

EXHIBIT A
REQUIREMENTS

HIDALGO COUNTY
REQUEST FOR PROPOSAL/QUALIFICATIONS

**Consulting Services-Indigent Care Program/Liaison
to/with Health Services Providers**
Bid No: 06-321-10-11CGV

Hidalgo County is inviting request for proposals from interested and qualified firm(s) to provide for professional consulting service to assume coordination in support of the Health Services District and other health services providers. The County of Hidalgo is seeking to enter into a professional services contract(s) with a state-registered (Texas) consulting firm. The Hidalgo County Purchasing Department will receive sealed envelopes containing proposals with qualifications for the provision of "**Consulting Services-Indigent Health Care Program/Liaison to/with Other Health Services Providers**" as specified herein. Proposals will be accepted until **9:30 A.M., Wednesday, October 11, 2006. ANY RFP&Q RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE WITH REFERENCE TO: RFP/Q NO.: 06-321-10-11CGV -"Consulting Services-Indigent Care Program/Liaison to/with Health Services Providers"**

Deliver Submittal to:

RFP&Q No: 06-321-10-11CGV

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
100 E. Cano, 4th Floor
Edinburg, Texas 78539

The Submittal Envelope Must Show the RFP&Q Number, Name and Acceptance Date.

The following outlines the Request For Proposal with Qualifications:

SECTION I GENERAL TERMS AND CONDITIONS

THIS DOCUMENT IS A REQUEST FOR PROPOSAL WITH QUALIFICATION (RFP/Q). IN ORDER TO BE CONSIDERED FOR AN AWARD, ALL SCOPE OF SERVICES AND REQUIREMENTS INDICATED IN THIS DOCUMENT MUST BE MET OR COMPLIED WITH. THESE SCOPE OF SERVICES AND REQUIREMENTS ARE TO BE CONSIDERED MANDATORY, ANY DEVIATIONS BY THE PROPOSER FROM THE CONTENTS OF THIS DOCUMENT MAY BE CAUSE FOR REJECTION OF THE PROPOSAL.

PROPOSALS SHALL include the RFP/Q and all additional documents submitted. The proposal shall be placed in a sealed envelope, signed by a person having the authority to bind the firm in a contract and shall be clearly marked on the outside as shown below. FASCIMILE TRANSMITTALS WILL NOT BE ACCEPTED.

ADDITIONAL INFORMATION: Hidalgo County is requesting that sealed proposals must be routed to Martha L. Salazar, CPPB, Purchasing Agent, at 100 E. Cano, 4th Floor, Edinburg, Texas 78539. **WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE BY NO LATER THAN Wednesday, October 4, 2006, at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, October 6, 2006. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

PROPOSER'S AFFIDAVIT: Respondents to this RFP&Q must submit a signed Proposer's Affidavit (attached herein in Exhibit "D") certifying that the submission is: (1) not the result of Collusion as described in the Proposer's Affidavit; (2) that the Respondent does not have a Conflict of Interest as described in Proposer's Affidavit; or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

NON-DISCRIMINATION: Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

ELECTRONIC TRANSMISSION OF BIDS: Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY: Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

SUBMITTER DEFAULT: Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS: It is the responsibility of the submitter to review the Request for Proposal/Qualifications (RFP&Q) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or bidding procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

PROPOSAL DELIVERY: Hidalgo County requires submitters, when hand delivering proposals/qualifications, to have a Purchasing Department representative time/date stamp and initial the envelope when dropping RFP&Q off.

SIGNING OF PROPOSAL/QUALIFICATIONS: In order to be considered all submittals **must** be signed. **Please sign the original in blue ink.**

WAIVING OF INFORMALITIES: Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

SUBCONTRACTING: The successful submitter may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

SECTION II RFP&Q REQUIREMENTS/QUALIFICATIONS

Request For Proposals and Qualifications: The required contents and limitations for the preparation of the RFP&Q are described in this section. Failure to provide the requested information or adhere to any

County limitations will result in disqualification of the submitted RFP&Q. A total of **one (1) original and seven (7) copies** of the RFP&Q shall be submitted to the address on the cover letter.

Contents: The required contents for the RFP&Q are presented below in the order they should be incorporated into the submitted document.

Understanding of the Project: This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

Firm Qualifications: The County of Hidalgo is seeking to contract with a competent consulting firm(s), registered and licensed if applicable to Indigent Health Services and/or do business in the State of Texas, that has had experience in, but not limited to, the following:

Qualified proposers should demonstrate a high level of experience and active involvement with indigent care in the State of Texas. Respondents must demonstrate the management structure, organizational depth and resource, including depth of experience in operation, maintenance and support services of sizable, complex institutional facilities, as necessary to adequately fulfill the terms of the contract resulting from this RFP&Q to provide the following:

- Experience in working on programs funded by local, state and federal agencies concerning health care and the Indigent Health Care Program.
- Knowledge of the unique environment of the Rio Grande Valley;
- Provide list of prior experience in rendering administration services.
- Provide prior experience in working with and around indigent health care programs and health care districts in a regulatory or administrative level.
- Provide resumes of key personnel.

Additionally, this section should include a description of the firm's project personnel and their most recent similar projects. For each project, a client contract name and phone number should be included for reference purposes. Additionally, the names of the personnel proposed for this project who participated in the listed projects should be provided. This project list is limited to 5 pages.

Personnel and Staffing: The firm should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided. The Project Manager's biography should include his/her experience, training and education as it relates to Indigent Health Care consulting projects and working with health care providers. Information regarding the firm's credentials, education and experience with Indigent Health Care projects is required and will be scored accordingly during the evaluation process.

Required Certifications and Submittal: This section will contain any licenses and certifications as required by HEALTH SERVICES DISTRICT, the STATE OF TEXAS, and HIDALGO COUNTY, etc.. The consulting services firm(s) should add copies of their Professional Liability Insurance.

PROJECT OVERVIEW:

The County of Hidalgo is seeking this request for proposal from interested and qualified firms to assume coordination in support of the Health Services District, the Indigent Health Care Program, and other health service providers. The successful firm(s) will serve as the Liaison between the County of Hidalgo and the Health Services District and required to provide support for the County Indigent Health Care Program. The County Indigent Health Care Program was established by the Texas Legislature in 1985. All Texas counties are to set aside tax dollars to provide medical assistance for their indigent population.

The qualified firm(s) is one that can deliver the services requested in an efficient and effective manner while ensuring the highest standards of performance, integrity, customer service and fiscal accountability. The County of Hidalgo wishes to contract with a firm(s) that understand the importance of the tasks and the impact they have on the lives of county residents including, but not limited to the delivery of the following services:

- Program management;
- Client services;
- Provider relations and monitoring;
- Performance monitoring, quality assurance and utilization management;
- Maximize efficiency in terms of time lines and accuracy;
- See more patients;
- Reduce operational costs and leverage more funds;
- Ensure successful operation of the Indigent Health Care Program;
- Provide and implement a process for continuous quality improvement;
- Reduce fraud, abuse and waste committed by providers and recipients of Medicaid services.

The successful firm(s) will demonstrate the ability to consistently provide these benefits to the County of Hidalgo and will be evaluated, in part, by the degree to which the firm(s) shows how it will achieve these benefits.

SCOPE OF SERVICES: Hidalgo County is requesting proposals from experienced consultants to provide all the consulting services required for Indigent Health Care Program/Liaison to/with Other Health Services Providers. The qualified consulting firm(s) will be responsible for managing the liaison function for the County of Hidalgo. Provides assistance to the County Judge, County Commissioners and departmental staff on all aspects of the Health Services District, including assessing the impact of proposed legislation on the County Indigent Health Care Program. Responsible for coordinating and facilitating the eventual implementation of health care reform that impact upon the County of Hidalgo. Serves as the County liaison with regional, state and federal officials on all health care matters. Responsible for reviewing all Indigent Health Care issues and preparing a monthly report. The consulting services contract will encompass all project-related Indigent Health Care services to the County of Hidalgo including, but not limited to, the following:

- Serve as a liaison between the County of Hidalgo and the Health Services District.
 - Makes health care inquiries on behalf of the County to regional, state and federal authorities,
 - Develops appropriate contacts with regional, state and federal authorities on behalf of the County.
- Provide effective and pro-active health care consulting support to the County Judge, County Commissioners and departmental staff.

- Responds to inquiries from County Judge and County Commissioners.
- Meets with department directors and selected staff on health care issues.
- Briefs County Judge and County Commissioners on pending Health Services District and other health service provider issues.
- Evaluate effectiveness of health plans vs. other methods of delivery of health care services.
 - The effectiveness of the provider model currently employed.
- Perform comparative analysis of different types of health care delivery systems.
 - Advantages and disadvantages of the payer model as compared to the County's provider health care system and should include the fiscal, medical and social effects of each.
- Provide audits, reviews and compilations in accordance with industry standards.
 - Billing Services Review.
 - Financial Modeling of Compensation systems for providers (i.e. physicians and hospitals).
 - Independent Audits.
 - Perform managed care payment audits.
- Perform comparative analysis of different types of health care delivery systems.
- Attend all Board Meetings of Health Services District.
- Inform Commissioners Court of major national and regional health care trends.
 - Evaluate reimbursement changes created by new laws and regulations.
 - Assist organizations in addressing and evaluating compliance with ever-changing regulations.
- Recommend appropriate plan design changes to effect cost-containment while maintaining quality health care.
 - Explore reimbursement alternatives while preparing technical reports.
 - Evaluate special designations and other payment exceptions.
- Provide concise, timely and effective special executive summary reports, as needed.
- Provide recommendations to the County Judge and Commissioners Court on how to revitalize the indigent health care program.
- Transition the Indigent Health Care Program to an effective health care provider model.
- Identify providers for delivery of service.
 - Prepare plan with options for service delivery.

TERM OF CONTRACT:

The contract will be for a period of one (1) year with the county's option to renew for an additional one (1) year. Hidalgo County reserves the right to continue this proposal for an additional sixty (60) day Grace Period at the end of the contract under the same rates, terms and conditions.

NUMBER OF COPIES TO BE SUBMITTED: Hidalgo County requires **one (1) original submittal and seven (7) copies.**

PART III-SELECTION AND SCHEDULES

SELECTION PROCEDURES: The RFP&Q shall be submitted according to the schedule below.

Rating and Evaluation Proposals

Proposals will be evaluated and rated for merit, innovation and completeness, in response to each of the elements outlined in the Scope of Services.

Special emphasis will be given to the following aspects:

1. Maximizing the efficiency of health care resource utilization.
2. Experience and staffing of team and familiarity in working with and around indigent health care programs.
3. Methodology
4. Overall understanding of the Project.
5. Cost

Proposal Ranking: An Evaluation Committee will evaluate all proposal received. After the RFP&Q's have been reviewed, the department will make a recommendation to the Hidalgo County Commissioners' Court for ranking.

Proposal Fee Response: All pricing information must be provided on cost/fee form attached.

Negotiation Process: If negotiations prove unsuccessful, the next highest ranked firm will be contacted. The County of Hidalgo reserves the right to reject any and all RFP&Qs.

Any contract awarded to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products and/or performance of services ordered, or (c) terminated by County with thirty day's written notice prior to cancellation.

PROPOSAL SUBMITTED TO: An original and seven (7) copies of RFP&Qs should be submitted to:

Martha L. Salazar, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building; 100 E. Cano, 4th Floor
Edinburg, Texas 78539

RFP&Qs must be submitted by **no later than 9:30 a.m. on Wednesday, October 11, 2006.**

EVALUATION: The evaluation system consists of a 100-point system. The firms will be ranked after evaluation. Categories under the 100-point system include response to RFP&Q. RFP&Q submittal evaluation will be based on the criteria outlined in Exhibit B.

Hidalgo County

**Consulting Services-Indigent Care Program/Liaison
to/with Health Services Providers**

RFP/Q No: 06-321-10-11CGV

PROPOSAL PAGE

I. TASKS AND/OR SERVICES SHALL INCLUDE, BUT NOT LIMITED TO:

- Program Management;
- Client Services;
- Performance monitoring, quality assurance and utilization management;
- Maximize efficiency in terms of time lines and accuracy;
- Provider relations and monitoring;
- Reduce operational costs and leverage more funds;
- Ensure successful operation of the Indigent Health Care Program;
- See More Patients;
- Provide and implement a process for continuous quality improvement;
- Reduce fraud, abuse and waste committed by providers and recipients of Medicaid services;

II. Liaison Services:

- Serve as a liaison between the County of Hidalgo and the Health Services District;
- Makes health care inquiries on behalf of the County to regional, state and federal authorities;
- Develops appropriate contacts with regional, state and federal authorities on behalf of the County;
- Provide recommendations to the County Judge and Commissioner's Court on how to revitalize the indigent health care program.

PROPOSAL LUMP SUM FOR ALL SERVICES: _____

PROPOSER/FIRM NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE NO.: _____ FAX NO.: _____

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

EXHIBIT B
SELECTION CRITERIA

HIDALGO COUNTY
REQUEST FOR PROPOSAL/QUALIFICATIONS

Consulting Services-Indigent Care Program/Liaison to/with Health Services Providers
RFP/Q: 06-321-10-11CGV

EVALUATION CRITERIA

RFP/Q Evaluation Criteria

The evaluation criteria will include, but not be limited to, the items listed below:

1. Maximizing the efficiency of health care resource utilization (20)

The firm should provide information on their proposed professional team members, i.e. applicable certifications/registrations and other pertinent information that demonstrates their qualification to perform the contract and maximizing the efficiency of health care resource utilization. The professional team members shall have experience in performing similar contracts for counties, cities, or other clients as stated in the Request For Proposal and Qualifications (RFP&Q). Similar experience gained through other clients should be substantiated by reference. A list of, and scope of, similar projects for comparative purposes shall be included in an appendix.

2. Experience and Staffing Team /Familiarity in working with and around Indigent Health Care programs. (20)

The provider shall designate experienced staff to completely and efficiently perform the work. The staffing team shall have worked or be familiar with indigent health care programs. The designated individuals may not be replaced during the project unless approved by the County. The proposal shall identify the project team composition, project leadership, reporting responsibilities and address how sub-providers, if any, will fit into the management structure. Résumés of the key technical staff members, limited to two (2) pages per person. must be included in an appendix, as well as narrative descriptions of projects proposed as similar work experience. Also in this section, outline the firm's contingency plans for servicing the project in the event that one or more key personnel are not available for any reason during the period of performance.

3. Methodology (20)

The RFP/Q should provide a description of the firm's approach to the methodology and management to the scope of services for the project.

4. Understanding of Project/Similar Projects (20)

The proposal shall include the following:

- * demonstrate an understanding of the scope of services
- * address appropriate Federal/State/Local regulations and policies
- * identify information to be gathered or obtained

5. Cost (20)

Provide your proposed cost/fees for rendering all scope of services, requirements and terms and conditions as stated herein.

RFP/Q EVALUATION FORM

RFP/Q: 06-321-10-11CGV

<u>Selection Criteria</u>				<u>Score</u>
1. Maximizing the efficiency of health care resource utilization	20	=		()
2. Experience of Project Team Familiarity in working with and around Indigent Health Care Programs	20	=		()
3. Methodology	20	=		()
4. Understanding of Project/ Similar Projects	20	=		()
5. Cost	20	=		()
Total	100%	Score		_____

Provider: _____

Evaluator: _____ Date: _____

Comments: _____

