



Solicitation Information
28 May 04

LOI # B03870

TITLE: Health Planning / Health Services Research

Submission Deadline: 23 June 04 @ 2:00 PM (EDT)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **9 June 04 at 12:00 Noon (EDT)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # 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

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

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

Note to Vendors:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

REQUEST FOR LETTERS OF INTEREST #B03870
HEALTH PLANNING AND HEALTH SERVICES RESEARCH

The Rhode Island Department of Administration, Office of Purchases, on behalf of the State of Rhode Island, Department of Health, is requesting Letters of Interest from qualified individuals to provide Health Planning and Health Services Research Services, in accordance with the terms of this solicitation.

The Department of Health (HEALTH) is seeking expert consultant services for the Health Policy and Planning Section of the Division of Health Services Regulation regarding HEALTH statutory and regulatory responsibilities for health planning (Chapter 21-1-1.2, RIGL), health services needs assessment (Chapter 23-15, RIGL), health care quality review (Chapter 23-17.17, RIGL) and health care facility regulation (Chapter 23-17, RIGL). A strong emphasis will be placed on in-depth knowledge of health care economics, health services research, financial and epidemiological forecasting, health care reimbursement, health planning methodologies, and familiarity and experience with health care delivery in the state of Rhode Island as well as regionally and nationally. Individuals that can demonstrate their knowledge, experience and accomplishments in these areas are encouraged to submit Letters of Interest in response to this Request.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

Potential offerors are advised to review all sections of this solicitation carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

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 Request will be rejected as being non-responsive.

The State reserves the right to award to one or more offerors.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

Proposal misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered.

It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

In accordance with Title 7, Chapter 1.1 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

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the Rhode Island Secretary of State (401-222-3040). *This is a requirement of the selected vendor only.*

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Letter of Interest will be considered to be public records, as defined in Title 38, Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases by the date and time of opening as stated on the cover page of this solicitation will be determined to be late and will not be considered. The official time clock is located in the Reception Area of the Division of Purchases, One Capitol Hill, Providence, RI.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP/LOI.

The offeror should be aware of the State's MBE requirements that address the State's goal of 10% participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 222-6253 or visit the website at <http://www.rimbe.org>.

TOPIC AREAS FOR SERVICES COVERED BY THIS REQUEST INCLUDE, BUT ARE NOT LIMITED TO:

- Performance of health planning studies and reports involving a variety of health care services and health facilities.
- Evaluation of the clinical efficacy and cost effectiveness of new medical technologies and high-cost specialized health care services.
- Research and evaluation of peer reviewed medical literature on clinical performance measures and outcomes for standards for certain tertiary clinical services.
- Provision of analytical and research support services to the Certificate of Need Program.
- Performance of financial feasibility and cost benefit analysis for targeted health services or proposed health programs.
- Preparation of statistical reporting analysis for health maintenance organizations and health plans.
- Issuance of final reports and studies.
- Serving as an expert witness in regulatory hearings and public forums.
- Health planning activities as directed by the Director of Health.

The consultant selected as a result of this request will be responsible to the Associate Director, Office of Health Services Regulation, Department of Health. The consultant selected will perform studies and analysis as directed by the Associate Director and shall be paid at the rate of \$50.00 per hour for the fiscal year starting July 1, 2004 and the award may be renewable at the exclusive option of the State based on vendor performance and the availability of funds, for a maximum of four additional 12-month periods. Any award resulting from this request will be subject to the state's General Conditions of Purchase, which is available from the Internet at www.purchasing.ri.gov, as well as the terms of this request.

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QUALIFICATIONS:

- Possession of a Master's Degree or doctorate in health planning or health economics or closely related field.
- Minimum of 10 years professional experience in health planning/and or health services research in Rhode Island.
- Knowledge of the principles, practices, methods and procedures of health systems planning.
- Skilled in financial feasibility analysis and cost benefit analysis of health services development.
- Knowledge of the principles, practices and techniques of applied health services research including the collection, interpretation, and evaluation of health statistics and financial data.
- Evidence of authorship of published studies and special reports on various health planning, and health services research issues preferably in Rhode Island and nearby regional marketplace.
- Recognized experience and knowledge to serve as an expert witness in health care matters involving contested cases before the Department of Health or similar state or federal regulatory agencies.

Interested individuals should submit Letters of Interest containing the following information:

- A description of the background and qualifications of the offeror;
- A description of the offeror's experience working with governmental health planning and regulatory programs as well as other community-based organizations (CBOs) specializing in health care services, planning and research;
- Curriculum Vitae must be attached; and
- Submission of work products, reports and special studies regarding health planning and health services research performed for governmental and other agencies.

Questions concerning this solicitation should be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us in accordance with the terms and conditions listed on page 1 of this solicitation. Please reference the LOI # on all correspondence. 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 the information. If technical assistance is required to download, call the Help Desk at (401) 222-2142, ext. 134.

Letters of Interest to provide the services covered in this Request must be received by the Division of Purchases on or before the date & time listed on page 1 of this solicitation. Responses received after this 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 enveloped marked "LOI# B03870: Health Planning & Health Services Research.". Proposals faxed or e-mailed proposals to the Division of Purchases will not be accepted.

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By Courier:

RI Department of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5097

RI Department of Administration
Division of Purchases
PO Box 6528
Providence, RI 02940-6528

Note: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or are not received in the Division of Purchases by the schedule due date and time will be determined to be late and will not be considered. Proposals faxed or e-mailed to the Division of Purchases will not be accepted.

RESPONSE CONTENTS

Responses should include the following:

1. A completed and signed three-page R.I.V.I.P. generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>.
2. A statement of experience describing the Vendor's background, qualifications, and experience with and for similar projects, and all information described earlier in this solicitation.
3. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>.

EVALUATION CRITERIA

Responses will be evaluated using the following criteria:

- **Education, training and other professional qualifications** are clearly demonstrated (25%);
- **A comprehensive listing of research projects undertaken** for health planning and health care regulation, including a brief description of each project (25%);
- **The quality** of at least five published research studies or special reports for health planning or health services regulation (25%);
- **A clear understanding of the State's requirements** and the results intended and desired under this contract has been demonstrated by the offeror (20%);
- **A complete Resume** of offeror is attached (5%).

Notwithstanding the above, the State reserves the right to accept or reject any and all offers. The State also reserves the right to award in whole or in part, and to act on its best interest.

END