



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

State of Delaware

Cost Control and Program Integrity Review Request for Information

Request No. GSS15767-COST_CTRL

November 2, 2015

**- Deadline to Respond -
November 13, 2015
1:00 PM (Local Time)**

RFI Release Date: November 2, 2015

REQUEST for INFORMATION NO. GSS15767-COST_CTRL

This Request for Information (RFI) will **not** result in award of a competitively bid contract.

The State of Delaware, Government Support Services, is seeking market information on a Cost Control and Program Integrity Review contract offering. The information gathered may or may not lead to the issuance of a Request for Proposal.

Responses to this Request for Information will remain confidential until such time as a determination is made on whether the State will move forward with a Request for Proposal for any one or more types of cost control programs. **If a decision is made to move forward with a Request for Proposal, the responses to this Request for Information will remain confidential until the completion of the Request for Proposal process.**

All responses to this Request for Information shall be submitted in a sealed envelope **clearly displaying the Request for Information number and vendor name by November 13, 2015 at 1:00 PM (Local Time).**

Responses must be mailed to:

**State of Delaware
Government Support Services
GSS15767-COST_CTRL
100 Enterprise Place, Suite 4
Dover, DE 19904-8202
ATTN: Peter Korolyk**

Please review and follow the information and instructions contained in this Request For Information (RFI). Should you need additional information, please contact Peter Korolyk at peter.korolyk@state.de.us .

I. INTRODUCTION

A. RFI DESIGNATED CONTACT

All requests, questions, or other communications about this RFI shall be made in writing to the State of Delaware. Address all communications to the person listed below; communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid. Vendors should rely only on written statements issued by the RFI designated contact.

**Peter Korolyk
State of Delaware
Government Support Services
100 Enterprise Place, Suite 4
Dover, DE 19904-8202**

or

peter.korolyk@state.de.us

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used.

B. CONTACT WITH STATE EMPLOYEE

Direct contact with State of Delaware employees other than the State of Delaware Designated Contact regarding this RFI is expressly prohibited without prior consent. Vendors directly contacting State of Delaware employees risk elimination of their response from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business.

C. RFI OBLIGATION ON THE REQUESTING AGENCY AND STATE

The RFI is a request for information only. There will be no contract awarded as a result of this RFI. Nothing in the materials vendors provide, further referred to as Vendor Information Packages (VIP) as a response to this RFI nor the State's remarks or responses to the VIP's of any individual vendor, will be considered binding for a future contract.

II. RFI SCOPE OF WORK

A. PURPOSE / BACKGROUND

The purpose of this RFI is to provide the State of Delaware with information regarding vendor interest and capabilities providing cost control and program integrity review services for healthcare programs. The State of Delaware invites vendors to submit their capabilities and interests relative to this Request for Information (RFI). The State of Delaware may reference this material as indicative of industry capabilities and in the event the State of Delaware issues a Request for Proposal (RFP). Further, the State may use this material to facilitate the development of the RFP or the establishment of standards and policies.

B. STATEMENT OF NEEDS

Government Support Services is requesting vendor community review of the attached RFI Appendix A – Request for Proposal (RFP). The RFP to be analyzed and commented on is titled as Cost Control and Program Integrity Review.

The RFP is being considered for release by the Office of Management and Budget, and the state is interested in obtaining feedback about the offering, including, but not limited to:

- Proposed format and sections requested,
- Total review of RFP Scope of Work,
- Appropriateness of proposed time from bid opening to vendor submission,
- Price response structure, and
- Any and all other feedback.

III. VENDOR INFORMATION PACKAGE (VIP) REQUIREMENTS

A. COVER LETTER

Each VIP response will have a cover letter on the letterhead of the company or organization submitting the response. The cover letter must briefly summarize the Vendor's ability to provide the services specified in the RFI. The cover letter must also identify a contact person which includes a phone number and email address.

B. REVIEW OF RFP SERVICES AND SCOPE

Each response must contain a detailed description of the responding Vendor's qualification and experience in providing services that are identified in the RFP and any major cost control and compliance reviews completed on behalf of similar state entities. Vendors are reminded that this RFI will not result in a contract award, but the Vendor qualifications and experience provide context to the quality of the feedback received.

The state's primary interest is a review and comment of the Scope of Work and pricing structure, and less about contractual terms provided. All comments will be reviewed for appropriateness.

Vendors may provide descriptions of any enhancements or additional services or qualifications the Vendor and/or vendor community could provide that are not mentioned in the attached RFP. Any enhancements shall be qualified and the Vendor should identify why the enhancements suggested will improve the RFP offering. Feedback may be with or without a summary case study to provide context.

C. FORMAT OF RESPONSE

Vendors shall provide a format that is consistent with the format and layout of the Appendix A - RFP.

The state will accept an independently formatted document, or a copy of the RFP with commentary provided for each section. If the Vendor opts to include a commentary within the Appendix A – RFP document, the Vendor shall use a **medium blue font** for all inserted notes.

Vendors are reminded that suggested changes that can be supported by successful implementation in a previous engagement will provide better context for their offered review. Further, if any identified condition or scope condition 'harms' the state's ability to

fulfill its stated RFP objectives, the Vendor shall identify why the condition may harm the outcome and provide an example if appropriate and available.

D. NUMBER OF COPIES WITH MAILING OF RESPONSE

Each VIP response must be submitted with one (1) paper copy and one (1) electronic copy on CD or DVD media disk. VIP responses are to be sent to the State of Delaware and received no later than 1:00 PM (Local Time) on **November 13, 2015**. The VIP response may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

**State of Delaware
Government Support Services
Contracting Section
100 Enterprise Place, Suite 4
Dover, DE 19904-8202
Attn: Peter Korolyk**

Any response submitted by US Mail shall be sent by either certified or registered mail. Any response received after the date and time deadline referenced above shall be returned unopened.