



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
BHS70090

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER
304-558-0067

RFQ COPY
 TYPE NAME/ADDRESS HERE

HEALTH AND HUMAN RESOURCES
 BHHF - OFFICE OF THE OMBUDSMAN
 BUILDING 6 ROOM 850
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305 304-558-1827

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/24/2006				

BID OPENING DATE: **11/01/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		948-74		
<p>REQUEST FOR QUOTATION CONTRACT</p> <p>THE WEST VIRGINIA DIVISION OF PURCHASING IS SOLICITING BIDS FOR (DHR) DEPARTMENT OF HEALTH AND HUMAN RESOURCES TO CONDUCT A STUDY OF THE LONG TERM CARE SYSTEM IN WEST VIRGINIA AND PROVIDE RECOMMENDATIONS FOR "REBALANCING" AND "MONEY FOLLOWS THE PERSON".</p> <p>PLEASE NOTE THE FOLLOWING ATTACHMENTS: 1. BHS70090 SPECIFICATIONS 2. QUOTATION FORMAT 3. ATTACHMENT A-BACKGROUND AND DEFINITIONS 4. ATTACHMENT B-CONCURRENT SENATE RESOLUTION NO. 88 5. ATTACHMENT C-MONEY FOLLOWS THE PERSON & REBALANCING STUDY (MANDATORY SERVICES) SCHEDULE OF DELIVERABLES 6. AFFIDAVIT</p> <p>CONTRACT FOR PROFESSIONAL SERVICES</p> <p>VENDOR IS TO CONDUCT A STUDY OF THE LONG TERM CARE SYSTEM IN WEST VIRGINIA AND PROVIDE RECOMMENDATION FOR 'REBALANCING' AND 'MONEY FOLLOWS THE PERSON'.</p> <p>THE KEY COMPONENTS OF THIS STUDY WILL BE TO ANALYZE, REPORT, AND DISCUSS THE FEASIBILITY OF STRATEGIES FOR</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum -** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

SIGNED BID TO:

Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130



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SUBJECT

VENDOR

**HEALTH AND HUMAN RESOURCES
 BHHF - OFFICE OF THE OMBUDSMAN
 BUILDING 6 ROOM 850
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
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<p>WEST VIRGINIA TO IMPLEMENT 'REBALANCING' AND 'MONEY FOLLOWS THE PERSON' INITIATIVES.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>***** MANDATORY PRE-BID CONFERENCE A MANDATORY PRE-BID CONFERENCE SHALL BE CONDUCTED ON TUESDAY, OCTOBER 10, 2006 AT 1:00 PM. SAID</p>						

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<p>CONFERENCE WILL BE HELD AT STATE CAPITOL COMPLEX, BLDG 6, ROOM 850, CHARLESTON, WV 25305. ALL INTERESTED BIDDERS ARE REQUIRED TO BE PRESENT AT THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID CONFERENCE SHALL AUTOMATICALLY RESULT IN DISQUALIFICATION. NO ONE PERSON CAN REPRESENT MORE THAN ONE VENDOR.</p> <p>*****</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL,</p>						

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<p>PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p>						

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<p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: -----</p> <p>DATE: -----</p>						

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<p>SIGNED: -----</p> <p>TITLE: -----</p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>AN ADDITIONAL 6 CONVENIENCE COPIES WOULD BE APPRECIATED.</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER:-----ROBERTA WAGNER/FILE 22-----</p> <p>RFQ. NO.:-----BHS70090-----</p> <p>BID OPENING DATE:-----11/1/2006-----</p> <p>BID OPENING TIME:-----1:30 PM-----</p>						

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PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- CONTACT PERSON (PLEASE PRINT CLEARLY): -----						
***** THIS IS THE END OF RFQ BHS70090 ***** TOTAL:						_____

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Quotation must be submitted to and received by the Purchasing Division **prior** to the date and time stipulated in the RFQ as the opening date.

The chart below provides specific information for the Vendor to mail their Quotation.

Submit one (1) original bid Quotation plus six (6) convenience copies to:	The outside of the envelope or package(s) should be clearly marked:
Purchasing Division 2019 Washington Street, East P.O. Box 50130 Charleston, West Virginia 25305-0130	Buyer: Roberta Wagner Req#: BHS70090 Opening Date: 11/1/06 Opening Time: 1:30 PM

Inquiries

Additional information inquiries regarding specifications must be submitted in writing to the State Buyer with the exception of questions regarding Quotation submission, which may be oral. The deadline for written inquiries is identified in the *Schedule of Events*.

All Vendor inquiries of specification clarification must be addressed to the State Buyer at:

Purchasing Division File 22
ATTN: Roberta Wagner
2019 Washington Street, East
P.O. Box 50130
Charleston, West Virginia 25305-0130
Email: rwagner@wvadmin.gov
Fax: (304) 558-4115

Schedule of Events for RFQ# BHS70090

Event	Deadline Date
Release of RFQ	9/29/06
Mandatory Prebid Conference	10/10/06
Vendor's Written Questions Submission Deadline	10/13/06
Addendum Issued	10/18/06
Bid Opening Date	11/01/06

Mandatory Prebid Conference

A mandatory prebid conference shall be conducted on the date specified above at 1:00 PM on 10/10/06. Said prebid conference will be held at State Capitol Complex, Building 6, Room 850, Charleston, West Virginia 25305. All interested bidders are required to be present at this meeting. **Failure to attend the mandatory prebid conference shall automatically result in disqualification. No one person can represent more than one Vendor.**

Purpose

To conduct a study of the long term care system in West Virginia, and provide recommendations for rebalancing the system, and implementing the program commonly known as “Money Follows the Person”. The key components of this study will be to analyze, report, and discuss the feasibility of strategies for West Virginia to implement these changes to the system.

Overview of the Project Target Population

The study shall focus on the following two (2) key groups of people:

- A. People who receive services and those who are eligible for services under the following home and community-based waiver programs: (1) Aged and Disabled Waiver Program; and (2) Mental Retardation/Developmental Disability (MR/DD) Waiver Program. In addition, this first group shall include people who receive and those who are eligible to receive services in the institutional settings used to determine eligibility for the home and community-based waiver programs. These institutional settings are: (1) nursing facilities and (2) ICF/MR facilities.
- B. West Virginia has under-served and un-served populations that are at-risk for institutionalization or those who are currently institutionalized because of a lack of home and community-based supports. This includes people who have: mental illness, substance abuse disorders, traumatic brain injury, developmental disabilities, physical disabilities, and other acquired disabilities. This group also includes individuals with co-occurring disabilities.

The “Money Follows the Person” phase of the project will not directly focus on the two (2) state-operated psychiatric facilities – Mildred Mitchell Bateman Hospital and William R. Sharpe Jr. Hospital. These facilities are being thoroughly reviewed by the Behavioral Health Redesign effort currently managed by the Bureau for Behavioral Health and Health Facilities. In addition, these facilities are also being monitored by the Office of the Ombudsman for Behavioral Health and the Olmstead Office. (See Attachment A – Background and Definitions)

Specifications**Required Experience/Qualifications of the Vendor**

Vendor must provide a written response to address each of the following requirements detailing their experience and qualifications.

- A. Vendor shall have at least ten (10) years human services consulting experience in the public sector within the last ten years.
- B. Vendor shall have provided consulting services to at least one other state for “Money Follows the Person.”
- C. Vendor shall have at least ten (10) years experience with Medicaid regulations concerning home and community-based services for people with disabilities.

- D. Vendor shall have at least five (5) years experience with public long term care budgeting mechanisms, public long-term care systems, and national rebalancing initiatives.
- E. Vendor shall have prior experience with the state government programs and the Medicaid system.
- F. Vendor shall provide the qualifications and experience of key personnel, including project manager(s) and any applicable sub-contractors that will be utilized through the successful award of this contract.

Mandatory Services to be performed by the Vendor

Vendor shall perform and provide the following mandatory deliverables: **REPORTING, PROJECTIONS, ON-SITE REQUIREMENTS, AND DETAILED PROJECT ANALYSIS**. These deliverables are described below.

REPORTING

- A. Vendor shall develop and submit a work plan detailing the tentative timelines for beginning and completing all mandatory services for the project. Vendor shall complete the "Money Follows the Person" objectives of the project within six (6) months after the contract is awarded. Vendor shall complete the rebalancing objectives of the project by the end of the 12-month project. The work plan deliverables are also provided in **Attachment C, Mandatory Services Schedule of Deliverables**.
- B. Vendor shall complete a draft written report and submit it to the Agency prior to releasing any final report. The appropriate stakeholders will review the draft report with feedback provided to the Vendor.
- C. Vendor shall complete a final written report and submit it to the Agency at the completion of the project.

PROJECTIONS

Vendor shall provide fiscal projections for a 10-year period (2007 – 2017) for all of the following:

- A. Vendor shall provide projections for a low model to implement a conservative "Money Follows the Person" program including potential cost savings, cost increases, and cost avoidance.
- B. Vendor shall provide projections for a high model to implement a more aggressive "Money Follows the Person" program including potential cost savings, cost increases, and cost avoidance.
- C. Vendor shall provide summary tables detailing "investment" costs necessary for West Virginia to implement a "Money Follows the Person" program.

- D. Vendor shall provide summary tables detailing potential cost savings, cost increases, and cost avoidance to implement any other rebalancing initiatives recommended through this project.

ON-SITE REQUIREMENTS

On-site requirements detail those objectives that must be completed on-site within the State of West Virginia.

- A. Vendor shall conduct on-site interviews, meetings, and reviews to gather information and data concerning West Virginia's long term care system.
- B. Vendor shall conduct on-site individual or small group interviews to obtain input and feedback from stakeholders.
- C. Vendor shall conduct statewide public forums to obtain input and feedback from stakeholders.
- D. Vendor shall provide an on-site presentation to the Olmstead Advisory Council on the final report summarizing the project.
- E. Vendor shall provide a presentation to the Legislative Oversight Commission on Health and Human Resources Accountability (LOCHHRA) summarizing the "Money Follows the Person" objectives of this project.

DETAILED PROJECT ANALYSIS

Vendor shall analyze West Virginia's long-term care system and provide recommendations for implementing specific rebalancing and "Money Follows the Person" initiatives. The following outlines the areas for analysis and subsequent recommendations:

- A. **Analyze West Virginia's long term care system with respect to the four (4) key components of a balanced system that supports "Money Follows the Person": access, services, financing, and quality, and recommend:**
- Rebalancing strategies and initiatives for implementation in West Virginia.
 - "Money Follows the Person" strategies and initiatives for implementation in West Virginia.
- B. **Analyze the method(s) Medicaid recipients use to access the long term care system for institutional and community supports, and recommend:**
- Approaches for improving and streamlining access to the long term care system.
 - Methods to provide independent assessments to access long term care supports.
 - Approaches for streamlining the eligibility process for Medicaid long-term services.
- C. **Analyze whether policies and practices exist that support "institutional bias" in West Virginia. If such policies and practices exist, identify where and how, and recommend:**

- Modifications to policies and practices to reduce or eliminate any institutional bias that exists within the long term care system.
- D. Analyze the Nurse Practice Act and subsequent policies and practices to determine whether modifications are necessary to create more flexible and cost effective services while maintaining the health and welfare of people with disabilities, and recommend:**
- Modifications to the Nurse Practice Act and/or subsequent policies and practices to allow for increased flexibility and cost effectiveness.
- E. Analyze the methods used by other states that have successfully been implemented to create a more balanced long term care system that relies on community-based supports as a “preferred” support setting for people with disabilities, and recommend:**
- Strategies West Virginia may utilize from the “lessons learned” by other states.
- F. Analyze the fiscal impact for West Virginia to implement a “Money Follows the Person” initiative for low and high models of utilization, and identify:**
- Potential cost savings, cost increases, and/or cost avoidance that may be realized in West Virginia under a “Money Follows the Person” initiative.
 - Potential numbers or percentages per year for transitioning people from institutional settings to the community through a “Money Follows the Person” initiative.
 - Potential eligibility or participation criteria for participation in a “Money Follows the Person” initiative.
- G. Analyze the fiscal impact for West Virginia if it were to implement specific rebalancing initiatives to address access, financing, services and quality, and recommend:**
- Potential areas where cost savings, cost increases, and/or cost avoidance could occur.
- H. Analyze whether program policies and practices impose unnecessary or unwanted services through the home and community-based waiver programs, and recommend:**
- Modifications in program policies and practices to offer more individual choice and control.
- I. Analyze alternative uses for nursing facilities and ICF/MR facilities, and recommend:**
- Methods where current institutional models could diversify to offer services people want in the community.
 - Other services that could be provided by nursing facilities such as assisted living units or residences, respite care services, and adult day care services. Include discussions about how each of these services could be financed.

- Other services that could be provided by ICF/MR facilities such as assisted living residences, hospice, halfway correctional programs, and community forensic units.
- J. **Analyze the current reimbursement methodologies for long term care services, and recommend:**
- Alternative or modified reimbursement methodologies that provide a more balanced system of support that does not rely on institutional settings.
 - Methods the state could implement to create effectively working fiscal and programmatic linkages across the long term care system.
- K. **Analyze the current long term care system to identify incentives for providing institutional services in place of home and community-based services, and recommend:**
- Modifications to eliminate or reduce any incentives for providing institutional services.
- L. **Analyze the current long term care system in relationship to under-served and/or un-served populations, and recommend:**
- Strategies to provide appropriate and adequate supports for people who are currently under-served or un-served.
 - Expanding or developing home and community-based service options under the Deficit Reduction Act of 2005.
- M. **Analyze the current long term care system and the potential impact of past and present Federal initiatives available to West Virginia, and recommend:**
- Federal initiatives under the New Freedom Initiative and the Deficit Reduction Act of 2005 that may be utilized by West Virginia to develop a more balanced system of support.
- N. **Analyze the current long term care system infrastructure for recommended improvements to workforce development, housing, transportation, and community capacity, and recommend:**
- Methods for enhancing recruitment, retention and training of the direct support workforce.
 - Methods to provide accessible and affordable housing.
 - Methods to provide accessible and affordable transportation.
- O. **Analyze and identify areas where West Virginia may need to make investments to carry out rebalancing and “Money Follows the Person” initiatives, and recommend:**
- Areas in the long term care system that may need to be invested in to carry out rebalancing and “Money Follows the Person.” These may include: modifications to current systems or structures; 2) development of new systems or structures; 3) implementation of modified or new systems or structures.

- Areas of investment for the following categories: access; financing; services; quality; and individual control and choice.
- Potential investments in the long term care system for the following: transitional costs; outreach and marketing; access to systems of support; assessments and eligibility determinations; workforce development; information technology and tracking system(s); and elimination or reduction of waiting lists for home and community-based waiver programs.
- Areas where cost savings and/or cost avoidance can be redistributed to create an effective and responsive infrastructure.

General Terms and Conditions

Term of Contract & Renewals

This contract will be effective (date set upon award) and shall extend for the period of one (1) year, at which time the contract may, upon mutual consent, be renewed. Renewal would be for a reasonable period of time to complete the mandatory deliverables and shall not exceed one year.

Conflict of Interest

Vendor affirms that it, its officers or members or employees presently have no interest and shall not acquire any interest, direct or indirect which would conflict or compromise in any manner or degree with the performance or its services hereunder. The Vendor further covenants that in the performance of the contract, the Vendor shall periodically inquire of its officers, members and employees concerning such interests. Any such interests discovered shall be promptly presented in detail to the Agency.

Prohibition Against Gratuities

Vendor warrants that it has not employed any company or person other than a bona fide employee working solely for the Vendor or a company regularly employed as its marketing agency to solicit or secure the contract and that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award of the contract.

For breach or violation of this warranty, the State shall have the right to annul this contract without liability at its discretion, and/or to pursue any other remedies available under this contract or by law.

Certifications Related to Lobbying

If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal entity, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, grant, loan, or cooperative agreement, the Vendor shall complete and submit a disclosure form to report the lobbying.

Vendor agrees that this language of certification shall be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and

cooperative agreements) and that all sub recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this contract was made and entered into.

Vendor Relationship

The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by the parties to this contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents.

Vendor shall be responsible for selecting, supervising and compensating any and all individuals employed pursuant to the terms of this RFQ and resulting contract. Neither the Vendor nor any employees or contractors of the Vendor shall be deemed to be employees of the State for any purposes whatsoever.

Vendor shall be exclusively responsible for the payment of employees and contractors, including wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension or other deferred compensation plans, including but not limited to Workers' Compensation and Social Security obligations, and licensing fees, etc. and the filing of all necessary documents, forms and returns pertinent to all of the foregoing.

Vendor shall not bring any type of legal action, and shall hold harmless, as well as provide the State and Agency with a defense against, any and all claims that the State is held responsible for, including but not limited to the foregoing payments, withholdings, contributions, taxes, social security taxes and employer income tax returns.

The Vendor shall not assign, convey, transfer or delegate any of its responsibilities and obligations under this contract to any person, corporation, partnership, association or entity without expressed written consent of the Agency.

Invoices, Progress Payments, & Retainage

Upon providing the service(s), the Vendor shall submit an invoice to the Olmstead Office regarding the services pursuant to the terms of the contract. State law forbids payment of invoices prior to receipt of services.

Each invoice will contain sufficient documentation to determine the services rendered during the quarterly period. The Department of Health and Human Resources reserves the right to reject any or all invoices for which proper documentation has not been provided. The Vendor will be notified within ten (10) working days of any invoice deficiencies.

Record Retention (Access & Confidentiality)

Vendor shall comply with all applicable Federal and State of West Virginia rules and regulations, and requirements governing the maintenance of documentation to verify any cost of services or commodities rendered under this contract by Vendor. The Vendor shall maintain

such records a minimum of five (5) years and make available all records to Agency personnel at Vendor's location during normal business hours upon request by Agency within 10 days after receipt of the request.

Vendor shall have access to private and confidential data maintained by Agency to the extent required for Vendor to carry out the duties and responsibilities defined in this contract. Vendor agrees to maintain confidentiality and security of the data made available and shall indemnify and hold harmless the State and Agency against any and all claims brought by any party attributed to actions of breach of confidentiality by the Vendor, subcontractors, or individuals permitted access by Vendor.

HIPAA Business Associate Agreement (BAA)

The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's website (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of this agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the Vendor.

No Debt Affidavit

West Virginia State Code §5A-3-10a(3)(d) requires that all Vendors submit an affidavit regarding any debt owed to the State of West Virginia. This affidavit should be submitted with the Vendors Quotation.

Independent Price Determination

A proposal will not be considered for award if the price in the bid was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to prices with any competitor unless the Quotation is submitted as a joint venture.

Price Quotations

The price(s) identified in the bidder's Quotation will not be subject to any increase and will be considered firm for the life of the contract unless specific provisions have been provided for adjustment in the original contract. The total not to exceed this amount includes all of the Vendor's costs including travel expenses.

Public Record

All documents submitted to the State Purchasing Division related to purchase orders/contracts are considered public records. All Quotations submitted by Vendors shall become public information and are available for inspection during normal official business hours in the Purchasing Division Records and Distribution center after the documents have been microfilmed.

Quotation Format

Bid Quotation Format

The Quotation should be formatted in the same order, providing the information listed below:

- **Section 1 – Experience and Qualifications of the Vendor:** Bidder shall provide documentation to demonstrate that they meet the specifications for the **Required Experience/Qualifications of the Vendor.** (Please respond in the order listed – A thru F.)
- **Section 2** Vendor shall provide a statement that the Vendor has the ability and capability to perform the **Mandatory Services to be performed by the Vendor** within the specification timelines.
- **Section 3 - Work Plan/Timeline:** Vendor is to provide a timeline in **Attachment C-Schedule of Deliverables** for beginning and completing the **Mandatory Services to be performed by the Vendor.**
- **Section 4 – Cost Quotations:** Vendor is to provide a total price for the services and identify the pricing for the deliverables provided during the performance of this contract.

Grand Total Breakdown:

Money Follows the Person Objectives of the Study \$ _____

Rebalancing Objectives of the Study \$ _____

**Total Cost for the
“Money Follows the Person and Rebalancing Study:”** \$ _____

Evaluation of Bids

- The Bidder with the lowest pricing and meeting the requirements of the Bid Quotation Format, Sections 1 through 4 above, will be awarded the contract.

Background

This project is to comply with the *West Virginia Olmstead Plan: Building Inclusive Communities (Olmstead Plan)*. On October 12, 2005, the *Olmstead Plan* was formally approved by Governor Joe Manchin III through the execution of Executive Order No. 11-05. This executive order directs the implementation of the *Olmstead Plan*. To implement the Olmstead decision in West Virginia, rebalancing is going to be a vital and critical component. The *Olmstead Plan* also includes a detailed overview of West Virginia's long-term care system and the Olmstead Office. (The Olmstead Plan is available at <http://www.wvdhhr.org/bhhf/pdfs/OlmsteadPlan.pdf>.)

During the regular 2006 Legislative Session, Senate Concurrent Resolution No. 88 was passed. This resolution calls for the West Virginia Legislative Oversight Commission on Health and Human Resources Accountability to study "Money Follows the Person" prior to the beginning of the 2007 Legislative session. (See Attachment B, Concurrent Senate Resolution No. 88)

The West Virginia Department of Health and Human Resources is currently engaged in a number of activities to address issues within the long term care system. The successful Vendor will have the opportunity to review the activities and/or outcomes of the following: West Virginia's Olmstead Plan, Behavioral Health Redesign, Behavioral Health Legislative Commission, Medicaid Redesign, Real Choice Systems Change Grant activities, Robert Wood Johnson Cash and Counseling Grant, Aging and Disability Resource Center Grant, and A Vision Shared Long Term Care Focus Group.

Definitions

Agency refers to the West Virginia Department of Health and Human Resources, Olmstead Office that is charged with the management and oversight of this project.

Community-Based Supports refers to services provided to individuals in their home and community including but not limited to: 1915c home and community-based waiver programs; home health services; and personal care services.

Institutional Services refers to services provided in large, congregate settings of four (4) or more people including nursing facilities; ICF/MR facilities and any other congregated setting.

Investment refers to initiatives to enhance or develop infrastructure and/or home and community-based services through the redistribution of existing funding through realized cost savings by implementing "Money Follows the Person" and rebalancing initiatives to enhance or develop infrastructure and/or home and community-based services.

Money Follows the Person refers to a system of flexible financing for long term care services that enable available funds to move with the individual to the most appropriate and preferred setting.

Rebalancing means adjusting the state's publicly funded long-term care supports to increase the availability of community options and reduce the reliance on institutions, so the supply of available services reflects the preferences of people with disabilities.

Stakeholders will include the members of the Olmstead Advisory Council; people who receive long term care supports; family members of people who receive long term care supports; advocates; consumer associations; providers of community and institutional supports; provider associations; agencies within the Department of Health and Human Resources; the Bureau of Senior Services; and other interested and affected parties.

Vendor is an individual or business registered with the Purchasing Division who may provide commodities and services to state agencies.

SENATE CONCURRENT RESOLUTION NO. 88

(By Senators Prezioso, Unger, Bailey, Edgell, Foster, Hunter, Jenkins, McCabe, Sharpe, Barnes, Boley, Caruth, Guills and Weeks)

[Originating in the Committee on Health and Human Resources]

Requesting the Joint Committee on Government and Finance direct the Legislative Oversight Commission on Health and Human Resources Accountability study the feasibility of allowing administrative transfer of payments to eligible individuals to transition from institutional settings to community-based services.

Whereas, As many as 2,000 West Virginians with disabilities currently live in nursing homes and have a desire to live in the community; and

Whereas, Nursing homes may not be the most efficient way to provide care and support; and

Whereas, Society would benefit if all citizens could, as much as possible, live independently; and

Whereas, The concept of "money following the person" is a national movement designed to lessen the reliance of states on institutional provider models in fiscal preference to models of community support; and

Whereas, West Virginia has a history of deinstitutionalization and has demonstrated that "money following the person" is a viable and efficacious method of

providing support through the closure of the Colin Anderson Center and the movement of those residents to the community; therefore, be it

Resolved by the Legislature of West Virginia:

That the Joint Committee on Government and Finance is hereby requested to direct the Legislative Oversight Commission on Health and Human Resources Accountability to study the feasibility of allowing administrative transfer of payments to eligible individuals to transition from institutional settings to community-based services; and, be it

Further Resolved, That the Legislative Oversight Commission on Health and Human Resources Accountability consult with representatives of the Department of Health and Human Resources, advocates of community-based support, the Statewide Independent Living Council, the Olmstead Advisory Council, the Developmental Disabilities Council and other interested groups or individuals in studying the concept of "money following the person" to develop policies to illustrate how the program can be rebalanced to increase the use of home- and community-based support services and enhance alternatives to institutional settings that consider the quality of life and preference of eligible individuals; and, be it

Further Resolved, That the Legislative Oversight Commission on Health and Human Resources Accountability shall strive, in conjunction with the Department of Health and Human Resources, advocates of community-based support, the Statewide Independent Living Council, the Olmstead Advisory Council, the Developmental Disabilities Council and other interested groups or individuals, to develop strategies to eliminate barriers or mechanisms that

prevent or restrict, whether in state law or the state Medicaid plan, the state to enable eligible individuals to receive support for appropriate and necessary long-term services in the setting of their choice; and, be it

Further Resolved, In its work on this issue, the Legislative Oversight Commission on Health and Human Resources Accountability shall remain mindful of federal fiscal limitations, financial and personal needs, preferences and quality of life of those persons transitioning to a community-based system and the impact on the system as a whole; and, be it

Further Resolved, That the Legislative Oversight Commission on Health and Human Resources Accountability report to the Joint Committee on Government and Finance on or before the thirty-first day of January, 2007, on its findings, conclusions and recommendations, together with drafts of any legislation necessary to effectuate its recommendations; and, be it

Further Resolved, That the expenses necessary to conduct this study, to prepare a report and to draft necessary legislation be paid from legislative appropriations to the Joint Committee on Government and Finance.

Money Follows the Person & Rebalancing Study

**Mandatory Services
Schedule of Deliverables**

Work plan / Deliverables	Timeline for 12-Month Period after Award of Contract											
	1	2	3	4	5	6	7	8	9	10	11	12
<p>Reporting</p> <p>Vendor shall develop and submit a work plan detailing the tentative timelines for beginning and completing all mandatory services for the project. Vendor shall complete the "Money Follows the Person" objectives of the project within the first six (6) months after the contract is awarded. Vendor shall complete the rebalancing objectives of the project by the end of the 12-month project. The format for the work plan is provided in this RFQ to define the timeline or schedule of deliverables for mandatory services</p> <p>Vendor shall complete a draft written report and submit it to the Agency prior to releasing any final report. The appropriate stakeholders will review the draft report with feedback provided to the Vendor.</p> <p>Vendor shall complete a final written report and submit it to the Agency at the completion of the project.</p>												
<p>Projections</p> <p>Vendor shall provide projections for a low model to implement a conservative "Money Follows the Person" program including potential cost savings, cost increases, and cost avoidance.</p> <p>Vendor shall provide projections for a high model to implement a more aggressive "Money Follows the Person" program including potential cost savings, cost increases, and cost avoidance.</p> <p>Vendor shall provide summary tables detailing "investment" costs necessary for West Virginia to implement a "Money Follows the Person" program.</p> <p>Vendor shall provide summary tables detailing potential cost savings, cost increases, and cost avoidance to implement any other "Rebalancing" initiatives recommended through this project.</p>												

Work plan / Deliverables	Timeline for 12-Month Period after Award of Contract											
	1	2	3	4	5	6	7	8	9	10	11	12
<p>On-Site Requirements</p> <p>Vendor shall conduct on-site interviews, meetings, and reviews to gather information and data concerning West Virginia's long term care system.</p> <p>Vendor shall conduct on-site individual or small group interviews to obtain input and feedback from stakeholders.</p> <p>Vendor shall conduct statewide public forums to obtain input and feedback from stakeholders.</p> <p>Vendor shall provide an on-site presentation to the Olmstead Advisory Council on the final report summarizing the project.</p> <p>Vendor shall provide a presentation to the Legislative Oversight Commission on Health and Human Resources Accountability (LOCHHRA) summarizing the "Money Follows the Person" objectives of this project.</p>												
<p>Detailed Project Analysis</p> <p>Analyze West Virginia's long term care system with respect to the four (4) key components of a balanced system that supports "Money Follows the Person": access, services, financing, and quality, and recommend:</p> <ul style="list-style-type: none"> •Rebalancing strategies and initiatives for implementation in West Virginia. •"Money Follows the Person" strategies and initiatives for implementation in West Virginia. <p>Analyze the method(s) Medicaid recipients use to access the long term care system for institutional and community supports, and recommend:</p> <ul style="list-style-type: none"> •Approaches for improving and streamlining access to the long term care system. •Methods to provide independent assessments to access long term care supports. •Approaches for streamlining the eligibility process for Medicaid long-term services. 												

Work plan / Deliverables	Timeline for 12-Month Period after Award of Contract											
	1	2	3	4	5	6	7	8	9	10	11	12
<p>Analyze whether policies and practices exist that support “institutional bias” in West Virginia. If such policies and practices exist, identify where and how, and recommend:</p> <ul style="list-style-type: none"> • Modifications to policies and practices to reduce or eliminate any institutional bias that exists within the long term care system. 												
<p>Analyze the Nurse Practice Act and subsequent policies and practices to determine whether modifications are necessary to create more flexible and cost effective services while maintaining the health and welfare of people with disabilities, and recommend:</p> <ul style="list-style-type: none"> • Modifications to the Nurse Practice Act and/or subsequent policies and practices to allow for increased flexibility and cost effectiveness. 												
<p>Analyze the methods used by other states that have successfully been implemented to create a more balanced long term care system that relies on community-based supports as a “preferred” support setting for people with disabilities, and recommend:</p> <ul style="list-style-type: none"> • Strategies West Virginia may utilize from the “lessons learned” by other states. 												
<p>Analyze the fiscal impact for West Virginia to implement a “Money Follows the Person” initiative for low and high models of utilization; and identify:</p> <ul style="list-style-type: none"> • Potential cost savings, cost increases, and/or cost avoidance that may be realized in West Virginia under a “Money Follows the Person” initiative. • Potential numbers or percentages per year for transitioning people from institutional settings to the community through a “Money Follows the Person” initiative. • Potential eligibility or participation criteria for participation in a “Money Follows the Person” initiative. 												

Work plan / Deliverables	Timeline for 12-Month Period after Award of Contract											
	1	2	3	4	5	6	7	8	9	10	11	12
<p>Analyze the fiscal impact for West Virginia if it were to implement specific rebalancing initiatives to address access, financing, services and quality, and recommend:</p> <ul style="list-style-type: none"> •Areas where cost savings, cost increases, and/or cost avoidance could occur. <p>Analyze whether program policies and practices impose unnecessary or unwanted services through the home and community-based waiver programs, and recommend:</p> <ul style="list-style-type: none"> •Modifications in program policies and practices to offer more individual choice and control. 												
<p>Analyze alternative uses for nursing facilities and ICF/MR facilities, and recommend:</p> <ul style="list-style-type: none"> •Methods where current institutional models could diversify to offer services people want in the community. •Other services that could be provided by nursing facilities such as assisted living units or residences, respite care services, and adult day care services. Include discussions about how each of these services could be financed. •Other services that could be provided by ICF/MR facilities such as assisted living residences, hospice, halfway correctional programs, and community forensic units. 												
<p>Analyze the current reimbursement methodologies for long term care services, and recommend:</p> <ul style="list-style-type: none"> •Alternative or modified reimbursement methodologies that provide a more balanced system of support that does not rely on institutional settings. •Methods the state could implement to create effectively working fiscal and programmatic linkages across the long term care system. 												

Work plan / Deliverables	Timeline for 12-Month Period after Award of Contract											
	1	2	3	4	5	6	7	8	9	10	11	12
<p>Analyze the current long term care system to identify incentives for providing institutional services in place of home and community-based services, and recommend:</p> <ul style="list-style-type: none"> • Modifications to eliminate or reduce any incentives for providing institutional services. 												
<p>Analyze the current long term care system in relationship to under-served and/or un-served populations, and recommend:</p> <ul style="list-style-type: none"> • Strategies to provide appropriate and adequate supports for people who are currently under-served or un-served. • Expanding or developing home and community-based service options under the Deficit Reduction Act of 2005. 												
<p>Analyze the current long term care system and the potential impact of past and present Federal initiatives available to West Virginia, and recommend:</p> <ul style="list-style-type: none"> • Federal initiatives under the New Freedom Initiative and the Deficit Reduction Act of 2005 that may be utilized by West Virginia to develop a more balanced system of support. 												
<p>Analyze the current long term care system infrastructure for recommended improvements to workforce development, housing, transportation, and community capacity, and recommend:</p> <ul style="list-style-type: none"> • Methods for enhancing recruitment, retention and training of the direct support workforce. • Methods to provide accessible and affordable housing. • Methods to provide accessible and affordable transportation. 												

Work plan / Deliverables	Timeline for 12-Month Period after Award of Contract											
	1	2	3	4	5	6	7	8	9	10	11	12
<p>Analyze and identify areas where West Virginia may need to make investments to carry out rebalancing and "Money Follows the Person" initiatives, and recommend:</p> <ul style="list-style-type: none"> •Areas in the long term care system that may need to be invested in to carry out rebalancing and "Money Follows the Person." These may include: modifications to current systems or structures; 2) development of new systems or structures; 3) implementation of modified or new systems or structures. •Areas of investment for the following categories: access; financing; services; quality; and individual control and choice. •Potential investments in the long term care system for the following: transitional costs; outreach and marketing; access to systems of support; assessments and eligibility determinations; workforce development; information technology and tracking system(s); and elimination or reduction of waiting lists for home and community-based waiver programs. •Areas where cost savings and/or cost avoidance can be redistributed to create an effective and responsive infrastructure. 												

A F F I D A V I T

West Virginia Code §5A-3-10a states:

No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

“Debt” means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers’ compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

“Debtor” means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions.

“Political subdivision” means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities.

“Related party” means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION:

The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers’ compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

LICENSING:

The vendor must be licensed in accordance with any and all state requirements to do business with the state of West Virginia.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency’s policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor’s Name: _____

Authorized Signature: _____ Date: _____