

	SOLICITATION AMENDMENT #1		AHCCCS Arizona Health Care Cost Containment System
	SOLICITATION NO.: YH14-0033 Solicitation Due Date: November 12, 2013, 3:00 PM	PAGE 1 OF 12	701 East Jefferson, MD 5700 Phoenix, Arizona 85034

Procurement Officer: Jennifer Roberts

E-mail: Jennifer.Roberts@azahcccs.gov

A signed copy of this amendment must be returned with the proposal and received by the State of Arizona on or prior to the Solicitation due date and time.

1. The attached Answers to Questions are incorporated as part of this solicitation amendment.

Offeror hereby acknowledges receipt and understanding of this Solicitation Amendment.		This Solicitation Amendment is hereby executed this 31 th day of October, 2013, in Phoenix, Arizona.
Signature	Date	
		Signature on File
Typed Name and Title		Meggan Harley, CPPO, MSW
		Procurement and Contracts Manager
Name of Company		



QUESTIONS FROM OFFERORS

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Question #	Offeror Name	Section Name	Paragraph #/ Title	Page #	Question	AHCCCS RESPONSE
1.	Sierra Consulting	Position Descriptions	6.12 Pass through Consultant	8	Could you provide some examples of the scope of work a pass through consultant would perform for existing vendors	Scope of Work would be dependent on the need of the agency. The pass through consultant would be performing work directly for the agency; it is the billing and payment that would be passed through an existing vendor.
2.	Mosaica Partners	Scope of Work	6.13 / Optional Add-On Positions	8	Do we understand correctly that the offeror / respondent must submit written job descriptions for any "Optional Add-On Positions" they wish the State to consider that are not currently defined in the sample "Position Descriptions" shown on pages 5-10, and that these positions can be other than "optional accounting personnel"? Please provide examples of the types of "optional" position titles you might anticipate receiving.	The State did not have any specific expectations for the "optional" position. This is an opportunity for a bidder to provide options for other services/consultants that they are able to provide and a rate.
3.	Mosaica Partners	Uniform Instructions to Offerors	3.1 Forms: No Facsimile or Telegraphic Offers	15	Is this provision accurate and correct, given the seeming inappropriateness of instruction (#2.3 on page 14) concerning submission of inquiries? Those instructions (#2.3 on page 14) are counter to the instructions provided on page 1 (QUESTIONS CONCERNING THIS SOLICITATION...) and to page 20, paragraph 1. Questions, which both specify response by email?	It is correct. AHCCCS will not accept <u>proposals</u> via fax or email. Proposals must be submitted in a sealed envelope or package as explained on page 1. Questions are to be submitted via email using the Q&A form as described on pages 1 and 20.



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4.	Mosaica Partners	Uniform Instructions to Offerors	3.4.3 Exceptions to Scope of Work	15	What does this mean? What license agreements, between what parties, are being described?	This means that the Offeror's forms, including preprinted terms and conditions or license agreements, will not be accepted. License agreements are typically used for software products. The parties involved would be the Offeror and the State of Arizona.
5.	Mosaica Partners	Uniform Instructions to Offerors	3.9.1 Employee Identification	16	If the Offeror provides a valid Federal Tax Identification number, is the offeror still required to supply the social security number of individual employees proposed, or actually utilized, on any resultant contract?	Social Security numbers are not required when the Offeror is submitting a Federal Tax Identification number. Social Security numbers are typically used by sole proprietors.
6.	Mosaica Partners	Uniform Instructions to Offerors	4.1 Sealed Envelope or Package	17	Should the second sentence in this paragraph begin with the word Offers as opposed to Offerors?	Yes. The sentence should say... "Offers should be submitted in a sealed envelope or container."
7.	Mosaica Partners	Special Instructions to Offerors	8.1 Additional Instructions for Submitting proposal	21	Is the address to which offers are to be submitted that is shown on page 1 (incorporating the line: Contracts and Purchasing Section (First Floor)) the same for offers to be submitted by USPS as well as private courier services such as UPS or FedEx? If not, what is the address for private couriers?	Yes, the address on page 1 should be used for delivery via both USPS as well as private courier services.
8.	Mosaica Partners	Uniform Terms and Conditions	5.2 Subcontracts	26	Does this mean that we should include the resumes of potential sub-contractors, and their anticipated hourly billing rates, in our offer/	It is not necessary to submit resumes of potential sub-contractors. The Contractor is



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					response, even though we are precluded from actually entering into a contract with such organizations or individuals until we have received "written approval" from the Procurement Officer which - would logically be after an award was actually made by the State?	responsible for their sub-contractors who must adhere to the contract requirements. The hourly rates submitted by the Offeror awarded a contract would be the contracted rates regardless of the Offeror's arrangement with their sub-contractor.
9.	Mosaica Partners	Offerors Checklist	11 Statement of Intent...	47	Is a specific State form provided or required, or is the State requesting a letter style statement from the offeror / responder?	The State does not provide a form for the Statement of Intent to Provide Certificate of Insurance. The Offeror shall provide a statement that, if notified of contract award, the Offeror will submit to AHCCCS for review and acceptance, the applicable certificate/s of insurance as required within this RFP document, within five (5) business days of such notification.
10.	Sellers Dorsey	Scope of Work	6. Position Descriptions	5	Are we required to propose under each role?	Offerors are <u>not</u> required to submit rates for each position category in order to be considered for a contract award.
11.	Sellers Dorsey	Scope of Work	6.4 Bio-Statistician and 6.11 Statistician	Pg. 6 & 8	The positions of Bio-Statistician and Statistician require the proposed consultant have a "bachelor's degree in statistics from an	AHCCCS will not be modifying this requirement for Bio-Statistician.



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					accredited college/university". This is a narrow requirement – the Economist position, meanwhile, allows the possibility of the consultant holding one of four different bachelor’s degrees. There are people, for example, who hold advanced social science degrees (e.g. Master of Arts degree in Economics) who took high-level econometrics and statistics courses and yet do not have a bachelor’s degree in statistics. Is there any flexibility in the meeting of this requirement? Will the state accept “...or an advanced degree in social sciences”?	
12.	Sellers Dorsey	Purpose	1	4	The RFP requests a broad range of positions to cover a wide array of example project tasks. Is the intention to award more than one contract to ensure that AHCCCS has the broadest pool of qualified staff available through the task order process defined in Section 7. Project Assignment?	It is the intent for AHCCCS to award multiple contracts. Pursuant to the terms and conditions of this RFP: Where applicable, AHCCCS reserves the right to make multiple awards or to award a Contract by individual line items or alternatives, by group of line items or alternatives, or to make an aggregate award, whichever is deemed most advantageous to AHCCCS.



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13.	Sellers Dorsey	Project Assignment	7.1	9	For each consulting project will the task order provide a specification for the job descriptions to be used to fulfill the task order, or is the contractor free to propose the staffing plan as a part of the project management plan?	Some task orders may request a specific type of consultant, however most will describe a project or need and interested Contractors will submit total project prices which will be supported by the Contractor's awarded hourly rates. For each task order, the Contractor is limited to proposing only those job descriptions that are awarded.
14.	Sellers Dorsey	Project Assignment	7.8	10	For project proposals based on an hourly rate, the contractor will not be reimbursed for consultation with other Contractor staff unless identified in the project proposal. Are all project proposals based on an hourly rate or are there other types of projects that are based on a different type of pricing basis?	Task Orders will be sent out asking for a total project price which shall be developed based on the Contractor's awarded hourly rates.
15.	Sellers Dorsey	Evaluation Criteria	2.1	20	Based on the evaluation criteria in the order of importance, is it preferred to provide as many qualified personnel for each job category or is one resume to be supplied and presented as a representative resume for evaluation purposes?	We would like Offeror's to submit several resumes representing the qualified personnel available for each position elected.
16.	Sellers Dorsey	Evaluation Criteria	2.3	20	Based on the evaluation criteria in the order of importance, in the cost evaluation how will a range of rates be evaluated?	No additional information will be provided on the evaluation criteria.



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17.	Sellers Dorsey	Experience and Expertise of Key Personnel	3.1.1 and 3.1.3	20	Are all personnel to be proposed considered to be key personnel? If more than one person is proposed for a job position are both considered as key personnel?	Yes. Yes.
18.	PHPG	Scope of Work	6. Position Descriptions	5	Are there certain positions that must be proposed in order to be considered for particular tasks outlined in Paragraph 5? If so, can you provide a crosswalk between positions and tasks?	No, each Task Order is different and requirements vary. Paragraph 5 is simply a list of sample tasks and is NOT to be considered all-inclusive. A cross walk is not necessary.
19.	PHPG	Scope of Work	6. Position Descriptions	5	If an offeror proposes the Senior Analyst, Economist and Project Management positions, would it potentially be eligible for all tasks other than 5.11 (General Accounting)?	AHCCCS may send task orders to all or a subset of awarded contractors for proposals.
20.	PHPG	Offer & Acceptance Document; Exhibit A; Exhibit B	N/A	3, 46, 47	Can AHCCCS provide the Offer & Acceptance Document and Exhibits A and B in Word format, to facilitate their completion? If not, is it permissible for us to recreate the documents in Word?	An Offer shall be submitted either on the forms provided in this Solicitation or their substantial equivalent. Any substitute document for the forms provided in this Solicitation will be legible and contain the same information requested on the forms.
21.	PHPG	Exhibit B	N/A	47	Other than identifying confidential portions of the proposal, are there any content requirements for the Submittal Letter?	There are no additional requirements for the Submittal Letter. This is an opportunity for the Offeror to provide a summary of what is included in their proposal



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						and the strengths of the firm.
22.	Navigant	Special Instructions to Offerors	2. Evaluation Criteria	20	Can AHCCCS please provide the relative weights of the three evaluation criteria? Are there any points associated with this evaluation?	No additional information will be provided on the evaluation criteria.
23.	Navigant	Special Instructions to Offerors	3. Proposal Information	20	Is .pdf an acceptable format for the copy of the proposal that is to be submitted on CD?	Yes, PDF is fine. Other formats that will also work include MS Office Suite products.
24.	Navigant	Uniform Terms and Conditions	Business Associate Agreement	22	Are bidders required to sign and submit the Business Associate Agreement with their proposal?	Upon signature of the Offer and Acceptance Form, your company is agreeing to the Business Associate Addendum. The Offer and Acceptance Form states: The undersigned Offeror hereby agrees to provide all services in accordance with the terms and requirements stated herein, including all exhibits, amendments, and final proposal revisions (if any). Signature also certifies Small Business Status
25.	MSS	Special Instructions to Offerors	3.1 Experience and Expertise of Key Personnel	20	Can more than one resume be submitted per role?	Yes, please see the answer to Question number 15.



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26.	MSS	Scope of Work	6.9 HIT/HIE Analyst	7-8	Given the focus on the EHR incentive space, will the existing member service team and medical management team be engaged with the consultant during project roll-out?	It is the agency's intent to support and engage with any consultant brought in to work on the EHRS Incentive program or other program area.
27.	MSS	Scope of Work	5.1-5.12 Example of Project Task	5	Under "Task", will selected consultant be responsible for review of current reimbursement rate schedule with contracted AHCCCS providers and/or have responsibility assisting in the determination of new reimbursement rate schedules? If yes, does this include all beneficiary populations?	The contractor may be asked to review reimbursement rates and make recommendations, but will not be responsible for determining new reimbursement rates.
28.	MSS	Scope of Work	6.9 HIT/HIE Analyst	7	Will the scope for the HIE analyst (role 6.9) include extensive knowledge of patient workflow?	Knowledge about how various providers exchange health information to support their clinical practice and clinical quality reporting requirements will be useful
29.	MSS	Scope of Work	6.3 Senior Analyst	6	Value Based Care Models stretch across the patient care continuum. Can we have clarification as to which population will be of focus? Example: acute, comprehensive, or transitional health. Will MCO Performance Improvement Project be impacted by way of criteria to meet guidelines? Will the Value Based Model be specific to a certain disease population?	All population types served by AHCCCS will potentially be included. MCOs' performance metrics will be critical design elements. Value based models will likely include, but not be limited to specific diseases.



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30.	MSS	Scope of Work	(General)	N/A	Will the newly awarded SMI Health Home project have any overlap into the scope of this RFP?	It is possible there could be a task order involving the SMI population in the future.
31.	MSS	Scope of Work	(General)	N/A	Is the purpose of this RFP to collect a pool of candidates for future projects, or to fill day-to-day operational roles? If day-to-day, are there incumbents that will be available for hire to MSS as needed?	The purpose of this RFP is to collect a pool of candidates for future projects.
32.	KPMG	Offer and Acceptance	4 - Certification	3	Is there a small business requirement/goal for this opportunity?	No.
33.	KPMG	Scope of Work	5. Examples of Project Tasks Include	5	Is the definition of "litigation support" defined on Page 4, paragraph 4.5? If not, please define	This phrase is meant to indicate that AHCCCS may have the need for a consultant to gather /interpret AHCCCS or outside data to support a litigation case or possibly asked to serve as expert witness for work created by the consultant.
34.	KPMG	Pricing	1.1 Rate Based	11	Does AHCCCS have a budget for the contract? If so, please provide.	No, AHCCCS does not have a separate budget for this grouping of contracts. Task orders will be developed and awarded with individual budgets for specific projects.
35.	KPMG	Pricing	1.1 Rate Based	11	Is this first procurement of this type for AHCCCS or is this a re-bid? If a re-bid what was the previous spend and who are the existing contractor(s)?	This is a resolicitation. The previous RFP was awarded to 8 vendors. The vendors are: Burns and Associates



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						FitzGibbons & Company Heinfeld, Meech & Company Milliman, Inc. Navigant Consulting Pacific Health Policy Group Public Consulting Group TMGI Companies The spend for all 8 vendors is not available at this time. However, you may submit a Public Records Request to obtain this information. Furthermore, the spend on this grouping of contracts from prior years may not correlate to future spend as all consultant projects/task order are separately budgeted on a case by case basis. Awarded contracts are not guaranteed any amount of work.
36.	KPMG	Uniform Instructions to Offerors	6. Number and Type of Award	18	What is the intended contract type? (ex. time and materials, firm fixed price...etc.)	These contracts are being awarded with rate-based hourly pricing.
37.	KPMG	Uniform Instructions to Offerors	6. Number and Type of Award	18	How many vendors do you plan to select?	Please see the answer to Question number 12.
38.	KPMG	Evaluation	2. Evaluation	20	Will AHCCCS assign percentages or points to the criteria that is presented? If so, please	No additional information will be provided on the evaluation criteria.



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					provide the percentages or points?	
39.	KPMG	Special Terms and Conditions	7. Contract Disputes	33	Section 7. Contract Disputes, states: "Contract disputes shall be adjudicated in accordance with AHCCCS Rules." Please provide the rules so that we have a chance to review them to determine compliance.	Please refer to Arizona Revised Statutes, Title 39, Chapter 29. http://www.azleg.gov/arizonarevisedstatutes.asp?Title=36
40.	KPMG	Special Terms and Conditions	9. Confidentiality of Records and Disclosure of Confidential Information	343	The last sentence in Section 9.2, states: "The Contractor's data safeguard program shall further conform to.... of AHCCCS policy and procedures." Please provide the policies and procedures so that we have a chance to review them to determine compliance.	Please see AHCCCS "AMPM" for medical policies: http://www.azahcccs.gov/commercial/ContractorResources/manuals/manuals.aspx
41.	KPMG	Special Terms and Conditions	11. Contract	34	Section 11.1 refers to some policies and procedures that are intended to be part of the contract. Please provide such policies and procedures so that we have a chance to review them to determine compliance.	See answer to #40.