



Solicitation Information
July 31, 2015

RFP# 7549772

Title: Affordability Standards Technical Assistance

Submission Deadline: Monday, August 31, 2015 at 10:00 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: No

MANDATORY:

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 **Monday, August 10, 2015 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 three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

TABLE OF CONTENTS

SECTION 1: INTRODUCTION	3
SECTION 2: BACKGROUND	5
Authority to Bill for Services.....	5
SECTION 3: SCOPE OF WORK	5
Activity 1.1 Implementation of the Affordability Standards.....	5
Activity 1.2 Development and Refinement of the Primary Care Transformation and Alternative Payment Methodology (APM) Plans	6
Activity 1.3 Implementation of the Primary Care Transformation and Alternative Payment Methodology Plans	6
SECTION 4: TECHNICAL PROPOSAL.....	7
SECTION 5: COST PROPOSAL.....	7
SECTION 6: EVALUATION AND SELECTION	8
SECTION 7: PROPOSAL SUBMISSION.....	9
Appendix A Cost Proposal Spreadsheets.....	Attached

SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Office of the Health Insurance Commissioner (OHIC), is soliciting proposals from qualified firms to provide Affordability Standards Technical Assistance, 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.gov.

The initial contract period will begin approximately October 1, 2015 for one year. Contracts may be renewed for up to three additional 12-month periods based on vendor performance and the availability of funds.

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
15. Under HIPAA, a "business associate" is a person or entity, other than a member of the workforce of a HIPAA covered entity, who performs functions or activities on behalf of, or provides certain services to, a HIPAA covered entity that involves access by the business associate to HIPAA protected health information. A "business associate" also is a subcontractor that creates, receives, maintains, or transmits HIPAA protected health information on behalf of another business associate. The HIPAA rules generally require that HIPAA covered entities and business associates enter into contracts with their business associates to ensure that the business associates will appropriately safeguard

HIPAA protected health information. Therefore, if a Contractor qualifies as a business associate, it will be required to sign a HIPAA business associate agreement

16. In order to perform the contemplated services related to the Office of the Health Insurance Commissioner (OHIC), the vendor hereby certifies that it is an “eligible entity,” as defined by 45 C.F.R. § 155.110, in order to carry out one or more of the responsibilities of a health insurance exchange. The vendor agrees to indemnify and hold the State of Rhode Island harmless for all expenses that are deemed to be unallowable by the Federal government because it is determined that the vendor is not an “eligible entity,” as defined by 45 C.F.R. § 155.110.

SECTION 2: BACKGROUND

Authority to Bill for Services

Pursuant to R.I. General Law §42-14.5-1 and 14.5-2, of the General Laws of the State of Rhode Island, the Office of the Health Insurance Commissioner (OHIC) is authorized to perform the following functions: (1) guard the solvency of health insurers; (2) protect the interests of consumers; (3) encourage fair treatment of health care providers; (4) encourage policies and developments that improve the quality and efficiency of health care service delivery and outcomes; and (5) view the health care system as a comprehensive entity and encourage and direct insurers towards policies that advance the welfare of the public through overall efficiency, improved health care quality, and appropriate access.

SECTION 3: SCOPE OF WORK

General Scope of Work

The State seeks a vendor to provide policy analysis services and technical assistance for OHIC’s Affordability Standards. The State prefers a vendor who has prior experience. OHIC is currently in the process of implementing the latest revisions of the Affordability Standards which promote delivery and payment system reform in the commercial market.

Specific Activities / Tasks

The Contractor shall provide ongoing policy analyst services and subject matter expertise for the continued development and implementation of OHIC’s Affordability Standards. The Contractor must complete the following activities:

Activity 1.1 Implementation of the Affordability Standards

The Contractor shall assist OHIC in the implementation of the Affordability Standards, as outlined in OHIC’s Regulation 2, by providing policy expertise. The Contractor shall:

- Provide technical expertise relating to the development of targets for primary care spending obligations for health insurance carriers subject to the Affordability Standards. Assist OHIC in developing and collecting primary care spend data.

- Develop an implementation schedule to ensure timely implementation of all components of the Affordability Standards;
- Attend meetings and assist in the preparation of materials and topics for both the Primary Care Transformation and the Alternative Payment Methodology (APM) Committees.
- Assist OHIC in the development of templates to track data relating to the patient-centered medical home, population-based contracting and alternative payment targets.
- Provide policy expertise to OHIC in the ongoing monitoring of the Hospital Contracting Conditions.

Activity 1.2 Development and Refinement of the Primary Care Transformation and Alternative Payment Methodology (APM) Plans

Work in partnership with OHIC staff to provide policy expertise to develop the Primary Care Transformation and APM Plans:

- Assist OHIC in the development and modification, and implementation of the Primary Care Transformation and APM Plans
- Assist in the facilitation of meetings to achieve consensus on direction and major strategic decisions, as related to the development of these two plans. Related tasks include: developing agendas; drafting memos and emails for state staff to distribute to carriers and interested parties; facilitating meetings with the Primary Care Transformation and APM Committee members; developing discussion documents, and creating presentations.
- Frame options and planning sessions to develop long-term policy implementation strategies.
- Draw on work in other states to provide insight into commonly encountered risks and successful mitigation strategies with delivery and payment system reform models
- Provide technical assistance and subject matter expertise by utilizing staff with specific expertise in the development and implementation of primary care transformation and alternative payment models.
- Assist with stakeholder management. The Contractor shall help OHIC with public communication around the Affordability Standards, and ensure/facilitate ongoing communication with the Committee members, including payers, providers, purchasers, and consumer representatives.

Activity 1.3 Implementation of the Primary Care Transformation and Alternative Payment Methodology Plans

After the development of the two plans, the Contractor shall work closely with the State to implement the strategies outline in the plans.

- Examine work in other states to identify relevant implementation strategies and lessons learned;
- Work with internal stakeholders and external stakeholders to effectively implement the activities outline in the plans, including but not limited to:
 - Operationalizing, implementing, and determining compliance of the OHIC definition of patient-centered medical homes, including the development of a provider survey tool on cost containment strategies, and collection of performance measures;
 - Developing and facilitating provider focus groups for small practices on barriers to joining patient-centered medical homes and accountable care organizations; and
 - Assisting in the quality measure harmonization effort as discussed by stakeholders in previous Primary Care Transformation Committee meetings by providing policy support using expertise from work in other states.

SECTION 4: TECHNICAL PROPOSAL

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

1. Staff Qualifications – Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of health policy in general and health care delivery and payment system models in particular, if any. Please also note any specific expertise with Rhode Island’s health care environment.
2. Capability, Capacity, and Qualifications of the Offeror - Please provide a detailed description of the Vendor’s experience in state health policy and/or industry experience. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided. The State prefers a vendor who has prior:
 - a. Expertise with health care policy development, implementation, and analysis;
 - b. Expertise in national health care reform efforts;
 - c. Expertise around policy issues related to care transformation and alternative payment methodologies;
 - d. Expertise around quality measure harmonization; and
 - e. Expertise convening and facilitating policy discussions with a variety of stakeholders
3. Work plan - Please describe in detail, the framework within which the requested technical assistance will be performed.

SECTION 5: COST PROPOSAL

Vendors must provide a separate, signed and sealed Cost Proposal using Appendix A: Cost Schedule Spreadsheet for fees charged for the preparation and delivery of the strategic plan outlined in this proposal for a 12-month term. 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. **Project Budget**

- Fixed fee not to exceed project
- Payment will be based on staff positions, rates and hours
- A 10% retainage will be applied to the contract amount and will be payable only after the final delivery and acceptance of all deliverables.
- Funding is contingent on availability of federal Rate Review Cycle II and III funds.

SECTION 6: 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 52.5 (75.0%) out of a maximum of 70 technical points. Any technical proposals scoring less than 52.5 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 52.5 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 Office of the Health Insurance Commissioner (OHIC) 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
Staff Qualifications	20 Points
Capability, Capacity, and Qualifications of the Offeror	30 Points
Quality of the Work plan	20 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.

SECTION 7: 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 #** 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 four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP 7549772 Affordability Standards Technical Assistance**" 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. One completed and signed three-page R.I.V.I.P generated bidder certification cover sheet (included in the original proposal only) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. One completed and signed W-9 (included in the original proposal only) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.

3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to eight (8) pages (this excludes any appendices).
4. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
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 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 . Cost Proposal Spreadsheet: 12-Month Budget

Personnel	\$	-
Other costs	\$	-
Total	\$	-

Authorized Agent Signature

Date

Appendix A . Cost Proposal Spreadsheet: Staff

Role	Name	Fully loaded hourly rate	Hours	Total
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total				\$ -

Appendix A . Cost Proposal Spreadsheet: Other Costs

Item	Description	Cost
Total		\$ -