

DATE: September 22, 2023

TO: All Prospective Bidders
Cc: Procurement File

FROM: Lori Lynch

RE: Actuarial Services for the Hilltop Institute, RFP # BC-21332-L, ADDENDUM #1

The following amends the above referenced solicitation documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" form and submitting it along with your response to the University.

The due date and time for the response to be submitted to the University is **FRIDAY, SEPTEMBER 29, 2023, 2023 by 11:59 p.m.** (EDT) to the issuing office.

A. The following questions were submitted for a response.

1. Regarding the Price Proposal narrative on page 66, there is a sentence stating “No rate increases are permitted during the term of the contract”. We interpret this to mean no rate increases other than those included in the Fixed Price Proposal table. Please confirm that rate increases are allowed in the Fixed Price Proposal table, but no additional rate increases outside of that are permitted.

Response: Correct. Rate increases are allowed in the Fixed Price Proposal table, however, no additional changes other than those identified in the table will be allowed during the term of the contract. For example, UMBC will not allow any CPI increases during the base or option years.

2. In the Table of Contents, Appendix A: Technical Proposal Forms lists ten total attachments, including “6. Project Director References.” However, there are only nine forms in Appendix A and Project Director References is not included here. Should there be an additional form for vendors to complete in Attachment A?

Response: Item 6. Project Director References has been deleted from the forms in Appendix A. Please disregard.

3. With which actuarial firm does UMBC / The Hilltop Institute currently contract?

Response: UMBC does not provide this information for the purposes of this RFP.

4. What is the average annual value of the current actuarial contract over the past three years?

Response: UMBC does not provide this information for the purposes of this RFP.

5. Will the Actuarial Consultant have access to member level information related to the HealthChoice rate setting?

Response: Yes.

6. Will the Actuarial Consultant be coordinating efforts with Hilltop Institute for correspondence and communication with the MCOs?

Response: Hilltop manages communications with the MCOs in coordination with the contracted actuarial firm and the Maryland Department of Health (MDH).

7. How does task 1.11.g (Additional Services) Provide additional ad hoc services and analyses requested by Hilltop differ from Task 4 (On-Call Actuarial Services)?

Response: Task 1.11.g is for unanticipated additional services related to managed care rate setting for HealthChoice (Task 1). Task 4 is for task orders for new projects requested by MDH or other sponsors that require actuarial services.

8. (Task 1.7) Is the actuarial firm required to employ registered pharmacists with experience in managed Medicaid programs?

Response: No.

9. Please confirm Task 2 is not part of the existing actuarial contract.

Response: UMBC does not provide this information for the purposes of this RFP.

10. Please confirm Task 3 is not part of the existing actuarial contract.

Response: UMBC does not provide this information for the purposes of this RFP.

11. (Task 3) Is the Brick method the only acceptable method for the setting of the included HCBS payment rates or are other commonly accepted independent payment methods acceptable?

Response: The Brick methodology is the established methodology used by the state of Maryland for HCBS waivers for individuals with developmental disabilities.

12. (Task 3) Is the actuarial firm required to have HCBS payment rate setting experience in a minimum number of other states?

Response: Prior rate setting experience for HCBS programs for individuals with developmental disabilities is preferred. There is no requirement for experience in a minimum number of states.

13. (Task 3) How many and what specific services require payment rate development under the three 1915c waiver programs? Will all services follow the schedule outlined in Table 4 (i.e., CY 2025 and CY 2028 will be rebase years)?

Response: Payment rate development occurs for three broad categories of services: residential, meaningful day, and support services. There are approximately 65 services that fall within these categories. Additionally, rates are developed for targeted case management. All services will follow the schedule outlined in Table 4.

14. (Task 3) Please confirm if Hilltop is developing the process for collecting GL data from providers, and if Hilltop will be responsible for ensuring accurate data is submitted and vetted before providing the data to the actuarial firm.

Response: Hilltop developed the process for collecting GL data from providers and expects to work collaboratively with the actuarial services firm to review data submitted and refine the tool over time.

15. The Period of Performance for the initial contract period (prior to renewals) is CY 2024 (see p. 5), but the services requested in this solicitation will be the basis for producing actuarially sound capitation rates for CYs 2025 to 2029 (see p. 6). Will the selected actuarial firm assist with mid-year rate adjustments for the CY 2024 rates developed by the current actuary to the extent that work is expected to be completed during CY 2024?

Response: Yes, this work will begin in July 2024.

16. (Task 1.9) What is the next year when Hilltop will evaluate the ACG mappings to RAC rate cells?

Response: Hilltop expects to reevaluate the mappings using post-pandemic 2022 and 2023 data in CY 2024 for rates effective 01/01/25.

17. (Task 2) What, if any, is Hilltop's targeted timeframe for developing and implementing a new PACE rate setting process, including collecting encounter data from the PACE organizations?

Response: The rate setting process currently uses FFS-equivalent data and AWOPs. Encounter data collection is expected to begin for the years 2023 and 2024 for use in developing rates effective in CY 2025, if the data collected proves credible. The rate filing due date for CY 2025 rates is 11/15/24.

18. Please confirm that Task 2.7 Additional Services is specific to the PACE program.

Response: Yes, Task 2.7 is specific to the PACE program.

19. Task 4 indicates that Hilltop periodically undertakes projects sponsored by a variety of clients, how often have these requests arisen in prior years?

Response: We anticipate 3-5 task orders over the term of the award (initial Period of Performance plus 4 renewal years).

20. Please confirm which portions of the Technical Proposal Requirements fall within the 40 page limit.

Response: Required in 40 page limit: Cover Letter, Statement of Approach, Work Plan and Deliverables, Management Plan, Problem Escalation Procedures, Offeror Qualifications and Capabilities.

Excluded from 40 page limit: Attachment 1: Business Associate Agreement, Attachment 2: Data Management Plan, Attachment 3: Firm Experience, Attachment 4: Firm References, Attachment 5: Key Personnel, Attachment 6: Financial Stability of the Offeror, Attachment 7: Conflicts of Interest, Attachment 8: Acknowledgement of Receipt of Addenda, Attachment 9: Signed Bid Proposal Affidavit.

21. Will UMBC accept red-lined versions of the BAA and/or the Consulting Contract?

Response: Firms may include proposed redlines to the BAA and/or Consulting Contract with their submission, however, UMBC reserves the right to accept, reject and/or negotiate these terms.

22. How will scoring for Price and Technical be combined for total evaluation?

Response: The Price and Technical evaluations are independent and not cumulative. Firms will be ranked according to their final Technical score and then final Price scores. Technical merit will be given greater weight than cost in the final ranking.

23. What is the most current annual budget for this project?

Response: UMBC does not provide this information for the purposes of this RFP.

24. What amount have you budgeted for the first period of performance, CY 2024?

Response: UMBC does not provide this information for the purposes of this RFP.

25. Will the contractor be responsible for any primary data collection for Tasks 1, 2 or 3? If so, please explain.

Response: Primary data collection may be required for Task 3 to ensure a data-driven process for identified rate priorities in each rate development cycle.

26. Can you share a copy of the most recent actuarial certification reports for each of the programs?

Response: The most recent actuarial certification for HealthChoice (Task 1) is proprietary and confidential. Actuarial certification is not required for Tasks 2 and 3.

27. Will the actuarial firm be working for and taking direction from Hilltop? Please clarify the actuary's role with Hilltop as well as with the Maryland Department of Health.

Response: Yes, the actuarial firm will be contracted by UMBC and take direction from The Hilltop Institute, a UMBC research center. UMBC, by and through The Hilltop Institute, is contracted by MDH. See Figure 1.

28. Are there restrictions on where the work is performed? Can work be performed off-shore?

Response: Work performed under this contract may not use offshore personnel or other offshore resources.

29. Please share the dollar value of the current contract separately for the past three years (2021, 2022, 2023) and for each of the Tasks 1-4.

Response: UMBC does not provide this information for the purposes of this RFP.

30. Please share Hilltop Foundation's cell suppression policy in order for us to ensure we can be in compliance.

Response: Hilltop follows the cell suppression guidelines used by the Centers for Medicare & Medicaid Services (CMS).

31. Task 1.9 requests assistance in evaluating the ACG mappings to RAC rate cells every three years. When were the mappings last evaluated?

Response: ACG mappings to RACs were last re-evaluated effective 01/01/21 using multiple years of data but primarily 2019 data.

END OF ADDENDUM #1, DATED 08/9/23
(Original with enclosures were not mailed)

BID NO.: BC-21332-L

TECHNICAL BID DUE DATE: FRIDAY, SEPTEMBER 29, 2023, 2023 by 11:59 p.m. EDT

BID FOR: Actuarial Services for the Hilltop Institute

NAME OF BIDDER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

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

Addendum No. <u>1</u>	dated <u>9/22/23</u>
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 response.

Signature

Printed Name

Title

Date

END OF FORM