

Member Support Services Attachment D - Cost Proposal - Addendum 4

RFP 23-75072
(Responses Due on May 11, 2023)

State of Indiana
March 16, 2023

State of Indiana, Member Support Services RFP 23-75072

Attachment D - Cost Proposal - Addendum 4

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State of Indiana, Member Support Services RFP 23-75072

Attachment D - Cost Proposal - Addendum 4

Instructions

INSTRUCTIONS

Please provide your cost proposal by populating the Cost Proposal template (Attachment D). Note that throughout the template, you are only to fill in cells shaded in yellow. Do not fill in cells shaded grey, blue, or white. Blue cells will populate automatically.

4. COST PROPOSAL SUMMARY TAB

Other than entering your firm's name at the top of the page, there is no response necessary on this worksheet. The blue cells will populate automatically based on information entered on other worksheets.

5. STAFF HOURLY PRICING TAB

Please provide qualification and pricing information in the response section below labeled, "Staff HOURLY Pricing," for the two Key Staff positions required in the Scope of Work (Project Manager and Operations Supervisor) as well as any additional staff needed to fulfill the requirements of the Scope of Work. Please provide a position description, minimum work experience required, and any degree or special certification needed for each position. Next, provide the HOURLY Wage Rate Per Position for each position. This is NOT the bill rate for the position; it is the employee's hourly pay, assuming regular 40-hour work weeks and 2080 total hours worked per year. Do NOT include the cost of benefits or other indirect expenses. Next, please provide the associated Administrative Overhead (%), as a percentage of the HOURLY Wage Rate Per Position. The HOURLY Wage Rate Per Position and Administrative Overhead (%) are combined into a Total HOURLY Cost Per Position which will populate automatically. Note, the Total HOURLY Cost Per Position will feed through to all relevant tasks where a Position specification is required.

6. STAFFING COSTS IMPLEMENTATION COSTS TAB

Under the section labeled "Total One-Time Implementation Costs" there is no response necessary. The cells in this table will populate automatically based on the total cost for implementing Member Support Services for each cost category ("Implementation Staffing," "Systems Implementation," and "Other Implementation").

Under the section labeled "Implementation Staff Costs by Task," please detail the positions involved in performing all tasks related to implementation and also provide the Expected Number of Hours required to complete the implementation task for each position. Please do NOT include ongoing or monthly operations tasks on this tab. The Hourly Rate and Total Implementation Price by position will calculate automatically based on the information entered into Tab 5, "Staff Hourly Pricing," and roll up into the total implementation price per task. For proposed implementation tasks that have more than one role performing them, please list each separate role on its own row with the task title repeated, as needed.

Under the "Proposed Systems Implementation Cost Details" section, please list each individual element of hardware, software, and ancillary costs, including their corresponding details, needed for initial program implementation. The total price times quantity for implementation will calculate automatically and roll up into the Total Proposed Implementation Costs.

Under the "Proposed Other Implementation Cost Details" section, please list each individual material, fee, service, and/or ancillary cost that contributes to "Other Implementation Costs" and has NOT already been listed in either the Implementation Staffing Costs or Systems Implementation Costs. The total price times quantity for implementation will calculate automatically and roll up into the Total Proposed Implementation Costs.

7. SYSTEMS COSTS ONGOING OPS STAFFING COSTS TAB

Under the section labeled, "Annual Staffing Cost Assumptions" please provide your Fixed Annual Price Increase percentage - this drives pricing changes for subsequent contract years. Under the section labeled "Recurring Staff Costs by Task," please detail the positions involved in performing all tasks related to executing the Scope of Work and also provide the Expected Number of Hours required MONTHLY to Complete Task for each position. Please see Attachment N - Bidders Library for volume assumptions available for RFP Respondents' cost estimation purposes. Two positions from the "Staff Pricing" tab are already pre-populated, but are not required entries. You may choose to include other positions from a drop-down menu pre-populated from the "Staff Pricing" tab. If you select additional positions from the drop-down menu, make sure to include information regarding the function under the "Task(s)" column. The Hourly Rate and Total Monthly Price by position will calculate automatically and roll up into the Proposed Staffing Cost in Year 1. Note that Years 2 - 6 will populate automatically based on the Proposed Staffing Cost in Year 1. Costs on this tab shall not duplicate costs or efforts covered in the "Fixed Monthly Systems Costs" and "Fixed Monthly Other Operations Costs" tabs. For proposed tasks that have more than one role performing them, please list each separate role on its own row with the task title repeated, as needed. Please note that this tab is intended to capture ongoing and recurring tasks--not one-time implementation tasks or activities. Do NOT include any systems, other operational, and implementation (non-recurring) costs, as those are calculated on Tabs 8, 9, and 6 respectively. No staffing costs related to implementation shall be provided on this tab. Implementation Staffing Costs may be included on Tab 6. "Implementation Costs."

8. OTHER OPERATIONS COSTS SYSTEMS COSTS TAB

Under the section labeled "Annual Systems Costs" there is no response necessary. The cell in this table will populate automatically based on the total cost for systems operations. Under the "Proposed Annual Systems Operations Cost Details" section, please list each individual element of hardware, software, and ancillary costs, including their corresponding details. Do NOT include any staffing, other operations, and implementation (non-recurring) costs, as those are calculated on Tabs 7, 9, and 6 respectively. The total price times quantity will calculate automatically and roll up into the Total Proposed Annual Cost. Note that Years 2 - 6 in the Cost Proposal Summary will populate automatically based on the cost information provided here for annual systems costs. "Fixed Monthly Systems Costs Per Year" is automatically calculated based on the annual cost. No systems costs to be included during the six-month implementation (Jan-June 2024) shall be provided on this tab. Systems costs incurred during implementation may be included on Tab 6. "Implementation Costs."

9. ~~IMPLEMENTATION COSTS~~ OTHER OPERATIONS COSTS TAB

Under the section labeled, "Other Operations Assumptions" please provide your Fixed Annual Other Operations Price Increase percentage - this drives pricing changes for subsequent contract years. Under the section labeled "Annual Other Operations Costs" there is no response necessary. The cells in this table will populate automatically based on the total cost for the items included in the "Proposed Year 1 Other Operations Cost Details" table. Under the "Proposed Year 1 Other Operations Cost Details" section, please list each individual material, fee, service, and/or ancillary cost that contributes to "Other Operations" and including their corresponding details. Do NOT include any staffing, systems, and implementation (non-recurring) costs, as those are calculated on Tabs 7, 8, and 6 respectively. The total price times quantity for Year 1 will calculate automatically and roll up into the Total Proposed Year 1 Cost. Note that Years 2 - 6 will populate automatically based on the cost information provided for Year 1. "Fixed Monthly Other Operations Costs Per Year" are automatically calculated for each contract year. No staffing costs related to implementation shall be provided on this tab. Implementation Staffing Costs may be included on Tab 6. "Implementation Costs."

Respondent Name:

Maximus

Please Complete Yellow Shaded Regions

Instructions:
Other than entering your firm’s name at the top of the page, there is no response necessary on this worksheet. The blue cells will populate automatically based on information entered on other worksheets.

Total 4-Year Bid Amount	\$ 7,737,566.82
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Cost Proposal Summary*

Task Description	Year 1 Cost	Year 2 Cost	Year 3 Cost	Year 4 Cost	Year 5 Cost (Optional Extension)	Year 6 Cost (Optional Extension)
Implementation Costs	\$					
Staffing Costs	\$					
Systems Costs	\$					
Other Operations Costs	\$					
Total	\$ 2,859,480.21	\$ 1,589,679.92	\$ 1,625,715.62	\$ 1,662,691.07	\$ 1,700,630.76	\$ 1,739,559.83

Respondent Name:

Maximus

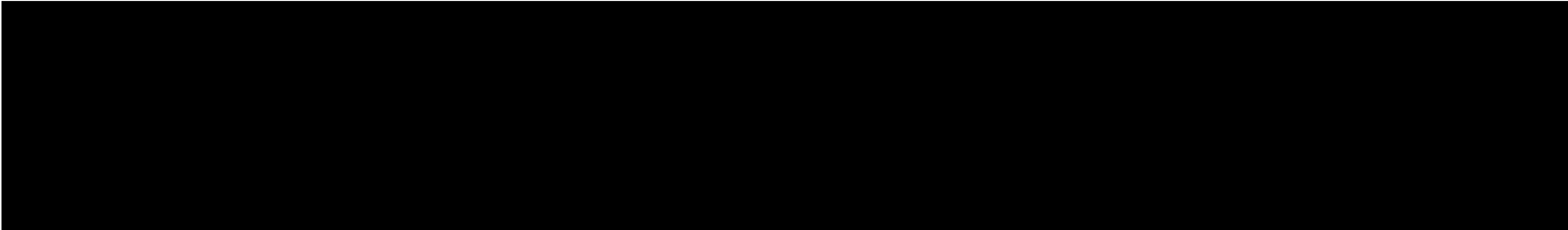
Please Complete Yellow Shaded Regions

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Staff HOURLY Pricing

					Year 1 Cost		
Position	Position Description	Minimum Work Experience Required	Degree(s) Required	Certifications Required	HOURLY Wage Rate Per Position	Administrative Overhead (%)	Total HOURLY Cost Per Position
Example - Helpline Representative	Provides program-specific information and managed care education to members.	Experience working courteously and effectively with individuals across varying backgrounds and languages; experience with data entry.	2-Year Associate's Degree	None	\$20.00	25.00%	\$25.00



<Specify>							\$	-
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State of Indiana, Member Support Services RFP 23-75072
Attachment D - Cost Proposal - Addendum 4
Implementation Costs

Respondent Name:

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Under the section labeled "Total One-Time Implementation Costs" there is no response necessary. The cells in this table will populate automatically based on the total cost for implementing Member Support Services for each cost category ("Implementation Staffing," "Systems Implementation," and "Other Implementation").

Under the section labeled "Implementation Staff Costs by Task," please detail the positions involved in performing all tasks related to implementation and also provide the Expected Number of Hours required to complete the implementation task for each position. Please do NOT include ongoing or monthly operations tasks on this tab. The Hourly Rate and Total Implementation Price by position will calculate automatically based on the information entered into Tab 5, "Staff Hourly Pricing," and roll up into the total implementation price per task. For proposed implementation tasks that have more than one role performing them, please list each separate role on its own row with the task title repeated, as needed.

Under the "Proposed Systems Implementation Cost Details" section, please list each individual element of hardware, software, and ancillary costs, including their corresponding details, needed for initial program implementation. The total price times quantity for implementation will calculate automatically and roll up into the Total Proposed Implementation Costs.

Under the "Proposed Other Implementation Cost Details" section, please list each individual material, fee, service, and/or ancillary cost that contributes to "Other Implementation Costs" and has NOT already been listed in the either the Implementation Staffing Costs or Systems Implementation Costs. The total price times quantity for implementation will calculate automatically and roll up into the Total Proposed Implementation Costs.

Total One-Time Implementation Costs		
Implementation Staffing Costs	\$	
Systems Implementation Costs	\$	
Other Implementation Costs	\$	
Total Proposed Implementation Costs	\$	

Implementation Staffing Costs By Task

Task(s)	Position Responsible	Expected Number of Hours required to Complete Implementation Task	HOURLY Rate (paid by the State)	Total Implementation Price per Task
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total				\$

Proposed Systems Implementation Costs Details				
Cost Item (Please list each individual element of hardware, software, and ancillary costs in a separate line)	Detailed Description	Per Unit Cost	Quantity	Total Cost

				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Total	\$

Proposed Other Implementation Costs Details				
Cost Item (Please list each individual material, fee, service, and/or ancillary cost that contributes to "Other" Implementation costs in a separate line)	Detailed Description	Per Unit Cost	Quantity	Total Cost
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Total	\$

State of Indiana, Member Support Services RFP 23-75072
Attachment D - Cost Proposal - Addendum 4
Ongoing Operational Staff Costs

Respondent Name:

Maximus
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Annual Staffing Cost Assumptions

Fixed Annual Price Increase	2.6%
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Annual Staffing Costs Totals

Total Proposed Year 1 Cost	\$
Year 2 Cost	\$
Year 3 Cost	\$
Year 4 Cost	\$
Year 5 Cost (Optional Extension)	\$
Year 6 Cost (Optional Extension)	\$

Fixed Monthly Staffing Costs Per Year

Year 1 - Proposed Fixed Monthly Staffing Cost	\$
Year 2 - Proposed Fixed Monthly Staffing Cost	\$
Year 3 - Proposed Fixed Monthly Staffing Cost	\$
Year 4 - Proposed Fixed Monthly Staffing Cost	\$
Year 5 - Proposed Fixed Monthly Staffing Cost (Optional Extension)	\$
Year 6 - Proposed Fixed Monthly Staffing Cost (Optional Extension)	\$

Recurring Staffing Costs By Task

Task(s)	Position Responsible	Expected Number of Hours required MONTHLY to Complete Task	HOURLY Rate (paid by the State)	Total Monthly Price
Contract Management	Project Manager			
Operations Management	Operations Supervisor			
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total				\$

Systems Costs

Maximus

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Total Proposed Annual Cost	\$	
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Proposed Fixed Monthly Systems Cost	\$
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[illegible]

Other Operations Costs

Maximus

Please Complete Yellow Shaded Regions

Under the section labeled, "Other Operations Assumptions" please provide your Fixed Annual Other Operations Price Increase percentage - this drives pricing changes for subsequent contract years. Under the section labeled "Annual Other Operations Costs" there is no response necessary. The cells in this table will populate automatically based on the total cost for the items included in the "Proposed Year 1 Other Operations Cost Details" table. Under the "Proposed Year 1 Other Operations Cost Details" section, please list each individual material, fee, service, and/or ancillary cost that contributes to "Other Operations" and including their corresponding details. Do NOT include any staffing, systems, and implementation (non-recurring) costs, as those are calculated on Tabs 7, 8, and 6 respectively. The total price times quantity for Year 1 will calculate automatically and roll up into the Total Proposed Year 1 Cost. Note that Years 2 - 6 will populate automatically based on the cost information provided for Year 1. "Fixed Monthly Other Operations Costs Per Year" are automatically calculated for each contract year. **No staffing costs related to implementation shall be provided on this tab. Implementation Staffing Costs may be included on Tab 6. "Implementation Costs."**

Fixed Annual Other Operations Price Increase Percentage	2.5%
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Total Proposed Year 1 Cost	\$
Year 2 Cost	\$
Year 3 Cost	\$
Year 4 Cost	\$
Year 5 Cost (Optional Extension)	\$
Year 6 Cost (Optional Extension)	\$

Year 1 - Proposed Fixed Monthly Systems Cost	\$
Year 2 - Proposed Fixed Monthly Systems Cost	\$
Year 3 - Proposed Fixed Monthly Systems Cost	\$
Year 4 - Proposed Fixed Monthly Systems Cost	\$
Year 5 - Proposed Fixed Monthly Systems Cost	\$
Year 6 - Proposed Fixed Monthly Systems Cost	\$

[illegible]

				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
Total				\$	