

**AMENDMENT #1**

**COMMUNITY PROGRAMS  
DEVELOPMENTAL DISABILITIES SUPPORTS DIVISION  
OF THE  
NEW MEXICO HEALTH CARE AUTHORITY**

**REQUEST FOR PROPOSALS (RFP)**

**Home and Community Based Services Rate Study**



**HEALTH CARE  
A U T H O R I T Y**

**RFP#25-630-0700-0004  
Amendment Date: October 24, 2024**

RFP Release Date: October 7, 2024

Proposal Due Date: November 13, 2024

**ELECTRONIC-ONLY PROPOSAL SUBMISSION**

**This Amendment No. 01 serves to modify the following section on the specified pages of the RFP:**

**CHANGE ON PAGE 2:**

**Section C. Scope of Procurement is hereby amended to include reflect the correct term of this Request for Proposal (RFP).**

### **SECTION C. SCOPE OF PROCUREMENT**

**Section C. Scope of Procurement is hereby amended to include reflect the correct term of this Request for Proposal (RFP).**

The Agency, DDS, is seeking a professional organization that specializes in economics, statistics, and actuaries with experience in health care financing and financial modeling specific to Home and Community Based Services (HCBS) waiver programs. The term of the resulting contract will be for one year with the expected completion date of the rate study by June 30<sup>th</sup>, 2025. The resulting contract may be a single award.

The scope of procurement encompasses the defined Scope of Work described herein with a contract term upon signature of the New Mexico Contracts Review Bureau (CRB). This procurement will result in a contract with a term of one year.

**CHANGE ON PAGE 22:**

#### **A. PROPOSAL CONTENT AND ORGANIZATION**

All proposals must be submitted as follows:

Direct reference to pre-prepared or promotional material may be used if referenced and clearly marked. Promotional material must be minimal. Within each section of the proposal, Offerors must organize and address the RFP requirements in the order indicated below. All forms provided in this RFP must be thoroughly completed and included in the appropriate section of Offeror's proposal. **Any and all discussion of proposed costs, rates or expenses must occur ONLY in the Cost Proposal.**

#### **Technical Proposal – DO NOT INCLUDE ANY COST INFORMATION IN THE TECHNICAL PROPOSAL.**

1. Signed Letter of Transmittal
2. Signed Campaign Contribution Disclosure Form
3. Table of Contents
4. Proposal Summary (Optional)
5. Response to Contract Terms and Conditions (from Section II.C.15)
6. Offeror's Additional Terms and Conditions (from Section II.C.16 )
7. Response to Specifications (**except Cost information which shall be included ONLY in Cost Proposal**)

- a. Organizational Experience
  - b. Organizational References
  - c. Response to Scope of Work
  - d. Financial Stability –(Financial information considered confidential, as defined in Section I.F. and detailed in Section II.C.8, should be placed in the **Confidential Information** file, per Section III.B.2.a, as applicable)
8. Other Supporting Material (if applicable)

**CHANGE ON PAGE 32:**

**Section A. Evaluation Point Summary is hereby amended to include points for Response to Scope.**

**SECTION V.A – EVALUATION POINT SUMMARY**

The following is a summary of evaluation factors with point values assigned to each. These weighted factors will be used in the evaluation of individual potential Offeror proposals by sub-category.

<b>Evaluation Factors</b> <i>(Correspond to Sections IV.B and IV.C)</i>	<b>Points Available</b>
<b>B. Technical Specifications (## Total Points)</b>	<b>700</b>
B. 1. Organizational Experience	200
B. 2. Organizational References	200
B. 3. Response to Scope of Work	300
<b>C. Business Specifications (## Total Points)</b>	<b>300</b>
C.1. Financial Stability	<b>Pass/Fail</b>
C.2. Letter Of Transmittal	<b>Pass/Fail</b>
C.3. Campaign Contribution Disclosure Form	<b>Pass/Fail</b>
C.4. Cost	300
<b>TOTAL POINTS AVAILABLE</b>	<b>1,000</b>

Table 1: Evaluation Point Summary

**B. EVALUATION FACTORS**

**1. B.1 Organizational Experience (See Evaluation Factors Table 1)**

Points will be awarded based on the thoroughness and clarity of Offeror’s response in this Section. The Evaluation Committee will also weigh the relevancy and extent of Offeror’s experience, expertise and knowledge; and of personnel education, experience and certifications/licenses. In addition, points will be awarded based on Offeror’s candid and well-

thought-out response to successes and failures, as well as the ability of the Offeror to learn from its failures and grow from its successes.

**2. B.2 Organizational References (See Evaluation Factors Table 1)**

Points will be awarded based upon an evaluation of the responses to a series of questions on the Organizational Reference Questionnaire (Appendix F). Offeror will be evaluated on references that show positive service history, successful execution of services and evidence of satisfaction by each reference. References indicating significantly similar services/scopes of work and comments provided by a submitted reference will add weight and value to a recommendation during the evaluation process. Points will be awarded for each individual response up to 1/3 of the total points for this category. Lack of a response will receive zero (0) points.

The Evaluation Committee may contact any or all business references for validation of information submitted. If this step is taken, the Procurement Manager and the Evaluation Committee must all be together on a conference call with the submitted reference so that the Procurement Manager and all members of the Evaluation Committee receive the same information. Additionally, the Agency reserves the right to consider any and all information available to it (outside of the Organizational Reference information required herein), in its evaluation of Offeror responsibility per Section II.C.18.

**1. B.3 Response to Scope of Work (See Evaluation Factors Table 1)**

Points will be awarded based upon the evaluation of the responses to the series of items listed under the Detailed Scope of Work section. Potential offers should detail their approach and methodology for completing the scope of work, along with any detail needed for each item being requested. This is also an acceptable place to include a detailed workplan showing how the scope will be completed by June 30<sup>th</sup>, 2025.

**2. C.1 Financial Stability (See Table 1) Offer must have a valid email address to send or receive correspondence**

Pass/Fail only. No points assigned.

**3. C.2 Letter of Transmittal (See Table 1)**

Pass/Fail only. No points assigned.

**4. C.3 Campaign Contribution Disclosure Form (See Table 1)**

Pass/Fail only. No points assigned.

**5. C.4 Cost (See Table 1)**

The evaluation of each Offeror's cost proposal will be conducted using the following formula:

$$\frac{\text{Lowest Responsive Offeror's Cost}}{\text{-----}} \times \text{Available Award Points}$$

**CHANGE ON PAGE 55:**

**Appendix D – Cost Response Form is hereby amended to reflect the correct term length of this RFP and a Fixed Cost Deliverable based contract.**

**APPENDIX D – COST RESPONSE FORM**

**APPENDIX D  
COST RESPONSE FORM**

<b>Technical Specifications based on Detailed Scope of Work</b>	<b>Total Cost (inclusive of GRT)</b>
<b>a) Develop and implement a rate study methodology that includes, but is not limited to the collection of data.</b>	
<b>b) Research best practices, gather information and summarize findings in a report to the Department.</b>	
<b>c) Conduct a rate analysis of the provision and cost of selected service</b>	
<b>d) Develop proposed rates for traditional DDW services, Medically Fragile Waiver services and Mi Via Waiver services.</b>	
<b>e) Develop fiscal impact report based on the proposed rates.</b>	
<b>f) Develop methodology to address increased costs/inflation costs in providing services in subsequent years after the rate study.</b>	
<b>g) Stakeholder engagement to include regular meetings with Department staff, HCA, and other stakeholder regarding the design and implementation of the rate study</b>	

All costs must be firm, fixed, and include all services performed under the requirements of the Section IV. F. Detailed Scope of Work. Total Cost = \$ \_\_\_\_\_