

REQUEST FOR QUOTE FOR CONSULTANT WORK NEEDED

REQUEST NUMBER: **000001**

A. PROJECT TIMELINE:

ANTICIPATED START DATE:	ANTICIPATED END DATE:
01/24/2007	12/2008

B. PROJECT ASSIGNMENT:

Project Description

The Vendor(s) shall provide professional consulting services to the Texas Health and Services Commission (HHSC) in anticipation of legislative interest and activity on Medicaid reform, in particular, with developing, analyzing, and identifying Medicaid reform options and implications as the basis for providing information to assist in informing the legislative discussion. Based on legislative direction, if any, the vendor(s) shall assist HHSC in developing, analyzing, and producing reform materials and products.

Project Manager: Maureen Milligan.

C. SCOPE OF SERVICES:

Project Scope of Services

Prepare a conceptual and analytical approach and documentation, via a paper (deliverable) and accompanying analyses, for health care reform that addresses options for leveraging existing state and local contributions to maximize coverage for the uninsured and improving efficiency of Texas' investment in healthcare. Identify options, financing details, use of existing funds, implications, and estimates of coverage options given parameters as defined by HHSC. This work will focus on the potential financing options, negotiation approaches for approval, and potential use and draw-down of maximized funds. The paper will also include reform options for and implications of delivery system approaches, system improvements, and other components of Medicaid reform.

Potential vendors' responses to this Scope of Services must include an outlined description of the proposed approach for analyses, topics, and considerations related to this Scope of Services. It should also include reference to CMS' approval or not of similar or related reform components in other states. This proposal, outlined by the vendor, should be the basis for the cost-out provided below.

D. DELIVERABLES:

Project Deliverables

1. **Due → February 7, 2007 (2 Weeks after Vendor Begins Work):** Preliminary Financial Analysis and Preliminary Concept Paper Outline: A conceptual and analytical Medicaid reform paper, including analyses.
2. **Due → Mid-February, 2007:** Vendor must be prepared to respond to Legislature’s questions re: analysis and work.
3. **Due → February 21, 2007:** Interim Financial Analysis and Interim Concept Paper and Detailed Summary Outline: An interim reform paper as the basis for HHSC review, and analysis, and comments prior to completion of the report.
4. **Due → March 1, 2007:** Penultimate Final Reform Concept Paper and Financial Analysis.
5. **Due → March 16, 2007:** Final Reform Concept Paper and Financial Analysis.
6. **Due → As Necessary:** Briefings and meetings to support the analysis.

E. VENDOR TASK LIST AND SCHEDULE: (Add rows as necessary to list all tasks/timelines.)

Vendor Must Complete the Following Task Schedule		
Task	Assigned Staff	Timeline (Include deadlines if determined)
1.		
2.		
3.		
4.		
5.		

F. VENDOR COST PROPOSAL:

Vendor Must Complete the Following Cost Schedule	
Item	Cost
Deliverable 1:	
Staff 1 number of hours and hourly rate	
Staff 2 number of hours and hourly rate...	
Deliverable 2:	
Staff 1 number of hours and hourly rate	
Staff 2 number of hours and hourly rate...	

Deliverable 3:	
Staff 1 number of hours and hourly rate	
Staff 2 number of hours and hourly rate...	
Deliverable 4:	
Staff 1 number of hours and hourly rate	
Staff 2 number of hours and hourly rate...	
Deliverable 5:	
Staff 1 number of hours and hourly rate	
Staff 2 number of hours and hourly rate...	
TOTAL COST	

PLEASE NOTE: **VENDOR MUST** include an attached breakdown of Total Cost proposed above. As stated in the RFP, “Respondents must provide a not-to-exceed hourly rate for each skill set/position identified in the Cost Proposal. These rates **MUST NOT** exceed the Vendor’s rates originally proposed. The Cost Proposal should include any business, economic, legal, programmatic, or practical assumptions that underlie the respondent’s Costs.”

Vendor agrees to all terms and conditions, including the HHSC Uniform Contract Terms and Conditions, Version 1.3, and all provisions and requirements of the contract.

Vendor’s quote must remain valid for a minimum of ninety (90) days from the deadline for submission.

- Vendor understands and agrees that selection of a Vendor, if any, will be based on best value factors as indicated in the scope of the Request for Proposals, which is incorporated into the Agreement as though set out word for word in the Agreement.

G. VENDOR RESPONSE MUST INCLUDE THE FOLLOWING:

- 1) No more than 15 pages (1.5 spaced 12 point font) for the proposed approach and discussion of CMS responses to similar proposals from other states. This excludes resumes;
- 2) Project Staff – Resumes of Staff to be assigned to this Project;
- 3) A description of how the Vendor intends to manage this task (no longer than 5 pages double spaced 12 point font); and
- 4) Completion of the Cost Proposal.
- 5) According to Texas Administrative Code Rule 111.14 "If the respondent is selected and decides to subcontract any part of the contract after the award, as a provision of the contract, the contractor/vendor must comply with provisions of this section relating to developing and submitting a subcontracting plan before any modifications or performance in the awarded contract involving subcontracting can be authorized by the state agency." In addition, it is the policy of the HHSC, when subcontracting opportunities are probable, and the awarded contract (Task Order) has an expected value of \$100,000 or more, the HHSC shall state that probability and require a HUB subcontracting plan. Therefore, if your company anticipates that this "Task Order" will exceed

\$100,000.00, then the HUB Subcontracting Plan **MUST** be completed and submitted to HHSC for consent prior to performing the contracted work.

H. AUTHORITY TO EXECUTE:

The party has executed this Agreement in their capacity as stated below with authority to bind their organization on the dates set forth by signature. ⁱ

Authorized Signature

Date

Business Entity Name

RESPONSES TO THIS REQUEST FOR QUOTE:

- **MUST** be mailed in a sealed envelope clearly marked with the quote number. In addition, respondents must email a PDF formatted version to Peggie J. Laser at the email address listed below.
- Sealed Envelopes and PDF version **MUST** be received at the physical and email addresses listed below, no later than 3:00 p.m., **January 8, 2007.**

Texas Health and Human Services Commission
 Braker Center, Bldg. H
 11209 Metric Blvd.
 ATTENTION: Peggie J. Laser
 Mail Code H-350
 Austin, Texas 78758
Peggie.laser@hhsc.state.tx.us

ⁱ Please Note: Any amendment/award from this Request is contingent upon execution of the contracts.