



**STATE OF ALASKA**  
Department of Health and Social Services  
Commissioner's Office  
350 Main Street, Room 6  
Juneau, AK 99811

**Request For Proposals**  
**RFP 2015-0600-2986**  
Date of Issue: **February 25, 2015**

Title and Purpose of RFP:

**Medicaid Redesign and Expansion Technical Assistance**

The Alaska Department of Health and Social Services in partnership with the Alaska Mental Health Trust Authority is soliciting proposals for technical assistance and strategic consulting to assist the State of Alaska in further development of the Medicaid expansion program including identifying options that will assist with enrollment and benefit plans or waivers that will increase cost efficiencies for this group. Concurrent with this effort is the need to develop multiple strategies leading to meaningful Medicaid reform and restructure.

**Offerors Are Not Required To Return This Form.**

**Important Notice:** If you received this solicitation from the State of Alaska's "Online Public Notice" web site, you must register with the procurement officer listed in this document to receive subsequent amendments. Failure to contact the procurement officer may result in the rejection of your offer.

**Janice Neal**  
**Procurement Officer**  
**Department of Health and Social Services**  
**Janice.Neal@alaska.gov**

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## SECTION ONE INTRODUCTION AND INSTRUCTIONS

### 1.01 Return Mailing Address, Contact Person, Telephone Number, and Deadline for Receipt of Proposals

Proposals may be submitting either electronically or in hard copy.

If submitting a hard copy, offerors must submit an original and four (4) unbound copies of their proposal, in writing, in a sealed envelope to the procurement officer. **Submit only one Cost Proposal in a separate, sealed envelope. No portion of the cost proposal shall be included within the body of the proposal.**

Include with your proposal packet a CD containing electronic copies of the Proposal and Cost Proposal as separate documents. Electronic files should be no larger than 10mb (megabytes) each. The sealed proposal package must be addressed as follows:

Department of Health and Social Services  
Division of Finance and Management Services  
Attention: **Janice Neal**  
Request for Proposal (RFP) Number: **2015-0600-2986**  
Project name: **Medicaid Redesign and Expansion Technical Assistance**  
350 Main Street, Room 6  
Juneau, AK 99811

Important Note: There is **no** overnight express mail delivery to Juneau, Alaska. Expedited mail service takes at least two nights.

If submitting a proposal via email, the technical proposal and cost proposal must be saved as separate PDF documents and emailed to **[hss.procurement.proposal@alaska.gov](mailto:hss.procurement.proposal@alaska.gov)** as separate, clearly labeled attachments, such as "Vendor A – Technical Proposal.pdf" and "Vendor A – Cost Proposal.pdf" (Vendor A is the name of the offeror). The email must contain the RFP number in the subject line.

The **maximum** size of a single email (including all text and attachments) that can be received by the state is **20mb**. If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above. The state is not responsible for unreadable, corrupt, or missing attachments.

Proposals must be received no later than 4:00 P.M., Alaska Time on **March 18, 2015**. Faxed and oral proposals are not acceptable.

An offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

PROCUREMENT OFFICER: **Janice Neal – PHONE 907-465-5842**

## 1.02 Contract Term and Solicitation Schedule

The contract term and solicitation schedule set out herein represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days.

The length of the contract will be from the date of award through **June 30, 2016**. Potential renewals after 6/30/16 will be based on approved additional funding to be exercised at the sole discretion of the State of Alaska.

The approximate solicitation schedule is as follows:

- Issue RFP ***February 25, 2015;***
- Deadline for Receipt of Questions ***March 9, 2015;***
- Deadline for Receipt of Proposals ***March 18, 2015;***
- Proposal Evaluation Committee complete evaluation by approximately ***March 25, 2015;***
- State of Alaska issues Notice of Intent to Award a Contract ***March 27, 2015;***
- State of Alaska issues contract ***April 6, 2015.***

## 1.03 Purpose of the RFP

The Department of Health and Social Services in partnership with the Alaska Mental Health Trust Authority is soliciting proposals for technical assistance and strategic consulting to assist the State of Alaska in further development of the Medicaid expansion program including identifying and outlining streamlining options that will assist with enrollment and benefit plans or waivers that will increase cost efficiencies as the state assumes more of the financial cost of covering this group. Concurrent with this effort is the need to identify strategies leading to meaningful Medicaid reform. Consulting must be consistent with the Patient Protection and Affordable Care Act (ACA) and incorporate the best use of existing program and federal resources. All stages and aspects of contract performance must be designed to assist the State of Alaska in effectively expanding access to Medicaid to newly eligible Alaskans and lay the foundation for meaningful reform of public health care systems in Alaska.

## 1.04 Budget

Department of Health and Social Services, Commissioner's Office, estimates a budget of **\$450,000** for completion of this project. Proposals priced at more than **\$450,000** will be considered non-responsive.

**NOTE: Potential renewals or extensions after 6/30/16 will be based on approved additional funding**

## 1.05 Location of Work

The location(s) the work is to be performed, completed and managed is Anchorage and Juneau.

The State of Alaska **WILL NOT** provide workspace for the contractor. The contractor must provide its own workspace.

The contractor should determine and include in their price proposal any travel needed to successfully complete all of the deliverables.

By signature on their proposal, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

If the offeror cannot certify that all work will be performed in the United States, the offeror must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of proposals.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with this requirement or to obtain a waiver may cause the state to reject the proposal as non-responsive, or cancel the contract.

## 1.06 Human Trafficking

By signature on their proposal, the offeror certifies that the offeror is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <http://www.state.gov/g/tip/>

Failure to comply with this requirement will cause the state to reject the proposal as non-responsive, or cancel the contract.

## 1.07 Assistance to Offerors with a Disability

Offerors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the procurement officer no later than ten days prior to the deadline for receipt of proposals.

## 1.08 Required Review

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the procurement officer at least ten days before the proposal opening. This will allow issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of offeror's proposals upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the procurement officer, in writing, at least ten days before the time set for opening.

## 1.09 Questions Received Prior to Opening of Proposals

All questions must be in writing and directed to the issuing office, addressed to the procurement officer. The interested party must confirm telephone conversations in writing. **No further questions will be allowed after 1:30 pm Alaska time on date March 9, 2015.**  
Send questions to [Janice.Neal@alaska.gov](mailto:Janice.Neal@alaska.gov).

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the RFP. The procurement officer will make that decision.

## 1.10 Amendments

If an amendment is issued, it will be provided to all who were mailed a copy of the RFP and to those who have registered with the procurement officer as having downloaded the RFP from the State of Alaska Online Public Notice web site.

## 1.11 Alternate Proposals

Offerors may only submit one proposal for evaluation.

In accordance with 2 AAC 12.830 alternate proposals (proposals that offer something different than what is asked for) will be rejected.

## 1.12 Right of Rejection

Offerors must comply with all of the terms of the RFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities as determined by the Department of Health and Social Services that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the DHSS procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest.

**A proposal from a debarred or suspended offeror shall be rejected.**

## 1.13 State Not Responsible for Preparation Costs

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

## **1.14 Disclosure of Proposal Contents**

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. The offeror's request must be included with the proposal, must clearly identify the information they wish to be held confidential, and include a statement that sets out the reasons for confidentiality. Unless the procurement officer agrees in writing to hold the requested information confidential, that information will also become public after the Notice of Intent to Award is issued.

## **1.15 Subcontractors**

Subcontractors may be used to perform work under this contract. If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

If a proposal with subcontractors is selected, the offeror must provide the following information concerning each prospective subcontractor within five working days from the date of the state's request:

- (a) complete name of the subcontractor;
- (b) complete address of the subcontractor;
- (c) type of work the subcontractor will be performing;
- (d) percentage of work the subcontractor will be providing;
- (e) evidence that the subcontractor holds a valid Alaska business license; and
- (f) a written statement, signed by each proposed subcontractor that clearly verifies that the subcontractor is committed to render the services required by the contract.
- (g) a written statement, signed by each proposed subcontractor indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (per Section 1.18).

An offeror's failure to provide this information, within the time set, may cause the state to consider their proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the project director.

## **1.16 Joint Ventures**

Joint ventures will not be allowed.

## **1.17 Offeror's Certification**

By signature on the proposal, offerors certify that they comply with the following:



- (a) the laws of the State of Alaska;
- (b) the applicable portion of the Federal Civil Rights Act of 1964;
- (c) the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- (d) the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- (e) all terms and conditions set out in this RFP;
- (f) a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;
- (g) that the offers will remain open and valid for at least 90 days; and
- (h) that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with [a] through [h] of this paragraph, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

## 1.18 Conflict of Interest

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years; currently a contractor or subcontractor with any department within the State of Alaska) and, if so, the nature of that conflict. The Commissioner, Department of Health and Social Services, reserves the right to **consider a proposal non-responsive and reject it or** cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. The Commissioner's determination regarding any questions of conflict of interest shall be final.

Current grantees that propose to provide technical assistance to a group of grantees will be precluded from submitting a proposal unless a written statement of refusal of grant funds is attached. All proposals submitted by current grantees must indicate that grant awards will not be accepted for the duration of the contract and/or any quarterly advance that has already been received will be returned upon award of contract. Proposals submitted by current grantees without this statement shall be deemed non-responsive.

## 1.19 Right to Inspect Place of Business

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must accommodate and provide reasonable assistance.

## 1.20 Solicitation Advertising

Public notice has been provided in accordance with 2 AAC 12.220.

## 1.21 News Releases

News releases related to this RFP will not be made without prior approval of the DHSS project director.

## 1.22 Assignment

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

## 1.23 Disputes

A contract resulting from this RFP is governed by the laws of the State of Alaska. If the contractor has a claim arising in connection with the agreement that it cannot resolve with the state by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – AS 36.30.632. To the extent not otherwise governed by the preceding, the claim shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

## 1.24 Severability

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

## 1.25 Federal Requirements

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

Expenditures from this contract may involve federal funds. The U.S. Department of Labor requires all state agencies that are expending federal funds to have a certification filed in the proposal (by the offeror) that they have not been debarred or suspended from doing business with the federal government. Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions **(included in this document) must be completed and submitted with your proposal.**

<https://www.epls.gov/>

## **SECTION TWO**

### **STANDARD PROPOSAL INFORMATION**

#### **2.01 Authorized Signature**

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least 90-days from the date set as the deadline for receipt of proposals.

#### **2.02 Pre-proposal Conference**

A pre-proposal conference will not be held for this solicitation. See Section 1.08 for instructions on submitting questions regarding this RFP.

#### **2.03 Site Inspection**

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

#### **2.04 Amendments to Proposals**

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request in accordance with 2 AAC 12.290.

#### **2.05 Supplemental Terms and Conditions**

Proposals must comply with Section **1.12 Right of Rejection**. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

- a) if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and
- b) if the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

#### **2.06 Clarification of Offers**

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change

to the proposal. The evaluation by the procurement officer or the proposal evaluation committee may be adjusted as a result of a clarification under this section.

## 2.07 Discussions with Offerors

The state may conduct discussions with offerors in accordance with AS 36.30.240 and 2 AAC 12.290. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of proposals by the PEC. If modifications are made as a result of these discussions they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

## 2.08 Minimum Qualifications

In order for offers to be considered responsive offerors must provide evidence that they meet these minimum prior experience requirements.

- 1) Offerors must have performed two technical assistance projects with states implementing Medicaid Expansion in the past five years. Please submit documentation of this work in the form of the written report or other comparable evidence.
- 2) Offeror must have a minimum of 8 years national and state level experiences with Medicaid policies and reform;
- 3) Demonstrated experience in Medicaid Expansion and Reform with experience in Behavioral Health program areas and Tribal Health Systems;
- 4) Demonstrated Alaskan expertise in state health care and behavioral health program areas.

**Note: Please provide the start and end dates, including month and year, in which the minimum requirements were satisfied.**

An offeror's failure to meet these minimum prior experience requirements will cause their proposal to be considered non-responsive and their proposal will be rejected.

## **2.09 Evaluation of Proposals**

The procurement officer, and an evaluation committee made up of at least three state employees or public officials, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in Section SEVEN of this RFP.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

## **2.10 Vendor Tax ID**

A valid Vendor Tax ID must be submitted to the issuing office with the proposal or within five days of the state's request.

## **2.11 F.O.B. Point**

Not applicable.

## **2.12 Alaska Business License and Other Required Licenses**

Prior to the award of a contract, an offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran and Alaska Offeror Preference, an offeror must hold a valid Alaska business license prior to the deadline for receipt of proposals. Offerors should contact the Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, P. O. Box 110806, Juneau, Alaska 99811-0806, for information on these licenses. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- (a) copy of an Alaska business license;
- (b) certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- (c) a canceled check for the Alaska business license fee;
- (d) a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- (e) a sworn and notarized affidavit that the offeror has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- Fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game,
- Liquor licenses issued by Alaska Department of Revenue for alcohol sales only,
- Insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or
- Mining licenses issued by Alaska Department of Revenue.

Prior to the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

## 2.13 Application of Preferences

Certain preferences apply to all contracts for professional services, regardless of their dollar value. The Alaska bidder, Alaska veteran, and Alaska Offeror Preferences are the most common preferences involved in the RFP process. Additional preferences that may apply to this procurement are listed below. Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the Department of Administration, Division of General Services' web site:

<http://doa.alaska.gov/dgs/policy.html>

**Alaska Products Preference** - AS 36.30.332

**Recycled Products Preference** - AS 36.30.337

**Local Agriculture and Fisheries Products Preference** - AS 36.15.050

**Employment Program Preference** - AS 36.30.321(b)

**Alaskans with Disabilities Preference** - AS 36.30.321(d)

**Alaska Veteran's Preference** - AS 36.30.321(f)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business' or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation list prior to the time designated for receipt of proposals. Offerors must attach a copy of their certification letter to the proposal. An offeror's failure to provide this certification letter with their proposal will cause the state to disallow the preference.

## 2.14 5 Percent Alaska Bidder Preference

### **AS 36.30.321(a), AS 36.30.990(2), & 2 AAC 12.260**

An Alaska Bidder Preference of five percent will be applied to the price in the proposal. The preference will be given to an offeror who:

- (1) holds a current Alaska business license prior to the deadline for receipt of proposals;
- (2) submits a proposal for goods or services under the name appearing on the offeror's current Alaska business license;
- (3) has maintained a place of business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal;
- (4) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company (LLC) organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and
- (5) if a joint venture, is composed entirely of ventures that qualify under (1)-(4) of this subsection.

#### **Alaska Bidder Preference Affidavit**

In order to receive the Alaska Bidder Preference, the proposal must include a statement certifying that the offeror is eligible to receive the Alaska Bidder Preference.

If the offeror is a LLC or partnership as identified in (4) of this subsection, the affidavit must also identify each member or partner and include a statement certifying that all members or partners are residents of the state.

If the offeror is a joint venture which includes a LLC or partnership as identified in (4) of this subsection, the affidavit must also identify each member or partner of each LLC or partnership that is included in the joint venture and include a statement certifying that all of those members or partners are residents of the state.

## **2.15 5 Percent Alaska Veteran Preference AS 36.30.321(f)**

An Alaska Veteran Preference of five percent, not to exceed \$5,000, will be applied to the price in the proposal. The preference will be given to an offeror who qualifies under AS 36.30.990(2) as an Alaska bidder and is a:

- (a) sole proprietorship owned by an Alaska veteran;
- (b) partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
- (c) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- (d) corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

### **Alaska Veteran Preference Affidavit**

In order to receive the Alaska Veteran Preference, the proposal must include a statement certifying that the offeror is eligible to receive the Alaska Veteran Preference.

## **2.16 Formula Used to Convert Cost to Points AS 36.30.250 & 2 AAC 12.260**

The distribution of points based on cost will be determined as set out in 2 AAC 12.260 (c). The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out below. In the generic example below, cost is weighted as 25% of the overall total score. The weighting of cost may be different in your particular RFP. See section SEVEN to determine the value, or weight of cost for this RFP.

### **EXAMPLE**

#### **Formula Used to Convert Cost to Points**

#### **[STEP 1]**

List all proposal prices, adjusted where appropriate by the application of all applicable preferences.

Offeror #1 - Non-Alaskan Offeror	\$40,000
Offeror #2 - Alaskan Offeror	\$42,750
Offeror #3 - Alaskan Offeror	\$47,500

#### **[STEP 2]**

Convert cost to points using this formula.

$$[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})]$$

$$\frac{\text{}}{\text{(Cost of Each Higher Priced Proposal)}} = \text{POINTS}$$

The RFP allotted 40% (400 points) of the total of 1,000 points for cost.

**Offeror #1 receives 400 points.**

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 400 points.

**Offeror #2 receives 374 points.**

$$\begin{array}{ccccccc} \$40,000 & \times & 400 & = & 16,000,000 & \div & \$42,750 & = & 374 \\ \text{Lowest} & & \text{Max} & & & & \text{Offeror \#2} & & \text{Points} \\ \text{Cost} & & \text{Points} & & & & \text{Adjusted By} & & \\ & & & & & & \text{The Application Of} & & \\ & & & & & & \text{All Applicable} & & \\ & & & & & & \text{Preferences} & & \end{array}$$

**Offeror #3 receives 337 points.**

$$\begin{array}{ccccccc} \$40,000 & \times & 400 & = & 16,000,000 & \div & \$47,500 & = & 337 \\ \text{Lowest} & & \text{Max} & & & & \text{Offeror \#3} & & \text{Points} \\ \text{Cost} & & \text{Points} & & & & \text{Adjusted By} & & \\ & & & & & & \text{The Application Of} & & \\ & & & & & & \text{All Applicable} & & \\ & & & & & & \text{Preferences} & & \end{array}$$

## 2.17 Alaska Offeror Preference AS 36.30.321 & 2 AAC 12.260

2 AAC 12.260(e) provides Alaska offerors a 10 percent overall evaluation point preference. Alaska bidders, as defined in AS 36.30.990(2), are eligible for the preference. This preference will be added to the overall evaluation score of each Alaskan offeror. Each Alaskan offeror will receive 10 percent of the total available points added to their evaluation score as a preference.

### EXAMPLE

#### Alaska Offeror Preference

#### [STEP 1]

Determine the number of points available to Alaskan offerors under the preference.

**Total number of points available – 1,000 Points**

$$\begin{array}{ccccccc} 1,000 & \times & 10\% & = & 100 \\ \text{Total Points} & & \text{Alaskan Offerors} & & \text{Number of Points} \\ \text{Available} & & \text{Percentage Preference} & & \text{Given to Alaskan Offerors} \\ & & & & \text{Under the Preference} \end{array}$$

#### [STEP 2]



Add the preference points to the Alaskan offers. There are three offerors: Offeror #1, Offeror #2, and Offeror #3. Offeror #2 and Offeror #3 are eligible for the Alaska Offeror's Preference. For the purpose of this example presume that all of the proposals have been completely evaluated based on the evaluation criteria in the RFP. Their scores at this point are:

*Offeror #1 - 890 points*  
*Offeror #2 - 800 points*  
*Offeror #3 - 880 points*

Offeror #2 and Offeror #3 each receive 100 additional points. The final scores for all of the offers are:

*Offeror #1 - **890 points***  
*Offeror #2 - **900 points***  
*Offeror #3 - **980 points***

Offeror #3 is awarded the contract.

## 2.18 Contract Negotiation

**2 AAC 12.315 CONTRACT NEGOTIATIONS** After final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals. If the highest-ranked offeror fails to provide necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the state may terminate negotiations and negotiate with the offeror of the next highest-ranked proposal. If contract negotiations are commenced, they may be held in the ***Juneau or Anchorage***, Alaska or via video/teleconference. If determined negotiations must be in person, the offeror will be responsible for their travel and per diem expenses.

## 2.19 Failure to Negotiate

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

## 2.20 Notice of Intent to Award (NIA) — Offeror Notification of Selection

After the completion of contract negotiation the procurement officer will issue a written Notice of Intent to Award (NIA) and send copies to all offerors. The NIA will set out the names of all offerors and identify the proposal selected for award.

## 2.21 Protest

AS 36.30.560 provides that an interested party may protest the content of the RFP.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of proposals.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If an offeror wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- a. the name, address, and telephone number of the protester;
- b. the signature of the protester or the protester's representative;
- c. identification of the contracting agency and the solicitation or contract at issue;
- d. a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All offerors will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

## **SECTION THREE**

### **STANDARD CONTRACT INFORMATION**

#### **3.01 Contract Type**

This contract is a *fixed price* contract.

#### **3.02 Contract Approval**

This RFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Health and Social Services, or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

#### **3.03 Standard Contract Provisions**

The contractor will be required to sign and submit the attached State's Standard Agreement Form for Professional Services Contracts (form 02-093/Appendix A). The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law. Objections to any of the provisions in Appendix A must be set out in the offeror's proposal.

#### **3.04 Proposal as a Part of the Contract**

Part or all of this RFP and the successful proposal may be incorporated into the contract.

#### **3.05 Additional Terms and Conditions**

The state reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

#### **3.06 Insurance Requirements**

The successful offeror must provide proof of workers' compensation insurance prior to contract approval.

The successful offeror must secure the insurance coverage required by the state. The coverage must be satisfactory to the Department of Administration Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

Offerors must review form APPENDIX B1, attached, for details on required coverage. No alteration of these requirements will be permitted without prior written approval from the Department of Administration, Division of Risk Management. Objections to any of the requirements in APPENDIX B1 / APPENDIX B2 must be set out in the offeror's proposal.

### **3.07 Bid Bond - Performance Bond - Surety Deposit**

Not applicable.

### **3.08 Contract Funding**

Approval or continuation of a contract resulting from this is contingent upon legislative appropriation.

### **3.09 Proposed Payment Procedures**

The state will make payments based on a negotiated payment schedule. Each billing must consist of an invoice and progress report. No payment will be made until the progress report and invoice has been approved by the project director.

### **3.10 Contract Payment**

No payment will be made until the contract is approved by the Commissioner of the Department of Health and Social Services or the Commissioner's designee. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract.

The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

### **3.11 Informal Debriefing**

When the contract is completed, an informal debriefing may be performed at the discretion of the project director. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

### **3.12 Contract Personnel**

Any change of the project team members named in the proposal must be approved, in advance and in writing, by the project director. Personnel changes that are not approved by the state may be grounds for the state to terminate the contract.

### **3.13 Inspection & Modification - Reimbursement for Unacceptable Deliverables**

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The project director may instruct the

contractor to make corrections or modifications if needed in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the state to terminate the contract. In this event, the state may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

### **3.14 Termination for Default**

If the project director determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the state may, by providing written notice to the contractor, terminate the contractor's right to proceed with part or all of the remaining work.

This clause does not restrict the state's termination rights under the contract provisions of Appendix A, attached.

### **3.15 Liquidated Damages**

Not applicable.

### **3.16 Contract Changes - Unanticipated Amendments**

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the project director has secured any required state approvals necessary for the amendment and issued a written contract amendment, approved by the Commissioner of the Department of Health and Social Services or the Commissioner's designee.

### **3.17 Contract Invalidation**

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

### **3.18 Nondisclosure and Confidentiality**

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether

prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc).

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the confidential information after providing the state with written notice of the requested disclosure (to the extent such notice to the state is permitted by applicable law) and giving the state opportunity to review the request. If the contractor receives no objection from the state, it may release the confidential information within 30 days. Notice of the requested disclosure of confidential information by the contractor must be provided to the state within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of the state, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

## SECTION FOUR BACKGROUND INFORMATION

### 4.01 Background Information

The mission of the State of Alaska Department of Health and Social Services (DHSS) is to promote and protect the health and well-being of Alaskans. In pursuit of the mission, DHSS has three service priorities:

- Health and Wellness Across the Lifespan
- Health Care Access, Deliver and Value
- Safe and Responsible Individuals, Families and Communities

The State of Alaska's Medicaid program is a major component of the health care service delivery system for the most vulnerable and poorest in the state, many of whom are Alaska Mental HealthTrust Authority (Trust) beneficiaries. Medicaid is also a critical source of support for social services and safety net programs for people experiencing disabilities behavioral health issues and economic challenges associated with these disabilities and challenges. Since the U.S. Supreme Court ruled in 2012 that the expansion of Medicaid could not be required by the federal government as a condition of receiving federal Medicaid funds, each state must now decide whether to expand their Medicaid program eligibility to 138 percent of the federal poverty level (133 percent with a five percent disregard). The estimate of how many Alaskans would potentially be covered by Medicaid program expansion is about 41,000 people.

Governor Bill Walker has announced that expanding Medicaid eligibility is one of his top priorities. The DHSS is charged with moving forward to implement the expansion and use it as a catalyst to for meaningful Medicaid reform. The Department has developed an initial plan that outlines their method of implementing Medicaid expansion and has proposed some beginning reforms. DHSS is interested in developing a larger strategy for meaningful Medicaid reform that will improve care and health outcomes for eligible Alaskans, streamline requirements of providers, and create a financially sustainable service delivery system.

The Trust was created by Congress before statehood. The state breached its trust duty by mismanaging the land. The settlement of the resulting Mental Health Lands Trust lawsuit in 1994 created a Trust Authority consisting of seven Trustees. The Trust was reconstituted with \$200 million and nearly 1,000,000 acres of land. The Trust Authority contracts with the Alaska Permanent Fund Corporation to manage the \$200 million and the Trust Land Office in the Department of Natural Resources to manage the land. The beneficiaries include Alaskans who experience:

- mental illness;
- development disabilities;
- chronic alcoholism;
- Alzheimer's disease or related dementia;
- Brain injury.

The Trustees are charged with overseeing the management of Trust assets as well as spending trust income to improve the lives of beneficiaries.

The plan for meaningful Medicaid reform and restructure is informed by a number of recent efforts, including a series of DHSS administrative initiatives, studies and recommendations from the Alaska Health Care Commission, and the work of the Medicaid Reform Advisory Group.

The Alaska Health Care Commission was established by the Legislature in 2010 under AS 18.09.010-990 to advise the Governor and Legislature on state strategies to reduce health care costs and improve quality and access for all Alaskans. The Alaska Health Care Commission strategies and policy recommendations that could support Medicaid reform efforts include:

- Application of evidence-based medicine in plan and benefit design
- Piloting payment reform:
- Strengthening fraud and abuse prevention and detection in the Medicaid program: Strengthening the health information infrastructure

The Commission's reports, including results of studies on current conditions in Alaska's health care system and recommended strategies and policy options are available on their website.

The Medicaid Reform Advisory Group (MRAG) was created by former Governor Parnell in 2013 when he announced his decision to not expand Medicaid at that time. The MRAG was charged with delivering to the Governor a report for reforming the Medicaid program by November 2014. However, it was not afforded an opportunity to do so in advance of the change in administrations. In their draft report the MRAG had identified a number of issues and initiatives aimed at improving the Medicaid program, including:

- Development of a person-centered case management program;
- Initiation of a comprehensive payment reform working group;
- Contracting for pharmacy services and for waiver assessments; and
- Investigation of 1915k state plan options.

Current Medicaid improvement initiatives currently underway within DHSS include:

- Implementation of a care coordination program for controlling overutilization of hospital emergency room services by high-risk Medicaid beneficiaries;
- Home and Community-Based Service improvements for seniors and Alaskans with disabilities to comply with CMS requirements for person-centered planning and conflict-free services;
- Investigation of methods of refinancing Medicaid waivers through 1915K state plan options;
- Coordinating with the Alaska tribal health system to increase community resources and strengthen systems of care across the state;
- Strategic planning led by the Alaska Mental Health Trust and the DHSS Division of Behavioral Health to develop sustainable housing resources integrated with behavioral health and other Medicaid services; and,
- Collaboration with the Alaska Primary Care Association on a Patient-Centered Medical Home project.
- DHSS and ANTHC Healthy Alaskans 2020 partnership.

As the Affordable Care Act changes the health care financing landscape, such as through Medicare rate and Disproportionate Share Hospital (DSH) payment reductions, the Medicaid program must undergo fundamental reforms and possible restructure to ensure that the program is available for future generations of Alaskans.

The Alaska Native Tribal Health Consortium issued *Healthier Alaskans Create a Healthier State Economy* on February 1, 2013. The State of Alaska released *The Healthy Alaska Plan: A Catalyst for Reform* and *An Analysis of Medicaid Expansion* by Evergreen Economics on Feb. 6, 2015. These reports highlight the complexities and potential framing of the economic and health factors related to increased access to care for all of Alaska's citizens. Issues such as enrollment of newly eligible recipients, shifting of state resources and access to the workforce needed to meet the new demand are all components of the discussion. However, the payoffs are extremely promising in terms of new job opportunities for Alaskans, economic opportunities for communities across Alaska, leveraging federal dollars to reduce or replace state expenditures in the State's current budget environment and increasing the health and wellbeing of Alaskans.



## SECTION FIVE SCOPE OF WORK

### 5.01 Scope of Work

The Department of Health and Social Services (DHSS) in partnership with the Alaska Mental Health Trust Authority is soliciting proposals for technical assistance and strategic consulting for further development of the Medicaid expansion program including identifying and outlining streamlining options that will assist with enrollment and benefit plans or waivers that will increase cost efficiencies as the state assumes more of the financial cost of covering this group. Concurrent with this effort is the need to identify strategies leading to meaningful Medicaid reform. Consulting must be consistent with federal and state laws and incorporate the best use of existing program and federal resources. All stages and aspects of contract performance must be designed to assist the State of Alaska in effectively expanding access to Medicaid to newly eligible Alaskans and build on the reform work currently underway to achieve meaningful Medicaid reform and restructure.

A successful applicant will immediately familiarize themselves with State of Alaska policymakers and Medicaid experts, as well as representatives of the public, private, and tribal health system and community social services industries in Alaska, to gain an understanding of the system(s) to be expanded and transformed. The applicant will also immediately familiarize themselves with related current ongoing efforts of DHSS in Medicaid reform and expansion. This knowledge will assist the applicant in supporting the state to develop a business plan, complete data analysis, establish a benefit plan, conduct fiscal analysis, maximize increased Federal Medical Assistance Percentage (FMAP) for various programs and partnerships, identify locus of services, advise on a reimbursement mechanism, establish performance measures, and engage community stakeholders.

The successful applicant will use experience gained through work with other states' to guide the State of Alaska on opportunities to leverage resources across divisions, departments, local governments, tribal health system and tribal organizations that provide social services, and private entities to assist the state to contain and curtail Medicaid costs. The successful applicant will also work with behavioral health providers, advocates, and beneficiaries to develop recommendations for provider capacity building and system efficiencies. In addition, a successful applicant will be able to coordinate and collaborate with any identified planning processes or workgroups addressed above to capitalize on opportunities to meet the needs of Alaskans who are newly eligible for Medicaid or who are falling through the cracks of the current service delivery system.

#### **Potential Contract Renewals**

At the State's sole option and contingent upon available funding, DHSS may invoke a second phase of this contract for additional professional services that fall within the general scope of the original contract. If opted for, work under phase II may not progress until the Procurement Officer of record determines in writing that phase II is necessary, is in the State's best interest and funding is available and approved.

### 5.02 Deliverables

The contractor shall provide strategic consultation and technical assistance to DHSS in partnership with the Alaska Mental Health Trust Authority with the completion of the following:

1. **Business Plan:** Based upon the information gathered from the activities listed in deliverables two through eight, produce a summary document for presentation to the public, legislators, health care providers, policy makers and other stakeholders outlining the overall plan for reform and expansion. The plan will be delivered

in two parts.

- a. Interim report to be delivered to DHSS by November 30, 2015 will include:
    - i. an explanation of why expansion and reform are needed in Alaska;
    - ii. a synopsis of activities, analysis and stakeholder engagement to date; and,
    - iii. recommendations of potential changes and or/reforms identified.
  - b. A final business plan to be delivered to DHSS for review by June 1, 2016 that will incorporate interim report and include:
    - i. executive Summary
    - ii. a synopsis of activities, analysis, and stakeholder engagement that includes what has been done since the interim report was compiled; and
    - iii. final recommendations of potential changes and or/reforms identified to include effects on beneficiaries and providers, a cost benefit analysis, steps necessary to attain operationalize the recommendation; and a timeline for implementation;
2. Data:
- a. Provide data analysis of the impacts of recommended reforms, to ensure the most accurate estimates possible.
  - b. Provide additional technical assistance in collection and analysis of this data if necessary.
3. Benefit Plan:
- a. Assist the state in the continued development of an alternative benefit plan for the expansion group that comports with reform that may include cost sharing, Medicaid waivers, and other innovative processes.
4. Fiscal Analysis:
- a. Support the state determinations of state budget savings to be gained by expansion and reform through shifting of state funded health care to Medicaid. Determination of savings should include those reasonably attributable to better health outcomes for newly eligible recipients and decreased use of state funded emergency and institutional care.
  - b. Provide recommendations, informed by stakeholders (such as the tribal health system, hospitals, nursing homes, community health centers, community behavioral health centers and others) for additional areas of financing and sustaining Medicaid expansion and reform.
  - c. Provide technical assistance to the state in analyzing the financial impact of Medicaid expansion policies and regulations on health care industry sectors.
  - d. Assist in identification of all sources of federal and other revenues that could support expansion efforts (demonstration projects, maximize FMAP, incentive programs, etc.).
5. Locus and configuration of service benefits:
- a. Provide technical assistance to the state and partners to determine in what health and/or community setting(s) services can be provided most effectively and efficiently to meet the needs of newly eligible Alaskans through Medicaid reimbursement.
  - b. Work with the state to identify options that would allow appropriate levels of services for those currently served through grant programs who will be Medicaid eligible. Examples include:

- i. other secretary-approved benefit packages (health homes, 1915(i)/(k) plan options);
    - ii. other Alaska specific demonstration activities and expansion plans; and
    - iii. and any other identified or recommended state plan options.
  - c. Develop recommendations for Alaska's behavioral health system with regard to Medicaid expansion and the increased number of beneficiaries including reimbursement, service provision, and capacity building.
  - d. Coordinate with current system change efforts in response to the Centers for Medicare and Medicaid Services Home and Community Based Services final rule.
- 6. Technical Payment for Services:
  - a. Provide technical assistance to the state and its partners to determine reimbursement mechanism(s) which will promote patient access, improve patient outcomes, and contain cost.
- 7. Performance Measurement and Management:
  - a. Provide a list of performance measures that monitor the effectiveness of expansion and reform.
  - b. Assist in the creation of a dashboard which provides both high level drill down specific data in a way that is meaningful to policy makers, legislators and the public while also being accessible and understood by the public.
- 8. Community Engagement Material Development and Consultation:
  - a. Provide guidance and technical assistance in the development of a public education and communication strategy, including an action plan and materials to increase public understanding of Medicaid reform and expansion initiatives.
  - b. Select in-person engagement activities may be required, such as, legislative hearings and testimony or administrative briefings.

## **SECTION SIX PROPOSAL FORMAT AND CONTENT**

### **6.01 Proposal Format and Content**

The state discourages overly lengthy and costly proposals, however, in order for the state to evaluate proposals fairly and completely, offerors must follow the format set out in this RFP and provide all information requested.

### **6.02 Introduction**

Proposals must include the complete name and address of offeror's firm and the project lead, mailing address, and telephone number of the person the state should contact regarding the proposal.

Proposals must confirm that the offeror will comply with all provisions in this RFP; and, if applicable, provide notice that the firm qualifies as an Alaskan bidder. Proposals must be signed by a company officer empowered to bind the company. An offeror's failure to include these items in the proposals may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

### **6.03 Understanding of the Project**

Offerors must provide comprehensive narrative statements that illustrate their understanding of the requirements of the project and the project schedule.

### **6.04 Methodology Used for the Project**

Offerors must provide comprehensive narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work and meet the state's project schedule.

### **6.05 Management Plan for the Project**

Offerors must provide comprehensive narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work and meet the state's project schedule and deadlines.

### **6.06 Experience and Qualifications**

Offerors must provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP as well as designate personnel assigned to supervise sub-contractors, in applicable.

Offerors must provide a narrative description of the organization of the project team and a personnel organizational chart or roster that identifies each person who will actually work on the contract and provide the following information about each person listed:

- a. title,

- b. resume,
- c. location(s) where work will be performed,
- d. itemize the total number of estimated hours for each individual named above.

Offerors must provide letters of reference from previous clients for similar projects the offeror's firm has completed.

**Offerors must provide evidence within this section that they meet the minimum requirements specified in Section 2.08 Minimum Qualifications along with any certifications and credentials referenced in the resume or their proposal may be found non-responsive and may be rejected.**

## **6.07 Cost Proposal**

Please complete the Cost Proposal template in Section Eight (Attachments) of this RFP.

The completed cost proposal, along with any reference to pricing, is to be **excluded** from the body of the offeror's proposal. Instead, it should accompany the proposal in a separate, sealed envelope. Failure to comply with this requirement will result in a proposal rejected as non-responsive.

## **6.08 Evaluation Criteria**

All proposals will be reviewed to determine if they are responsive. They will then be evaluated using the criterion that is set out in Section SEVEN.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

## **SECTION SEVEN**

# **EVALUATION CRITERIA AND CONTRACTOR SELECTION**

**THE TOTAL NUMBER OF POINTS USED  
TO SCORE THIS PROPOSAL IS 1,000**

### **7.01 Understanding of the Project (10 Percent)**

Proposals will be evaluated against the questions set out below:

- [a] How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
- [b] How well has the offeror identified pertinent issues and potential problems related to the project?
- [c] To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?
- [d] Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

### **7.02 Methodology Used for the Project (10 Percent)**

Proposals will be evaluated against the questions set out below:

- [a] How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?
- [b] How well does the methodology match and achieve the objectives set out in the RFP?
- [c] Does the methodology interface with the time schedule in the RFP?

### **7.03 Management Plan for the Project (20 Percent)**

Proposals will be evaluated against the questions set out below:

- [a] How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?
- [b] How well is accountability completely and clearly defined?
- [c] Is the organization of the project team clear? Including sub-contractors?
- [d] How well does the management plan illustrate the lines of authority and communication?
- [e] To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?

- [f] Does it appear that the offeror can meet the schedule set out in the RFP?
- [g] Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?
- [h] To what degree is the proposal practical and feasible?
- [i] To what extent has the offeror identified potential problems?

## **7.04 Experience and Qualifications (25 Percent)**

Proposals will be evaluated against the questions set out below:

*Questions regarding the personnel:*

- [a] Do the individuals assigned to the project have experience on similar projects?
- [b] Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- [c] How extensive is the applicable education and experience of the personnel designated to work on the project?

*Questions regarding the firm:*

- [d] How well has the firm demonstrated experience in completing similar projects on time and within budget?
- [e] Expressed conflict of interest within the State of Alaska?
- [f] How successful is the general history of the firm regarding timely and successful completion of projects?
- [g] Has the firm provided letters of reference from previous clients?
- [h] If a subcontractor will perform work on the contract, how well do they measure up to the evaluation used for the offeror?

## **7.05 Contract Cost (25 Percent)**

Overall, **25%** of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under Section 2.13.

### ***Converting Cost to Points***

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 2.16.

## **7.06 Alaska Offeror Preference (10 Percent)**

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10 percent of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.



## **SECTION EIGHT ATTACHMENTS**

### **8.01 Attachments**

**Included in this RFP document**

1. Offeror's Checklist
2. Cost Proposal Form
3. Proposal Evaluation Form
4. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

**Attached Separately**

5. Standard Agreement Form
  - a. Appendix A
  - b. Appendix B1
  - c. Appendix C
  - d. Appendix D
  - e. Appendix E - HIPAA Business Associate Agreement
6. Notice of Intent to Award

## OFFEROR'S CHECKLIST

IMPORTANT NOTE TO OFFERORS: This checklist is provided to assist offerors and the Procurement Officer in addressing and/or locating specific requirements identified in the RFP for the offeror's proposal. **Offerors are to complete and return this form.** Completion of this form does not guarantee a declaration of responsiveness.

Offeror: \_\_\_\_\_

1. Per section 2.12, evidence that the offeror holds a valid Alaska business license.  
**Evidence is provided on page #\_\_\_\_\_.**
2. Per section 1.04, the **budget does not exceed \$450,000.**  
**Evidence is provided on page #\_\_\_\_\_.**
3. Per section 1.16, provide a statement regarding Offeror's Certification.  
**Evidence is provided on page #\_\_\_\_\_.**
4. Per section 1.16, proposal has been **signed** by an individual authorized to bind the offeror to the provisions of the RFP.  
**Evidence is provided on page #\_\_\_\_\_.**
5. Per section 1.17, provide a Conflict of Interest statement.  
**Evidence is provided on page #\_\_\_\_\_.**
6. Per section 1.24, offeror has signed and returned the *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions* form.  
**Evidence is provided on page #\_\_\_\_\_.**
7. Per section 2.08, evidence that the offeror meets the minimum prior experience requirements.
  - a) Offerors must have performed two technical assistance projects with states implementing Medicaid Expansion in the past five years. Please submit documentation of this work in the form of the written report or other comparable evidence.

**Evidence is provided on page #\_\_\_\_\_.**

- b) Offeror must have a minimum of 8 years national and state level experiences with Medicaid policies and reform;

**Evidence is provided on page #\_\_\_\_\_.**

- c) Demonstrated experience in Medicaid Expansion and Reform with experience in Behavioral Health program areas and Tribal Health Systems;

**Evidence is provided on page #\_\_\_\_\_.**

- d) Demonstrated Alaskan expertise in state health care and behavioral health program areas.

**Evidence is provided on page #\_\_\_\_\_.**

## COST PROPOSAL BY DELIVERABLE

Note: The purpose of the cost formula is to provide a mechanism for offerors to submit costs per each deliverable in a manner that DHSS can evaluate and score and then use to establish billing rates for the resultant contract. Please enter your cost in the spaces provided below for completing each deliverable.

Deliverable 1 \$ \_\_\_\_\_

Deliverable 2 \$ \_\_\_\_\_

Deliverable 3 \$ \_\_\_\_\_

Deliverable 4 \$ \_\_\_\_\_

Deliverable 5 \$ \_\_\_\_\_

Deliverable 6 \$ \_\_\_\_\_

Deliverable 7 \$ \_\_\_\_\_

Deliverable 8 \$ \_\_\_\_\_

• Travel Budget for Hearings \$ \_\_\_\_\_

**TOTAL COST** \$ \_\_\_\_\_

This page must be completed and submitted with all offers and received by the State at the time and date set for receipt of proposals.

## PROPOSAL EVALUATION FORM

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

Person or Firm Name \_\_\_\_\_

Name of Proposal Evaluation (PEC) Member \_\_\_\_\_

Date of Review \_\_\_\_\_

RFP Number \_\_\_\_\_

### EVALUATION CRITERIA AND SCORING

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 1000

### 7.01 Understanding of the Project—10 Percent

Maximum Point Value for this Section - 10 Points  
1000 Points x 10 Percent = 100 Points

Proposals will be evaluated against the questions set out below.

[a] How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

[b] How well has the offeror identified pertinent issues and potential problems related to the project?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

[c] To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

[d] Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

EVALUATOR'S NOTES \_\_\_\_\_  
\_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR 7.01**

**7.02 Methodology Used for the Project—10 Percent**

Maximum Point Value for this Section - 10 Points  
1000 Points x 10 Percent = 100 Points

Proposals will be evaluated against the questions set out below.

- [a] How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?

EVALUATOR'S NOTES \_\_\_\_\_

- [b] How well does the methodology match and achieve the objectives set out in the RFP?

EVALUATOR'S NOTES \_\_\_\_\_

- [c] Does the methodology interface with the time schedule in the proposal?

EVALUATOR'S NOTES \_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR 7.02**

**7.03 Management Plan for the Project—20 Percent**

Maximum Point Value for this Section - 20 Points  
1000 Points x 20 Percent = 200 Points

Proposals will be evaluated against the questions set out below.

- [a] How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?

EVALUATOR'S NOTES \_\_\_\_\_

- [b] How well is accountability completely and clearly defined?

EVALUATOR'S NOTES \_\_\_\_\_

- [c] Is the organization of the project team clear?

EVALUATOR'S NOTES \_\_\_\_\_

[d] How well does the management plan illustrate the lines of authority and communication?

EVALUATOR'S NOTES \_\_\_\_\_

[e] To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?

EVALUATOR'S NOTES \_\_\_\_\_

[f] Does it appear that offeror can meet the schedule set out in the RFP?

EVALUATOR'S NOTES \_\_\_\_\_

[g] Has the contractor gone beyond the minimum tasks necessary to meet the objectives of the RFP?

EVALUATOR'S NOTES \_\_\_\_\_

[h] To what degree is the proposal practical and feasible?

EVALUATOR'S NOTES \_\_\_\_\_

[i] To what extent has the offeror identified potential problems?

EVALUATOR'S NOTES \_\_\_\_\_

EVALUATOR'S POINT TOTAL FOR 7.03 \_\_\_\_\_

## 7.04 Experience and Qualifications—25 Percent

Maximum Point Value for this Section - 25 Points

1000 Points x 25 Percent = 250 Points

Proposals will be evaluated against the questions set out below.

Questions regarding the personnel.

[a] Do the individuals assigned to the project have experience on similar projects?

EVALUATOR'S NOTES \_\_\_\_\_

[b] Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the RFP requires?

EVALUATOR'S NOTES \_\_\_\_\_

[c] How extensive is the applicable education and experience of the personnel designated to work on the project?

EVALUATOR'S NOTES \_\_\_\_\_

Questions regarding the firm.

[d] Has the firm demonstrated experience in completing similar projects on time and within budget?

EVALUATOR'S NOTES \_\_\_\_\_

[e] How successful is the general history of the firm regarding timely and successful completion of projects?

EVALUATOR'S NOTES \_\_\_\_\_

[f] Has the firm provided letters of reference from previous clients?

EVALUATOR'S NOTES \_\_\_\_\_

[g] If a subcontractor will perform work on the project, how well do they measure up to the evaluation used for the offeror?

EVALUATOR'S NOTES \_\_\_\_\_

**EVALUATOR'S POINT TOTAL FOR 7.04** \_\_\_\_\_

## **7.05 Contract Cost — 25 Percent**

Maximum Point Value for this Section - 250 Points  
1000 Points x 25 Percent = 250 Points



Overall, 25 percent of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under Section 2.13.

### **Converting Cost to Points**

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 2.15.

**EVALUATOR'S POINT TOTAL FOR 7.05**

\_\_\_\_\_

## **7.06 Alaska Offeror Preference — 10 Percent**

Alaska bidders receive a 10 percent overall evaluation point preference.

Point Value for Alaska bidders in this section -- 100 Points

1000 Points x 10 Percent = 100 Points

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10 percent of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

**EVALUATOR'S POINT TOTAL FOR 7.06 (either 0 or 100)**

\_\_\_\_\_

**EVALUATOR'S COMBINED POINT TOTAL FOR ALL SECTIONS**

\_\_\_\_\_

## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

### **(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE FOLLOWING PAGE WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)**

(1) The prospective recipient of Federal assistance funds certifies, by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this Proposal.

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Name and Title of Authorized Representative

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Signature

---

Date

### Instructions for Certification

1. By signing and submitting this Proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this Proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "Proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this Proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this Proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this Proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.