



**Solicitation Information**  
12 Feb 10

**Request for Information # 7323462**

**Title: Restructure Service Delivery System – Developmental Disabilities**

**Submission Deadline: 4 Mar 10 @ 3:30 PM (Eastern Time)**

Questions concerning this solicitation must be received by the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than **19 Feb 10 at 12:00 Noon (ET)**. 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](http://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](#)**

The Department of Mental Health, Retardation and Hospitals (“MHRH”) is proposing to re-structure the service delivery system available to persons with developmental disabilities by organizing the current delivery system into networks under several Lead Agencies. This proposal is set forth in the Governor’s FY2011 Proposed Budget, and implementation is targeted to begin early in that fiscal year.

MHRH currently certifies and licenses thirty-eight (38) private providers for the provision of residential, family, and day treatment supports to approximately 3,500 consumers. Over the years there have been several efforts at system streamlining and reform, all of which were intended to foster a more responsive, accountable, and sustainable system of care for these consumers. This proposal describes an approach to meet the same system goals within the confines of current financing, and to finance system improvements through increased efficiencies, more seamless and timely consumer access to services, and an increased focus on accountability and the best use of all resources.

The proposal is to establish – through selective contracting – one or more “networks” of service providers. Each network would be led by a Lead Agency responsible for a population of consumers, and able to make available (within terms and conditions to be set by MHRH) a set of services delivered through their “network” of service providers. Individuals with developmental disabilities would have input in the services that they receive in order to promote independence, optimize life function, and remain within an overall fund of dollars assigned by the Department for the purpose. This would not be a “managed care” contract, but would be a management and administrative services contract that embodied many of the same principles and outcomes.

The Department also proposes to re-define provider payment rates – “case rates” or other types of rates that would be predicated on level of consumer need and would be used to pay the providers prospectively subject to some level of settlement or risk adjustment. The Department has made several attempts in this regard over the years.

Finally, the Department will assign each Lead Agency the responsibility to conduct a Needs and Utilization Review of the caseload assigned to them – including a savings target associated with a “high cost case” review of that caseload.

Savings are expected to result from the combination of a) operational efficiencies as a consequence of networks of providers versus individual providers (minimization of redundant administrative functions, more seamless access to lower-cost services that would still address consumers’ needs, fewer administrative and/or bureaucratic hurdles, etc.); b) rates that would more accurately reflect actual consumer need for and use of services; and

c) reduction in inappropriate use of “high end” services.

By making this change, the Department, as purchaser of services, will be better positioned to oversee the Lead Agencies, assure compliance with licensure standard and regulation, and to assure service quality.

The Department has begun to formulate a Scope of Services for Lead Agency services, and anticipates issuing a Request for Proposals by late March. The Department is issuing this

Request for Information in order to provide stakeholders the opportunity to provide input that will inform the RFP development and to receive answers to concerns that they may have.

The Department is currently considering a series of questions that will define the role and function of the Lead Agency and associated network of providers that will work with it, including but not limited to the following:

- Should there be a separate entity to provide intake and referral information, and clinical and functional assessments, or can these activities be incorporated into the agreement with the Lead Agency?
- Can the Lead Agency provide direct services?
- What should be the relationship between the Lead Agency and direct service providers?
- How many Lead Agencies should there be?
- Can direct service providers be in more than one network?
- What services must all networks offer?
- Must all Lead Agency networks offer all services currently available anywhere in the system?
- What data must Lead Agencies provide to the State?
- What services should be included in the payment made by the State to the Lead Agency?(should we give more detail?)
- Is there a difference between the “Lead Agency” and the “Network”?
- Can any direct service provider continue to provide services other than through a Lead Agency (i.e., outside of a network)?
- How should consumers become associated with (“join”) a Lead Agency or its network?

- If a consumer doesn't like the network he or she has "joined", how can he or she change networks?
- How soon after joining a network will services begin?
- What should be the anticipated outcomes across the system of a transition to Lead Agencies and networks?
- What consumer outcomes should be a) protected and maintained, and b) improved?
- What outcomes should be reported by the Lead Agencies to the State?

Stakeholders, including entities that may be interested in bidding to become a Lead Agency are invited to provide input on these questions, to ask or propose additional questions, and to offer opinions on how the re-structured service delivery system should function. Replies should be directed to the Office of Purchases no later than the close of business on March 4, 2010 in order to be considered in the drafting of the Request for Proposals.

Additional communications and opportunities to comment will be incorporated into the RFP process.

### **REQUEST FOR INFORMATION REQUIREMENTS**

This section includes instructions for interested parties to follow in preparing submissions. The cost for preparing the response to this RFI as well as any future requests will be the responsibility of the interested party and not the State of Rhode Island. The responses to this RFI may be used by the State in considering and developing future procurements for this work.

The following indicates the conditions associated with the RFI as well as the format for the responses.

#### **Issuing Agency and Officer**

The Rhode Island Department of Administration/Office of Purchases on behalf of the Rhode Island Department of Human Services is soliciting a request for information from agencies licensed to provide support and services to people with developmental disabilities. The Administrator of Purchasing Systems as noted on the RFI Cover Sheet shall serve as the sole point of contact for this RFI.

## **Submission Time and Location**

The response to this RFI is due no later than the date and time indicated on page one of this solicitation.

A submission in response to this RFI may be mailed or delivered in person to the Issuing Officer and must be received by the date and time specified above. Respondents will provide five (5) bound and sealed copies and one (1) unbound copy each of its submission of the Technical Proposal and Cost Proposal. *In addition, respondents are required to provide a copy of the proposal in electronic format (CD/Rom, diskette or flash drive). This electronic file should be contained within the response marked "original"*

Deliver responses to:

RI Department of Administration  
Division of Purchases, 2nd Floor  
One Capitol Hill  
Providence, RI 02908-5855

The mailing cover, proposals and all correspondence related to this RFI must indicate the RFI Number and Title of this RFI # 7323462 Restructure Service Delivery System – Developmental Disabilities.

Submissions received after the submission deadline shall not be considered. The official time clock is located in the reception area of the Division of Purchases.

Submissions misdirected to other State locations shall 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. Proposals faxed, or emailed, to the Division of Purchases will not be considered.

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.

## **Submission Requirements**

The following describes the content (i.e. topics to be addressed) and format required for the submission to this RFI by interested parties. Failure to follow the content and format may result in a disqualification of the submission:

### **Transmittal Letter**

The submission will be on official company letterhead and signed by an individual with authority to legally bind the company in contractual matters. Included in the transmittal letter will be: (1) a statement that the interested party has read and understands and accepts the limitations and

conditions of this RFI (2) the identification of the person who will serve as the primary contact for the interested party for all subsequent contracts, including their address, telephone, fax number and e-mail address of the content person, and (3) any other information the interested party wants to include.

### **Freedom of Information and Privacy Act**

Interested parties should be aware that all materials associated with this Request for Information are subject to the terms of the Freedom of Information Act, the Privacy Act, and all rules, regulations, and interpretations of these Acts, including those from the offices of the Attorney General of the United States, U.S. Department of Health and Human Services (HHS), and CMS.

Interested parties are advised that all materials, except for proprietary information, submitted to the State for consideration in response to this Request for Information will be considered to be Public Records as defined in Title 38, Chapter Two of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request. Any information by an interested party deemed to be proprietary will be clearly marked as such within the submission

### **Ownership and Disposition of Submissions**

The State reserves the right to make use of all ideas contained in the submission, whether future procurements are issued or not, or whether future contracts are awarded or not.

The RFI is not a guarantee that future procurements will be issued or future contracts will be awarded.

**END**