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**Medicaid Transformation Project (MTP) Policy Consultant**

**RFQQ No. 2020HCA33**

**Amendment No. 2**

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**Date Issued:** 3/11/2021

**To:** RFQQ Bidders

**From:** Danielle Mortenson RFQQ Coordinator

**Purpose:** RFQQ Clarification and Q&A

This amendment hereby modifies and is attached to RFQQ No. 2020HCA33. All other terms, conditions, and specifications remain unchanged.

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The above referenced solicitation is amended as follows:

1. Section 2.1 RFQQ Coordinator

The RFQQ Coordinator is the sole point of contact in HCA for this solicitation. All communication between the Bidder and HCA upon release of this RFQQ must be with the RFQQ Coordinator, as follows:

Name	<del>Johannah Renfree</del> Danielle Mortenson
E-Mail Address	HCAProcurements@hca.wa.gov

Any other communication will be considered unofficial and non-binding on HCA. Bidders are to rely on written statements issued by the RFQQ Coordinator. Communication directed to parties other than the RFQQ Coordinator may result in disqualification of the Bidder.

2. Section 3.2 Letter of Submittal (M)

The Letter of Submittal and the attached *Certifications and Assurances* form (*Exhibit A*), *Draft Contract Issue List* (*Exhibit H*), *Diverse and Small Business Inclusion Plan* (*Exhibit B*), and *Minimum Qualifications* (*Exhibit E*) must be signed and dated by a person authorized to legally bind the Bidder to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include ~~by attachment~~ the following information about the Bidder and any proposed subcontractors:

This Section 3.2, *Letter of Submittal* cannot exceed five (5) pages **not including the required Exhibits A, B, E and H**. The HCA RFQQ Coordinator in their sole discretion reserves to the right to remove pages over the limit.

- 3.2.1 Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.
- 3.2.2 Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.).
- 3.2.3 Legal status of the Bidder (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
- 3.2.4 Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue. If the Bidder does not have a UBI number, the Bidder must state that it will become licensed in Washington within thirty (30) calendar days of being selected as the ASB.
- 3.2.5 Location of the facility from which the Bidder would operate.
- 3.2.6 Identify any state employees or former state employees employed or on the firm's governing board as of the date of the proposal. Include their position and responsibilities within the Bidder's organization. If following a review of this information, it is determined by HCA that a conflict of interest exists, the Bidder may be disqualified from further consideration for the award of a contract.
- 3.2.7 Any information in the proposal that the Bidder desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.56 must be clearly designated. The page must be identified and the particular exemption from disclosure upon which the Bidder is making the claim must be listed. Each page claimed to be exempt from disclosure must be clearly identified by the word "Proprietary" printed on the lower right-hand corner of the page. In your Letter of Submittal, please list which pages and sections that have been marked "Proprietary" and the particular exemption from disclosure upon which the Bidder is making the claim.

### 3. Section 3.3 Qualifications (MS)

The qualifications section of the proposal must contain information that will demonstrate to the evaluation committee the Bidder's understanding of the types of services proposed, the firm's ability to accomplish them, and the ability to meet tight timeframes.

Please provide the Qualifications response in the order described below:

Section No.	Section	Page Number Limit
1	Business Information	3 pages
2	Staffing	2 pages, excluding resumes
3	Approach to the SOW	<del>15 pages</del> <b>20 pages</b>
4	Executive Order 18-03 <i>Exhibit C</i>	Use <del>Exhibit F</del> <b>C</b>
5	References	1 page
6	Optional: Certification for Minority- and Women-owned Business	1 page

The HCA RFQQ Coordinator in their sole discretion reserves to the right to remove pages over the limit.

### 3.3.1 BUSINESS INFORMATION (M)

- 3.3.1.1 ~~State the name of the company, address, phone number, fax number, e-mail address, legal status of entity (ownership), and year entity was established as it now substantially exists.~~
- 3.3.1.2 ~~Provide the firm's Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue.~~
- 3.3.1.3 Indicate how many employees are with the firm. Name the firm principles and their roles.
- 3.3.1.4 ~~Identify any state employees or former state employees employed by the Bidder or on the Bidder's governing board as of the date of the proposal. Include their position and responsibilities within the Bidder's organization. If following a review of this information it is determined by HCA that a conflict of interest exists, the Bidder may be disqualified from further consideration for the award of a contract.~~
- 3.3.1.5 If the Bidder's staff or subcontractor's staff was an employee of the state of Washington during the past 24 months, or is currently a Washington State employee, identify the individual by name, the agency previously or currently employed by, job title or position held, and separation date.
- 3.3.1.6 If the Bidder has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Bidder's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.
- 3.3.1.7 Submit full details of the terms for default, including the other party's name, address, and phone number. Present the Bidder's position on the matter. HCA will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Bidder in the past five years, so indicate.

### 3.3.2 STAFFING (MS) **Maximum 350 Points**

**All questions in this Section 3.3.2. will be evaluated using a single score for a total of 350 Points.**

- 3.3.2.1 Provide a description of the proposed project team structure and internal controls to be used during the course of the resulting contract, including any subcontractors.
- 3.3.2.2 Provide the name and a resume of the person who will be the lead contact for the contract. Provide names and resumes for other staff, which includes information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information.

- 3.3.2.3 List any sub-consultants you may want to include to complete your roster of services. Describe what services each would provide. Provide the information about each.

### 3.3.3 APPROACH TO THE SOW (MS) **Maximum 500 Points**

This Section 3.3.3 Approach to the SOW cannot exceed ~~fifteen (15)~~ **twenty (20)** pages. The HCA RFQQ Coordinator in their sole discretion reserves to the right to remove pages over the limit.

- 3.3.3.1 Describe the Bidder's experience and expertise to perform the tasks in the Exhibit D Statement of Work. Describe the Bidder's expertise in assisting HCA's development of an application for a Section 1115 Medicaid waiver renewal, including the ability to modify, scale, and connect MTP policies in ways that enhance HCA's case for a Section 1115 Medicaid waiver renewal. **Maximum 255 Points**
- 3.3.3.2 Describe the Bidder's experience and expertise developing and implementing policies within a Section 1115 Medicaid demonstration waiver, including initiatives that transform the delivery of care or advance social determinants of health interventions, create enrollment and service flexibilities, and engage with the Centers for Medicare and Medicaid Services (CMS). **Maximum 35 Points**
- 3.3.3.3 Describe the Bidder's experience and expertise in developing policies or applying best practices to reduce racial and ethnic disparities in the delivery of health care services or the advancement of health. **Maximum 35 Points**
- 3.3.3.4 Describe the Bidder's experience and expertise with innovative Medicaid financing, including sources of state share, allowable Medicaid match, and developing sustainable policy and funding strategies. **Maximum 35 Points**
- 3.3.3.5 Describe any constraints or assumptions identified by the Bidder that may limit or support the proposed work. **Maximum 35 Points**
- 3.3.3.6 Describe how the Bidder manages projects with multiple priorities in a contract within a fixed budget. Please describe a recent example of such a project. The Contract will permit HCA and the Contractor to collaborate on developing the scope and due dates of tasks, and HCA and the Contractor must deliver those tasks while remaining within a fixed budget. **Maximum 35 Points**
- 3.3.3.7 Describe how the Bidder ensures that the work performed and its deliverables are of high quality. **Maximum 35 Points**
- 3.3.3.8 Understanding that HCA will lead and the Contractor will support the tasks outlined in Exhibit D, Statement of Work, please describe the types of support from HCA staff and agency resources that the Bidder anticipates needing to complete the work in an efficient and high-quality manner. **Maximum 35 Points**

### 3.3.4 EXECUTIVE ORDER 18-03 (MS) **Maximum 50 Points**

Pursuant to RCW 39.26.160(3) and consistent with Executive Order 18-03 – Supporting Workers' Rights to Effectively Address Workplace Violations (dated June 12, 2018), HCA will evaluate bids for best value and provide a bid preference not to exceed 5% of available points to any Bidder who certifies, pursuant to the certification attached as Exhibit C, Executive Order 18-03 Contractor Certification, that their firm does NOT require its employees, as a condition

of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waiver. Bidders that do require their employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waiver will not be disqualified evaluation of this RFQQ, however they will receive 0 out of 50 points for this section.

### 3.3.5 REFERENCES (M)

List names, addresses, telephone numbers, fax numbers, and e-mail addresses of three business references for whom work has been accomplished and briefly describe the type of service provided for them. By submitting a proposal in response to this RFQQ, the vendor and team members grant permission to HCA to contact these references and others, who from HCA's perspective, may have pertinent information. HCA may or may not, at HCA's discretion, contact references. Do not include current HCA staff as references.

### 3.3.6 OMWBE CERTIFICATION (OPTIONAL AND NOT SCORED)

Include proof of certification issued by the Washington State Office of Minority and Women's Business Enterprises if certified minority-owned firm and/or women-owned firm(s) will be participating on this project.

#### 4. Questions and Answer Response

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#	Section	Bidder Questions	HCA Answers
1		After attending the pre-proposal conference regarding the above-mentioned RFP, we would like to know if the state may share the list of firms that attended the pre-proposal conference?	Yes, after this procurement is closed and an ASB is announced, you may submit a public disclosure request to receive this information at <a href="mailto:publicdisclosure@hca.wa.gov">publicdisclosure@hca.wa.gov</a> .
2		Is there an incumbent contractor that HCA has previously worked with on these tasks?	Manatt, Phelps & Phillips, LLP is the incumbent.
3		Has HCA engaged in other work outside the activities listed in the RFQQ for the MTP that may impact a bidder's proposed scope of work?	The RFQQ specifies the solicitation and the Statement of Work may be found in Exhibit D of the RFQQ.
4		Please confirm that as a for-profit vendor of services, we will be classified as a for-profit vendor or contractor, not as a subrecipient or subgrantee of federal funds, and therefore would not be subject to federal accounting audit requirements.	The funding for this contract will not create a sub-grantee or subrecipient relationship between HCA and the ASB.

5	1.5.4	<p>Section 1.5.4 under Minimum Qualifications states:          "Demonstrated experience of the organization and/or staff assisting one or more states with their Section 1115 Medicaid demonstration waivers, including Delivery System Reform Incentive Payment (DSRIP) programs."          Recognizing that a limited number of states incorporate formal DSRIP models into their Section 1115 demonstrations, could HCA please clarify whether it intends to limit competition only to Bidders with DSRIP experience in these states? Would HCA consider clarifying or revising this requirement to allow bids from firms with experience assisting states with Section 1115 demonstrations, including states with DSRIP-like programs or other innovative financing models designed to advance delivery state reform?</p>	<p>HCA is not limiting the solicitation only to Bidders with experience assisting a state's DSRIP program. A Bidder must have experience assisting one or more states with their Section 1115 Medicaid demonstration waiver. The Bidder's assistance with a state's Section 1115 Medicaid demonstration waiver may include assistance with a DSRIP program.</p>
6	III; 1.1	<p>In Section III, 1.1, page 29 of the RFQQ, HCA indicates that the Contractor may be asked to support policy work in one (1) or more of the listed areas. Does HCA have an estimate of how many hours HCA anticipates from the Contractor to support policy work across these topic areas?</p>	<p>HCA does not have an estimate of the hours HCA anticipates from the Contractor to support policy work across the topic areas in Section III, 1.1. HCA expects that the Contractor will likely spend at least 50% of the hours assisting with policy work on the Core Responsibilities in Section II. The Contract will permit HCA and the Contractor to collaborate on developing the scope and due dates of tasks, and the hours spent on policy work in the topic areas of Section III, 1.1 will depend in part on the advice and assistance available from the Contractor. It is unlikely for HCA to ask the Contractor to assist on more than three topic areas in Section III, 1.1, at any given time.</p>

7	Exhibit F	Exhibit F, page 33: Given COVID-19, does the State anticipate travel to Olympia for this project? If so, can the State provide an estimate of the number of onsite meetings it anticipates?	<p>HCA does not anticipate meeting in-person with the Contractor until after COVID-19 subsides and a meeting is safe to hold in person.</p> <p>After COVID-19 subsides and an in-person meeting is safe to attend, HCA anticipates that the Contractor would want to meet in person at least once per year, and that the Contractor will tailor the necessity of meeting in person to the project. For example, the Contractor may facilitate a series of meetings attended by HCA executives and determine it is necessary to travel to Olympia to facilitate those meetings.</p>
8	3.1.1 and 3.2	a) Can the State clarify what is to be included in the five page limit for the Letter of Submittal? b) Does Exhibit A: Certifications and Assurances, Exhibit H: Draft Contract Issue List, Exhibit B: Diverse and Small Business Inclusion Plan, and Exhibit E: Minimum Qualifications count toward the page limit? c) In the statement “Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the Bidder and any proposed subcontractors,” what does “by attachment” mean? Does it indicate that the responses to 3.2.1-3.2.7 should be submitted in a separate document from the Letter of Submittal or referring to the Letter itself as a separate document?	The Exhibits are not included in the page limit. See Amendment 2 for clarification on all questions.



9	3.2	Several of the requirements in Sections 3.2.1 – 3.2.7 are asked for again in Section 3.3.1.1-3.3.1.7. Please confirm that we should repeat our responses in each section.	Please see redundant questions removed in Amendment 2.
10	3.2.2; 3.3.1.3	Our organization is a division of a larger public entity, and part of the larger state university system. As such, the list of names that could in theory, be listed as "principal officer(s)" or "firm principals" is significant. For the purposes of the relevant questions, would HCA prefer names from the organizational arm submitting for this request, for the university we are part of, for the university system as a whole, or something else entirely?	HCA prefers names from the organizational arm submitting for this solicitation.
11	3.2.6; 3.3.1.5	In the submittal letter, we are asked to "identify any state employees or former state employees employed or on the firm's governing board as of the date of the proposal." To clarify, is this in reference to Washington State, or any state?	Washington State.
12	3.4 and Exhibit F	Please clarify if the successful bidder will be paid based on a firm fixed fee (not to exceed \$600,000 for the initial term) or if the successful bidder will be paid an hourly rate, using the hourly rates quoted in Exhibit F, up to \$600,000 for the initial term.	The Contractor will be paid the hourly rates quoted in Exhibit F up to \$600,000 for the initial term.
13	3.33	Items 3.3.3.1 – 3.3.3.4 request the Bidder's experience and expertise; however, this sub-section is titled <b>Approach</b> . Please confirm if bidders must also address approach for these four items given the 15-page limit for this section.	Bidders should address the Approach for these items. The page limit for this section is increased to 20 pages. Please see Amendment 2 for correction.