

Request for Proposals

RFP #18026 Medicaid Accelerated eXchange (MAX) Program Rapid Cycle Continuous Improvement Targeting High Utilizers of Avoidable Hospital Services

AMENDMENT #2

March 20, 2019

The following are official modifications, which are hereby incorporated into RFP #18026: Medicaid Accelerated eXchange (MAX) Program Rapid Cycle Continuous Improvement Targeting High Utilizers of Avoidable Hospital Services. The information contained in this amendment prevails over the original RFP language. For all amendments below, deleted language appears with a strikethrough (“~~xxx~~”) and added language will appear highlighted and underlined (“xxx”).

The amended version and the information contained in Amendment #1 and Amendment #2 prevails over the original RFP language.

Bidders should review all documents in their entirety to ensure all amended language is incorporated into proposals.

4.0 Scope of Work

Paragraph 5

The Contractor will be recruiting Action Teams (as defined in Attachment C) of eight (8) to twelve (12) staff representing the PPS partner facility for participation in the MAX RCCI Workshops. For information on the previous MAX Series, including previous MAX participant sites, final reports and case studies, the MAX Symposium and other pertinent information, please visit the following site: https://www.health.ny.gov/health_care/medicaid/redesign/dsrip/pps_workshops/max.htm.

4.1 Tasks/Deliverables

I. Deliverable Schedule

Deliverable	Estimated Deliverable Completion
ROUND 1	
<u>Series Development (Round #1)</u>	
Finalize hiring (staff or subcontractors) of Contract Manager, subject matter experts (SMEs) and facilitators; collaborate with SMEs on the MAX RCCI and TTF programs.	<i>Within 15 days</i> of contract approval by OSC and prior to beginning participant recruitment for Round 1 of the MAX RCCI and TTF workshop series
Provide MAX RCCI and TTF workshop approaches, curricula, and content materials to the Department for approval.	<i>Within 30 days</i> of contract approval by OSC
<u>Participant Recruitment and Workshop Scheduling (Round #1)</u>	

Deliverable	Estimated Deliverable Completion
Provide the Department with a plan outlining the MAX RCCI Action Team and TTF Participant recruitment strategies	<i>Within 15 days</i> of contract approval by OSC
Begin recruitment of both the MAX RCCI Action Teams and TTF participants for Round 1 Workshops.	<i>Within 30 days</i> of contract approval by OSC
<u>Conduct 1st site visit to the Action Team facility</u>	<u><i>Within 2 months</i></u> of contract approval by OSC
Schedule TTF and MAX RCCI workshops for Round 1 – upstate and downstate teams	<i>Within 2 months</i> of contract approval by OSC
<u>Workshop Delivery (Round #1)</u>	
TTF Workshop; Training Session 1, Round 1 – (one session to be held per region)	Between <i>contract months 3-5</i>
MAX RCCI Workshop Session 1 - Round 1 (one session per region)	<i>Within seven (7) calendar days</i> after TTF training session for that region
Provide support to MAX RCCI Action Teams and TTF Participants	Between workshop sessions 1 and 2
TTF Workshop; Training Session 2, Round 1 (one session to be held per region)	Between <i>contract months 6-8</i> <u><i>No later than 90 days</i></u> after Workshop 1
MAX RCCI Workshop Session 2 - Round 1 (one session per region for up to 7 teams in a region; two sessions are required for any region with 8-12 teams)	<i>Within seven (7) calendar days</i> after TTF training session for that region
Provide support to MAX RCCI and TTF Participants	Between workshop sessions 2 and 3
<u>Conduct 2nd site visit to the Action Team facility</u>	<u><i>After Workshop 2</i></u>
TTF Workshop; Training Session 3, Round 1 (one session to be held per region)	Between <i>contract months 9-11</i> <u><i>No later than 90 days</i></u> after Workshop 2
MAX RCCI Workshop Session 3 - Round 1 (one session per region for up to 7 teams in a region; two sessions are required for any region with 8-12 teams)	<i>Within seven (7) calendar days</i> after TTF training session for that region
<u>Reporting (Round #1)</u>	
Conduct a webinar with the PPS and the Department for all teams, upstate and downstate to review activities, lessons learned, overall process and results.	<i>Within 60 days</i> of completion of the Workshops for Round 1
Submit a final summary report on the MAX RCCI and TTF Workshops for Round 1 to the Department	<i>Within three (3) months</i> of completion of the Workshops for Round 1

ROUND 2	
<u>Series Development (Round #2)</u>	
Recommend and prepare revisions to the MAX RCCI and TTF workshops' approaches or content to the Department for review and approval	<i>Within one (1) month</i> after completion of Round 1 Workshops
<u>Participant Recruitment and Workshop Scheduling (Round #2)</u>	
Begin recruitment for both the MAX RCCI Action Teams and TTF Participants for the Round 2 Workshops.	No later than <i>Contract month 12</i>
<u>Conduct 1st site visit to the Action Team facility</u>	<u>No later than Contract month 12</u>
Schedule TTF and MAX RCCI workshops for Round 2 – upstate and downstate teams	No later than <i>Contract month 12</i>
<u>Workshop Delivery (Round #2)</u>	
TTF Workshop; Training Session 1, Round 2 (one session to be held per region)	Between <i>contract months 13-15</i>
MAX RCCI Workshop Session 1 - Round 2 (one session per region)	<i>Within seven (7) calendar days</i> after TTF training session for that region
Provide support to MAX RCCI and TTF Participants	Between workshop sessions 1 and 2
TTF Workshop; Training Session 2, Round 2 (one session to be held per region)	Between <i>contract months 16-18</i> <u>No later than 90 days after Workshop 1</u>
MAX RCCI Workshop Session 2 - Round 2 (one session per region for up to 7 teams in a region; two sessions are required for any region with 8-12 teams)	<i>Within seven (7) calendar days</i> after TTF training session for that region
Provide support to MAX RCCI and TTF Participants	Between workshop sessions 2 and 3
<u>Conduct 2nd site visit to the Action Team facility</u>	<u>After Workshop 2</u>
TTF Workshop; Training Session 3, Round 2 (one session to be held per region)	Between <i>contract months 19-21</i> <u>No later than 90 days after Workshop 2</u>
MAX RCCI Workshop Session 3 - Round 2 (one session per region for up to 7 teams in a region; two sessions are required for any region with 8-12 teams)	<i>Within seven (7) calendar days</i> after TTF training session for that region
<u>Reporting (Round #2)</u>	
Conduct a webinar with the PPS and the Department for all teams, upstate and downstate to review activities, lessons learned, overall process and results.	<i>Within 60 days</i> of workshop series round completion
Submit a final summary report on the MAX RCCI and TTF Workshops for Round 2 to the Department	<i>Within three (3) months</i> of workshop series round completion

II. Overview of TTF and MAX RCCI Workshop Series

- E. The MAX RCCI workshops will consist of:
 - a. Three (3) full day sessions.
 - b. ~~Each session will occur approximately three (3) months after the previous session.~~ **Each session will occur no more than 90 days after the previous session.**
 - c. A maximum of twelve (12) Action Teams will participate per region, where as:
 - i. If more than seven (7) Action Teams (i.e., 8 to 12 teams) are recruited in a region, the Contractor will hold two (2) workshop sessions in that region that round and will split the Action Teams in to two (2) sub-workshop groups (e.g., if 9 teams are recruited, one series will have 5 teams and the other will have 4 teams).
 - ii. When two (2) sub-workshop groups are being conducted:
 - 1. The Session for workshop day 1 will take place on the same day at the same location for both sub-workshop groups. It is expected that workshop day 1 will include an initial “kickoff” session to be held with all Action Teams (i.e. all 8 to 12 teams in the region), followed by breakout sessions by sub-workshop groups.
 - 2. The Sessions for workshop days 2 and 3 should take place on or about the same time as the corresponding workshop for the other series.

IV. Participant Recruitment

- A. Recruitment Strategy
 - a. Within 15 days of contract approval from OSC, the Contractor will submit to the Department with a plan that can be immediately implemented outlining the TTF and MAX RCCI Action Team recruitment strategies, including but not limited to:
 - i. How the TTF participants will be selected;
 - 1. Enrollment in the TTF is limited PPS staff.
 - 2. The Contractor will recruit five (5) PPS staff per round per region to participate in the TTF workshops.
 - ii. A baseline assessment survey for prospective Action Teams participants;
 - 1. The MAX RCCI workshops is open to all partners from 25 PPS partner facilities and each round will take place in each of the two (2) regions.
 - 2. The Contractor will recruit up to twelve (12) Action Teams per region per round.
 - 3. Each Action Team will consist of a minimum of eight (8) but no more than twelve (12) participants;
 - iii. The SMEs involvement and assistance in recruitment;
 - iv. A timeline for recruitment;
 - v. Process for recruiting the recommended numbers of Action Teams and staff within the teams as defined above in Section IV.A.2 and how the staff selected are the appropriate individuals to effect the required change within their facility, and
 - vi. **A plan and timeline for conducting all Action Team site visits.**
- C. Implement Recruitment Strategy for both the TTF and MAX workshops;
 - a. For the TTFs, identify participants, trying, where possible, to ensure participants represent different organizations/systems than the action teams to test cross-sector compatibility.
 - b. For MAX RCCI workshops: Identify sites and recruit Action Team participants by **conducting performing a** baseline assessment surveys, interviews and ~~or~~ **conducting** site visits with PPS and PPS partner facilities. **The Department will reimburse the Contractor for up to four (4) Contractor team members to attend the site visits.**

V. Workshop Delivery

- C. Each workshop series will consist of an TTF training session workshop, subsequent MAX RCCI workshops (with the TTF participants co-facilitating), and on-going action period support as follows:
- a. For the TTF workshops, the Contractor will perform the following tasks:
 - i. Conduct three (3) TTF Training Sessions:
 1. Each session consisting of a one (1) full-day training session; and
 2. Each session will occur within **seven (7) calendar days** prior to each MAX RCCI workshop.
 - b. For the TTF Workshop, participants will be expected to be able to:
 - i. Co-facilitate the subsequent MAX RCCI workshops (under facilitator's supervision)
 - ii. Implement MAX RCCI workshops in their PPS network.
 - c. For the MAX RCCI workshops, the Contractor will:
 - ~~i. Perform a Baseline Assessment for the Action Teams;~~
 - ii. Deliver and facilitate three (3) individual full day MAX RCCI workshops to complete a series;
 - iii. Complete each individual MAX RCCI workshop **no more than 90 days after** ~~about 2-3 months apart from~~ the previous workshop (see Section 4.1.I for timetable);
 - iv. Focus the workshops on the following:
 1. Workshop 1: Goals that can be achieved within a 30-day time period;
 2. Workshop 2: Detailed process redesign; and
 3. Workshop 3: Detailed process redesign and a continuous improvement plan to sustain process improvement;
 - v. Conduct one (1) MAX RCCI workshop series in each region;
 1. There are two (2) regions identified below:
 - Downstate: Hudson Valley, NYC and Long Island PPS; and
 - Upstate: Rest of State PPS.
 - vi. MAX RCCI Workshops will be conducted with the Actions Team,
 1. Action Teams include clinicians, administrators, and community providers from PPS partner facilities.
 - d. The Contractor will provide Facilitator coaching of the TTFs during the MAX RCCI Workshops.
 - e. For the Action Period Support;
 - i. During the period between workshops, the Contractor will provide the TTF's with continued support, such as:
 1. Coaching calls as needed; and
 2. Call-in technical support (e.g., mentoring/coaching) to assist them with being able to facilitate their own independent workshops.
 - ii. During the support period between workshops, the Contractor, with the assistance of the SMEs, will be required to maintain on-going assistance and assess the success of the Action Teams back in their work environment by conducting:
 1. Weekly status calls;
 2. Online discussion forums; and
 3. One (1) site visit to each Action Team's partner **facility before Workshop 1 during Participant Recruitment (see Section 4.1.IV) and again after Workshop 2 has been completed. The Department will reimburse the Contractor for up to four (4) Contractor team members to attend the site visits.** ~~between workshops 1 and 2, and workshops 2 and 3. There will be two (2) per site per Action Team's partner facility per series.~~ The SME will not be expected to attend all site visits. Reimbursement for travel expenses related to these site visits will be per Office of the State Comptroller (OSC) rules and regulations associated with travel (<http://osc.state.ny.us/agencies/travel/travel.htm>), Rates must not exceed OSC's published rates without prior Departmental approval and will not be reimbursed without supporting documentation. Any additional travel expense will need to be provided by the contractor. See Section 5.4 Payment, Section ~~6-2~~ **6.3** Cost Proposal and Attachment B for additional information

4.3 Reporting Requirements

- D. Upon successful completion of each workshop series, the Contractor must adhere to the following

reporting requirements:

- a. Conduct a final webinar with all teams (upstate and downstate), within 60 days of the end of the workshop series, to present to both PPS and Department staff, outlining:
 - i. Team to team sharing of results;
 - ii. Lessons learned from the initiatives; and
 - iii. Recommended next steps
- b. Provide a final report to the Department, within **three (3)** ~~four (4)~~ months of the end of each round, which will be published on the Department website, consisting of, at a minimum:
 - i. A summary of the Action Team initiatives implemented;
 - ii. documentation of change that occurred as a result of real time intervention;
 - iii. Lessons learned from the initiatives; and
 - iv. Recommended next steps.

5.4 Payment

Payment will be made upon successful completion of the Deliverables identified in Section 6.3: Cost Proposal and Attachment B: Cost Proposal, based on the Deliverable Prices provided by the bidder. Such Deliverables are identified below:

Deliverable	Number of Deliverables	Price for Series Development Deliverable	
<u>Series Development – One price only to be paid prior to the start of Round 1</u>	1		
Deliverable	Number of Deliverables per Round	Price for Up to 7 Action Teams	Price for 8 to 12 Action Teams
<u>Upstate Participant Recruitment and Workshop Scheduling – TTF and MAX RCCI</u> <i>(Includes plan, baseline assessment and initial site visit to each Action Team site)</i>	1		
<u>Downstate Participant Recruitment and Workshop Scheduling – TTF and MAX RCCI</u> <i>(Includes plan, baseline assessment and initial site visit to each Action Team site)</i>	1		
<u>Workshop 1 Deliverable Price: Upstate</u> <i>(Upstate TTF Support/Coaching and all RCCI related services, reporting and meetings for Workshop 1 from recruitment end to end of Workshop 1 including reports)</i>	1		
<u>Workshop 1 Deliverable Price: Downstate</u> <i>(Downstate TTF Support/Coaching and all RCCI related services, reporting and meetings for Workshop 1, work from end of recruitment to end of Workshop 1 including reports)</i>	1		
<u>Workshop 2 Deliverable Price: Upstate</u> <i>(Includes TTF Support/Coaching and all Upstate RCCI related services, reporting and meetings for Workshop 2, work from end of Workshop 1 to end of workshop 2 including reports)</i>	1		
Deliverable	Number of Deliverables per Round	Price for Up to 7 Action Teams	Price for 8 to 12 Action Teams

Workshop 2 Deliverable Price: Downstate (Includes TTF Support/Coaching and all Downstate RCCI related services, reporting and meetings for Workshop 2, work from end of Workshop 1 to end of Workshop 2 including reports)	1		
Workshop 3 Deliverable Price: Upstate (Includes TTF Support/Coaching and all Upstate RCCI related services, reporting and meetings for Workshop 3, work from end of Workshop 2 to end of Workshop 3 including site visit, revisions and reports)	1		
Workshop 3 Deliverable Price: Downstate (Includes TTF Support/Coaching and all Downstate RCCI related services, reporting and meetings for Workshop 3, work from end of Workshop 2 to end of Workshop 3 including site visit, revisions and reports)	1		
Deliverable	Number of Deliverables	Price for Final Deliverables	
Final Webinar (one statewide after each round)	42		
Final Reports (one each includes upstate and downstate)	2		

5.8.1 LIMITATION OF LIABILITY

Except as otherwise set forth in Sections IX. J. and K., the Indemnification Provisions of the New York State Health Department Contract, the limit of liability shall be as follows:

A. Contractor's liability for any claim, loss or liability arising out of, or connected with the Products and services provided, and whether based upon default, or other liability such as breach of contract, warranty, negligence, misrepresentation or otherwise, shall in no case exceed direct damages in: (i) an amount equal to two (2) times the original contract value exclusive of renewals, for the Products and services, or parts thereof forming the basis of the Department's claim, or (ii) two million dollars (\$2,000,000), whichever is greater.

B. The Department may retain such monies from any amount due Contractor as may be necessary to satisfy any claim for damages, costs and the like asserted against the Department unless Contractor at the time of the presentation of claim shall demonstrate to the Department's satisfaction that sufficient monies are set aside by the Contractor in the form of a bond or through insurance coverage to cover associated damages and other costs.

C. Notwithstanding the above, neither the Contractor nor the Department shall be liable for any consequential, indirect or special damages of any kind which may result directly or indirectly from such performance, including, without limitation, damages resulting from loss of use or loss of profit by the Department, the Contractor, or by others.

6.2 Technical Proposal

D. Technical Proposal Narrative

2. Staffing Requirements, Qualifications, and Training

- ii. Bidder should provide a summary of the proposed training initiatives to be utilized to ensure that all staff that will be assigned to this contract will be appropriately trained; and
 - a. Describe the bidder's plan for recruitment and retention of contractor staff, in a manner which will allow for the bidder to meet all required timeframes and deliverables associated with this RFP. This plan should include: How the bidder will recruit and retain the appropriate Contract Manager, subject matter experts and facilitators for the duration of the two (2) rounds of two RCCI workshop series. The Bidder should elaborate on the skills they will be seeking to ensure that the staff engaged possess:
 1. Strong management skills necessary to coordinate the activities outlined in Section 4.1.;
 2. SME experience as described in Section 4.2;
 3. Experience in overseeing and/or facilitating RCCI training workshops and initiatives; and
 4. Previous experience managing state or federal contract engagements.
 - b. How the bidder will maintain a sufficient number of staff who have experience in healthcare, Medicaid, and/or RCCI-type training assistance, with facilitator staff having the experience outlined in Section 4.2;
 - c. How the bidder plans to employ staff with a sufficient knowledge of New York State Healthcare initiatives, such as Medicaid Redesign and the DSRIP Program to support and enhance the project. ~~;~~ and

6.3 Cost Proposal

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

The bid price per deliverable is an all-inclusive price to cover the cost of furnishing all of the said services, including but not limited to materials, equipment, meeting room(s) rental, meals, profit and labor to the satisfaction of the Department of Health and the performance of all work set forth in said specifications.

Travel for the Contractor's staff to conduct these deliverables included in Section 4.0 Scope of Work, must be included in the all-inclusive deliverable price bid with the exception of travel costs specifically facilities will be reimbursed per Office of the State Comptroller (OSC) rules and regulations associated with travel (<http://osc.state.ny.us/agencies/travel/travel.htm>), Rates must not exceed OSC's published rates without prior Departmental approval and will not be reimbursed without supporting documentation (receipts). The Contractor is responsible for keeping adequate records to substantiate any claims for reimbursement by personnel for travel in performance of these site visits. Any additional travel expense beyond those associated with the site visits must be included in the deliverable costs and provided by the contractor.

Deliverable	Number of Deliverables	Price for Series Development Deliverable	
<u>Series Development – One price only to be paid prior to the start of Round 1</u>	1		
Deliverable	Number of Deliverables per Round	Price for Up to 7 Action Teams	Price for 8 to 12 Action Teams
<u>Upstate Participant Recruitment and Workshop Scheduling – TTF and MAX RCCI</u> (Includes plan, baseline assessment and initial site visit to each Action Team site)	1		
<u>Downstate Participant Recruitment and Workshop Scheduling – TTF and MAX RCCI</u> (Includes plan, baseline assessment and initial site visit to each Action Team site)	1		
<u>Workshop 1 Deliverable Price: Upstate</u> (Upstate TTF Support/Coaching and all RCCI related services, reporting and meetings for Workshop 1 from recruitment end to end of Workshop 1 including reports)	1		
<u>Workshop 1 Deliverable Price: Downstate</u> (Downstate TTF Support/Coaching and all RCCI related services, reporting and meetings for Workshop 1, work from end of recruitment to end of Workshop 1 including reports)	1		
<u>Workshop 2 Deliverable Price: Upstate</u> (Includes TTF Support/Coaching and all Upstate RCCI related services, reporting and meetings for Workshop 2, work from end of Workshop 1 to end of workshop 2 including reports)	1		
Deliverable	Number of Deliverables per Round	Price for Up to 7 Action Teams	Price for 8 to 12 Action Teams
<u>Workshop 2 Deliverable Price: Downstate</u> (Includes TTF Support/Coaching and all Downstate RCCI related services, reporting and meetings for Workshop 2, work from end of Workshop 1 to end of Workshop 2 including reports)	1		
<u>Workshop 3 Deliverable Price: Upstate</u> (Includes TTF Support/Coaching and all Upstate RCCI related services, reporting and meetings for Workshop 3, work from end of Workshop 2 to end of Workshop 3 including site visit, revisions and reports)	1		
<u>Workshop 3 Deliverable Price: Downstate</u> (Includes TTF Support/Coaching and all Downstate RCCI related services, reporting and meetings for Workshop 3, work from end of Workshop 2 to end of Workshop 3 including site visit, revisions and reports)	1		
Deliverable	Number of Deliverables	Price for Final Deliverables	
<u>Final Webinar (one statewide after each round)</u>	4 2		
<u>Final Reports (one each includes upstate and downstate)</u>	2		

ATTACHMENTS

The following attachments are available via hyperlink or can be found at:
<https://www.health.ny.gov/funding/forms/>

- 1 Bidder's Disclosure of Prior Non-Responsibility Determination
- 2 No-Bid Form
- 3 Vendor Responsibility Attestation
- 4 Vendor Assurance of No Conflict of Interest or Detrimental Effect
- 5 Guide to New York State DOH M/WBE Required Forms & Forms
- 6 Encouraging Use of New York Businesses in Contract Performance
- 7 Bidder's Certified Statements
- 8 DOH Agreement (Sample Contract)
- 9 References
- 10 Diversity Practices Questionnaire

B REVISED Attachment B -Cost Proposal*

The following attachments are found attached to this end of this RFP:

- A Proposal Document Checklist
- ~~B Cost Proposal~~
- C Definition of Deliverable Terms

*Attachment B – Cost Proposal has been revised. The revised Attachment B is labeled “Revised Attachment B” and has been posted to the Department website along with RFP# 18026 Questions and Answers. Bidders Must submit the REVISED Attachment B as their Cost Proposal.

**ATTACHMENT B
COST PROPOSAL**

Has been deleted entirely from the RFP and has been replaced with the REVISED Attachment B – Cost Proposal which can be found at: <https://www.health.ny.gov/funding/forms/>

**REVISED ATTACHMENT B
COST PROPOSAL**

Bidders Name: _____

Cost Proposal Instructions:

To complete the Cost Proposal, Bidders must provide an all-inclusive Per Deliverable Price for the deliverables outlined below.

The bid price per deliverable is an all-inclusive price to cover the cost of furnishing all of the said services, including but not limited to materials, equipment, meeting room(s) rental, meals, profit and labor to the satisfaction of the Department of Health and the performance of all work set forth in said specifications.

Travel for the Contractor’s staff to conduct these deliverables included in Section 4.0 Scope of Work, must be included in the all-inclusive deliverable price bid with the exception of travel costs specifically related to the Action Team Site visits. Reimbursement for travel to the Action Team’s partner facilities will be reimbursed per Office of the State Comptroller (OSC) rules and regulations associated with travel (<http://osc.state.ny.us/agencies/travel/travel.htm>), Rates must not exceed OSC’s published rates without prior Departmental approval and will not be reimbursed without supporting documentation (receipts). The Contractor is responsible for keeping adequate records to substantiate any claims for reimbursement by personnel for travel in performance of these site visits. Any additional travel expense beyond those associated with the site visits must be included in the deliverable costs and provided by the contractor.

To complete the Cost Proposal, Bidders must provide an all-inclusive Deliverable Price for each of the Deliverables outlined below and in Attachment B: Cost Proposal. This is a price per deliverable per round and the department anticipates two (2) rounds will be conducted during the contract period.

Deliverable	Number of Deliverables	Price for Series Development Deliverable	
<u>Series Development – One price only to be paid prior to the start of Round 1</u>	1		
Deliverable	Number of Deliverables per Round	Price for Up to 7 Action Teams	Price for 8 to 12 Action Teams
<u>Upstate Participant Recruitment and Workshop Scheduling – TTF and MAX RCCI</u> <i>(Includes plan, baseline assessment and initial site visit to each Action Team site)</i>	1		
<u>Downstate Participant Recruitment and Workshop Scheduling – TTF and MAX RCCI</u> <i>(Includes plan, baseline assessment and initial site visit to each Action Team site)</i>	1		
<u>Workshop 1 Deliverable Price: Upstate</u> <i>(Upstate TTF Support/Coaching and all RCCI related services, reporting and meetings for Workshop 1 from recruitment end to end of Workshop 1 including reports)</i>	1		
<u>Workshop 1 Deliverable Price: Downstate</u> <i>(Downstate TTF Support/Coaching and all RCCI related services, reporting and meetings for Workshop 1, work from end of recruitment to end of Workshop 1 including reports)</i>	1		
<u>Workshop 2 Deliverable Price: Upstate</u> <i>(Includes TTF Support/Coaching and all Upstate RCCI related services, reporting and meetings for Workshop 2, work from end of Workshop 1 to end of workshop 2 including reports)</i>	1		

Deliverable	Number of Deliverables per Round	Price for Up to 7 Action Teams	Price for 8 to 12 Action Teams
Workshop 2 Deliverable Price: Downstate (Includes TTF Support/Coaching and all Downstate RCCI related services, reporting and meetings for Workshop 2, work from end of Workshop 1 to end of Workshop 2 including reports)	1		
Workshop 3 Deliverable Price: Upstate (Includes TTF Support/Coaching and all Upstate RCCI related services, reporting and meetings for Workshop 3, work from end of Workshop 2 to end of Workshop 3 including site visit, revisions and reports)	1		
Workshop 3 Deliverable Price: Downstate (Includes TTF Support/Coaching and all Downstate RCCI related services, reporting and meetings for Workshop 3, work from end of Workshop 2 to end of Workshop 3 including site visit, revisions and reports)	1		
Deliverable	Number of Deliverables	Price for Final Deliverables	
Final Webinar (one statewide after each round)	4 2		
Final Reports (one each includes upstate and downstate)	2		

By signing this Cost Proposal Form, the signatory certifies that they are authorized to bind the Bidder contractually and agrees that the prices above are binding for 365 days from the proposal due date.

Signature: _____

Title: _____ Date: _____

**ATTACHMENT C
DEFINITION OF DELIVERABLE TERMS**

Term	Definition
Downstate PPS	PPS located in the Hudson Valley, NYC, and Long Island regions of New York State. Currently, this includes: Refuah Community Health Collaborative, Montefiore Hudson Valley Collaborative, WMCHHealth, NYU Langone PPS, Community Care of Brooklyn, Staten Island Performing Provider System, The New York and Presbyterian Hospital, Bronx Health Access, Bronx Partners for Health Communities, Mount Sinai PPS, New York – Presbyterian/Queens, OneCity Health, SOMOS Community Care, Suffolk Care Collaborative, and Nassau Queens PPS.
Upstate PPS	PPS located in the areas outside those identified as Downstate. Currently, this includes: Adirondack Health Institute, Alliance for Better Health Care, Better Health for Northeast New York, Care Compass Network, Central New York Care Collaborative, Finger Lakes Performing Provider System, Leatherstocking Collaborative Health Partners, Millennium Collaborative Care, North Country Initiative, and Community Partners of Western New York.
Workshop	A full day of trainings/presentations on the designated topic.
Workshop Series	The full set of trainings/presentations conducted. These series are to be three (3) full days in length, though it is not the Department’s intention to have all three days of a series be presented consecutively. There will be four (4) series total for the contract. Each contract year will have two (2) Workshop Series, one (1) for Upstate PPS and one (1) for Downstate PPS.
Workshop Sub-series	If there are more than seven (7) action teams recruited in a region, that region is to be split in to two sub-series to ensure that no more than seven (7) action teams are participating at one time.
Train the Facilitator (TTF) Workshop Series	A separate 3-day workshop series conducted within seven (7) days prior to the RCCI Workshop Series to train co-facilitators of the RCCI Workshop Series. Each RCCI Workshop Series will include five (5) co-facilitators, for 20 total co-facilitators.
Workshop Series Round	The set of Upstate and Downstate series (or sub-series) which are presented during a contract year. There will be two (2) Workshop Series Rounds total for this contract.
Participants	Individuals who attend the Workshop Series.
Action Teams	Teams of eight (8) to twelve (12) participants representing a single PPS partner facility. A safety net hospital must be the lead organization for the Action Team. There is a maximum of twelve (12) Action Teams per Workshop Series.