

New York State Department of Health
Office of Health Insurance Programs

Request for Proposals (RFP) #20179: Medicaid Technical Advisory Services

Amendment #4

April 14, 2023

The following are official modifications which are hereby incorporated into RFP #20179: Medicaid Technical Advisory Services. The information contained in this amendment prevails over the original RFP language.

For all amendments below, deleted language appears in strikethrough and underlined (“~~xxx~~”) and added language appears in red text. Bidders should review all documents in their entirety to ensure all amended language is incorporated into proposals.

Section 4.3.2.2: Supplemental Staff (RFP Pages 25-26) is revised to:

After Department approval of the proposed supplemental staff member(s), the supplemental staff team member(s) may begin work on the project. The contractor shall receive payment based on the actual hours worked at the hourly bill rate as presented ~~Attachment B – Cost Proposal REVISED V2~~ Attachment B – Cost Proposal REVISED V3, Pricing Schedule D of the contract.

At contract start, the Key staff will be onboarded and become familiar with current initiatives, ongoing operations, and DOS business functions. These staff will use their Strategic Management Plans and artifacts as their baseline and then customize these documents to meet NYS MES needs accordingly. These customized plans shall be delivered to the Department on the proscribed due dates as described in both Attachment O – Strategic Management Plans and in ~~Attachment N – TAS Service Level Agreement (SLAs)~~ Attachment N - TAS Service Level Agreement (SLAs) REVISED V2 and shall become the property of the Department. All documentation delivered to or developed for the Department are the property of NYS and may be used to meet Department needs.

Section 4.3.3.2: Staff Vacancies, Performance, and Replacements (RFP Pages 26-27) is revised to:

The Department reserves the right to request a replacement for any of the Key or Supplemental staff. The Department may assess the contractor, at its sole discretion, a penalty for each Key or Supplemental Staff position that remains as vacant beyond the 45 business days to fill a position, regardless of the reason for the vacancy, unless otherwise agreed to by the Department. (See ~~Attachment N – Service Level Agreement (SLAs)~~ Attachment N – Service Level Agreement (SLAs) REVISED V2).

Section 4.6 Information Technology (RFP Page 31) is revised to:

The Contractor shall provide cost information for the operations equipment, facilities, and other operational expenses in ~~Attachment B – Cost Proposal REVISED V2~~ **Attachment B – Cost Proposal REVISED V3** (see Schedule E. Bidder’s Add’l Operations). Any funds not used by the project at the conclusion of the contract shall be credited back to the Department.

Section 4.8.2 Transition (RFP Page 33) is revised to:

~~Attachment N – TAS Service Level Agreement (SLAs)~~ **Attachment N – TAS Service Level Agreement (SLAs) REVISED V2** includes a summary chart of the transition SLAs.

Section 5.4.1: Payments (RFP Page 29) is revised to:

5.4.1 TAS Strategic Management Plans Payment

The awarded contractor will supply the full content of the baseline plans for each plan listed in Attachment O – TAS Strategic Management Plans. Their proposed fixed fee includes the baseline plan and NYS customizations. The contractor will not invoice for staff hours applied to develop the initial custom plans; this shall be included in the fixed fee proposed. Once the Department approves the initial customized plan, the contractor may submit an invoice for payment of that plan using the fixed fee amount provided in Schedule F of the contractor’s ~~Attachment B – Cost Proposal REVISED V2~~ **Attachment B – Cost Proposal REVISED V3**.

5.4.2 Key Staff Payment

Key Staff payments will be based on hours worked using the hourly rates supplied in Schedule D of the contractor’s ~~Attachment B – Cost Proposal REVISED V2~~ **Attachment B – Cost Proposal REVISED V3** for the labor categories identified in Attachment D.1- TAS Staffing Table Key Staff Responsibility and Experience Descriptions REVISED V2. Key Staff will be required to record their time using the contractor’s proposed time tracking solution which should be used to report all Key staff time for approval by the Department for payment. Payment for a specific title will be withheld for any Key Staff vacancies.

5.4.3 Supplemental Staff Payment

The Department will use the SOW forms and process to define scope and supplemental staff needed. Payment is based upon actual hours worked and at the rates supplied in Schedule D of the contractor’s ~~Attachment B – Cost Proposal REVISED V2~~ **Attachment B – Cost Proposal REVISED V3** for the labor categories identified in Attachment D.2 - TAS Staffing Table Supplemental Staff Responsibility and Experience Descriptions REVISED V2. These payments will be variable and based on the actual hours by contractor’s Supplemental Staff working Department approved assignments in the SOW.

5.4.4 Invoices

The monthly invoice shall include credit for vacancies over 45 days, and any other documents and reports that are not within their SLA shall be credited on the invoice, as described in ~~Attachment N – TAS Service Level Agreement (SLAs)~~ Attachment N – TAS Service Level Agreement (SLAs) REVISED V2.

Section 5.4.6: Additional Operations Payment (RFP Page 36) is revised to:

The contractor must provide Additional Operations cost information that includes equipment, facilities, and other operational expenses (Section 4.3.3.3) that are not already built into the Staffing rates. The additional operations costs refer to the items described in Attachment L and proposed in Schedule E of the cost proposal. Upon request, the contractor shall provide documentation that show the details of these fixed annual costs. The contractor will not be reimbursed for any Additional Operations costs not included in ~~Attachment B – Cost Proposal REVISED V2~~ Attachment B – Cost Proposal REVISED V3. These items are invoiced monthly as described in Section 5.4.4 Invoices.

Section: 6.3 COST PROPOSAL (RFP Page 60) is revised to:

6.3 Cost Proposal

Submit a completed and signed ~~Attachment B – Cost Proposal REVISED V2~~ Attachment B – Cost Proposal REVISED V3. The Cost Proposal should comply with the format and content requirements as detailed in this document and in Attachment B. Failure to comply with the format and content requirements may result in disqualification.

Offerors must use the Microsoft Excel spreadsheet titled “~~Attachment B – Cost Proposal REVISED V2~~ Attachment B – Cost Proposal REVISED V3” in the form and content provided with this RFP. Deviations from this format are not permitted. Offerors should prepare their cost proposal using the Excel spreadsheet, sign, and date their cost proposal using Tab **G. Cost Proposal Signature**, save the Excel file to PDF format and then submit in electronic PDF form in accordance with Section 7, Proposal Submission. Failure to submit in this required format will result in disqualification.

Pricing schedules are provided in ~~Attachment B – Cost Proposal REVISED V2~~ Attachment B – Cost Proposal REVISED V3. The cost proposal includes Pricing Schedule A, B, C, D, E and F.

The offeror should complete the hourly pay rate, mark up percentage; the bill rate is calculated for each labor category, for each year of the contract by entering the rates into Pricing Schedule D – Bidders Staffing Rates.

The Pay Rate should be inclusive of the Salary and Fringe Benefits for each staff title. The Markup % refers to the offeror’s anticipated markup, which should include but is not limited to anticipated overhead, indirect, administrative costs, travel, profit margin, and other miscellaneous costs of the offeror. The Bill Rate is the combination of the offeror’s Pay Rate and Markup %.

The offeror should not enter any information into, or modify the Pricing Schedules A, B, and C. The offeror should complete Pricing Schedule E, Additional Operations – Equipment, and may complete Additional Operations – Other Operational Expenses.

The offeror should complete Pricing Schedule F, Strategic Management Plans with their proposed fixed fee for each plan.

The selected offeror will not be reimbursed for any costs outside of its submitted ~~Attachment B – Cost Proposal REVISED V2~~ Attachment B – Cost Proposal REVISED V3.

Descriptions and instructions for the Pricing Schedules contained in ~~Attachment B – Cost Proposal REVISED V2~~ Attachment B – Cost Proposal REVISED V3 are as follows:

- **Pricing Schedule A – Pricing Schedule Totals** - provides a total cost summary for the key and supplemental staffing through year 6. **Do not edit or change** any values for this form. This form includes fixed pricing for Supplemental Funding as described in section 4.6 and is automatically updated from other Pricing Schedules.
- **Pricing Schedule B – Key Staff** - provides a cost summary for key staff that is based on an annualized rate. **Do not edit or change** any values for this form, this form is automatically updated from Pricing Schedule D.
- **Pricing Schedule C – Supplemental Staff** - provides a cost summary for supplemental staff that is based on the hourly rate proposed and estimated fixed number of hours per contract year. Actual hours may be higher or lower and there is no guarantee of actual hours. **Do not edit or change** any values within this form, this form is automatically updated from Pricing Schedule D.
- **Pricing Schedule D – Bidder’s Staffing Rates** - the offeror should enter the pay rates, mark up percentage for each labor category for each year for both Key and Supplemental Staff. Bill Rate will be calculated based on pay rate and percentage mark up. These rates are fully loaded rates. These rates must not be exceeded for the duration of the contract without alternate provisions set forth within this RFP.

Fully Loaded Rates

The hourly staffing rates provided for both the key and supplemental staff is an all-inclusive rate and includes Pay Rate and Mark up %. The Pay Rate and Mark up % are used to calculate the Bill Rate. The Bill Rate will be used in the event the Department determines the need to adjust for staff vacancies, or to add additional staff as set forth under Attachment B.

- **Pricing Schedule E – Bidder’s Add’l Operations** – the offeror should enter an annual amount for Additional Operations, which includes equipment and facilities described in Section 4.3 and Section 4.6 Information Technology. Do not include expenses that are included in the fully loaded labor category rates in Pricing Schedule D.
- **Pricing Schedule F – Bidder’s Strat. Mgmt. Plans** - the offeror should enter a fixed amount for each initial customized Strategic Management Plan. Each Strategic Management Plan deliverable shall be billed as a fixed fee. This fixed fee includes the baseline documents from the contractor and all TAS staff work hours to customize the plans.

Unused funding from any year can be moved to subsequent years and may be reallocated to any of the above schedules described above.

Section: ATTACHMENTS (PAGE 60-61)

The following attachments are included in this RFP and are available on the DOH Grants/Funding Opportunities website.

- A. Proposal Document Checklist (Revised below)
- B. TAS Cost Proposal ~~REVISED V2~~ REVISED V3
- C. TAS Example Deliverable Expectations Document
- D. TAS Staffing Cover Page
- D.1 TAS Staffing Table Key Staff Responsibility and Experience Descriptions REVISED V2
- D.2 TAS Staffing Table Supplemental Staff Responsibility and Experience Descriptions REVISED V2
- E. TAS Supplemental Staff SOW Template ~~REVISED V2~~ REVISED V3
- F. TAS Minimum Bidder Qualifications
- G. TAS Proposal Requirements Matrix
- H. TAS Key Staff Proposal Form REVISED V2
- I. TAS Acronyms and Glossary of Terms
- J. *Intentional Blank Page*
- K. TAS Supplemental Staff Submission Forms REVISED V2
- L. TAS Facility Requirements and Specifications REVISED V2
- M. TAS Division of Operations and Systems Security Requirements
- N. TAS Service Level Agreement (SLAs) REVISED V2
- O. TAS Strategic Management Plans
- P. Strategic Management Plans Proposal Form

ATTACHMENT A (RFP Page 61) is revised to:

ATTACHMENT A
 Proposal Document Checklist

Please reference Section 7.0 for the appropriate format and quantities for each proposal submission.

| RFP# 20179 – Medicaid Technical Advisory Services | | |
|--|---|--------------------------|
| FOR THE ADMINISTRATIVE PROPOSAL | | |
| RFP § | SUBMISSION | INCLUDED |
| § 6.1.A | Attachment 1 – Bidder’s Disclosure of Prior Non-Responsibility Determinations, completed and signed. | <input type="checkbox"/> |
| § 6.1.B | Freedom of Information Law – Proposal Redactions (If Applicable) | <input type="checkbox"/> |
| § 6.1.C | Attachment 3- Vendor Responsibility Attestation | <input type="checkbox"/> |
| § 6.1.D | Attachment 4 - Vendor Assurance of No Conflict of Interest or Detrimental Effect | <input type="checkbox"/> |
| § 6.1.E | M/WBE Participation Requirements: | <input type="checkbox"/> |
| | Attachment 5 Form 1 | <input type="checkbox"/> |
| | Attachment 5 Form 2 (If Applicable) | <input type="checkbox"/> |
| | Attachment 5 Form 4 | <input type="checkbox"/> |
| § 6.1.G | Attachment 7 - Encouraging Use of New York Businesses | <input type="checkbox"/> |
| § 6.1.F | Attachment 6 - Bidder’s Certified Statements, completed & signed. | <input type="checkbox"/> |
| § 6.1.H | Attachment 9 – References | <input type="checkbox"/> |
| § 6.1.I | Attachment 10 - Diversity Practices Questionnaire | <input type="checkbox"/> |
| § 6.1.J | Attachment 11 - Executive Order 177 Prohibiting Contracts with Entities that Support Discrimination | <input type="checkbox"/> |
| § 6.1.K | Attachment 12 - Executive Order 16 Prohibiting Contracting with Entities Conducting Business Operations in Russia | <input type="checkbox"/> |
| § 6.1.L | <u>State Finance Law Consultant Disclosure Provision - Forms A & B</u> | <input type="checkbox"/> |
| | A. Contractor’s Planned Employment B. Contractor’s Annual Employment Report | <input type="checkbox"/> |
| § 6.1.M | <u>Sales and Compensating Use Tax Certification:</u> | <input type="checkbox"/> |
| | Form ST-220-CA for NYS Department of Health | <input type="checkbox"/> |
| | Form ST-220-TD for NYS Department of Taxation and Finance | <input type="checkbox"/> |

| FOR THE TECHNICAL PROPOSAL | | |
|-----------------------------------|--|--------------------------|
| RFP § | SUBMISSION | INCLUDED |
| § 6.2.A | Title Page | <input type="checkbox"/> |
| § 6.2.B | Table of Contents | <input type="checkbox"/> |
| § 6.2.C | Executive Summary | <input type="checkbox"/> |
| § 6.2.D | Attachment F - TAS Minimum Bidder Qualifications.docx | <input type="checkbox"/> |
| § 6.2.E | Technical Proposal Narrative | <input type="checkbox"/> |
| § 6.2.E1 | Scope Overview | <input type="checkbox"/> |
| § 6.2.E2 | Enterprise Architecture | <input type="checkbox"/> |
| § 6.2.E3 | Program and Project Management | <input type="checkbox"/> |
| § 6.2.E4 | Program Contract Management | <input type="checkbox"/> |
| § 6.2.E5 | People and Change | <input type="checkbox"/> |
| § 6.2.E6 | Staffing | <input type="checkbox"/> |
| § 6.2.E6 | Attachment H – TAS Key Staff Proposal Form REVISED V2 | <input type="checkbox"/> |
| § 6.2.E7 | MES Program and TAS Contract Management | <input type="checkbox"/> |
| § 6.2.E8 | Reporting | <input type="checkbox"/> |
| § 6.2.E9 | Information Technology and Facilities | <input type="checkbox"/> |
| § 6.2.E10 | Security | <input type="checkbox"/> |
| § 6.2.E11 | Transition | <input type="checkbox"/> |
| § 6.2.E | Attachment G – RFP TAS Proposal Requirements Matrix | <input type="checkbox"/> |
| § 6.2.F | Separate Technical Proposal Submission Items | <input type="checkbox"/> |
| § 6.2.F1 | Attachment P – Strategic Management Plans Proposal Form | <input type="checkbox"/> |
| FOR THE COST PROPOSAL REQUIREMENT | | |
| RFP § | REQUIREMENT | INCLUDED |
| § 6.3 | Attachment B - Cost Proposal Attachment B – Cost Proposal REVISED V2 Attachment B – Cost Proposal REVISED V3 | <input type="checkbox"/> |

ATTACHMENT B (RFP Page 63) is revised to:

ATTACHMENT B
Cost Proposal

Attachment B – Cost Proposal REVISED V2 **Attachment B – Cost Proposal REVISED V3**

RFP #20179

Offerors must use the Microsoft Excel spreadsheet titled “**Attachment B – Cost Proposal REVISED V2** **Attachment B – Cost Proposal REVISED V3**” as described in section 6.3. Deviations from this format are not permitted. Offerors should prepare their cost proposal using the Excel spreadsheet, sign, and date their cost proposal using Tab **G. Cost Proposal Signature**, save the Excel file to PDF format and then submit an in electronic PDF form in accordance with Section 7, Proposal Submission. Failure to submit in this required format may result in disqualification.

The cost proposal template within **Attachment B – Cost Proposal REVISED V2** **Attachment B – Cost Proposal REVISED V3** includes Pricing Schedule A, B, C, D E, and F. The offeror should complete the pay rates and mark up percentage.

The Pay Rate should be inclusion of the Salary and Fringe Benefits for each staff title. The Markup % refers to the bidder’s anticipated markup, which should include but is not limited to anticipated overhead, indirect, administrative costs, travel, profit margin, and other miscellaneous costs of the bidder. The Bill Rate is the combination of the Bidder’s Pay Rate and Markup %.

The Bill Rate will be calculated based on the entries for each labor category, for each year of the contract by entering them into **Pricing Schedule D – Bidders Staffing Rates (tab)**, as described in section 6.3. The offeror should not enter any information into, or modify the Pricing Schedules A, B, and C. The offeror should complete Pricing Schedule E, Bidder’s Additional Operations, and Pricing Schedule F, Bidder’s Strat. Mgmt. Plans.

The selected Bidder will not be reimbursed for any costs outside of its submitted **Attachment B- Cost Proposal REVISED V2** **Attachment B – Cost Proposal REVISED V3**.

Attachment B – Cost Proposal REVISED V3, TAB: B. Key Staff, Cell G8 – G18 is revised to:

Values in cells G8 – G18 are revised to reference and move values from TAB D, Cells T8 – T18, respectively.

Attachment B – Cost Proposal REVISED V3, TAB: D. Bidder’s Staffing Rates is revised to:

Cell B29, position title is revised to:

Industry/Functional Area Specialist III **II**

Attachment E: TAS Supplemental SOW Template (Tab: “Background and Instructions”)

Cell A6, List item #11 is revised to:

11. Payment for Supplemental Staff will be based on the actual hours worked at the hourly rate for that contract year, as presented the Cost Proposal, Pricing Schedule D, of the contract (~~Attachment B – Cost Proposal REVISED V2~~ Attachment B – Cost Proposal REVISED V3) for the title filled via the TAS Supplemental SOW. See sections 4.3 Staffing, and 5.4 Payments of the contract for details.

Attachment N: TAS Service Level Agreement (SLAs) is revised to “**Attachment N – TAS Service Level Agreement (SLAs) REVISED V2**”

SLA – 13, Cell G16 is revised to:

~~10%~~ 5% of ~~preceeding~~ preceding month invoice amount.

The spelling correction for the word preceding is corrected in all instances in the sheet.