

## COST PROPOSAL

# Nebraska State Purchasing Bureau

Department of Health and Human Services  
State Unit on Aging Improved Federal Funding

RFP #: 6170 Z1

January 7, 2020

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## COST PROPOSAL NARRATIVE

Public Consulting Group, Inc (PCG) is pleased to present a cost response to Request for Proposal (RFP) Number 6170 Z1 for the purpose of selecting a qualified bidder to provide State Unit on Aging Improved Federal Funding consulting services for the Nebraska Department of Health and Human Services (DHHS).

DHHS' State Unit on Aging is seeking assistance in improving federal funding to the state. PCG further understands that initially the infrastructure to improve federal funding will capture Area Agency on Aging (AAA) time and costs with the goal to involved other agencies in the effort, such as centers for independent living and other organizational providing Aging and Disability Resource Center (ADRC) services.

The following assumptions are made in accordance with this cost proposal.

- Our financial proposal, assumptions, conditions, and constraints are inclusive of all guidance provided in the RFP and Addendum 1 – Questions and Answers.
- PCG assumes a project start date of March 1, 2020. If the contract is awarded sooner or later than this date, the dates in our work plan can be adjusted as necessary.
- PCG assumes the engagement requires the development of the administrative claiming time study, development of the administrative claiming methodology, and compilation of time and costs for administrative claiming (including an update Public Assistance Cost Allocation Plan).
- This response does not include PCG's proprietary random moment time study software, EasyRMTS™.
- This response assumes one (1) onsite kick-off and recurring status calls via phone or WebEx, if needed, every two weeks.
- To appropriately update the time study codes, PCG anticipates conducting in-person focus groups with at least four (4) of the AAAs.
- To implement the random moment time study, PCG anticipates using Survey Monkey, which will require an ongoing subscription by DHHS.
- PCG will conduct four (4) web-based trainings with the AAAs, DHHS, and others, as appropriate, on the time study activity codes and time study process.
- PCG assumes an implementation of the time study by October 1, 2020 so will provide one (1) quarter of time study surveying, monitoring, and collecting data in the first year of the contract. PCG will engage in time study surveying, monitoring, and collecting data for all four (4) quarters of the second year of the contract.
- PCG will conduct one (1) onsite focus group per quarter with the AAAs to obtain feedback on the time study codes and process.
- PCG assumes an implementation of the claiming methodology by October 1, 2020; as such, PCG will complete the review of the AAA cost reports, claim calculation, and prepare the submission for one (1) quarter in the first year of the contract, PCG will complete the review of the AAA cost reports, complete the claim calculation, and prepare the submission for all four (4) quarters of the second year of the contract.
- To assist in the negotiation process to obtain cost allocation plan approval, PCG assumes that support will be provided to DHHS in both years of the contract (with an October 1, 2020 PACAP submission).
- The stated price will be in effect throughout the period of performance and is inclusive of the scope of work included in PCG's Technical Proposal.

- PCG will provide help desk / user support services and technical support services to support DHHS administrator questions and feedback during the hours of 8 a.m. and 5 p.m. Central Time Monday through Friday.
- Receipt of Medicaid funds by DHHS is contingent upon CMS approval. CMS approval timeframes cannot be predicted and PCG has seen the approval process in other states take multiple quarters or even longer.
- Additional support may be negotiated in addition to what is outlined in the response and this cost proposal, if it is needed or desired by DHHS.

**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: Public Consulting Group, Inc. (PCG)

| Description   | Initial Contract Period – Year One | Initial Contract Period – Year Two |
|---|------------------------------------|------------------------------------|
| Document Medicaid Related Time  |                                    |                                    |
| 1. Time study codes and definitions                                       | \$41,254.58                        | \$0                                |
| 2. Time study survey cycles, preparing quarterly submissions              | \$57,815.58                        | \$0                                |
| 3. Training materials   | \$18,440.58                        | \$0                                |
| 4. Survey monitoring, collection of data, preparing quarterly submissions | \$26,437.58                        | \$93,576.00                        |
| 5. Focus group  | \$5,629.98                         | \$10,345.60                        |
| Establish Costs for Staff Time  |                                    |                                    |
| 1. Cost pool spreadsheet  | \$21,509.58                        | \$0                                |
| 2. Cost categories  | \$11,455.58                        | \$0                                |

|  |             |             |
|--|-------------|-------------|
| 3. Cost per person, collection of data, preparing quarterly submissions                                      | \$15,206.58 | \$48,652.00 |
| 4. Instruction manual  | \$15,905.08 | \$0         |
| Compilation of Time and Costs for Administrative Claiming  |             |             |
| 1. Summary of infrastructure built for Administrative Claiming   | \$26,294.58 | \$0         |
| 2. Submission preparation, quarterly   | \$8,631.33  | \$17,783.25 |
| 3. Preparation of net Administrative Claiming funds to be redistributed to participating agencies, quarterly | \$7,512.08  | \$17,874.00 |

### Optional Services

| Description  | Initial Contract Period – Year One | Initial Contract Period – Year Two |
|--|------------------------------------|------------------------------------|
| Cost per location for additional providers providing Aging and Disability Resource Center (ADRC) services that participate in the time study and Medicaid administrative claiming. | \$1,825.00                         | \$2,190.00                         |

## OPTIONAL RENEWAL PERIODS

| Description  | First Optional<br>Renewal Period | Second Optional<br>Renewal Period | Third Optional<br>Renewal Period | Fourth Optional<br>Renewal Period |
|--|----------------------------------|-----------------------------------|----------------------------------|-----------------------------------|
| <b>Document Medicaid Related Time</b>  |                                  |                                   |                                  |                                   |
| 1. Time study codes and definitions  | \$0                              | \$0                               | \$0                              | \$0                               |
| 2. Time study survey cycles, preparing quarterly submissions   | \$0                              | \$0                               | \$0                              | \$0                               |
| 3. Update Training materials on a quarterly basis  | \$0                              | \$0                               | \$0                              | \$0                               |
| 4. Survey monitoring, collection of data, preparing quarterly submissions                                    | \$93,576.00                      | \$121,649                         | \$121,649                        | \$158,143                         |
| 5. Focus group   | \$10,345.60                      | \$13,449                          | \$13,449                         | \$17,484                          |
| <b>Establish Costs for Staff Time</b>  |                                  |                                   |                                  |                                   |
| 1. Updated Cost pool spreadsheet   | \$0                              | \$0                               | \$0                              | \$0                               |
| 2. Updated Cost categories   | \$0                              | \$0                               | \$0                              | \$0                               |
| 3. Cost per person, collection of data, preparing quarterly submissions                                      | \$48,652.00                      | \$63,248                          | \$63,248                         | \$82,222                          |
| 4. Updated Instruction manual  | \$0                              | \$0                               | \$0                              | \$0                               |
| <b>Compilation of Time and Costs for Administrative Claiming</b>   |                                  |                                   |                                  |                                   |
| 1. Summary of infrastructure built for Administrative Claiming   | \$0                              | \$0                               | \$0                              | \$0                               |
| 2. Submission preparation, quarterly   | \$17,783.25                      | \$23,118                          | \$23,118                         | \$30,054                          |
| 3. Preparation of net Administrative Claiming funds to be redistributed to participating agencies, quarterly | \$17,874.00                      | \$23,236                          | \$23,236                         | \$30,207                          |

## 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. | \$2,190.00                    | \$2,847                        | \$2,847                       | \$3,701                        |

| 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  | \$0                           | \$0                           | \$0                             | \$0                            |
| 1. Time study survey cycles, preparing quarterly submissions              | \$0                           | \$0                           | \$0                             | \$0                            |
| 2. Update Training materials on a quarterly basis                         | \$0                           | \$0                           | \$0                             | \$0                            |
| 3. Survey monitoring, collection of data, preparing quarterly submissions | \$158,143                     | \$205,586                     | \$205,586                       | \$267,262                      |
| 4. Focus group  | \$17,484                      | \$22,729                      | \$22,729                        | \$29,548                       |
| Establish Costs for Staff Time  |                               |                               |                                 |                                |
| 5. Updated Cost pool spreadsheet  | \$0                           | \$0                           | \$0                             | \$0                            |
| 6. Updated Cost categories  | \$0                           | \$0                           | \$0                             | \$0                            |
| 7. Cost per person, collection of data, preparing quarterly submissions   | \$82,222                      | \$106,888                     | \$106,888                       | \$138,955                      |

|                               |     |     |     |     |
|-------------------------------|-----|-----|-----|-----|
| 8. Updated Instruction manual | \$0 | \$0 | \$0 | \$0 |
|-------------------------------|-----|-----|-----|-----|

| Description  | Fifth Optional<br>Renewal Period | Sixth Optional<br>Renewal Period | Seventh Optional<br>Renewal Period | Eighth Optional<br>Renewal Period |
|--|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|
| Compilation of Time and Costs for Administrative Claiming  |                                  |                                  |                                    |                                   |
| 1. Summary of infrastructure built for Administrative Claiming   | \$0                              | \$0                              | \$0                                | \$0                               |
| 2. Submission preparation, quarterly   | \$30,054                         | \$39,070                         | \$39,070                           | \$50,791                          |
| 3. Preparation of net Administrative Claiming funds to be redistributed to participating agencies, quarterly | \$30,207                         | \$39,269                         | \$39,269                           | \$51,050                          |

#### Optional Services

| Description   | Fifth Optional<br>Renewal Period | Sixth Optional<br>Renewal Period | Seventh Optional<br>Renewal Period | Eighth Optional<br>Renewal Period |
|---|----------------------------------|----------------------------------|------------------------------------|-----------------------------------|
| Additional provider providing ADRC services that participate in the time study and Medicaid administrative claiming. Provide cost per location. | \$3,701                          | \$4,811                          | \$4,811                            | \$6,255                           |