



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

VENDOR

SHIP TO

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 10/18/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 11/01/2006			BID OPENING TIME	01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
*****ADDENDUM NO. 1*****						
1. QUESTIONS AND ANSWERS ATTACHED.						
2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
*****END OF ADDENDUM NO. 1*****						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**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

WV-36a STATE OF WEST VIRGINIA PURCHASING CONTINUATION SHEET	Buyer: 21	Page	Req. or P. O. No.: BHS70090
Vendor:	Spending Unit:		

Requisition No.: BHS70090

ADDENDUM ACKNOWLEDGEMENT

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum No.'s:

No. 1 _____

No. 2 _____

No. 3 _____

No. 4 _____

No. 5 _____

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.

Signature

Company

Date

**Request for Quotations
BHS70090**

Addendum - Questions

- 1. Has the cooperation of all the departments/divisions/bureaus within DHHR that this initiative would impact been secured?**

Yes. All departments/divisions/bureaus within DHHR and the Bureau of Senior Services provided input and feedback into the development of the RFQ.

- 2. How many facilities, besides Bateman and Sharpe Hospitals, will be considered within the context of this effort?**

Behavioral health is not the primary or only target of this effort. Nursing homes and ICF/MR facilities will be the primary focus. West Virginia has 106 licensed nursing facilities with 9,129 licensed beds, and 64 licensed ICF/MR facilities with 515 licensed beds.

- 3. Will DHHR be able to supply all of the financial data required to conduct the fiscal projections ("Projections", page 2 of the RFQ)?**

Yes. The Bureau for Medical Services will supply this information.

- 4. Is the length of the contract one year from the date of award, or a different set length?**

Yes. The length of the contract is one year from the date of award. However, on page 14 of the RFQ under "General Terms and Conditions, Terms of the Contract and Renewal" information is provided for renewal options.

- 5. How many statewide forums are expected to be held as a part of this effort?**

At least two public forums are expected.

- 6. Will a list of key stakeholders be made available to the successful vendor?**

Yes

- 7. Has a dollar amount been associated with this contract? Does the solicitation have an estimated budget for consulting?**

No

8. **Can you provide a more specific definition of a “conservative” and a “more aggressive” Money Follows the Person program (page 2 of the RFQ)?**
Approximately how many residents are currently be served by the following programs:
- a. **Aged and Disabled Waiver Program**
 - b. **MR/DD Waiver Program**
 - i. **Potentially eligible in community and currently in institutional setting.**

A conservative MFP program would move at a slower pace and with a lower number of people being transitioned per year. A more aggressive MFP program would move a higher number of people per year.

The Aged and Disabled Waiver Program can serve up to 3,450 people per fiscal year. The MR/DD Waiver Program can serve up to 3,844 people per fiscal year. There are approximately 515 people institutionalized in ICF/MR facilities that are eligible for the MR/DD Waiver program and approximately 500 people with MR/DD institutionalized in nursing facilities. There are approximately 8,200 people living in nursing facilities.

9. **The legislation indicates a report needs to be presented to the Legislature by 1/31/07: is it expected that all work products from this effort are to be completed by that date?**

No. This timeline will not be met and the legislative committee is aware of issue.

9. **Approximately how many under-served and un-served populations are at risk of institutionalization or are currently institutionalized because of a lack of home and community-based supports.**

West Virginia does not track or have accurate data for this question. However, West Virginia does not provide home and community-based waiver or state plan services for people with traumatic brain injuries. People with mental illnesses or addiction disorders are under-served especially chronic disabilities. People with co-occurring disabilities are usually under-served or only have one of their need areas addressed through appropriate supports.

The Aged and Disabled Waiver Program provide few and little supports and does not represent a true alternative to nursing facility care.

10. **In order to provide the fiscal projections, would a data set would have to be constructed using other states’ Medicaid and waived services claims data or are these data available from you for use in the modeling?**

The state Medicaid agency will provide data for West Virginia to modeling and fiscal projections.

11. How many community providers are there of group homes – where are they located?

West Virginia has numerous providers of group home services. The Office of Health Facility Licensure and Certification under DHHR has information on their website about licensed facilities. The website is www.wvdhhr.org/ohflac. Such facilities are statewide.

12. Has West Virginia secured a MFP grant from CMS for this effort?

No. West Virginia did not apply for any of the two previous MFP or Rebalancing grants offered by CMS.

13. How many PCA, community supportive service providers are there and what is their capacity to provide additional services?

I am not sure what the question means by PCA. Community service providers are located statewide for both of the home and community-based waiver programs, personal care, home health, targeted case management, behavioral health clinic, and behavioral health rehabilitation services.

Like many states across the nation, West Virginia has issues with a qualified, trained and readily available workforce. Numerous efforts are taking place to begin looking at and developing plans to address this issues.

14. Describe the availability of private case management services that are currently available in the state.

West Virginia provides case management services under both of the home and community-based waiver program. In addition, targeted case management is offered under the Medicaid state plan for people with behavioral health needs.

West Virginia does not offer independent case management and is often provided by the same entity that provides other services.

15. How many Section 8 housing units are available currently? What is their existing waiting list time?

I do not have available to number of Section 8 housing units available statewide. The waiting list or waiting time varies per county. The successful Vendor will have this information available to them upon award of the contract.

16. Regarding the interviews, meetings and public forums, is there an expectation that the meetings would be recorded or video taped? Is there an expectation that a transcription would be available for public record?

There is no expectation for video taping these contacts for gathering public input. Some form of recording the information gathered will need to take place to document this input. This documentation or record will be made available for the public.

17. To what extent would the Department's legal staff be providing advice on privacy and HIPAA to the project?

These issues should not be a concern for this project because individual or personally identifiable information will not be used for the project.

18. Regarding Attachment C – is the expectation that this grid be completed with an "X" noting the month that this work will be finalized? Or multiple "Xs" to reflect the month or months that the work is being done.

The chart should indicate when work will begin and end for specific tasks of the project. Vendors can provide additional information to describe the work involved, but this is not required.

19. Regarding the approach of "Money Follows the Person" work in the first 6 months, then rebalancing the second 6 months – it appears that most of the analyses and financial projections outlined must be completed prior to coming to a conclusion on either issue. Therefore, is it the Department's expectation that the majority of the work of the contract will be completed in the first six months.

MFP is just one aspect of rebalancing the long term care system. It is expected that fiscal projections to implement a MFP program could be completed prior to addressing the more broad issue of rebalancing. These issues may be addressed by the successful Vendor and the Department as a final contract is developed.

20. Please indicate when the contract will be awarded and a projected start date. What start date should the bidder assume?

An exact date is not available. After November 1, 2006, the submitted responses to the RFQ will be evaluated. It is estimated that the contract will be awarded prior to January 1, 2007.

21. Can you clarify that the presentation to the Legislative Oversight Commission on Health and Human Resources Accountability (LOCHHRA) summarizing the "Money Follows the Person" objectives would not be made until at least six months after the award of the contract?

Since the timelines outlined in the Concurrent Senate Resolution will not be met. It is expected that the written report will be presented to LOCHHRA upon its completion. Then LOCHHRA will be offered the opportunity of having the successful Vendor provide an in-person presentation of the study.

22. Will the state provide meeting space for public forums and meetings with stakeholders or is the contractor expected to make meeting room arrangements?
The Olmstead office will provide and arrange for all meeting room accommodations for this study that the successful Vendor will need while in West Virginia.

23. Can you tell us the names and addresses of the firms attending the prebid conference?

The firms present at the pre-bid conference were: Hallelund Health Consult (Minneapolis, MN), Navigant Consulting (Washington DC), EP & P Consulting (Washington DC), and Public Consulting Group (Boston, MA).

24. Has the state worked with other contractors on issues similar to those presented in this RFQ? If so, who were the other contractors and when was the work performed? Will any reports from this work be made available to bidders?

West Virginia has not addressed all of these issues in one study or contractual agreement with other consulting firms. Some issues have been addressed separately through various methods over a long period of time.

The successful Vendor will be provided with copies of all reports, studies and pertinent documents that have been generated by West Virginia or outside contractors in relation to this RFQ.

25. Is West Virginia applying for a Money Follows the Person grant (due November 1, 2006)?

Yes. West Virginia is developing an application for this demonstration project.