



State of Rhode Island  
Department of Administration / Division of Purchases  
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October 17, 2013

**ADDENDUM # 1**

**RFP#7514372**

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

**Bid Closing Date & Time: Thursday, November 21, 2013 @ 10:00 AM (ET).**  
**NOTE CHANGE**

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**Notice to Vendors: Attention All Bidders**

**1. Extension of Closing Date:**

**The original RFP # 7514372 - Development and Implementation of a Cost Allocation Plan for the Rhode Island Medicaid Program closing date has been changed from Thursday, October 24, 2013 @ 10:00 AM (ET) to Thursday, November 21, 2013 @ 10:00 AM (ET).**

**ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES.**

**NO FURTHER QUESTIONS WILL BE ANSWERED.**

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**David J. Francis**  
**Interdepartmental Project Manager**

*Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.*

**Vendor Questions for RFP# 7514372- Development and Implementation of a Cost Allocation Plan for the Rhode Island Medicaid Program**

Question 1: Page 12, Mandatory Vendor Qualifications: Does the proposing firm need to meet the mandatory minimum qualifications or can these qualifications be met based on the collective experience of the proposed project team?

Answer to question 1: The vendor firm must meet the mandatory minimum qualifications as contained in the Vendor Qualifications section of the RFP.

Question 2:Page 3 – Section 1: Can EOHHS confirm the Scope of Work and subsequent Cost Proposal to be proposed should only support the initial contract period of January 2014 – December 2014?

Answer to question 2: Yes, EOHHS does confirm that the scope of work and subsequent cost proposal should only support the initial contract period of January 2014 through December 2014.

Question 3: Page 6 – Section 3: What departments/divisions/offices does the current CAP contain? Is it only DHS or are there others included?

Answer to question 3: The current CAP was written for DHS as it was prior to EOHHS becoming the single state Medicaid agency. In addition, there are other departments that are included in the DHS CAP e.g, DCYF, DOA, RIDE, DOH and DLT. Many of the EOHHS programmatic staff (i.e. individuals managing the program itself are also included in the CAP.)

Question 4: Page 6 – Section 4: Will the final CAP be for EOHHS or DHS or both?

Answer to question 4: The CAP will be for EOHHS, as the single state Medicaid agency; however, costs from DHS, as the eligibility entity for the Medicaid will need to be incorporated. In addition, other state department's costs, such as the Department of Behavioral Healthcare, Developmental Disabilities, and Hospitals and the Department of Children, Youth and Families, which are responsible for managing some Title XIX services will need to be incorporated into the single CAP.

Question 5: Page 7 – Section 4: Can EOHHS clarify that the CAP to be developed is just to allocate EOHHS costs or EOHHS costs inclusive of all DHS costs? Can an overview of EOHHS's specific functions be provided?

Answer to question 5:Refer to question #4 for the clarification of the agency costs. The functions to be included are: financial management,

legal, program integrity, Office of the Secretary, eligibility operations, and program delivery, oversight and management.

Question 6: Page 8 – Deliverables: With the understanding that the contract period is expected to run from January 2014 – December 2014, does EOHHS have an expected or anticipated time table for completion of the individual deliverables outlined in the Deliverables section?

Answer to question 6:EOHHS anticipates that a fully approved CAP would be operational by the third quarter of the Federal Fiscal Year or January 1, 2015. The deliverables which are required to fulfill that obligation will be prioritized to ensure the success of the implementation of the CAP.

Question 7: Page 9 – Deliverables, A: for the Deliverable, can you provide more information about what specifically is being requested regarding "detail program overlaps", "funding mergers" or "restructuring recommendations"? Are these recommendations specifically to be related to the cost allocation plan or how the overall agency conducts its business? If the latter, is the RFP looking for operational improvement recommendations?

Answer to question 7: The intent of this deliverable to provide EOHHS with an assessment of the agencies' operational structure to ensure that the state is providing back-office functions (legal, finance, program integrity) in the most cost efficient manner by maximizing federal and state revenues to the greatest extent possible. For example, if some back-office function would be better delivered by consolidation, than it is EOHHS anticipation that the selected vendor would raise that as a potential opportunity for the state.

Question 8: Page 9 – Scope of Work, Evaluate Statistical Allocation Base: Does EOHHS request a review of time studies contained in the current CAP? Would this review be expected to include recommendations on changes to time system/processes for compliance and/or revenue enhancement? Can you provide a list of current time studies administered by EOHHS/DHS?

Answer to question 8: Yes, EOHHS requests a review of the time studies contained in the current CAP and if necessary, recommendations for changes to maximize cost allocation are expected. An example of current time study administered by DHS is included as Attachment A at the end of these questions.

Question 9: Page 10 – Develop CAP to Maximize Federal Revenues, D: Can EOHHS clarify that the final CAP Narrative should be provided as part of deliverable D? Or would the CAP Narrative requirements outline provided as part of deliverable C be the most detail required of the CAP?

Answer to question 9: Yes, the CAP narrative should be provided as part of Deliverable D.

Question 10: Page 11 – Section 5: stated, “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.”

Does the page limit only apply to the technical proposal?

Answer to question 10: Yes, the page limit only applies to the technical proposal.

Question 11: Page 11 – Section 5: stated, “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”.

Can EOHHS provide clarification for the above statement on the work and level of support to be provided until the CAP is approved or denied?

Does the time frame for continuing work include exhausting the two discretionary contract years or just the first year of the contract?

Answer to question 11: The intent of the statement is to ensure that the selected vendor will remain available to support EOHHS throughout the entire process of development, negotiation with the Division of Cost Allocation, as well as implementation within the EOHHS administrative structure. It is EOHHS’ intent that the work of development, negotiation with DCA, and implementation would consume the first six months of the contract period (January – June, 2014) the remaining six months would be reserved for implementation.

Question 12: Page 12 – Organizational Experience and Capabilities, A: What types of documents does EOHHS consider sufficient for “samples of at least two, but no more than four, similar sized projects”?

Answer to question 12:An example of a document to fulfill this requirement is other state agency’s approved CAPs for either Medicaid or other large federally funded program, such as Education or other health and human services.

Question 13: Page 12 – Can EOHHS clarify that it is acceptable to include Samples (5.2.A) as an attachment or appendix?

Answer to question 13: Yes, it is acceptable to include samples as attachments or appendices; they do not count toward the 50-page limit.

Question 14: Page 12 – Can EOHHS clarify that it is acceptable to include End Products (5.2.C) as an attachment or appendix?

Answer to question 14: Yes, it is acceptable to include End Products as an attachment or appendix.

Question 15:Page 12/13 – Organizational Experience and Capabilities, B-E: What does EOHHS consider sufficient to meet the requirement of “Documentation of…” B, C, D, and E?

Answer to question 15: Examples to fulfill these requirements are other states’ approved CAPs which have been developed by the applying vendor.

Question 16: Page 13 – Organization Experience and Capabilities, F: Can the entities to be provided be the same as the References provided in Section 4?

Answer to question 16: Yes.

Question 17: Page 13 Can EOHHS clarify that it is acceptable to include scope of work for projects (2.F) as an attachment or appendix?

Answer to question 17: Yes, the scope of work for the work for the project may be included as an appendix.

Question 18: Page 13 – Staff Experience: Can EOHHS confirm that key positions required to be included are only the Project Manager and Assistant Project Manager?

Answer to question 18: As the RFP states in #3 A on page 13, the Project Manager and Assistant Project Manager are at a MINIMUM required personnel of the team brought on by the selected vendor.

Question 19: Page 13 – Can EOHHS clarify that it is acceptable to include Resumes (5.3.C) as an attachment or appendix?

Answer to question 19: Yes, resumes are part of the attachments or appendices and do not count toward the 50-page limit.

Question 20: Page 13 – Can EOHHS clarify that it is acceptable to include References (5.4) as an attachment or appendix?

Answer to question 20: Yes, references are part of the attachments or appendices and do not count toward the 50-page limit.

Question 21: Page 16 – Response Contents: Can the RIVIP Generated Bidder Certification and W-9 that are required be included in the technical response as attachments (i.e., do they count as part of the page limit)?

Answer to question 21: Yes, RIVIP Generated Bidder Certification and W-9 are part of the attachments or appendices and do not count toward the 50-page limit.

Question 22:Page 19 – Budget Form (2 of 3): Can EOHHS please expand on the requirement to provide the “Fully Loaded Hourly Rate” and what should be included in that rate given the request on (3 of 3) for cost related to travel, space, supplies, etc.?

Answer to question 22: It is anticipated that the “fully loaded hourly rate” would include the cost related to travel, space, supplies, and whatever other items are required to accomplish the work.

Question 23: Page 19 – Budget Form (2 of 3): Can EOHHS please expand on the requirement to provide the “Total Annual Position Cost” and confirm the math to achieve this value is “Fully Loaded Hourly Rate” multiplied by “Annual Level of Effort (By Hours)”?

Answer to question 23: Yes, the total annual position cost equals the fully loaded hourly rate multiplied by annual level of effort by hours.

Question 24: Section 2.a. of Attachment “A” (General Conditions of Purchase), and Section 4.1B of the RIVIP Bidder Certification Cover Form appear to bind the bidder to the State’s terms and conditions upon acceptance of the proposal by contract or purchase order by the State. While we understand that, by submitting a proposal, we are committed to the representations of such proposal, we seek confirmation that, by so certifying we are not surrendering our ability to negotiate mutually agreeable contract terms and conditions. Moreover, we seek confirmation that by submitting a proposal we are not committing ourselves to enter into a contract absent negotiated requirements, terms and conditions acceptable to both parties.

Answer to question 24:The award is subject to vendor proposing an engagement based on the terms and conditions stated in the RFP and the General Condition of Purchase. Please be aware that the State of Rhode Island does have standard terms and conditions which all vendors are subject to. Also, see the answer to question #25.

Question 25: Section 13.c. of Attachment “A” references qualified or conditional offers and the possible effects of taking exceptions. To the extent a bidder takes exception to the terms and conditions of the RFP or it is incorporated documents – specifically, contract terms and conditions – what is the preferred method for communicating such exceptions in the proposal?

Answer to question 25: If the Vendor does not agree with the terms and conditions in the RFP and General Conditions of Purchase, the vendor is not required to submit a proposal. However, any conditional or qualified offers should be clearly identified in the proposal. Please note that any conditional or qualified offers may be rejected as “non-responsive” in accordance with the Section 13c of the General Conditions of Purchase.

Page: 1 Document Name: untitled

FMS ASMAS061  
PB75 PROD

MAINTAIN TIME STUDY SCHEDULE

02/16/12 09:55

LMS5709 VIEW

Schedule Date: 01/06/2012 Cost Center: 061 Unit: LTC

Schedule For: AHJ1111 Supervisor: ██████████

MORNING MA SOC SRVCS BREAK/LUNCH OTHER

08:30-08:45	X	-	-	-	-
08:45-09:00	X	-	-	-	-
09:00-09:15	X	-	-	-	-
09:15-09:30	X	-	-	-	-
09:30-09:45	-	X	-	-	-
09:45-10:00	-	X	-	-	-
10:00-10:15	-	X	-	-	-
10:15-10:30	-	-	X	-	-
10:30-10:45	-	X	-	-	-
10:45-11:00	-	X	-	-	-
11:00-11:15	-	X	-	-	-
11:15-11:30	-	X	-	-	-
11:30-11:45	X	-	-	-	-
11:45-12:00	X	-	-	-	-
12:00-12:15	-	-	X	-	-
Total Select	6	7	2	-	-

RL: CASELOAD: CASE NAME:

FNX: TIME MODE: C CASE ID:

MONTH: 02 12

CMD: \_\_\_\_\_

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FMS ASMAS061  
PB75 PROD

02/16/12 09:55 MAINTAIN TIME STUDY SCHEDULE

LMS5709 VIEW Cost Center: 061 Unit: LTC

Schedule Date: 01/06/2012 Supervisor: [REDACTED]

Schedule For: AHJ1111 SOC SRVCS BREAK/LUNCH OTHER

AFTERNOON	MA	SOC SRVCS	BREAK/LUNCH	OTHER
12:15-12:30	-	-	X	-
12:30-12:45	-	X	-	-
12:45-01:00	-	X	-	-
01:00-01:15	-	X	-	-
01:15-01:30	X	-	-	-
01:30-01:45	X	-	-	-
01:45-02:00	X	-	-	-
02:00-02:15	-	-	X	-
02:15-02:30	-	X	-	-
02:30-02:45	-	X	-	-
02:45-03:00	-	X	-	-
03:00-03:15	X	-	-	-
03:15-03:30	X	-	-	-
03:30-03:45	X	-	-	-
03:45-04:00	X	-	-	-
Total Select	7	6	2	-

RL: CASELOAD: CASE NAME: CMD: \_\_\_\_\_  
 FNX: TIME MODE: C CASE ID: MONTH: 02 12 PNL:



FMS ASMAS061  
PB75 PROD

MAINTAIN TIME STUDY SCHEDULE

02/16/12 10:00

IMS5709 VIEW

Schedule Date: 01/06/2012 Cost Center: 061 Unit: LTC

Schedule For: MBCL260

Supervisor: ██████████

MORNING MA SOC SRVCS BREAK/LUNCH OTHER

08:30-08:45	X	-	-	-	-
08:45-09:00	X	-	-	-	-
09:00-09:15	X	-	-	-	-
09:15-09:30	X	-	-	-	-
09:30-09:45	X	-	-	-	-
09:45-10:00	X	-	-	-	-
10:00-10:15	-	X	-	-	-
10:15-10:30	X	-	-	-	-
10:30-10:45	X	-	-	-	-
10:45-11:00	X	-	-	-	-
11:00-11:15	X	-	-	-	-
11:15-11:30	X	-	-	-	-
11:30-11:45	X	-	-	-	-
11:45-12:00	X	-	-	-	-
12:00-12:15	-	X	-	-	-
Total Select	13		2		

CMD: \_\_\_\_\_  
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MONTH: 02 12

RL: CASELOAD: CASE NAME:  
FNX: TIME MODE: C CASE ID:

FMS ASMAS061  
PB75 PROD

02/16/12 10:00 MAINTAIN TIME STUDY SCHEDULE  
LMS5709 VIEW Cost Center: 061 Unit: LTC  
Schedule Date: 01/06/2012 Supervisor: ██████████

Schedule For: MBC1260  
AFTERNOON MA SOC SRVCS BREAK/LUNCH OTHER

12:15-12:30	-	-	X	-
12:30-12:45	X	-	-	-
12:45-01:00	X	-	-	-
01:00-01:15	X	-	-	-
01:15-01:30	X	-	-	-
01:30-01:45	X	-	-	-
01:45-02:00	X	-	-	-
02:00-02:15	X	-	-	-
02:15-02:30	X	-	-	-
02:30-02:45	X	-	-	-
02:45-03:00	X	-	X	-
03:00-03:15	-	-	-	-
03:15-03:30	X	-	-	-
03:30-03:45	X	-	-	-
03:45-04:00	X	-	-	-
Total Select	13		2	

RL: CASELOAD: CASE NAME: CMD: \_\_\_\_\_  
FNX: TIME MODE: C CASE ID: MONTH: 02 12 PNL:



04/27/11 14:46 MODY FMS ASMAS003  
LMS5709 MAINTAIN TIME STUDY SCHEDULE PB75 PROD  
Schedule Date: 04/15/2011 Unit: GPA  
Schedule For: XRV1621 Cost Center: 003 Break/Lunch OTHER  
MORNING Supervisor: MA GPA  
08:30-08:45  
08:45-09:00  
09:00-09:15  
09:15-09:30  
09:30-09:45  
09:45-10:00  
10:00-10:15  
10:15-10:30  
10:30-10:45  
10:45-11:00  
11:00-11:15  
11:15-11:30  
11:30-11:45  
11:45-12:00  
12:00-12:15  
Total Select  
RL: CASELOAD: CASE NAME: CMD: \_\_\_\_\_  
FNX: TIME MODE: C CASE ID: MONTH: 04 11 PNL: \_\_\_\_\_