

LONG TERM CARE ACCESS PROGRAMS
OFFICE OF AGING AND ADULT SERVICES
DEPARTMENT OF HEALTH AND HOSPITALS

**305PUR-DHHRFP-LTC-ACCESS-OAAS
ADDENDUM TO REQUEST FOR PROPOSAL**

- 1 Section II A (2.) Page 16. #7. The contractor will use OAAS approved software and database systems. II.B.1.g. and II.G. of this RFP.

Should read: “The contractor will use OAAS approved software and database systems. II.B.1.g. and II.H. of this RFP.”

- 2 Section II B.4.a. Page 26 Contractor will develop a person –centered Plan of Care for LT-PCS and LA-POP (when implement) clients during face-to-face assessment visit. Contractor will provide a hardcopy of the plan of care to the client during the face-to-face in-home assessment.

Should read: “The contractor will develop a person centered plan of care for LT-PCS and LA-POP (when implemented) clients whose level of care requirement has been confirmed by the MDS-HC assessment during the face to face assessment visit. “

- 3 Section II B. 4.c. Page 27 Distribute Plan of Care for non-LA-POP and non-LT-PCS requestors

Should read: ” B.4.c. Distribute Plan of Care for non-LA-POP and LT-PCS requestors”

- 4 Section II D. 4th paragraph, Page 32. Turnover

Should read: “Upon termination of contracted services, all equipment purchased under this agreement shall revert to the State. The Contractor agrees to deliver any such equipment to the State within the pre-determined time frame.”

- 5 Section III. M. 6. G. Page 46. Delete the following (as a result of duplication with Section III M. 6. F):

Delete: Demonstrate an understanding of, and ability to implement, the various types of organizational strategies to be integrated within the day to day operations, which are critical in organizing their functioning and maximizing productivity

- 6 Attachment IV Cost and Pricing Template. Page 64 See attached Templates for Year 1,2, and 3.
Proposers shall submit the breakdown in the approved format as shown in the attached sample cost template form (See Attachment IV) for each year of the contract to demonstrate how cost was determined.

**(REVISED) ATTACHMENT IV
Cost and Pricing Template**

PROPOSER:	
ADDRESS:	CITY, STATE, ZIP:

Year 1 Proposed Administrative Cost (costs NOT related to Assessment Cost)

		A	B	C
		Cost for services	Additional Task #1 Client Monitoring	Additional Task #2 Client Monitoring with Fiscal Oversight Checkup for LA POP Recipients
1	Direct Labor Cost (Salary and Wages)			
2	Direct Labor Overhead ERE (Employer Related Expenses)			
3	Administrative Labor Cost			
4	Administrative Labor ERE			
5	Contracted/Subcontracted/Consulting Staff			
6	Indirect Program Supplies			
7	Other Direct Cost			
	System Development (Specify system)			
	Education/outreach Materials			
	Call Center Expenditures			
	Travel			
8	Other Direct Cost (Specify)			
9	Other Direct Cost (Specify)			
10	Total Administrative Cost not related to assessments – Year 1			

Year 1 Proposed Cost for Assessments

		Cost for assessment services
1	Direct Labor Cost (Salary and Wages)	
2	Direct Labor Overhead ERE (Employer Related Expenses)	
3	Administrative Labor Cost	
4	Administrative Labor ERE	
5	Contracted/Subcontracted/Consulting Staff	
6	Indirect Program Supplies	
7	Other Direct Cost	
	System Development (Specify system)	
	Education/outreach Materials	
	Call Center Expenditures	
	Travel	
8	Other Direct Cost (Specify)	
9	Other Direct Cost (Specify)	
10	Total Cost Related to Assessments – Year 1	

Year 1 Cost Per Assessment

11	Expected Volume for face-to-face assessments:	10,591
12	Per Assessment Cost	
13	Total Assessment Cost	

Year 2 Proposed Administrative Cost (costs NOT related to Assessment Cost)		A	B	C
		Cost for services	Additional Task #1 Client Monitoring	Additional Task #2 Client Monitoring with Fiscal Oversight Checkup for LA POP Recipients
1	Direct Labor Cost (Salary and Wages)			
2	Direct Labor Overhead ERE (Employer Related Expenses)			
3	Administrative Labor Cost			
4	Administrative Labor ERE			
5	Contracted/Subcontracted/Consulting Staff			
6	Indirect Program Supplies			
7	Other Direct Cost			
	System Development (Specify system)			
	Education/outreach Materials			
	Call Center Expenditures			
	Travel			
8	Other Direct Cost (Specify)			
9	Other Direct Cost (Specify)			
10	Total Administrative Cost not related to Assessments – Year 2			

Year 2 Proposed Cost for Assessments

		Cost for assessment services
1	Direct Labor Cost (Salary and Wages)	
2	Direct Labor Overhead ERE (Employer Related Expenses)	
3	Administrative Labor Cost	
4	Administrative Labor ERE	
5	Contracted/Subcontracted/Consulting Staff	
6	Indirect Program Supplies	
7	Other Direct Cost	
	System Development (Specify system)	
	Education/outreach Materials	
	Call Center Expenditures	
	Travel	
8	Other Direct Cost (Specify)	
9	Other Direct Cost (Specify)	
10	Total Cost Related to Assessments – Year 2	

Year 2 Cost Per Assessment

11	Expected Volume for face-to-face assessments:	11,968
12	Per Assessment Cost	
13	Total Assessment Cost	

Year 3 Proposed Administrative Cost (costs NOT related to Assessment Cost)				
		A	B	C
		Cost for services	Additional Task #1 Client Monitoring	Additional Task #2 Client Monitoring with Fiscal Oversight Checkup for LA POP Recipients
1	Direct Labor Cost (Salary and Wages)			
2	Direct Labor Overhead ERE (Employer Related Expenses)			
3	Administrative Labor Cost			
4	Administrative Labor ERE			
5	Contracted/Subcontracted/Consulting Staff			
6	Indirect Program Supplies			
7	Other Direct Cost			
	System Development (Specify system)			
	Education/outreach Materials			
	Call Center Expenditures			
	Travel			
8	Other Direct Cost (Specify)			
9	Other Direct Cost (Specify)			
10	Total Administrative Cost not related to Assessments – Year 3			

Year 3 Proposed Cost for Assessments

		Cost for assessment services
1	Direct Labor Cost (Salary and Wages)	
2	Direct Labor Overhead ERE (Employer Related Expenses)	
3	Administrative Labor Cost	
4	Administrative Labor ERE	
5	Contracted/Subcontracted/Consulting Staff	
6	Indirect Program Supplies	
7	Other Direct Cost	
	System Development (Specify system)	
	Education/outreach Materials	
	Call Center Expenditures	
	Travel	
8	Other Direct Cost (Specify)	
9	Other Direct Cost (Specify)	
10	Total Cost Related to Assessments – Year 3	

Year 3 Cost Per Assessment

11	Expected volume for face-to-face assessments:	13,524
12	Per Assessment Cost	
13	Total Assessment Cost	

TOTAL PROPOSED COSTS		Sub Total All Years
YEAR 1 - TOTAL Administrative COST LINE 10A		
YEAR 2- TOTAL Administrative COST LINE 10A		
YEAR 3 - TOTAL Administrative COST LINE 10A		
		0
YEAR 1 - TOTAL Assessment COST LINE 13		
YEAR 2- TOTAL Assessment COST LINE 13		
YEAR 3 - TOTAL Assessment COST LINE 13		
		0
Grand Total Proposed Cost		0

REVISED Activity – 2008 Counts per year unless otherwise stated									
DHH/ OAAS Region	1	3	4	5	6	7	8	9	Total 8 Regions
Est. number of LT-PCS inbound calls	3650	1836	4869	1162	2176	2768	3678	2556	22694
Est. number of Single Point of Entry inbound information calls	6653	3346	8876	2118	3967	5045	6704	4659	41369
Est. number of LOCETs initiated for LTPCS/ADHC/EDA	2568	1323	3601	918	1800	2163	2805	1997	17175
Est. number of LOCETs performed for LTPCS/ADHC/EDA	2489	1278	3528	881	1758	2112	2745	1951	16742
Est. number of Statement of Medical Status letters sent	29	16	40	14	19	25	33	20	196
Est. no. of Medical Determination (imminent risk) letters sent	336	179	475	90	184	257	376	278	1896
Est. number of initial MDS-HC home visit assessments	915	373	1240	205	590	663	890	627	5503
Est. number of MDS-HC reassessments	503	319	1295	212	449	551	862	600	4791
Est. number of active care plans for LT-PCS only recipients	880	453	1971	316	761	917	1330	828	7456
Est. number of recipient provider changes	145	85	376	46	139	133	275	150	1349
Est. number of client appeals requiring contractor participation							211		
Est. number of applications for NF admission (received by OAAS)	2381	1017	2533	1049	1747	3066	1860	1910	15563

8 See addendum #7 pages 70 and 71

NOTE: Due to recently implemented policy changes, the bidder should approximate a reduction of 15% of the initiated and performed LOCETS on these documents.

9 Section II . M. 12. B #12. b. Page 49 Cost and Pricing Analysis “Proposer shall submit the breakdown in the approved format as shown in the attached sample cost template form (See Attachment IV) for each year of the contract to demonstrate how cost was determined.”

Should read: “Proposers shall submit the breakdown in the approved format as shown in the attached sample cost template form (See Attachment IV) for each year of the contract to demonstrate how cost was determined. Templates reflect costs for 1) Administrative costs (costs not related to assessment costs) and 2) Assessment costs.”

10 Section II M. 12. B# 12. c. Page 49-50 Cost and Pricing Analysis “The proposer must specify total costs for performance of tasks and all deliverables” defined in Section II: Scope of Work, for each of the three years of the contract. 50 In the total cost proposal, proposers shall separate their total annual costs into two components, 1) costs for client assessments, and 2) administrative costs which are defined as all other costs (including intake, information and referral, level of care determination using LOCET, plan of care development, quality assurance, and establishment of necessary tracking and work flow systems). As a portion of the total cost bid, proposers will propose a fixed price for each face-to-face client assessment completed. This fixed price per assessment (unit) is the Standard Amount to be paid under the contract for each assessment, if the timeliness performance standard is achieved.

Should read: “The proposer must specify total costs for performance of tasks and all deliverables defined in Section II: Scope of Work, for each of the three years of the contract. In the total cost proposal, proposers shall separate their total annual costs into two components:

- **1) Administrative costs which are defined as all other costs. This template is titled “Proposed Administrative Cost (costs NOT related to Assessment Cost)”. These costs include intake, information and referral, level of care determination using LOCET, plan of care development, quality assurance, and establishment of necessary tracking and work flow systems.**
- **2) Costs for client assessments. This template is titled “Costs for assessments”. As a portion of the total cost bid, proposers will propose a fixed price for each face-to-face client assessment completed. This fixed price per assessment (unit) is the Standard Amount to be paid under the contract for each assessment, if the timeliness performance standard is achieved.”**

