

**Amendment I to RFP 2016-MQR-02**

**06/01/2016**

NOTE THE FOLLOWING AND ATTACHED ADDITIONS, DELETIONS AND/OR CHANGES TO THE REQUIREMENTS FOR THE REQUEST FOR PROPOSAL NUMBER: 2016-MQR-02. THIS AMENDMENT MUST BE INCLUDED IN THE PROPOSER'S RESPONSE AND MEET THE REQUIREMENTS AS DEFINED IN THE RFP.

THE PROPOSER MUST SIGN AND RETURN THIS AMENDMENT WITH THEIR PROPOSAL.

- I. Section IV.C, General Requirements - Staffing/Organizational Plan page 15, change as follows:

Currently reads as:

### **C. Staffing/Organizational Plan**

The selected Vendor must be prepared to recruit credentialed/licensed staff, and to implement all aspects of the work required in this RFP within the stated time frames. All physicians, RNs and physical therapists must be licensed in the State of Alabama. The selected Vendor shall ensure that all cases not meeting medical necessity criteria for all program services are reviewed by a Physician Advisor. Staffing levels must be sufficient to complete the responsibilities outlined in this RFP. Vendor's key personnel must include a Project Manager, Clinical Director, Physician Advisors, Physical Therapists, and at a minimum of eight full time RNs. Key positions must meet any requirements defined in the Scope of Work.

The selected Vendor shall submit an organizational chart to Medicaid for approval prior to contract implementation. This plan shall include a breakdown of job duties and responsibilities of all staff members including contracted Physician Advisors. Any subsequent changes to the organizational plan shall be approved by Medicaid.

Revised as:

### **C. Staffing/Organizational Plan**

The selected Vendor must be prepared to recruit credentialed/licensed staff, and to implement all aspects of the work required in this RFP within the stated time frames. All physicians, RNs and physical therapists must be licensed in the state in which they practice. The selected Vendor shall ensure that all cases not meeting medical necessity criteria for all program services are reviewed by a Physician Advisor. Staffing levels must be sufficient to complete the responsibilities outlined in this RFP. Vendor's key personnel must include a Project Manager, Clinical Director, Physician Advisors, Physical Therapists, and at a minimum of eight full time RNs. Key positions must meet any requirements defined in the Scope of Work and the General Requirements.

**Project Manager (PM).** Vendor shall propose a PM with a minimum of an undergraduate degree and minimum of five years' experience in project management, who shall have day-to-day responsibility for supervising the performance and obligations under this Contract, as well as receive policy direction from the Medicaid Contract Administrator. The PM shall have previous experience in a variety of peer review and utilization review activities and PA review process, preferably for a Medicaid program. In addition, the PM shall demonstrate overall understanding of the technical requirements, professional clinical determinations, customer service and quality improvement requirements requested in order to successfully fulfill the obligations of this Contract. In the event the PM does not meet the requirements of Medicaid before or after

implementation, Vendor shall recommend a candidate to Medicaid who is capable of performing contract obligations. Vendor shall not change its PM without prior written approval from Medicaid, and such approval shall not be unreasonably delayed or withheld. Vendor shall make a good faith effort to use the PM for not less than 12 months to ensure successful contract performance. Vendor shall furnish with its response to the RFP a resume for the proposed PM which shall include the individual's name, current address, current title and position, experience with Vendor, experience in implementation or performing PA functions, experience with provider relations, experience with medical and quality review, relevant education and training and management experience. Vendor shall provide a minimum of two work references for the PM.

**Clinical Director.** The Vendor shall assign a Full Time Equivalent (FTE) Clinical Director with five years of medical surgical experience. The Clinical Director shall be a Registered Nurse (RN), Certified Nurse Practitioner (CNP) or Physician. The Clinical Director shall possess superior clinical competence and demonstrate proficiency in medical and quality reviews. Vendor shall furnish with its response to the RFP a resume for the proposed Clinical Director.

Clinical Director which shall include the individual's name, current address, current title and position, experience with Vendor, experience in implementing or performing utilization review functions, relevant education and training, and management experience. Vendor shall provide a minimum of two work references for the Clinical Director. The Clinical Director assigned under this contract, shall be responsible for clinical functions and contract duties. Vendor shall make good faith effort to use the Clinical Director for not less than 12 months to ensure successful contract performance and consistency. Vendor shall notify Medicaid in writing of any proposed change in Clinical Director at least 30 calendar days prior to the change, if possible. Whenever Clinical Director is not reasonably available, Vendor shall provide a designated alternate fully capable of meeting the requirements of this RFP.

**Physician Advisor(s).** Vendor shall furnish with its proposal to the RFP a Physician Advisor(s) with five years clinical practice with specialty of Internal Medicine, Pediatrician or Family Practice. Physician Advisor(s) shall, at a minimum, equal one-half FTE. Experience in utilization management, disease management or hospice is desirable, but not required. A resume for the proposed Physician Advisor(s) shall include the individual's name, current address, current title and position, experience with the Vendor, experience as it relates to the duties described in this RFP, and relevant education and training. A minimum of two work references shall also be included. Physician Advisor(s) shall be available to meet all requirements under this contract. Vendor shall make a good faith effort to use physician (s) for not less than 12 months to ensure successful contract performance and consistency. Vendor shall notify Medicaid in writing of any proposed change in physician (s) at least 30 calendar days prior to the change, if possible.

**Consulting Physical Therapist(s) (PT).** Vendor shall furnish with its proposal to the RFP a consulting PT with a minimum of five years' experience post graduate degree in

the field of physical therapy including evaluation of mobility devices. A resume shall be submitted to Medicaid including the individual's name, current address, current title and position, experience with Vendor, experience as it relates to the duties described in this RFP, and relevant education and training. At a minimum of two work references shall also be included. Consulting PT duties should not constitute one FTE. Vendor shall make good faith effort to use the consulting PT for not less than 12 months to insure successful contract performance. Vendor shall notify Medicaid in writing of any proposed change in consulting PT at least 30 calendar days prior to the change, if possible.

The selected Vendor shall submit an organizational chart to Medicaid for approval prior to contract implementation. This plan shall include a breakdown of job duties and responsibilities of all staff members including contracted Physician Advisors. Any subsequent changes to the organizational plan shall be approved by Medicaid.

II. Appendix C, Pricing Forms – Pricing Template II page 15, change as follows:

Currently reads as:

Pricing Template II

During the course of the contract, Medicaid may identify additional work that was not included in the original scope of work but of importance to the progression of the project. Vendors must provide hourly rates for various roles to be used through the end of the project. These rates must be classified by position; i.e., Project Manager, Clinical Director, Physician Advisors, Registered Nurse, etc. The Vendor must provide the hourly rates, inclusive of travel and living expenses and include a brief description of the position. The proposed hourly rates must be effective through the end of the original contract term including the four (4) one (1) year options for extension as described in Section X.C – Term of Contract.

Revised as:

Pricing Template II

During the course of the contract, Medicaid may identify additional work that was not included in the original scope of work but of importance to the progression of the project. Vendors must provide hourly rates for various roles to be used through the end of the project. These rates must be classified by position; i.e., Project Manager, Clinical Director, Physician Advisors, Registered Nurse, etc. The Vendor must provide the hourly rates, inclusive of travel and lodging associated with travel and include a brief description of the position. The proposed hourly rates must be effective through the end of the original contract term including the four (4) one (1) year options for extension as described in Section X.C – Term of Contract.

I hereby acknowledge the receipt of Addendum I to RFP 2016-MQR-02.

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Authorized Vendor Signature

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Date

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Vendor Organization