

Cost Proposal for Providing Support to the Nebraska State Unit on Aging with Improving Federal Funding through Administrative Claiming

Response to: Nebraska State Unit on Aging
RFP 6170 Z1

ORIGINAL



HCBS Strategies Incorporated

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Cost Proposal

The HCBS Strategies cost proposal includes three elements:

- Identifying and addressing the discrepancies between Attachment C of the RFP and the RFP tasks
- A line item budget for Year 1 that shows the hours and costs associated with each of the tasks shown in the work plan provided in the Technical Proposal
- The completed cost proposal template included as Attachment C of the RFP

Identifying and Addressing the Budget Discrepancies

Because there were several discrepancies between the tasks listed on the Attachment C cost proposal and those requested in the RFP and subsequent questions and answers, we believe that it will be most helpful for the review committee to better understand the specific tasks for which hours and costs are assigned. The line-item cost proposal contained within the next section clarifies the following discrepancies:

- **Supporting the Development and Approval of the Cost Allocation Plan (CAP) Amendment-** In the questions and answers in response to this RFP, the State identified that a component of the scope of work would be to support the development of a CAP amendment. In our experience, at a minimum this will include providing support for developing the following:
 - Iterative review of the CAP amendment by SUA and the State Medicaid office
 - Agreements between 1) the State Unit on Aging (SUA) and the State Medicaid office and 2) SUA and the Area Agencies on Aging (AAAs)
 - Methods for transferring funds from the Centers for Medicare & Medicaid Services (CMS) to the State Medicaid office, Medicaid to SUA, and SUA to the AAAs
 - Support with answering CMS questions about the CAP amendment

Attachment C does not include a comparable line item to include these tasks. Therefore, these tasks are included under Line Item 1 under the category “Compilation of Time and Costs for Administrative Claiming” of Attachment C.

- **Staff Training on the Time Study and Cost Pool-** In Attachment C there are line items for developing training materials on the time study methodology and the cost pool, however there are no corresponding line items for providing staff training in these areas. Additionally, in our experience financial staff at the AAAs will require technical assistance as they complete the initial cost pool spreadsheet. We have built a pool of hours for this assistance into our budget.

Training related to the time study is assigned to Item 3 under the category “Document Medicaid Related Time” of Attachment C. Training and ongoing technical assistance related to the cost pool is assigned to Item 3 under the category “Establish Costs for Staff Time” of Attachment C.

- **Supporting the Implementation of the Ongoing Methodology-** After receiving CIVS approval, the State and AAAs will likely need to make changes to their operations, including aligning service and support offerings with cost categories and updating accounting practices. We have included a pool of hours to support these changes under Line Item 1 under the category "Compilation of Time and Costs for Administrative Claiming" of Attachment C.

To help the review team better understand where the tasks fit into Attachment C we have included the third column, *Attachment C Budget Category Assignment*, into the line item budget that corresponds with the work plan. Within this budget we use the following terms with reference to the Year 1 budget categories contained within Attachment C:

- **Document-** Document Medicaid Related Time
- **Costs-** Establish Costs for Staff Time
- **Compilation-** Compilation of Time and Costs for Administrative Claiming

Line Item Work Plan Budget

The following budget provides the hours and costs associated with each task in the project work plan provided within the Technical Proposal. Note that because the project start is March 1, 2020 and the final deliverable is anticipated to be closed by December 19, 2020 this budget only reflects the Year 1 tasks.

Outline Number	Task Name	Attachment C Budget Category Assignment	Duration	Start	Finish	Lutzky	Cieslinski	Site Visit	Total
1	Kickoff call	Compilation- 1	5 days	Fri 3/1/20	Thu 3/7/20	3	3		
2	Development of Draft Claiming Infrastructure		65 days	Fri 3/8/20	Thu 6/6/20				
2.1	Draft of proposed approach	Compilation- 1	5 days	Fri 3/8/20	Thu 3/14/20	8	8		16
2.2	SUA and Medicaid review and approval of approach	Compilation- 1	10 days	Fri 3/15/20	Thu 3/28/20	4	4		8
2.3	Development of Framework for MAC Infrastructure		20 days	Fri 3/29/20	Thu 4/25/20				
2.3.1	Time Study Codes	Document- 1	20 days	Fri 3/29/20	Thu 4/25/20	2	4		6
2.3.2	Sampling Methodology	Document- 2	20 days	Fri 3/29/20	Thu 4/25/20	2	2		4
2.3.3	Cost Pool Approach	Costs- 2	20 days	Fri 3/29/20	Thu 4/25/20	2	4		6
2.3.4	Quality Management Approach	Compilation- 1	20 days	Fri 3/29/20	Thu 4/25/20	2	4		6
2.4	Site visit to review draft infrastructure with SUA, Medicaid, and AAAs	Split between: Document- 1 Costs- 2	10 days	Fri 4/26/20	Thu 5/9/20	30	30	2	60
2.5	Finalization of infrastructure	Compilation- 1	20 days	Fri 5/10/20	Thu 6/6/20	8	12		20
3	MAC Infrastructure Development		205 days	Fri 3/8/20	Thu 12/20/20				
3.1	Time Study		65 days	Fri 6/7/20	Thu 9/5/20				
3.1.1	Calls with AAAs to identify time study participants	Document- 2	10 days	Fri 6/7/20	Thu 6/20/20	1	1		2
3.1.2	Time Study Automation	Document- 2	15 days	Fri 6/7/20	Thu 6/27/20	2	40		42

Outline Number	Task Name	Attachment C Budget Category Assignment	Duration	Start	Finish	Lutzky	Cieslinski	Site Visit	Total
3.1.3	Training material development	Document- 3	10 days	Fri 6/28/20	Thu 7/11/20	4	8		12
3.1.4	AAA representative testing	Document- 4	5 days	Fri 7/12/20	Thu 7/18/20	1	4		5
3.1.5	Web-enabled training	Document- 3	5 days	Fri 7/19/20	Thu 7/25/20	4	4		8
3.1.6	Run pilot	Document- 4	25 days	Fri 7/26/20	Thu 8/29/20	2	16		18
3.1.7	Conduct focus post-pilot focus group with all AAA pilot staff	Document- 5	5 days	Mon 8/31/20	Fri 9/4/20	4	4		8
3.1.8	Summarize results	Document- 4	5 days	Fri 8/30/20	Thu 9/5/20	4	8		12
3.2	Cost Pool development		80 days	Fri 6/7/20	Thu 9/26/20				
3.2.1	Calls with AAAs to identify who will work on the cost pool	Costs- 1	10 days	Fri 6/7/20	Thu 6/20/20	1	1		2
3.2.2	Develop Cost Pool spreadsheet template	Costs- 1	10 days	Fri 6/21/20	Thu 7/4/20	8	8		16
3.2.3	SUA review and input	Costs- 1	5 days	Fri 7/5/20	Thu 7/11/20	4	4		8
3.2.4	AAA representative review and input	Costs- 1	5 days	Fri 7/12/20	Thu 7/18/20	4	4		8
3.2.5	Medicaid staff review	Costs- 1	5 days	Fri 7/19/20	Thu 7/25/20	4	4		8
3.2.6	Development of Cost Pool Spreadsheet training materials	Costs- 4	5 days	Fri 7/12/20	Thu 7/18/20	4	8		12
3.2.7	Calls with AAA financial staff to train on completion of cost pool spreadsheet	Costs- 3	10 days	Fri 7/19/20	Thu 8/1/20	12	12		24
3.2.8	TA with AAA financial staff to complete spreadsheets	Costs- 3	2 mons	Fri 8/2/20	Thu 9/26/20	20	24		44

Outline Number	Task Name	Attachment C Budget Category Assignment	Duration	Start	Finish	Lutzky	Cieslinski	Site Visit	Total
3.3	Agreements		122 days	Fri 3/8/20	Mon 8/26/20				
3.3.1	SUA-Medicaid MoU		122 days	Fri 3/8/20	Mon 8/26/20				0
3.3.1.1	Obtain recommended template from Medicaid (if any)	Compilation- 1	5 days	Fri 3/8/20	Thu 3/14/20	1	1		2
3.3.1.2	Draft SUA-Medicaid MoU	Compilation- 1	10 days	Fri 3/15/20	Thu 3/28/20	4	8		12
3.3.1.3	SUA review and input	Compilation- 1	10 days	Fri 3/29/20	Thu 4/11/20	4	4		8
3.3.1.4	MoU update to reflect claiming infrastructure design	Compilation- 1	2 days	Fri 8/2/20	Mon 8/5/20	4	4		8
3.3.1.5	Medicaid review and input	Compilation- 1	15 days	Tue 8/6/20	Mon 8/26/20	8	8		16
3.3.2	SUA-AAAs		25 days	Fri 3/8/20	Thu 4/11/20				0
3.3.2.1	Identify format of agreement (e.g., contract amendment, new contract, MoU)	Compilation- 1	5 days	Fri 3/8/20	Thu 3/14/20	4	4		8
3.3.2.2	Language for SUA-AAA written agreement	Compilation- 1	10 days	Fri 3/15/20	Thu 3/28/20	6	6		12
3.3.2.3	SUA review and input	Compilation- 1	5 days	Fri 3/29/20	Thu 4/4/20	4	4		8
3.3.2.4	AAA review and input	Compilation- 1	5 days	Fri 4/5/20	Thu 4/11/20	4	4		8
3.4	Methods for transferring funds		90 days	Fri 3/8/20	Thu 7/11/20				
3.4.1	Identify approaches used for other agencies conducting Medicaid claiming	Compilation- 3	10 days	Fri 3/8/20	Thu 3/21/20	2	2		4
3.4.2	Support to SUA as it works with financial staff to determine optimal solution	Compilation- 3	4 mons	Fri 3/22/20	Thu 7/11/20	8	8		16

Outline Number	Task Name	Attachment C Budget Category Assignment	Duration	Start	Finish	Lutzky	Cieslinski	Site Visit	Total
3.5	Cost Allocation Plan (CAP) amendment		40 days	Fri 9/27/20	Thu 11/21/20				
3.5.1	CAP Amendment	Compilation- 1	5 days	Fri 9/27/20	Thu 10/3/20	12	12		24
3.5.2	SUA review and input	Compilation- 1	5 days	Fri 10/4/20	Thu 10/10/20	8	8		16
3.5.3	Medicaid review and input	Compilation- 1	10 days	Fri 10/11/20	Thu 10/24/20	16	16		32
3.5.4	Assistance in answering CMS questions of CAP amendment	Compilation- 1	1 mon	Fri 10/25/20	Thu 11/21/20	14	14		28
3.6	Facilitating, in coordination with SUA, changes individual AAAs need to make to implement administrative-claiming	Compilation- 2	3 mons	Fri 9/27/20	Thu 12/19/20	14	22		36
	Total					253	346	2	593
	Hourly Rate					\$210	\$125	\$1,700	
	Consulting Costs					\$53,130	\$43,250	\$3,400	
	Total Costs						\$99,780		

The following budget responds to RFP Attachment C.



Attachment C
Cost Proposal
 State Unit on Aging Improved Federal Funding
RFP # 6170 Z1

Please provide the cost for the items in the tables below. Prices submitted on the Cost Proposal form shall remain fixed for the initial term of the contract. See section III.F of the RFP for price increases for Optional Renewal periods. Prices to include the cost of all expenses, including but not limited to travel and personnel. **For each contract year that there is a monthly charge, you must multiply the monthly amount by twelve (12) and insert that in the Yearly Amount for the total. For each contract year that there is a quarterly charge, you must multiply the quarterly amount by four (4) and insert that in the Yearly Amount for the total.**

BIDDER NAME: HCBS Strategies, Inc.

Description	Initial Contract Period – Year One	Initial Contract Period – Year Two
Document Medicaid Related Time		
1. Time study codes and definitions	\$7,645	\$460
2. Time study survey cycles, preparing quarterly submissions	\$6,425	\$21,680
3. Training materials	\$3,180	\$1,210
4. Survey monitoring, collection of data, preparing quarterly submissions	\$4,970	\$17,040
5. Focus group	\$1,340	\$5,360
Establish Costs for Staff Time		
1. Cost pool spreadsheet	\$7,035	\$460
2. Cost categories	\$7,645	\$460
3. Cost per person, collection of data, preparing quarterly submissions	\$11,220	\$5,360
4. Instruction manual	\$1,840	\$1,210
Compilation of Time and Costs for Administrative Claiming		
1. Summary of infrastructure built for Administrative Claiming	\$39,440	\$1,340
2. Submission preparation, quarterly	\$5,690	\$10,720
3. Preparation of net Administrative Claiming funds to be redistributed to participating agencies, quarterly	\$3,350	\$3,350

Optional Services

Description	Initial Contract Period – Year One	Initial Contract Period – Year Two
Cost per location for additional providers providing ADRC services that participate in the time study and Medicaid administrative claiming.	\$	\$4,942

OPTIONAL RENEWAL PERIODS

Description	First Optional Renewal Period	Second Optional Renewal Period	Third Optional Renewal Period	Fourth Optional Renewal Period
Document Medicaid Related Time				
1. Time study codes and definitions	\$460	\$460	\$460	\$460
2. Time study survey cycles, preparing quarterly submissions	\$21,680	\$21,680	\$21,680	\$21,680
3. Update Training materials on a quarterly basis	\$1,210	\$1,210	\$1,210	\$1,210
4. Survey monitoring, collection of data, preparing quarterly submissions	\$17,040	\$17,040	\$17,040	\$17,040
5. Focus group	\$2,680	\$1,340	\$1,340	\$1,340
Establish Costs for Staff Time				
1. Updated Cost pool spreadsheet	\$1,340	\$1,340	\$1,340	\$1,340
2. Updated Cost categories	\$1,340	\$1,340	\$1,340	\$1,340
3. Cost per person, collection of data, preparing quarterly submissions	\$5,360	\$5,360	\$5,360	\$5,360
4. Updated Instruction manual	\$460	\$460	\$460	\$460
Compilation of Time and Costs for Administrative Claiming				
1. Summary of infrastructure built for Administrative Claiming	\$1,340	\$1,340	\$1,340	\$1,340
2. Submission preparation, quarterly	\$10,720	\$10,720	\$10,720	\$10,720
3. Preparation of net Administrative Claiming funds to be redistributed to participating agencies, quarterly	\$3,350	\$3,350	\$3,350	\$3,350

Optional Services

Description	First Optional Renewal Period	Second Optional Renewal Period	Third Optional Renewal Period	Fourth Optional Renewal Period
Additional provider providing ADRC services that participate in the time study and Medicaid administrative claiming. Provide cost per location.	\$4,942	\$4,942	\$4,942	\$4,942

Description	Fifth Optional Renewal Period	Sixth Optional Renewal Period	Seventh Optional Renewal Period	Eighth Optional Renewal Period
Document Medicaid Related Time				
Time study codes and definitions	\$460	\$460	\$460	\$460
1. Time study survey cycles, preparing quarterly submissions	\$21,680	\$21,680	\$21,680	\$21,680
2. Update Training materials on a quarterly basis	\$1,210	\$1,210	\$1,210	\$1,210
3. Survey monitoring, collection of data, preparing quarterly submissions	\$17,040	\$17,040	\$17,040	\$17,040
4. Focus group	\$1,340	\$1,340	\$1,340	\$1,340
Establish Costs for Staff Time				
5. Updated Cost pool spreadsheet	\$1,340	\$1,340	\$1,340	\$1,340
6. Updated Cost categories	\$1,340	\$1,340	\$1,340	\$1,340
7. Cost per person, collection of data, preparing quarterly submissions	\$5,360	\$5,360	\$5,360	\$5,360
8. Updated Instruction manual	\$460	\$460	\$460	\$460
Compilation of Time and Costs for Administrative Claiming				
1. Summary of infrastructure built for Administrative Claiming	\$1,340	\$1,340	\$1,340	\$1,340
2. Submission preparation, quarterly	\$10,720	\$10,720	\$10,720	\$10,720
3. Preparation of net Administrative Claiming funds to be redistributed to participating agencies, quarterly	\$3,350	\$3,350	\$3,350	\$3,350

Optional Services

Description	Fifth Optional Renewal Period	Sixth Optional Renewal Period	Seventh Optional Renewal Period	Eighth Optional Renewal Period
Additional provider providing ADRC services that participate in the time study and Medicaid administrative claiming. Provide cost per location.	\$4,942	\$4,942	\$4,942	\$4,942