DATE: March 14, 2018

TO: All Prospective Bidders  Cc: Procurement File

FROM: Mallela Ralliford

RE: UMBC Actuarial Services
RFP # BC-21092-R, ADDENDUM #1

The following amends the above referenced RFP documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" form and submitting it along with the Technical Proposal you return to the University.

The due date and time for the Technical to be submitted to the University remain as Thursday, March 22, 2018 by 5:00 p.m., via UMBC Box.

A. The following questions were submitted for a response:

1. QUESTION: What other firms submitted questions related to this RFP?

   ANSWER: Questions were submitted by several firms. The participating firms will remain unidentified during the solicitation process.

2. QUESTION: Is there a page limit for the RFP response?

   ANSWER: Though there isn’t a page limit for responses, please include only relevant information to assist the university in making a selection.

3. QUESTION: Please confirm that neither a bid bond, payment bond, or performance bond are required as a part of the RFP.

   ANSWER: Confirmed.
4. QUESTION: We do not see a mention of a transmittal letter in the RFP. Although it is not required, are bidders allowed to include a transmittal letter in their technical proposal?

ANSWER: Yes, you may include a signed transmittal letter.

5. QUESTION: We see that the technical proposal and price proposal will be uploaded to the appropriate UMBC Boxes shown on page 13. Are there any specific requirements such as software (e.g., Word, PDF), font size, margin, etc.?

ANSWER: Please use standard business practices. The university generally receive responses in pdf formatted documents.

6. QUESTION: Please clarify the actuary’s role with Hilltop. The RFP states, “Hilltop is responsible for calculating capitation rates...” with the “…actuary to provide consulting services to Hilltop to assure the development of actuarially sound capitation rates on an annual basis.” It also states the actuary will, “provide mid-year and calendar year rate certification letters (including modifications to mid-year and calendar year letters) for the Centers for Medicare & Medicaid Services (CMS) and health plans…” and “…provide the methodology documentation and Capitation Rate Calculation Sheets (CRCS) for Hilltop.”

Are the certification/methodology document write-ups of Hilltop’s existing process or methodologies designed by the actuary and then followed by Hilltop to calculate rates?

ANSWER: The actuary’s certification letter documents the process and methodology implemented in the development of HealthChoice rates. This process has evolved over a period of approximately twenty years. Those changes in the methodology reflect a collaborative process between the selected firm, Hilltop, the Department of Health, and the health plans. The actual rate models including CRCS are maintained by the selected firm.
7. QUESTION: Please clarify what level of data will be provided. The RFP states, “the data and information provided to the selected firm will be limited to summary reports”. Later, the RFP mentions trend/admin estimates that will be an “analysis of HSCRC hospital data; encounter hospital, physician, and pharmacy data” and “Hilltop will provide the selected firm with independently reviewed base data annually”.

Will the hospital, encounter hospital, physician, and pharmacy data, and/or annual base data be summary reports or detail claim extracts? If detail claim extracts, will member detail extracts be provider as well?

ANSWER: The selected firm will receive data from Hilltop in a summarized report format. Hilltop does not anticipate sharing any protected health information (PHI) with the selected firm. Hilltop—in its role as a business associate to the Maryland Medicaid program—maintains an extensive data warehouse on behalf of the Maryland Department of Health. As a precautionary measure, the selected vendor will be required to execute a business associate agreement with UMBC/Hilltop and all data exchanges between Hilltop and the vendor will be carried out using a secure file transfer protocol (SFTP).

8. QUESTION: What type of data visualization tools does The Hilltop Institute use?

ANSWER: The discussion of data visualization tools is outside the scope of this RFP.

9. QUESTION: Beyond the Johns Hopkins ACG risk adjustment methodology, please elaborate on what other risk adjustment methodologies are used and under which circumstances the various risk adjustment methodologies, including JHACG, are used.

ANSWER: In addition to the ACG risk adjustment methodology, the HIV/AIDS population in HealthChoice is risk adjusted by comparing the relative mix of Hepatitis C/non Hepatitis C HIV/AIDS individuals within each health plan to the overall program mean. The Johns Hopkins ACG risk adjustment methodology is applied two ways: 1) those individuals with 6 or more months of HealthChoice eligibility in a calendar year are assigned an individual risk score for future plan payments, and 2) those individuals new to HealthChoice are assigned to an age/gender rate cell that is risk adjusted using the Johns Hopkins software at the plan level.
10. QUESTION: From a reading of the Background and Purposes section of the RFP, it was not clear if beneficiaries “aged 65 and older, individuals dually eligible for Medicare and Medicaid, institutionalized individuals, individuals who “spend down” to Medicaid eligibility, persons with rare and expensive medical conditions (REM) who choose not to participate in HealthChoice, and others eligible for Medicaid through special programs” are still not eligible for managed care enrollment. Please confirm that those beneficiaries listed above currently are not eligible for managed care enrollment.

ANSWER: The beneficiaries listed above currently are not eligible for managed care enrollment in HealthChoice.

11. QUESTION: Please provide a copy of the current contract between the Hilltop Institute and Maryland Department of Health.

ANSWER: The current inter-agency agreement between the Maryland Department of Health and UMBC is not relevant to this RFP. The inter-agency agreement between the Maryland Department of Health and UMBC that will govern actuarial services for the HealthChoice program for calendar years 2020-2024 (i.e., the services requested under this RFP) is not yet available.

12. QUESTION: Please provide the annual number of hours and contract amounts under the existing contract for actuarial services.

ANSWER: The estimated number of hours used in the price proposal under the existing contract was 1,550 (fixed). The annual amount awarded under the existing contract is $312,750.

Enclosures: Acknowledgement of Receipt of Addenda Form

END OF ADDENDUM #1, DATED 3/14/18
(sent via email)
BID NO.: BC-21092-R

BID DUE DATE: THURSDAY, MARCH 22, 2018 AT 5:00 P.M. EST.

BID FOR: UMBC ACTUARUAL SERVICES

NAME OF BIDDER: ___________________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1       dated 3/14/18
Addendum No. ___      dated _______
Addendum No. ___      dated _______
Addendum No. ___      dated _______
Addendum No. ___      dated _______

As stated in this Addendum, this form is to be returned with your Price Proposal.

__________________________________________
Signature

__________________________________________
Printed Name

__________________________________________
Title

__________________________________________
Date

END OF FORM