all stakeholder levels.

The output for this deliverable would, at minimum, outline the minimum documentation requirements that must be provided to HHS on an annual and a quarterly basis based on experiences with other states and existing best practices. Provide a gap fit analysis of the current plan against a recommended to-be process.

D. Develop CAP to Maximize Federal Revenues:

The selected vendor will be required to identify opportunities for the most efficient use of state funding as it pertains to leveraging existing state funding for federal match purposes, to attract additional federal funds.

1. Make recommendations for maximization of Federal administrative expense dollars. To complete this deliverable, the selected vendor would, at minimum:
 - a. Review EOHHS' federal admin claims practices and processes to identify opportunities to increase allowable federal admin claims on a prospective and retrospective basis.
 - b. Review and analyze the current EOHHS cost allocation plan in light of current organizational structures and processes to identify potential opportunities to maximize allowable federal claims in a manner consistent with federal cost principles and requirements.
 - c. Identify opportunities for the most efficient use of state funding as it pertains to leveraging state funding used for federal match purposes, and also through otherwise limiting state spending.

The output for this deliverable would, at minimum, provide a benchmark analysis of Rhode Island's federal admin reimbursement history against comparable states. Compare and contrast Rhode Island practices and provide specific recommendations for revenue maximization.

E. Explore New Grant Revenues:

Based on learning from other states, the selected vendor will identify any additional grant funding sources available to support current EOHHS programs and/or to support any new initiatives the agency may pursue.

F. Evaluate Technology Changes:

The selected vendor will provide an opinion as to the suitability of the existing in-house software system to produce and maintain the state's CAP as recommended in the engagement. Detailed design recommendations will be part of a subsequent RFP if the existing system is deemed to be significantly lacking in the capability to support a re-designed CAP that is the result of this engagement.

Additionally, vendor proposals submitted in response to this RFP must reflect the vendor's understanding of, and commitment to, perform this Scope of Work fully. The selected vendor will be responsible for the deliverables as described in this section, including all preparatory and intervening steps, whether or not EOHHS has explicitly specified or delineated them within the RFP. In developing their proposals, all vendors must fully and appropriately plan and cost out their proposed projects, including all necessary preparatory and intervening steps.

SECTION 5: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements.

Proposal Narrative:

Proposals are limited to 50 single-spaced pages. The proposal budget and budget narrative are not included in the above page count. Neither are appendices or attachments, even if they are required as part of the application. Any font may be used as long as it is no smaller than 12 points.

The proposal narrative consists of how the vendor will complete each deliverable, including time frames, vendor experience, knowledge and ability to complete such deliverables, and a description of how the vendor will work with Department staff.

The vendor shall include a statement that should the Health and Human Services Division of Cost Allocation not review the ICAP prior to the term on the vendor agreement, the vendor will continue to be available to work on each proposal until the proposals are approved or denied.

Each proposal must include the following:

1. Mandatory Vendor Qualifications:

Vendors' proposals must address all the following minimum qualifications as well as organizational and staff experience and capabilities:

- A. EOHHS will consider proposals from vendors who have five (5) years of experience in management consulting services for Federal public assistance revenue maximization projects, which includes developing industry best practices, enhancing CAPs for multiple states and designing or amending data processing systems which support governmental CAP programs;
- B. The vendor must also have a minimum of five(5) years of experience with federal grants management for a large (minimum of \$200 million in federal awards) government agency, including establishment of a system of federal reimbursement for administrative claims. The federally funded programs must have included one or more of these federal departments: the U.S Department of Labor or Health and Human Services
- C. The vendor must have at least five (5) years of experience to include designing and implementing public cost allocation plans which result in revenue maximization, analyzing and developing statistical allocation bases and in providing documentation to support a public assistance cost allocation plan.

2. Organizational Experience and Capabilities

As part of the evaluation process, vendors are to provide the following information to be scored by EOHHS:

- A. Samples of at least two, but no more than four, similar sized projects completed in the past three years that demonstrate expertise in maximization of public assistance revenue utilization, recommending development and amendments to a state public assistance plans, and government data processing projects.
- B. Documentation showing that the vendor has a minimum of five (5) years of experience with the U.S. Department of Health and Human Services demonstrating processes for federal grants management for a large (minimum of \$200 million in federal awards) government agency.
- C. Documentation of at least five (5) years of experience to include designing CAPs, revenue maximization services, plan development to include any IT needs with examples of accomplishing these tasks within the past five (5) years, including the end product.

- D. Documentation of five (5) years of experience dealing with past revenue maximization projects addressing financial impact for state funding, the use of state funding to match federal dollars, and ways to use state dollars and meet Maintenance Of Effort (MOE) requirements.
- E. Documentation of examples of prior services performed within the past two (2) to five (5) years that show successfully captured federal funds.
- F. The names and contact information for at least two entities for which the vendor has performed maximization of federal funds in similar large scale projects in the past five (5) years. This also requires a one page (maximum) narrative summary with a copy or description of the scope of work for each of the projects.

3. Staff Experience

The vendor proposal is to demonstrate significant expertise by assigning staff to key leadership roles for this project. Key positions will require profiles and curriculum vitae. The vendor is to demonstrate, at minimum:

- A. Provide a current organizational chart (including any subcontractors and all organizational partnerships and collaborations) and specify the key management and administrative personnel who will be assigned to this project including their position and name. This must include, at minimum, a Project Manager and an Assistant Project Manager. The Project Manager must have at least five (5) years of experience managing projects directed toward evaluating and designing public assistance CAPs, with a focus on revenue maximization services, plan development and identification of IT requirements. Identify the percentage of time that key managers will be assigned to this project.
- B. The assistant project manager should possess similar skills with 2-3 years of experience and hands on project management experience.
- C. Resume(s) required for key staff expected to work on the project documenting education and experience.

4. References

Vendor shall submit three (3) references from other states where similar work has been performed

5. Proposed Work Plan

Vendors are to include, at minimum, the following administrative structures and technical approach for the proposed work plan. The vendor shall:

- A. Provide a technical approach and work plan to be implemented. This includes a description of the vendors approach to successfully performing all aspects of the Scope of Work, with an explanation of how the deliverables will be achieved;
- B. Provide a status reporting procedure for reporting work completed, and resolution of unanticipated problems; and
- D. Provide a timeline for each component of the Scope of Work and the project overall including the staff hours for personnel involved. Include a Table of Organization (including any subcontractors) and a chart showing the number of hours devoted to the project by vendor or sub-contractor staff. The vendor must provide the percentage of time each key management person will devote to the project.

SECTION 6: COST PROPOSAL

Detailed Budget and Budget Narrative:

Vendors must provide a **separate, signed and sealed Cost Proposal** using appendix A: Budget Form for fees charged for the preparation, submission and negotiation of a cost allocation plan outlined in this proposal. When formulating the cost proposal, vendors should present their costs by position with a fully loaded hourly rate. Please explain the basis and rationale of your fee structure

SECTION 7: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The **Executive Office of Health and Human Services (EOHHS)** reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Mandatory Vendor Qualifications	10 Points
Organizational Experience and Capabilities	10Points
Staff Experience	10 Points
References	5 Points
Proposed Work Plan	35 Points
Total Possible Technical Points	70 Points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
Total Possible Points	100 Points

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal. The technical review committee will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

SECTION 8: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at David.Francis@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7514372** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus three (3) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP#7514372 Development and Implementation of a Cost Allocation Plan for the Rhode Island Medicaid Program**" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed four-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. **A separate Technical Proposal** as described in Section 4 and 5 . The Technical Proposal is limited to fifty (50) pages (this excludes any appendices, budget, and budget narrative).
4. **A separate, signed and sealed Cost Proposal** reflecting the fully loaded hourly rate, proposed to complete all of the requirements of this project using Appendix A: Budget Form.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to

provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy for each, the technical proposal and cost proposal, is requested and it should be placed in the proposal marked “original”.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State’s General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

Appendix A: BUDGET FORM (1 of 3)

BUDGET

NAME OF AGENCY: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

ADDRESS: _____

CITY/TOWN: _____ ZIP CODE: _____

PHONE NUMBER: _____ FAX: _____

EXECUTIVE DIRECTOR: _____

TIME OF PERFORMANCE: FROM _____ TO _____

BUDGET SUMMARY

COST CATEGORY

AMOUNT

- | | | |
|----|--------------------------------------|-------|
| 1. | PERSONNEL | _____ |
| 2. | CONSULTANT AND SUB CONTRACT SERVICES | _____ |
| 3. | TRAVEL | _____ |
| 4. | SPACE | _____ |
| 5. | SUPPLIES | _____ |
| 6. | EQUIPMENT | _____ |
| 7. | OTHER COSTS | _____ |

TOTAL FUNDS REQUESTED:

\$0.00

Appendix A: BUDGET FORM (2 of 3)

PERSONNEL REQUEST*				
POSITION TITLE	EMPLOYEE NAME	FULLY LOADED HOURLY RATE	ANNUAL LEVEL OF EFFORT (BY HOURS)	TOTAL ANNUAL POSITION COST
*ROUND TO THE NEAREST DOLLAR			TOTAL →	ENTER ON PAGE 1 LINE 1

Appendix A: BUDGET FORM (3 of 3)

BUDGET DETAIL			
CONSULTANTS & SUB CONTRACT SERVICES	TYPE, NAME, HOURLY RATE, NUMBER OF HOURS, ETC		COST
	Enter on page 1, line 2		
TRAVEL	PURPOSE, RATE, NUMBER OF MILES, ETC		COST
	Enter on page 1, line 3		
SPACE	DESCRIPTION		COST
	Enter on page 1, line 4		
SUPPLIES	DESCRIPTION		COST
	Enter on page 1, line 5		
EQUIPMENT	PURCHASE, LEASE, RENTAL		COST
	Enter on page 1, line 6		
OTHER COSTS	DESCRIPTION		COST
	Enter on page 1, line 7		