OVERSIGHT MANAGEMENT CONSULTING AND PROGRAM MANAGEMENT
RFP NUMBER 22-00001
PRE-PROPOSAL CONFERENCE

March 23, 2022

Scope of Work Summary Statement

The Maryland Department of Health's (MDH) is issuing this Request for Proposals (RFP) to obtain a management consulting contractor to support the Developmental Disabilities Administration (DDA) in finalizing its transition from a prospective payment system, to fee-for-service, and to further develop and provide direction to the DDA's Office of Change Management (OCM) and Stakeholder engagement.

Maryland
DEPARTMENT OF HEALTH

Scope of Work Summary Statement

- It is the State's intention to obtain services, as specified in this RFP, from a Contract between the selected Offeror and the State. The anticipated duration of services to be provided under this Contract is three (3) base years with two (2) option periods. Each option period is one (1) year

- The Department intends to make a single award as a result of this RFP. *See RFP Section 4.9 Award Basis for more Contract award information*

- An Offeror, either directly or through its subcontractor(s), must be able to provide all services and meet all of the requirements requested in this solicitation and shall remain responsible for Contract performance regardless of subcontractor participation in the work

Background, Purpose and Goals

- The DDA's mission is to create a flexible, person-centered, family-oriented system of supports so people can have full lives. See information on DDA at https://dda.health.maryland.gov/Pages/home.aspx

- The DDA provides a coordinated service delivery system so that people with developmental disabilities receive appropriate services oriented toward the goal of integration into the community

- Services are provided through a wide array of community-based services delivered primarily through a network of nonprofit Providers, as well as forensic residential centers and State residential centers

Maryland
DEPARTMENT OF HEALTH

Background, Purpose and Goals

- The DDA has been engaged in transformation initiatives for the past six (6) years to improve its service delivery system and transition from its stand-alone legacy IT platform to the Medicaid LTSS*Maryland* system. The Long-Term Services Support System (LTSS) Maryland is a user-friendly system that streamlines the coordination, delivery, and payment for people in DDA's three Medicaid Waivers and State-Funded Services. DDA's intent is to complete its transition from the current Prospective Payment System (PPS) to a Fee-For-Service (FFS) model

Maryland
DEPARTMENT OF HEALTH

Background, Purpose and Goals

Project Goals:

- Streamline Data Monitoring Infrastructure
- Payment Methodology Transition and Implementation Support
- Ongoing Program Management Support
- DDA Office of Change Management

Maryland
DEPARTMENT OF HEALTH

Responsibilities and Tasks

- Ad Hoc and Ongoing Data Requests

- Benchmarking

- Transition Plan, reports, and training materials

- Provide Policy and process improvement expertise

- Technical Support for System Implementation

- Provide Fiscal Subject Matter Expertise

- Project Management

- Stakeholder Analysis and Engagement

- Change Management

Maryland
DEPARTMENT OF HEALTH

Deliverables

- Project Implementation Plan
- Monthly Update Reports for current status of efforts
- Dashboard Development
- Develop Agenda and Presentations for Stakeholder Meetings
- Streamline Data Monitoring Infrastructure
- Benchmarking
- Lessons Learned Documentation

Maryland
DEPARTMENT OF HEALTH

Deliverables

Deliverable Acceptance

- A final deliverable shall satisfy the scope and requirements of this RFP for that deliverable, including the quality and acceptance criteria for a final deliverable as defined in Section 2.4.4 Deliverable Descriptions/Acceptance Criteria

- The Contract Monitor shall review a final deliverable to determine compliance with the acceptance criteria as defined for that deliverable

Minimum Delivery Quality

- The Contractor shall subject each deliverable to its internal quality-control process prior to submitting the deliverable to the State (see 2.4.3 for details)

Deliverable Description/Acceptance Criteria

- See Deliverable Summary Table in 2.4.4

Questions