

SOLICITATION ADDENDUM

Date: **10/30/2015**
Subject: **Health Insurance Database Planning Consultant**
Solicitation Number: **INS 2015-02**
Due Date/Time: **11/6/2015 3:00 PM EST**
Addendum Number: **1**

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

List any and all changes:

Questions and Answers

Q: Section IV-4 D (pg. 22 of 24) lists the requirement to develop an RFP or RFPs for data aggregation and analysis. Will the planning consultant be responsible for determining the procurement strategy, and if the commonwealth will release more than one RFP for these services

A: The Department expects the selected contractor to develop one or more RFPs within the designated timeframe as part of this scope of work. We would want the consultant to suggest a procurement strategy, including whether the Commonwealth should release more than one RFP for data aggregation and analysis.

Q: Section IV-4 E (pg. 23 of 24) lists the deliverable of the data aggregation and analysis RFP(s) by July 30, 2016. Does the commonwealth have a timeframe currently in mind for the release of that RFP?

A: No.

Q: Section I-22 (pg. 6 of 24) mentions the contract effective date. What does the Department anticipate the effective date for the contract to be?

A: The effective date of the contract will be the date of final execution by all parties, including the Office of General Counsel, the Office of Attorney General and the Comptroller's Office.

Q: Section I-22 (pg. 6 of 24) mentions the contract expiration will be September 15, 2016 – will there be an extension options available on the contract?

A: No.

Q: Is there an estimated time frame available for when the State would like to issue the Health Insurance Database solicitation?

A: The timeframe for the issuance of further related solicitations is undetermined.

Q: Where was the funding for the consultant allocated?

A: Funding for this solicitation has been allocated from a federal grant that expires in September of 2016.

Q: Page 6 section I-22 of the RFP states the effective end date of the contract as September 15, 2016. In the deliverables table on page 23 section IV-4 E, final deliverables are due by July 20 2016. We

wanted to clarify when the end date of the contract is. July 30 or September 15.

A: The end date of the contract is September 15, 2016.

Q: Would an individual or organization who became an Awardee under RFP INS 2015-2 be precluded from participation in any subsequent RFPs that came from the planning process as outlined in said RFP, whether it be as a vendor of APCD-related products & services or a potential APCD governance organization?

A: The Department is unable to provide a definitive answer to this question. The preclusion of a vendor from bidding on future projects is dependent upon a number of factors, including the nature of the future projects and the specific recommendations made by the vendor in the instant project. At this time, the facts and circumstances surrounding these important factors are completely unknown, so the Department is unable to provide any guidance as to whether or not any particular vendor would be precluded from bidding on future projects related to this one.

Q: What is the process for reviewing and approving deliverables for this project?

A: PID expects that the contractor will explicitly incorporate a process for PID review and approval of deliverables in the contractor's Project Plan. Deliverables should be shared with the staff contact in draft form in writing in a timely manner that allows sufficient time for PID to review and provide input on the deliverables before the final deliverables are due. PID expects that all deliverables other than the draft Project Plan will be shared with PID in draft form at least twice before the final deliverable is due.

Q: Who will be the point-of-contact for the vendor and what will this person's skillset be?

A: A staff member at the Insurance Department will be the point of contact. The staff member will have a background in ACA implementation, health reform, and health insurance regulation.

Q: How many stakeholder meetings does the state anticipate conducting?

A: The vendor will create the stakeholder outreach plan under PID direction, and the outreach plan will determine the number of stakeholder meetings. PID estimates that up to approximately 30 meetings may be held with individual stakeholders, and approximately 5-15 multi-stakeholder meetings, but these numbers may change in the course of completing the outreach plan.

Q: How many RFPs does the state envision developing under this project's scope of work?

A: The Department expects the selected contractor to develop one or more RFPs within the designated timeframe as part of this scope of work. We would want the consultant to suggest a procurement strategy, including whether the Commonwealth should release more than one RFP for data aggregation and analysis.

Q: Will the state provide assistance in drafting the RFP according to state-specific guidelines and requirements for procurements?

A: Yes. The vendor will have lead responsibility for drafting, but PID will provide direction and guidance, including regarding state-specific guidelines and requirements for procurements.

Q: According to the RFP, all deliverables will be finalized by June 30, 2016. What does the state envision the scope of work to be from July 1, 2016 to the contract end date of September 15, 2016?

A: The final deliverables, the Data Aggregation and Analysis RFPs, are due July 30, 2016. PID envisions that the scope of work through the contract end date of September 15, 2016, could include stakeholder engagement regarding the final deliverables, and any ongoing technical assistance requested by the state.

Q: Is there anticipated project start date for work under this RFP?

A: The selected vendor will be able to start once an official notice to proceed is issued by the Department. This cannot occur until a contract has been finalized and executed by all necessary parties.

Q: Is it permissible to include references' contact information for many, but not all of the projects submitters list under section 11-4: prior experience?

A: It is imperative that all information requested in the solicitation be provided or the vendor will risk the rejection of their submission for being incomplete.

Q: What required tasks does the state envision conducting training for as outlined in section 11-6: Training, proposal requirements?

A: PID does not envision that the selected contractor will be required to train PID personnel.

Q: Is there an established stakeholder group?

A: There are existing stakeholder groups in the state that PID expects will be interested in engaging with the vendor, but there is not a single stakeholder group specifically established to consult with the vendor on this project.

Q: Is there an internal project team? If so, who is on the team?

A: The Department has several broad area of expertise that might be related to this project and will be involving personnel from several different areas. However, a formal internal project team has not been established at this time.

Q: Is there a page limit for this RFP?

A: There is no page limit identified in the solicitation, but all submissions should be prepared and presented in an effective and economical manner.

Q: Please clarify the difference in roles or relationships of the groups and organizations listed in section B.3 and B.4, under IV-4: Tasks, A. Project Management.

A: The groups identified in B.3 could include state advisory groups such as those assembled by the Department of Health for Health Innovation Planning work, and the Department of Health contractors supporting that work. The groups identified in B.4 would be stakeholders other than state-convened advisory groups. Stakeholders identified in B.4 could include stakeholders serving in advisory groups identified in B.3.

Q: Is B.5 part of the activities outlined in section B.4 under IV-4: Tasks, A. Project Management?

A: Yes.

Q: The problem statement indicates potential development of a database for the collection of health insurance information, potentially including claims for all health care payers. Please clarify if the intent of this planning effort is for an all payer database, or for a database of health insurance information, exclusive of claims data.

A: The selected contractor will be expected to explore the possibility of including claims data in a health insurance database and will also be expected to consider and advise the department regarding other possible data sources that might assist the Department in conducting market and other analyses and assisting consumers with making informed decisions.

Q: Does the Insurance Department have statutory authority to collect all-payer data?

A: The Insurance Department does not have statutory authority to collect all-payer claims data.

Q: Is this planning effort eligible for federal funding?

A: The Department will be paying the selected vendor from federal grant funds.

Q: The Department intends to "collect health insurance information from all health care payers." Does this include the following payers: PA Medicaid; Medicare; TRICARE; Federal Employees Health Benefit Program (FEBHP)?

A: The Department has not stated that it intends to collect health insurance information from all health care payers. Rather, the Department is seeing a contractor to assist with "the planning process for potential development of a health insurance database for the collection of health

insurance information, potentially including claims for all health care payers” as described in the RFP. The Department considers “all health care payers” to include PA Medicaid, Medicare, TRICARE, and FEHBP.

Q: The Scope of the Project includes drafting future Requests for Proposals for services to collect and analyze claims data and provide a consumer facing health care cost and quality decision support website. Later in Section E, Data Aggregation and Analysis RFP(s) is the final deliverable. Please confirm that it is the Department’s expectation that the selected contractor will develop one or more RFPs within the designated timeframe, as part of this scope of work. Please clarify exactly how many RFPs are expected.

A: Yes, the Department expects the selected contractor to develop one or more RFPs within the designated timeframe as part of this scope of work. We would want the consultant to suggest a procurement strategy, including whether the Commonwealth should release more than one RFP for data aggregation and analysis.

Q: We have been advised by our counsel that preparing the analysis as requested in the RFP, including as set out in RFP Section IV-4.C.1.b, could constitute the unauthorized practice of law. For reference, that section requests the offeror to: “analyze Pennsylvania state law and regulation and identify potential regulatory, legal, and legislative impediments to establishment of a Database and develop proposed solutions.” Will the Commonwealth delete this requirement so that a firm, other than a law firm, can bid and prime this project?

A: The Department does not share the view that the activities required in the solicitation would constitute the unauthorized practice of law.

Q: Section IV-4: Tasks, Part B: Stakeholder Engagement request that the selected offeror Organize and lead meetings with potential stakeholders as requested, including but not limited to health insurers, third party administrators, the Pennsylvania Department of Human Services, and PEBTF. How many stakeholders does PID anticipate being involved in the Health Insurance Database Planning initiative?

A: The vendor will create the stakeholder outreach plan under PID direction, and the outreach plan will determine the number of stakeholder meetings. PID estimates that up to approximately 30 meetings may be held with individual stakeholders, and approximately 5-15 multi-stakeholder meetings, but these numbers may change in the course of completing the outreach plan.

Q: Is PID interested in building and All Payers Claims Database (APCD) system? APCD was not specifically called out in your RFP but should we assume the Health Insurance Database Plan is needed to design and implement an APCD?

A: The selected contractor will be expected to explore the possibility of including claims data in a health insurance database and will also be expected to consider and advise the department regarding other possible data sources that might assist the Department in conducting market and other analyses and assisting consumers with making informed decisions.

Q: Can the Department please confirm that the vendor may submit a single package containing three separately sealed proposals?

A: All submissions may be sent in a single package, provided that all of the items that must be separately sealed are in that condition within the single package.

Q: Related to proposal requirement II-6, can the Department elaborate on any specific training needs anticipated?

A: PID does not envision that the selected contractor will be required to train PID personnel.

Q: Should the cost proposal include hours, rates and travel or just one number for the entire cost of the scope of work? Alternatively, should pricing be linked to specific deliverables?

A: The Department will only be comparing the overall total cost of the project among the vendors

that make a submission.

Q: Does the Department have a not to exceed budget for this scope of work?

A: No, but if this project proves to be too costly, the Department has the right to abandon the solicitation and not award a contract.

Q: Is the successful vendor required to conduct project activities at specific state locations? If so, which activities and at which sites?

A: The selected contractor will be expected to be physically present to coordinate multi-stakeholder meetings in Harrisburg. The selected contractor will also be expected to be physically present in Harrisburg to review the final project plan with the Department. Additional on-site activities or meetings in Harrisburg may also be required.

Q: Along with commercial insurance, does the Department also include claims data for Medicaid, Medicare payments, State Employee Plan, Federal Employee Plan and Tricare participants?

A: The Department considers "all health care payers" to include Medicaid, Medicare, the State Employee Plan, FEHBP, and TRICARE.

Q: Has the Department made a decision as to the implementation model for the Database-i.e., in-house, hosted, cloud-based?

A: No.

Q: Is loading of historical data a requirement, if yes how many years?

A: The Department is seeking a contractor to assist with "the planning process for potential development of a health insurance database for the collection of health insurance information" as described in the RFP. As part of the planning process, the selected contractor is expected to assist PID in determining what data to potentially collect, including whether to collect historical data.

Q: What is the current data volume?

A: As part of the planning process, the selected contractor is expected to assist PID in determining what data to potentially collect. The selected contractor may be required to estimate current data volume as part of the Implementation Plan and/or development of the Data Aggregation and Analysis RFPs.

Q: What is the expected growth in terms of data volume per year?

A: As part of the planning process, the selected contractor is expected to assist PID in determining what data to potentially collect. The selected contractor may be required to estimate future growth in data volume as part of the Implementation Plan and/or development of the Data Aggregation and Analysis RFPs.

Q: Page 19, Nature and Scope of the Project – The RFP references "...claims for all health care payers..." Does this include only "paid" claims?

A: As part of the planning process, the selected contractor is expected to assist PID in determining what data to potentially collect. As a reminder, this RFP is to procure a contractor to assist with "the planning process for potential development of a health insurance database for the collection of health insurance information," not to procure a contractor to actually conduct data collection and analysis.

Q: Page 19, Nature and Scope of the Project – For the pool of claims to be loaded in database, do the claims include physical, behavioral, pharmacy, DME, Dental, Home Health, etc.? If not, which claim types/lines of business are excluded?

A: As part of the planning process, the selected contractor is expected to assist PID in determining what data to potentially collect. As a reminder, this RFP is to procure a contractor to assist with "the planning process for potential development of a health insurance database for the collection of health insurance information," not to procure a contractor to actually conduct data collection and analysis.

Q: Page 19, Nature and Scope of the Project – Will the database also include member/beneficiary demographic information and provider information?

A: As part of the planning process, the selected contractor is expected to assist PID in determining what data to potentially collect. As a reminder, this RFP is to procure a contractor to assist with “the planning process for potential development of a health insurance database for the collection of health insurance information,” not to procure a contractor to actually conduct data collection and analysis.

Q: Page 21, Section B. Stakeholder Engagement, Item 2 – “Develop proposed use cases applicable to each type of stakeholder for Database data and revise use cases after receiving stakeholder input.” – Is there a list of known types of stakeholders (If yes, please provide this list) or should this be presupposed for the draft use cases since the stakeholders might not be known until many weeks into the project and the draft version of the use cases are due within three weeks of the start of the project?

A: The selected consultant is expected to develop a stakeholder engagement plan within 2 weeks of the contract award date, under PID guidance, and part of developing the engagement plan will include identifying key stakeholders.

Q: Page 21, Section C. Implementation Plan, Item 1, Governance and Authority, sub item A – “Recommend possible approaches for Database governance and identify best practices from other states’ experience.” – Please define your meaning of the term “Database governance”?

A: Database governance includes but is not limited to suggesting how to administer the database.

Q: Page 22, Section C. Implementation Plan, Item 5, Data Collection Plan, sub item B – “Identify opportunities and strategies for alignment, linkage, or integration across health information systems to streamline reporting by data submitters and increase efficiency in state analysis of the data.” – The heart of the RFP is the development of a centralized database used for analytics and populated by various data submitters. This particular work activity is the first to mention ‘reporting’ and the use of external health information systems. Can you please expound upon the types of reporting envisioned and whether or not the health information systems include only those systems owned by the data submitters or if the pool of health information systems is larger than that?

A: The selected contractor will be expected to evaluate what other existing data submissions are required by the Commonwealth or federal government of health care payers, and whether and how possible additional data collection by could be aligned or integrated with existing data collections and data collection systems to increase efficiency.

Q: Page 22, Section C. Implementation Plan, Item 5, Data Collection Plan, sub item B” – Depending on the final requirements that are gathered during this effort, one viable option maybe the combination of a traditional “Data Warehouse” along with multiple distributed “Data Lakes” resulting in a BI oriented, non-centralized “Data Hub”. Is it an absolute requirement to create a “centralized database” which may constrain and limit PA’s implementation options?

A: No.

Q: Page 23, Section D. Final Report – “A final report shall be required that provides at least ...” – This report is not in the “Deliverables” list with a specific due date. Is this final report due by the contract end date of Sept 15, 2016?

A: The Consolidated Implementation Plan and Data Aggregation and Analysis RFPs will comprise the final report mentioned in section IV-5D.

Q: Have there been any discussions/thoughts around leveraging existing statewide network infrastructures to help collect the health insurance claims information from all health care payers on a statewide basis? The ability to leverage an existing statewide information sharing solution could help reduce the data collection efforts so that more effort can be focused on how to best analyze claims data

and provide a consumer facing health care cost and quality decision support website.

A: The Department expects the selected consultant to consider such options as part of the development of the Implementation Plan.

Q: We understand PHC4 has completed a fair amount of advanced planning regarding the development of an APCD. To what extent will PHC4 be involved in this work?

A: PHC4 will be a key stakeholder with whom the selected contractor will engage.

Q: Furthermore, will these planning resources be made available to bidders to ensure efficient and cost effective approaches in developing proposals?

A: No additional materials will be made available to bidders.

Q: Is PHC4 precluded from bidding on this opportunity?

A: The Department has not made any pre-determinations as to whether any particular entities are precluded from submitting in response to this solicitation.

Q: Will the awarded entity for this procurement (RFP #INS 2015-02) be precluded from conducting any future APCD development work?

A: The Department is unable to provide a definitive answer to this question. The preclusion of a vendor from bidding on future projects is dependent upon a number of factors, including the nature of the future projects and the specific recommendations made by the vendor in the instant project. At this time, the facts and circumstances surrounding these important factors are completely unknown, so the Department is unable to provide any guidance as to whether or not any particular vendor would be precluded from bidding on future projects related to this one.

Q: Please provide the number of consultant man-hours you anticipate will be required to conduct this work.

A: The Department does not have any estimates at this time.

Q: What is the estimated budget allocated or approved for this effort?

A: There is not estimated budget for this solicitation, but if this project proves to be too costly, the Department has the right to abandon the solicitation and not award a contract.

Q: Please provide more detail around the timeframes for stakeholder engagement.

A: The vendor will create the stakeholder outreach plan under PID direction, and the outreach plan will determine the timeframe for stakeholder engagement. PID estimates that up to approximately 30 meetings may be held with individual stakeholders, and approximately 5-15 multi-stakeholder meetings, but these numbers may change in the course of completing the outreach plan. PID anticipates that stakeholder engagement will be ongoing throughout the contract period.

Q: Please clarify what agreements you have already reached with stakeholders regarding: APCD data collection, funding sources and use cases, if any.

A: The Department has not reached any such agreements.

Q: What level of detail is anticipated for the data submission guide given the fact that a data collection vendor will not yet have been selected?

A: The Department expects the data submission guide to include a level of detail such that it is sufficient to serve as the basis for stakeholder conversation, analysis, and input, and such that it is sufficiently detailed to direct a data collection vendor on the type, detail, and volume of data to be collected. The specific level of detail will be established by the Department in conjunction with technical guidance from the selected vendor.

Q: Consolidated Implementation Plan: This plan is mentioned in the matrix on page 23rd, but is not described in the body of the RFP. What should be included in the consolidated implementation plan deliverable? Is this the same as the "Final Report" that is described in section IV-5 (D)?



A: The Consolidated Implementation Plan is a consolidated version of all final documents created under section IV-4(C). The Consolidated Implementation Plan and Data Aggregation and Analysis RFPs will comprise the final report mentioned in section IV-5D.

Q: When is this RFP scheduled to be awarded?

A: The Department does not have a definitive date for the award, as this date is dramatically affected by the number and nature of the responses received from vendors.

Q: Part IV, IV-3 Requirements A. Emergency Preparedness. Is this section a part of this RFP? Are you looking for responses to this as part of our proposal or is this more for information?

A: As identified in that section of the RFP, there are specific items that require responses, and the Department's expectation is that all submissions will answer and address all of the required elements.

Type of Solicitation: Hard Copy (Paper) Bid - If you have already submitted a response to the original solicitation, you may either submit a new response, or return this Addendum with a statement that your original response remains firm, by the due date.

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Respectfully,

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