

---

*Colorado Department of  
Health Care Policy and Financing*



Colorado MMIS and Fiscal Agent Operations Services

Draft RFP Release Response and

Pre-RFP Bidder's Conference Announcement Details

Update #1

Colorado Medicaid Management Innovation and  
Transformation Project (COMMIT)

Released: August 31, 2012

---

---

## **SECTION 1.0 DRAFT RFP FEEDBACK**

### **1.1. PURPOSE**

The Colorado Department of Health Care Policy and Financing (Department) is responsible for administering the Medicaid program in the State of Colorado. On August 1, 2012, the Department released a draft of its Core MMIS and Supporting Services RFP Package for review and comment. At this time, the Department is requesting vendors to send any comments, no matter how minor, to the Department. Vendors are encouraged to address text in the draft RFP that is repetitive, and/or confusing, as well as requirements that are incomplete or unclear. In addition, vendors should undertake a thorough review of the system and fiscal agent requirements to advise the Department if any requirements are too broad or restrictive which will inadvertently cause a significant cost increase or cause a vendor to make a no-bid decision.

The Department encourages vendors to submit feedback regarding the Core MMIS and Supporting Services RFP Package as soon as possible. Vendors do not need to wait until September 10, 2012 (see Section 1.4.3.4) or September 29, 2012 (see Section 1.3.3) to submit comments. In addition, Vendors may have multiple submissions, as not all comments need to be under a single submission. The Department appreciates receiving any and all comments from vendors. If vendors submit comments that require substantial research or potential modifications to the RFP early, the Department will have a better opportunity to consider those comments.

### **1.2. ADDITIONAL INFORMATION REGARDING THE DRAFT RFP**

To encourage thoughtful and detailed comments, the Department provides the following for Vendors to consider:

- Does the RFP specify too many key personnel or not provide enough flexibility for vendors to specify key personnel as deem appropriate by the Vendor? If so, Vendors are encouraged to submit alternative key personnel and language for the Department to consider.
- Will the exclusion of a limited liability clause of the draft contract (Draft Appendix H) prevent a Vendor from bidding or sustainability increase costs? If so, Vendors are encouraged to supply alternative language for the Department to consider so the language can be potentially approved prior to issuing the RFP. If the alternative language was approved in another state for a similar contract, that information should also be supplied.
- Do the Pricing Schedules (DRAFT Appendix E) correspond to the requirements and does the proposed cost structure allow for Vendors to maintain sufficient cash flow during the development phases? If not, please provide ideas for alternative approaches that balance payments between deliverables and/or cash flow between major development milestones.
- Are the proposed evaluation points weighted correctly? Are too many points awarded to price, when the draft contains an allowable maximum bid amount? If Vendors have concerns with the distribution of evaluation points, please provide comments so the Department may examine an alternative structure.
- Does the RFP provide Vendors enough flexibility to respond on how they will meet the business needs of the Department? If not, please suggest modifications.

- If a Vendor is considering a no-bid decision, please specify what the Department could modify to encourage a Vendor to submit a proposal. The Department is interested in creating an opportunity, including the flexibility to modify timelines, which allows all qualified Vendors to submit a response and succeed under an awarded contract.

Vendors should note that the information regarding the Business Intelligence and Data Management Services are only provided for general reference. The requirements in that section have not been fully reviewed and will be modified prior to release of the Business Intelligence and Data Management Services (BIDM) RFP. Comments on the BIDM section are welcome, but vendors will have another opportunity to provide comments separately (scheduled for 3/1/2013).

### 1.3. PROCESS FOR PROVIDING FEEDBACK

The Department has provided two forums for vendors to provide their feedback. First, Vendors are encouraged to offer written comments for consideration. To submit written comments:

- 1.3.1. Submit all comments to [RFPQuestions@hcpf.state.co.us](mailto:RFPQuestions@hcpf.state.co.us)
- 1.3.2. Vendors are not to make any direct contact with Department staff.
- 1.3.3. All comments and questions on the draft RFP Package are to be received no later than September 29, 2012 at 5:00 pm MDT.
- 1.3.4. List all comments in an MS-Excel Spreadsheet utilizing the following the layout:

Document Name (e.g. Appendix A)	Section Number (e.g. C.2.1.3)	Page Number	Question/Comment

### 1.4. PRE-RFP BIDDER'S CONFERENCE

Second, to increase feedback opportunities, the Department will also hold a Pre-RFP Bidders Conference. The purpose of the Bidder's Conference is for the Department to provide further clarification on its procurement strategy, answer any general or reoccurring questions submitted prior to the conference (see Section 1.3.3.4) regarding the DRAFT RFP Package, and offer a forum for discussion on how to improve the RFP Package prior to final release. The conference details and instructions are:

- 1.4.1. Date and Time: September 18, 2012; 1:00 pm – 4:00 pm (MDT).
- 1.4.2. Location:
  - 1.4.2.1. In Person: Colorado Capital Building, Denver, CO 80203; Old Supreme Court Chambers (2<sup>nd</sup> Floor, North side). Entry into the Capitol building is only

---

permitted on the North and South sides. Ample meter and pay-lot parking is available in the surrounding area.

- 1.4.2.2. Web Conference: Participation information will be distributed closer to the conference date. This option will offer the ability to follow the live presentation, hear questions, and responses presented in the Old Supreme Court Chambers, and a forum for typing questions to the presenters. As time permits, the presenters will attempt to address any questions and/or comments sent via this forum.
- 1.4.3. Attendance:
  - 1.4.3.1. RSVPs required. Please submit your RSVP to [RFPQuestions@hcpf.state.co.us](mailto:RFPQuestions@hcpf.state.co.us) with the names and titles of those attending no later than Friday, September 7, 2012 at 5:00 pm MDT.
    - 1.4.3.1.1. For Vendors attending in person, we request that you limit participation to two representatives to allow ample space for all interested parties.
    - 1.4.3.1.2. Conference will start precisely at 1:00 pm MDT. Doors to the chambers will open at 12:15 pm MDT.
    - 1.4.3.1.3. Vendors participating in the Web Conference should also RSVP to receive the participation information.
  - 1.4.3.2. There is a security checkpoint and metal detector. Allow enough time to process through.
  - 1.4.3.3. No food or drinks allowed in the Chambers. (Exception: Water in closed containers. Water only. No coffee, tea, soda, etc.).
  - 1.4.3.4. Questions:
    - 1.4.3.4.1. For consideration during the Pre-RFP Bidder's Conference, questions must be submitted prior to 5:00 pm MDT on Monday, September 10, 2012.
    - 1.4.3.4.2. Vendors should use the same format to submit questions as outlined in Section 1.2.4.
    - 1.4.3.4.3. Vendors only need to submit general questions or items they would like discussed at the Pre-RFP Bidders Conference. More specific questions should be submitted by September 29, 2012 (see Section 1.2.3).