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## **Request for Proposal: Hospital Budget Process**

***Please refer to this document for official answers to questions posed during the Q&A period as well as the bidders' conference. Bidders should not rely on verbal responses.***

### **Questions and Answers:**

1. Based on the scope of work requested, should bidders assume that the final deliverable is a report of findings from all tasks with potentially a presentation to Board members to accompany the report?

**Answer:** A final narrative report, including recommendations would be expected to accompany a public presentation. Should interim deliverables be applicable those would be agreed upon during the task order process.

2. Although the contract period is for two years, does the Board have a target date in mind for receipt of the deliverable related to this work?

**Answer:** Target dates will be mutually agreed upon between the GMCB and the Contractor for any deliverables established through the task order process. GMCB welcomes Contractor input related to timelines for modifications to the budget process.

3. Will bidders be evaluated on all parts of the scope of work or will partial awards be made?

**Answer:** It is possible that partial awards could be made, depending on the strength of the bidders' proposals for different sections.

4. Can bidders bid on select parts of the work?

**Answer:** Yes, bidders may bid on the entire scope, or portions of the scope.

5. Is this a deliverables-based contract?

**Answer:** The contract will be structured as time and materials, with deliverables confirmed through the Task Order process. Contractors may bill monthly as they work toward the deliverables.

6. For the pricing schedule, it is not clear how to proceed with 2.2 since it notes that specific deliverables will be defined by a future project task order. Are the deliverables in attachment E to be billed separately than the rest of 2.2?

**Answer:** As the Contractor and GMCB work together, they may define deliverables related to



section 2.2. Bidders should budget for time and staff proposed to review and consider work in the areas specified in this section.

7. Who is the previous vendor and is the previous plan publicly available on the GRCB website?

**Answer:** There is no incumbent for this work.

8. Is this a not to exceed, fixed fee, time & material, or mixed term contract? The deliverables have ambiguity in them and in places, it says that scope could expand based on other initiatives. The deliverables and approach will be mutually agreed upon under the project plan, which may impact resourcing the project and can impact the total budget.

**Answer:** This is a time and materials contract.

9. The RFP refers to integrating work from other initiatives into these recommendations: Are the timelines for these other workstreams in place or will these be coordinated with this engagement?

**Answer:** Workstreams referenced in the RFP are ongoing. GRCB will share any applicable work after contract execution. Please visit the GRCB contract webpage to review active contracts.

10. 6c.ii. Under monitoring and oversight: will this be tools and recommendations or will the contractor be responsible for the monitoring.

**Answer:** The expectation is that the Contractor make recommendations to GRCB for ways to monitor progress once recommendations have been implemented.

11. Attachment A: The numbering goes from Item 4 to Item 7, then back to 5. Is there anything missing here?

**Answer:** The numbering was an administrative error, no information is missing from the scope of the sample contract.

12. Item 7: This paragraph refers to both the Contractor and a vendor. Are these one and the same?

**Answer:** Yes, these terms are often used interchangeably.

13. Subcontractors: The use of subcontractors is referenced in multiple areas of the document. Since this is a 2-year engagement, the use of sub-contractors and the need for sub-contractors will likely change over the course of the contract period. Do all sub-contractors need prior approval from the state? Is that through the GRCB staff or board or is it another agency?

**Answer:** Subcontractors need prior approval from the State, but not necessarily at the time of bid submission. Subcontractor approval would be done through GRCB staff and GRCB legal.

14. RE: public access of materials. Is there any section that is excluded, such as our rate schedules, etc?

**Answer:** Bidders may submit a redacted version of their bid if there is anything that is deemed proprietary and confidential. See section 4.2 regarding the requirements for submission.

15. Automotive liability: Is this relevant to this contract? We would likely be using rental cars or personal vehicles when we are meeting with stakeholders.

**Answer:** Automotive liability insurance is required for rental vehicles, if the Contractor does not use the rental car insurance offered. If the Contractor uses a personal vehicle, the limits can be lowered to \$100,000 per claim and \$300,000 aggregate.

16. When should we have our general counsel review the contract language and provide a red lined version, during the RFP process or after selection?

**Answer:** Please refer below and to section 4.2.3 of the RFP regarding exceptions to terms and conditions. Note that exceptions to terms and conditions must be reviewed by the department and agency counsel. Review of any exceptions could potentially delay the contract start date.

***Exceptions to Contract Terms and Conditions.** If a Bidder wishes to propose an exception to any terms and conditions set forth in the Standard Contract Form and its attachments, such exceptions must be included in the cover letter to the RFP response. Failure to note exceptions when responding to the RFP will be deemed to be acceptance of the State contract terms and conditions. If exceptions are not noted in the response to this RFP but raised during contract negotiations, the State reserves the right to cancel the negotiation if deemed to be in the best interests of the State. Note that exceptions to contract terms may cause rejection of the proposal.*

17. Section 5, Attachment A: Deliverables will be mutually agreed upon and may include, but are not limited to, public presentations and dissemination of recommendations and provision of methods for GMCB to measure impacts of decisions and progress over time. Are there any specific milestones and timing for deliverables to support GMCB decision making?

**Answer:** Refer to #2.

18. Section 1, Attachment A: GMCB will meet with the contractor to confirm the stakeholder engagement list. Does GMCB envision the Contractor will engage with existing work groups or have the contractor support a new stakeholder work group/s for stakeholder engagement?

**Answer:** Appropriate stakeholders will be dependent on the work mutually agreed upon by GMCB and the Contractor. GMCB expects most of the stakeholder engagement would be with existing groups and GMCB would help facilitate engagement with any new stakeholders or groups.

19. Section 2, Attachment A: Could you provide additional information about the relevant GMCB contractors working on separate projects with whom the Contractor is expected to coordinate efforts to inform this work?

**Answer:** Please visit [the GMCB contract webpage](#) to review active contracts.

20. Price Schedule: Should we include project management hours (status check-ins, etc.) in certain tasks and/or spread across multiple tasks?

**Answer:** Project management should be included in each task estimate.

21. Price Schedule: What is the expected budget for this project?

**Answer:** GMCB plans to finalize the total budget for this project after reviewing incoming proposals.

22. Does GMCB have any assumptions contractors should consider regarding cost proposal?

**Answer:** GMCB would ask contractors to make assumptions based on their understanding of the work to be performed. For example, if a task requires review of a report, or research related to another GMCB contractors work, bidders should estimate and budget for staff time to consider this work.

23. Will the Task Order process allow for some flexibility between tasks?

**Answer:** Yes, in the past we have structured the task orders to allow for some flexibility. Any changes to an original task order will be documented and signed in a revised version.

24. What is the expectation for recommendations for the Fiscal Year 2023 hospital budget process? What is the timeline to implement recommendations?

**Answer:** The GMCB expects that contractors will be on board prior to the Fiscal Year 2023 and observe this budget cycle, including hearings that will take place in August 2023. GMCB will begin creating FY2024 guidance in early 2023 and may request contractor feedback or input at that time.