

June 5<sup>th</sup>, 2023

Crystal Husted, Contracting Officer  
Department of Health and Human Resources, Bureau for Medical Services  
2019 Washington Street, East  
Charleston, WV 25305-0130

Dear Ms. Husted,

RE: *Solicitation #CRFP-0511-BMS2300000003- **Segregated Cost Proposal***

We are excited to submit our response to the above-referenced Solicitation for F/EA Support to Self-Direction Members, issued March 30, 2023. Our response complies with all Solicitation-specified requirements, provisions, terms and conditions, and Amendments.

As requested, this envelope contains our segregated cost proposal contained in separate sealed envelope.

We are industry leaders and would love to bring our expertise to West Virginia. We look forward to working with you and serving the people of West Virginia. Please reach out to me if you have any questions regarding this proposal.

A handwritten signature in blue ink, appearing to read 'Alicia Paladino'.

Alicia Paladino, Esq., CPA  
Chief Executive Officer  
[Alicia@Palcofirst.com](mailto:Alicia@Palcofirst.com)  
17300 Chenal Parkway, Suite 300  
Little Rock, AR 72223  
Phone: (501) 604-9936, ext. 1215



Attachment A: Cost Sheet

Base Contract Year 1 (Mandatory Services)	Estimate	Price	Total
Start-up Cost (3 Months)			\$0.00
Fiscal Agent Support (9 Months)	4900	\$70.00	\$3,087,000.00
Fiscal Agency Support for ADW Community Transition Services (9 Months)	25	\$70.00	\$15,750.00
Fiscal Management Services for Processing TBIW Community Transition Services (9 Months)	5	\$70.00	\$3,150.00
*Ad Hoc Reporting (All-Inclusive Hourly Rate X 10 Hours) (9 Months)	10	\$100.00	\$1,000.00
*Additional Services (All-Inclusive Hourly Rate X 20 Hours) (9 Months)	20	\$100.00	\$2,000.00

Total Base Year 1 Mandatory Services			\$3,108,900.00
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Base Contract Year 1 (Optional Services)	Estimate	Price	Total
Resource Consulting (Waivers/TMH) (9 Months)	4900	\$95.00	\$4,189,500.00
Personal Care Fiscal Agent Support (9 Months)	700	\$70.00	\$441,000.00
Personal Care Resource Consulting (9 Months)	700	\$95.00	\$598,500.00

Total Base Year 1 Optional Services			\$5,229,000.00
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Total Base Year 1 Mandatory and Optional Services			\$8,337,900.00
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Base Contract Optional Renewal Year 1 (Mandatory Services)	Estimate	Price	Total
Fiscal Agent Support	4900	\$70.00	\$4,116,000.00
Fiscal Agency Support for ADW Community Transition Services	25	\$70.00	\$21,000.00
Fiscal Management Services for Processing TBIW Community Transition Services	5	\$70.00	\$4,200.00
*Add Hoc Reporting (All-Inclusive Hourly Rate X 10 Hours)	10	\$100.00	\$1,000.00
*Additional Services (All-Inclusive Hourly Rate X 20 Hours)	20	\$100.00	\$2,000.00

Total Optional Renewal Year 1 Mandatory Services			\$4,144,200.00
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Base Contract Optional Renewal Year 1 (Optional Services)	Estimate	Price	Total
Resource Consulting (Waivers/TMH)	4900	\$95.00	\$5,586,000.00
Personal Care Fiscal Agent Support	700	\$70.00	\$588,000.00
Personal Care Resource Consulting	700	\$95.00	\$798,000.00

Total Optional Renewal Year 1 Optional Services			\$6,972,000.00
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Total Optional Renewal Year 1 Mandatory and Optional Services			\$11,116,200.00
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Base Contract Optional Renewal Year 2 (Mandatory Services)	Estimate	Price	Total
Fiscal Agent Support	4900	\$70.00	\$4,116,000.00
Fiscal Agency Support for ADW Community Transition Services	25	\$70.00	\$21,000.00
Fiscal Management Services for Processing TBIW Community Transition Services	5	\$70.00	\$4,200.00
*Add Hoc Reporting (All-Inclusive Hourly Rate X 10 Hours)	10	\$100.00	\$1,000.00
*Additional Services (All-Inclusive Hourly Rate X 20 Hours)	20	\$100.00	\$2,000.00

Total Optional Renewal Year 2 Mandatory Services			\$4,144,200.00
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Base Contract Optional Renewal Year 2 (Optional Services)	Estimate	Price	Total
Resource Consulting (Waivers/TMH)	4900	\$95.00	\$5,586,000.00
Personal Care Fiscal Agent Support	700	\$70.00	\$588,000.00
Personal Care Resource Consulting	700	\$95.00	\$798,000.00

Total Optional Renewal Year 2 Optional Services			\$6,972,000.00
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Total Optional Renewal Year 2 Mandatory and Optional Services			\$11,116,200.00
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Base Contract Optional Renewal Year 3 (Mandatory Services)	Estimate	Price	Total
Fiscal Agent Support	4900	\$70.00	\$4,116,000.00
Fiscal Agency Support for ADW Community Transition Services	25	\$70.00	\$21,000.00
Fiscal Management Services for Processing TBIW Community Transition Services	5	\$70.00	\$4,200.00
Add Hoc Reporting (All-Inclusive Hourly Rate X 10 Hours)	10	\$100.00	\$1,000.00
Additional Services (All-Inclusive Hourly Rate X 20 Hours)	20	\$100.00	\$2,000.00

Total Optional Renewal Year 3 Mandatory Services			\$4,144,200.00
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Base Contract Optional Renewal Year 3 (Optional Services)	Estimate	Price	Total
Resource Consulting (Waivers/TMH)	4900	\$95.00	\$5,586,000.00
Personal Care Fiscal Agent Support	700	\$70.00	\$588,000.00
Personal Care Resource Consulting	700	\$95.00	\$798,000.00

Total Optional Renewal Year 3 Optional Services			\$6,972,000.00
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Total Optional Renewal Year 3 Mandatory and Optional Services			\$11,116,200.00
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Base Contract Optional Renewal Year 4 (Mandatory Services)	Estimate	Price	Total
Fiscal Agent Support	4900	\$70.00	\$4,116,000.00
Fiscal Agency Support for ADW Community Transition Services	25	\$70.00	\$21,000.00
Fiscal Management Services for Processing TBIW Community Transition Services	5	\$70.00	\$4,200.00

*Add Hoc Reporting (All-Inclusive Hourly Rate X 10 Hours)	10	\$100.00	\$1,000.00
*Additional Services (All-Inclusive Hourly Rate X 20 Hours)	20	\$100.00	\$2,000.00

Total Optional Renewal Year 4 Mandatory Services			\$4,144,200.00
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Base Contract Optional Renewal Year 4 (Optional Services)	Estimate	Price	Total
Resource Consulting (Waivers/TMH)	4900	\$95.00	\$5,586,000.00
Personal Care Fiscal Agent Support	700	\$70.00	\$588,000.00
Personal Care Resource Consulting	700	\$95.00	\$798,000.00

Total Optional Renewal Year 4 Optional Services			\$6,972,000.00
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<b>Total Optional Renewal Year 4 Mandatory and Optional Services</b>			<b>\$11,116,200.00</b>
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Base Contract Optional Renewal Year 5 (Mandatory Services)	Estimate	Price	Total
Fiscal Agent Support	4900	\$70.00	\$4,116,000.00
Fiscal Agency Support for ADW Community Transition Services	25	\$70.00	\$21,000.00
Fiscal Management Services for Processing TBIW Community Transition Services	5	\$70.00	\$4,200.00
*Add Hoc Reporting (All-Inclusive Hourly Rate X 10 Hours)	10	\$100.00	\$1,000.00
*Additional Services (All-Inclusive Hourly Rate X 20 Hours)	20	\$100.00	\$2,000.00

Total Optional Renewal Year 5 Mandatory Services			\$4,144,200.00
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Base Contract Optional Renewal Year 5 (Optional Services)	Estimate	Price	Total
Resource Consulting (Waivers/TMH)	4900	\$95.00	\$5,586,000.00
Personal Care Fiscal Agent Support	700	\$70.00	\$588,000.00
Personal Care Resource Consulting	700	\$95.00	\$798,000.00

Total Optional Renewal Year 5 Optional Services			\$6,972,000.00
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<b>Total Optional Renewal Year 5 Mandatory and Optional Services</b>			<b>\$11,116,200.00</b>
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<b>Grand Total All Years (Mandatory and Optional Services)</b>			<b>\$63,918,900.00</b>
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**\*All-inclusive Hourly Rate for Additional Services and Ad hoc Reporting:**

The Bureau and Vendor will jointly determine a 'not-to-exceed' number of hours, time frame, and staff for each Additional Service and/or Ad hoc report. The Vendor must agree to provide a Statement of Work (SOW) and estimation of effort and receive Bureau approval of the actual 'not-to-exceed' hours, time frame, and staff prior to work beginning.

**Notes:**

- 1.) \*The estimated monthly participants are for cost bid evaluation purposes only. Actual utilization may be more or less.
- 2.) The vendor will invoice monthly in arrears at the PMPM rate for the number of participants served in the previous month.

- 3.) The Ad hoc reporting section will cover special reports requested by BMS that are not covered as part of the original contract.
- 4.) The additional services section will cover services for externally driven changes and requirements including any state or federal laws, rules and regulations that would result in BMS policy changes.
- 5.) The Vendors Total will include all general and administrative staffing (secretarial, clerical, etc.), travel, supplies and other resource costs necessary to perform all services within the scope of this procurement.
- 6.) Vendor must receive an approved delivery order before beginning any work for additional services and the ad hoc reporting.
- 7.) The cost bid will be evaluated on the Estimated Total Cost for all services for the six (6) year period.
- 8.) The additional services section will be calculated by multiplying the hourly rate by twenty (20) hours.
- 9.) The ad hoc reporting section will be calculated by multiplying the hourly rate by ten (10) hours.
- 10.) Grand Total Contract Price for six (6) years is calculated by adding the total mandatory and optional services amounts for each of the six (6) contract years.
- 11.) Ad hoc reporting will be invoiced upon hours used in previous month.
- 12.) Additional services will be invoiced monthly based on hours used in previous month.
- 13.) Vendor will be ineligible to invoice for operations while start-up is ongoing.

**Palco, Inc.**

(Company)

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**Alicia Paladino, Chief Executive Officer**


(Representative Name, Title)

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**501.604.9936 ext. 1205**

(Contact Phone/Fax Number)

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Signature

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**6/1/2023**

(Date)

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