

Allegheny County
Department of Human Services
Request for Proposals Q&A
RFP for Random Moment Time Studies Software

May 5, 2022

1. Whether companies from Outside USA can apply for this? (like, from India or Canada)

Yes, companies from outside the USA can apply for this if DHS can legally negotiate a contract with them.

2. Whether we need to come over there for meetings?

No, meetings do not need to be in-person.

3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Yes, as long as you are available to provide support during our normal business hours.

4. Can we submit the proposals via email?

Yes. Email is the only way to submit proposals. Please email your submission to DHSProposals@AlleghenyCounty.US.

5. I would like a copy of the current contracts this vendor works with for the scope of services listed in this RFP. Or is this a new requirement? Because if there is/are, I would like to know who is the current vendor and what is the current amount paid? Are there any existing contract documents?

The current vendor is Applied Computer Services, Inc., and the total amount due for the contract is \$108,750. The contract began in 2015. Originally, we paid a fee based on 2,500 samples per home cost center (there are five of them). The original amount was \$10,000 per home cost center for a total of \$50,000/year. After that contract expired, we did an extension for one year and added \$3,750 per cost center for a total amount of \$68,750 per year. Following that extension, we extended the contract again through December 31, 2022. This last extension included a request to increase the amount per cost center by another \$8,000 dollars. That equates to \$21,750 per cost center for a total of \$108,750.

We will likely continue with 5 cost centers but may add more. We will also likely continue with 2,500 samples per cost center but are open to the most current thinking on what constitutes compliance.

Please see the link below to reference the work statement and contracts.

May 13, 2022

6. What type of reimbursement program is this? (i.e. Medicaid Administrative Claiming, Title IV-E)

This service is program funded. We use it to claim most of our administrative costs across our five program areas and four shared services offices for both federal and state dollars.

7. Are all of the Program Offices in the same RMTS? In other words, are staff from all of the Program Offices sampled in one RMTS survey, or are separate samples pulled for each of the Program Offices?

- a. For each of the RMTS samples, how many cost pools are in each RMTS?
- b. What is the sample size used for statistical validity?

The five program offices each receive their own menu to select from. The four shared service offices receive one menu. The sample size is 2,500 per quarter per program office. The necessary cost pools will be shared with the Successful Proposer.

8. The RFP indicates 1,000 employees in the RMTS. Can you please provide a breakdown of the count of staff in each of the Program Offices?

Area Agency on Aging (AAA)	81
Office of Behavioral Health (OBH) and Office of Developmental Supports (ODS)	91
Office of Community Services (OCS)	58
Office of Children, Youth and Families (OCYF)	468
XFUNC (4 shared service offices)	215
Total	913

9. Does DHS expect the system to auto-assign moments to the appropriate Medicaid codes based on participant responses or is there a review of responses for appropriate coding?

We do not do auto-assignment of costs.

10. Will DHS be requesting support from the Proposer to update the Random Moment Time Study Implementation Plan and submission to the appropriate federal agency?

Yes.

11. Please confirm whether this RFP is requesting support for financial collection or claim calculation.

The RFP is requesting support to demonstrate our costs in order to draw down funds against a host of funding sources.

12. Please provide a copy of the approved program guide which includes the RMTS methodology requirements.

Please refer to the [Office of Management and Budget's \(OMB\) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \("Uniform Guidance"\)](#) as referenced in the RFP.

13. What is the current fee being paid by DHS for these services/software?

Please refer to question five.

14. In regards to the attachments that must be submitted along with the Response Form, could you please clarify what information is needed for the “Partner commitment letters, if applicable”?

Partners must be committed to a role in carrying out the Contract Services and will be compensated for that role. Collaborative Proposals must attach a signed letter of commitment from each Partner that details and agrees to their role in the Contract Services.

Amendments

May 19, 2022

This RFP has been amended to replace an incorrect submission due date listed on page eight in Section 4.1, h:

Proposals must be submitted electronically to DHSProposals@alleghenycounty.us no later than 3:00 p.m. Eastern Time on Wednesday, May 25, 2022 to be considered for review.

The Response Form has been amended to correct the number order of the questions. There are **13** questions total.

May 19, 2022

15. Page 3 of the RFP shows the proposal deadline is Wednesday, May 25th at 3pm EST, while page 8 states the deadline is Tuesday, May 24th at 3pm EST. Which date is correct?

The correct due date is Wednesday, May 25 at 3:00 pm. The RFP has been amended to correct the error.

16. Could the Department provide the current list of time study codes used for each DHS program office?

No. We do not intend to use the current list of time study codes, so they are not relevant to this process. We are hoping the Successful Proposer has thoughts on how to structure the codes to provide a more efficient system.

17. Page 7 of the RFP states 15 points are allocated for “Capacity of the RMTS Software Solution to assist with cost allocations through the use of technology.” Is the Department looking to adapt a current source of technology or transition to a vendor developed cost allocation technology?

No, we are not looking to adapt a current source of technology. We are seeking a Successful Proposer to develop the structure of the system and provide technology to implement it.

18. We wanted to clarify the expectations regarding the submission of confidential information and the potential release under the RTKL. The RFP document states that we should include a written statement identifying the confidential parts of our proposal. Should we include this statement at the end of the response form file? If so, would it count toward the 15 page limit? Or should we include this statement as a separate file attachment?

You can include the written statement wherever you see fit as long as it is clearly identifiable. You can include it as an attachment or with your proposal. It will not be counted toward the 15-page limit.

19. In the Request for Proposals Q&A document posted 5/13/22 there is a link on page 2 that does not work, can that link please be updated?

The link has been updated. If it still does not work for you, please reach out to DHSProposals@AlleghenyCounty.US, and we will provide it for you.

20. Once the RMTS is implemented, what services in ongoing years does the County require from the vendor? Will the vendor be responsible for ongoing RMTS operations

including roster updates, sample generation, subsample QC, participant support, etc.? Or is the County looking for a vendor to host the software and provide technical support only, with County staff handling daily/quarterly operational activities?

We are open to both approaches and would encourage proposers to propose what they believe will produce the most efficient system.

21. In the Budget section of the Response Form (Questions 14 and 15 on the Response Form) please confirm how many years of costs are to be submitted. Are vendors to submit costs for the entire initial 3 year contract term?

Yes, we would like your budget to outline cost for the entire initial three-year bid.

22. What is the anticipated implementation date of RMTS by the new vendor? Is there flexibility on that date, it appears your current contract runs through December 31, 2022?

We can be flexible on implementation start date, but we would like the new system to run parallel with the existing system before we go live for ideally a whole quarter before December 31, 2022.