

**ADDENDUM 1**

**THIRD PARTY LIABILITY (TPL) SERVICES**

RFP #: 3000011897

Proposal Due Date/Time: May 15, 2020

Release Date: March 20, 2020

**1.6 Schedule of Events**

EVENT	DATE
RFP advertised in newspapers and posted to LaPAC	March 20, 2020
Pre-proposal conference Non-Mandatory	Date: <del>April 3, 2020</del> <b>Cancelled</b> Time: TBA Location: TBA
Deadline for receipt of written inquiries	April 17, 2020 5 p.m., Central Time
Deadline to answer written inquiries, on or about	May 1, 2020
Deadline for receipt of proposals	May 15, 2020 4 p.m. Central Time
Presentations & Discussions (if applicable) Those Proposers reasonably susceptible of receiving an award will be selected to provide On Site presentations or demonstrations of services and/or products.	Date: TBA Time: TBA Location: TBA
Notice of Intent to award announcement, and 14-day protest period begins, on or about	TBA
Contract execution, on or about	TBA

**NOTE:** The Department of Health reserves the right to revise this schedule. Revisions, if any, before the Proposal Submission Deadline will be formalized by the issuance of an addendum to the RFP.

**1.10.1. Pre-proposal Conference**

**Not Applicable**

~~A Non-Mandatory pre-proposal conference will be held on the date and time listed in Section 1.6 Schedule of Events. Prospective Proposers are encouraged to participate in the conference to obtain clarification of the requirements of the RFP and to receive answers to relevant questions. Any firm or joint venture intending to submit a proposal should have at least one duly authorized representative attend the pre-proposal conference.~~

~~Although impromptu questions will be permitted and spontaneous answers provided during the conference, the only official answer or position of the Department in response to written questions will be stated in writing and signed by an authorized agent of the Department. Therefore, Proposers should submit all questions in writing (even if an answer has already been given to an oral question). After the conference, questions will be researched and the official response will be posted on the Internet at the following link: [www.ldh.louisiana.gov](http://www.ldh.louisiana.gov) and at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>.~~

## 2.8. Evaluation Criteria and Assigned Points

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal. Scoring will be based on a possible total 100 points and the proposal with the highest total score will be recommended for award.

The evaluation scoring will be conducted according to the evaluation criteria and maximum point allocation shown in the table below:

<b>Evaluation Criteria</b>	<b>Maximum Evaluation Criteria Points</b>	<b>Maximum Category Points</b>
<b>TECHNICAL</b>		<del>63</del> <b>38</b>
Executive Summary <ul style="list-style-type: none"> <li>• Overall Qualifications and Timeliness</li> <li>• Statement of Compliance</li> </ul>	1 1	2
Company Background, Experience, and Staffing <ul style="list-style-type: none"> <li>• Experience and Capability</li> <li>• Organization</li> <li>• History and Background</li> <li>• Key Personnel and Proposed Staff Qualifications</li> </ul>	<del>6</del> <b>5</b> <del>3</del> <b>1</b> <del>3</del> <b>1</b> <del>5</del> <b>4</b>	<del>17</del> <b>11</b>
Technical Approach <ul style="list-style-type: none"> <li>• TPL Services</li> <li>• LaHIPP Services</li> <li>• Administrative Services</li> </ul>	<del>8</del> <b>5</b> <del>8</del> <b>5</b> <del>8</del> <b>5</b>	<del>24</del> <b>15</b>
Innovative Concepts	5	5
Project Work Plan	<del>15</del> <b>5</b>	<del>15</del> <b>5</b>
<b>LOUISIANA VETERAN/ HUDSON INITIATIVES</b>		12
Louisiana Veteran and/or Hudson Initiative <ul style="list-style-type: none"> <li>• Up to 10 points available for Hudson-certified Proposers</li> <li>• Up to 12 points available for Veteran-certified Proposers (If no Veteran-certified Proposers, those two points are not awarded)</li> </ul>	12	
<b>COST</b>		<del>25</del> <b>50</b>
Cost Proposal <ul style="list-style-type: none"> <li>• Post Payment Recovery/Health Insurance Bill &amp; Recovery Services Contingency Rate</li> <li>• Hospital &amp; Non-Hospital Credit Balance Audit Review Contingency Rate</li> <li>• Come Behind Billing &amp; Recovery</li> <li>• Combined Proposed Annual Cost <ul style="list-style-type: none"> <li>○ Eligibility Coordination of Benefits Portal</li> <li>○ Crowd Out Reporting</li> <li>○ LaHIPP Program Administration</li> <li>○ TPL Master Resource File Maintenance</li> </ul> </li> </ul>	<del>5</del> <b>10</b> <del>5</del> <b>10</b> <del>5</del> <b>10</b> <del>10</del> <b>20</b>	
<b>MAXIMUM POSSIBLE TOTAL SCORE</b>	<b>100</b>	<b>100</b>

### 2.8.1. Technical Evaluation

Technical Evaluations will be conducted by an Evaluation Team. Proposer must receive a minimum score of ~~32~~ **19** points of the total available points in the technical categories of Executive summary, company background, experience, staffing, technical approach, innovative concepts and project work plan. to be considered responsive to the RFP. **Proposals not meeting the minimum score shall be rejected and not proceed to further Cost or Louisiana Veteran and/or Hudson Initiative evaluation.**

### 2.8.2. Louisiana Veteran/Hudson Initiative Evaluation

Participation of Veteran Initiative and Hudson Initiative small entrepreneurship will be scored following the technical evaluation. Refer to *Attachment A. Louisiana Veteran/Hudson Initiative Programs.*

### 2.8.3. Cost Evaluation

The lowest cost proposal will receive 100% of the available points for the cost component being scored. Remaining proposals for each component will receive points based on the application of the applicable formulas:

**1. Post Payment Recovery/Health Insurance Bill & Recovery Services Contingency Rate**

$$CCS = (LPC/PC) * ~~5~~ **10**$$

**2. Hospital & Non-Hospital Credit Balance Audit Recovery Contingency Rate**

$$CCS = (LPC/PC) * ~~5~~ **10**$$

**3. Come Behind Billing and Recovery**

$$CCS = (LPC/PC) * ~~5~~ **10**$$

**4. Combined Proposed Annual Cost**

Combined Proposed Annual Cost is a total of the annual costs for Eligibility Coordination of Benefits Portal, Crowd Out Reporting, LaHIPP Program Administration and TPL Master Resource File Maintenance as specified in the Cost Worksheet Attachment F.

$$CCS = (LPC/PC) * ~~10~~ **20**$$

CCS= Computed Cost Score (points) for Proposer being evaluated

LPC = Lowest Proposal Annual Cost/Contingency Fee Percentage of all Proposers

PC = Proposal Being Evaluated Annual Cost/Percentage

The assignment of the ~~25~~ **50** points based on the above formulas will be calculated by a member of the Evaluation Team. Scores for the four cost components will be added together to determine the total cost proposal score.