

## ADDENDUM ONE QUESTIONS and ANSWERS

Date: November 22, 2019

To: All Bidders

From: Nancy Storant/Annette Walton, Buyers  
AS Materiel State Purchasing Bureau

RE: Addendum for Request for Proposal Number RFP 6170 Z1 to be opened January 7, 2020 at 2:00 P.M. Central Time

### Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

| <u>Question Number</u> | <u>RFP Section Reference</u> | <u>RFP Page Number</u> | <u>Question</u>  | <u>State Response</u>   |
|------------------------|------------------------------|------------------------|--|---|
| 1.                     | II-V                         | 8-25                   | On Page 8 the RFP states:<br>"Bidders should complete Sections II through VI as part of their proposal."<br>Should the attestations from sections II-V be included as an Appendix or as part of the body of the proposal (e.g., section VI.A.2.a)?                 | Bidders must provide responses to Sections II through VI. There are no additional requirements as to how Sections II through VI are included in the proposal. |
| 2.                     | V.C.2                        | 27                     | The RFP states:<br>"The Contractor must develop the time study survey using a non-proprietary automated online system."<br>Is a proprietary online system that is accessed through a paid subscription, such as SurveyMonkey or Formstack, an acceptable approach? | Yes.  |

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|                        |                              |                        | <p>If not, does the State have a preferred non-proprietary system?</p> <p>Does this mean that the State expects the contractor to develop a system that it or no other company would own?</p>  | <p>A publicly available SaaS subscription as described will be required. Pricing for the paid subscriptions on an ongoing basis should be identified in the cost section.</p> <p>n/a</p>  |
| 3.                     | V.C.2                        | 28                     | How many locations does the SUA anticipate will participate in this effort?  | The State Unit on Aging will participate. All 8 Area Agencies on Aging will participate. It is possible that disability partners may participate once the AAAs are up and running. There are 4 disability partners interested at this time. |
| 4.                     | V.D                          | 28                     | <p>The deliverables in section V.D are limited to documenting Medicaid related time, establishing costs for staff time, and compiling the time and costs. However, Figure 1 in section V.A on page 26 references “Agreements and Approvals”.</p> <p>Does the State envision that the contractor will provide support with developing the Cost Allocation Plan (CAP) amendment and/or drafting Memorandums of Understanding (MoUs)?</p> <p>If so, could the State provide their expectations for this/these deliverable(s)?</p> | <p>Yes.</p> <p>The State’s requirements of the contractor is in a consulting role for the CMS submission.</p>   |
| 5.                     | V.D                          | 28                     | Does the SUA expect the contractor will provide assistance answer questions and/or negotiating with the State  | Consulting and guidance on the CMS process is required  |

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|                        |                              |                             | <p>Medicaid agency and/or the Centers for Medicare &amp; Medicaid Services (CMS)?</p> <p>If so, could the State provide their expectations for this?</p> <p>Given that the degree of effort could vary widely depending upon the questions received from CMS and the State Medicaid agency, it could be helpful if the SUA could require that bidding contractors include a pool of hours, such as 100 hours for a senior staff member and 100 hours for a junior staff member that could be used for these efforts.</p> | <p>See also #4.</p> <p>All costs related to consulting will be included in the price of each deliverable on the Cost Proposal.</p>   |
| 6.                     | N/A-<br>General<br>Question  | N/A-<br>General<br>Question | Does the SUA have a cap or expected award amount for this contract?  | Please provide your solution to meet all the requirements of the RFP and the Cost associated to accomplish that.   |
| 7.                     | Cost<br>Proposal             | Cost<br>Proposal            | Will the years of the contract correspond to the start date of the contract or to the State's fiscal year?   | There is no correlation to the State's Fiscal Year and the Start date of the contract.   |
| 8.                     | V.C.2                        | 27                          | In regards to the DHHS-specific time study codes, the RFP states that "DHHS has developed a preliminary draft, provided in Attachment B". Attachment B has cost categories. Can DHHS provide an updated Attachment B with time study code definitions?   | Please see DMT-1 in Attachment 1.<br>No changes have been made to the cost categories or how they were derived. Expenditures as described within the categories remain the same. The contractor is required to further delineate the time study code definitions within the parameters of the State cost categories. |
| 9.                     | V.C.2                        | 27                          | DHHS is requesting a non-proprietary system. Given the nuances of time studies and complexities of federal claiming we are unaware of non-   | SaaS, available publicly, is the requirement of the State.   |

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|                        |                              |                        | <p>proprietary systems on the marketplace. Assuming it is not the Department's intention to exclude qualified vendors whose systems are proprietary, how does the Department suggest potential vendors to proceed?</p> <p>If a vendor proposes a proprietary system, is the State open to having continued access to these systems after the contract period through a licensing agreement with the State maintaining ownership of all data within the application?</p> | <p>An online platform available to the general public as described, will be evaluated.</p> <p>See also #2.</p>   |
| 10.                    | V.C.2                        | 27                     | We understand from the map linked in the RFP that there are 8 AAA regional offices. Does the Department expect that focus groups and site visits are conducted at all 8 regional offices?   | No.  |
| 11.                    | V.C.2                        | 27                     | Are the quarterly focus groups expected to be in person or web-based? Are focus groups expected to be conducted with each of the 8 regions every quarter?   | <p>Web based is expected.</p> <p>No.</p>   |
| 12.                    | V.C.2                        | 27                     | Regarding training, can DHHS provide their expectation(s) of ongoing trainings?   | Webinar training is expected. Training should be recorded and available for use by the participating agencies at their convenience. Closed captioning should be included for recorded sessions.  |
| 13.                    | V.C.3                        | 27                     | Can DHHS elaborate on and/or provide an example of the previously approved cost pool spreadsheet?   | DHHS will work with the awarded contractor to develop cost pools that are pertinent to the makeup of the vendor (overhead cost pools, direct service cost pools, etc.) and allowable under 45 CFR Part 95.500 and 2 CFR 200 Allowable Cost Principles. |
| 14.                    | V.C.4                        | 28                     | Are there any existing MAC claim  | There is currently no MAC claim template.  |

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|                        |                              |                        | templates or documentation for the Department?<br><br>If so, could the Department please provide examples. | DHHS will work with the awarded contractor on a template. |

This addendum will become part of the proposal and should be acknowledged with the Request for Proposal response