

ATTACHMENT D: BIDDER RESPONSE FORM This form is broken into Seven sections: Section 1. Administrative Response; Section 2. EO 18-03 Response; Section 3. Washington Small Business; Section 4. Certified Washington Veteran-owned Business; Section 5. Management Response; Section 6. Technical Response; and Section 7. Quotation/Cost Proposal. Bidders must respond to all questions in the order and in the expandable space provided. If a question requires Bidder to submit additional documents, please attach them to this document and label them clearly as part of your response to this Attachment D.		
1	BIDDER INFORMATION (ADMINISTRATIVE RESPONSE) Bidder's response to the questions in this Section 1, combined with the information provided in Bidder's Submittal Letter and Certifications and Assurances, comprise Bidder's Administrative Response to this Solicitation. While the Administrative Response is not given a number score, the information provided as part of Bidder's Administrative Response may cause the Bid to be disqualified and may be considered in evaluating Bidder's qualifications and experience.	MAXIMUM TOTAL POINTS" N/A
a	Please indicate whether you employ or Contract with current or former state employees. If the answer is yes, provide the following information with respect to each individual: 1. name of employee or contractor; 2. the individual's employment history with the State of Washington; 3. a description of the Individual's involvement with the response to this Solicitation; and 4. the Individual's proposed role in providing the services under this any Contract that may be awarded. ANSWER:	NOT SCORED
b	Please list the names and contact information of three individuals you agree may serve as Bidder references and may freely provide information to DSHS regarding the reference's experience and impressions of Bidder. In providing these names, Bidder represents that it shall hold both DSHS and the organizations and individuals providing a reference harmless from and against any and all liability for seeking and providing such reference. ANSWER:	NOT SCORED
c	Please indicate whether your Response contains any variations from the requirements of the Solicitation Document. If the answer is yes, list each variation with specificity and include the pertinent page numbers containing the variation. ANSWER:	NOT SCORED
d	Please indicate whether you are requesting that DSHS consider any exceptions and/or revisions to the sample contract language found in Attachment A. If so, state the page of Attachment A on which the text you request to change is found, and state the specific changes you are requesting. DSHS shall be under no obligation to agree to any requested changes, and will not consider changes to contract language or negotiate any new language not identified in response to this question. ANSWER:	NOT SCORED
e	If Bidder considers any information that is submitted as part of its Response to be proprietary, please identify the numbered pages of Bidder's Response containing such information and place the word "Proprietary" in the lower right hand corner of each of these identified pages.	NOT SCORED

	ANSWER:	
f	Please indicate whether you have had a contract terminated for cause or default within the past five (5) years. If so, please provide the terminating party's name, address and telephone number and provide a summary describing the alleged deficiencies in Bidder's performance, whether and how these alleged deficiencies were remedied and any other information pertinent to Bidder's position on the matter. "Termination for Cause" refers to any notice to Bidder to stop performance due to Bidder's asserted nonperformance or poor performance and the issue was either (a) not litigated; (b) litigated with a resulting determination in favor of the other party; or (c) is the subject of pending litigation.	NOT SCORED
	ANSWER:	
g	Please identify any prior contracts Bidder has entered into with the State of Washington within the past ten (10) years and identify the dates and nature of the contract and primary agency contact for each.	NOT SCORED
	ANSWER:	
h	Please indicate whether Bidder has been the subject of a lawsuit or administrative proceeding alleging a failure to comply with laws relating to the types of services Bidder proposes to provide pursuant to this Competitive Solicitation. If the answer is yes, please list the nature of the allegations, docket number, disposition and date (if applicable) and Bidder's explanation of how it has changed its practices or operations relative to any alleged deficiencies since that proceeding was filed.	NOT SCORED
	ANSWER:	
i	Please describe your proposed plans for the use of Subcontractors in performing this Contract, listing each Subcontractor, its proposed role, and the estimated percentage of the Contract that will be performed by each Subcontractor. Please indicate whether each Subcontractor self-identifies or is certified as a Washington small business, a minority-owned business, a woman-owned business, a disadvantaged business enterprise, or a veteran-owned business. If the answer is yes, please identify the type of organization(s) and provide details of any certifications. Note that all Subcontractors must be approved by DSHS.	NOT SCORED
	ANSWER:	
J	Please describe any programs, policies or activities of your organization that support human health and environmental sustainability in your business practices. If a program, policy or activity is specifically applicable to this Contract, please indicate so.	NOT SCORED
	ANSWER:	
2	BIDDER EO 18-03 CERTIFICATION	MAXIMUM TOTAL POINTS
		5

EO	<p>Are your employees required to sign, as a condition of employment, a mandatory individual arbitration clause and/or a class or collective action waiver?</p> <p>Please Note: Points for this question will be awarded to bidders who respond that they do not require these clauses and waivers. If you certify here that your employees are NOT required to sign these clauses and waivers as a condition of employment, and you are the successful Bidder, a term will be added to your Contract certifying this response and requiring notification to DSHS if you later require your employees to agree to these clauses or waivers during the term of the Contract.</p>	
	ANSWER:	
3	BIDDER CERTIFICATION – WASHINGTON SMALL BUSINESS	MAXIMUM TOTAL POINTS
	<p>Are you a Washington Small Business as defined under RCW 39.26.010?</p> <p>According to Chapter 39.26.010 RCW, to qualify as a Washington Small Business, Bidder must meet three requirements:</p> <ul style="list-style-type: none"> a. <i>Location.</i> Bidder’s principal office/place of business must be located in and identified as being in the State of Washington. A principal office or principal place of business is a firm’s headquarters where business decisions are made and the location for the firm’s books and records as well as the firm’s senior management personnel. b. <i>Size.</i> Bidder must be owned and operated independently from all other businesses and have either: (a) fifty (50) or fewer employees; or (b) gross revenue of less than seven million dollars (\$7,000,000) annually as reported on Bidder’s federal income tax return or its return filed with the Washington State Department of Revenue over the previous three consecutive years. c. <i>WEBS Certification.</i> Bidder must have certified its Washington Small Business status in Washington’s Electronic Business Solution (WEBS). 	5
	ANSWER:	
4	BIDDER CERTIFICATION – CERTIFIED WASHINGTON VETERAN-OWNED BUSINESS	MAXIMUM TOTAL POINTS
	<p>Are you a Certified Washington Veteran-Owned Business as defined under RCW 43.60A.190?</p> <p>According to Chapter 43.60A.190 RCW, to qualify as a Certified Washington Veteran-Owned Business, Bidder must meet four requirements:</p>	5

	<p><i>a. 51% Ownership. Bidder must be at least fifty-one percent (51%) owned and controlled by:</i></p> <ol style="list-style-type: none"> <i>1. A veteran is defined as every person who at the time he or she seeks certification has received a discharge with an honorable characterization or received a discharge for medical reasons with an honorable record, where applicable, and who has served in at least one of the capacities listed in RCW 41.04.007;</i> <i>2. A person who is in receipt of disability compensation or pension from the Department of Veteran’s Affairs; or</i> <i>3. An active or reserve member in any branch of the armed forces of the United States, including the national guard, coast guard, and armed forces reserves.</i> <p><i>b. Washington Incorporation/Location. Bidder must be <u>either</u> an entity that is incorporated in the state of Washington as a Washington domestic corporation <u>or, if not incorporated,</u> an entity whose principal place of business is located within the State of Washington.</i></p> <p><i>c. WEBS Certification. Bidder must have certified its Veteran-Owned business status in Washington’s Electronic Business Solution (WEBS).</i></p> <p><i>d. WDVA Certification. Bidder must have provided certification documentation to the Washington Department of Veterans’ Affairs (WDVA) and be certified by WDVA and listed as such on WDVA’s website (WDVA – Veteran-Owned Businesses).</i></p>	
ANSWER:		

5 BIDDER QUALIFICATIONS AND EXPERIENCE (MANAGEMENT RESPONSE)		
	MANDATORY EXPERIENCE AND QUALIFICATIONS. All bidders must meet the following minimum qualifications. (Please confirm yes or no)	PASS/FAIL
A	Bidder has working knowledge of Medicaid long-term care services in Washington State.	
	ANSWER:	
B	Bidder has basic knowledge of Health Insurance Privacy and Accountability Act (HIPAA).	
	ANSWER:	
C	Bidder has experience and/or familiarity with long-term care resources for Medicaid clients.	
	ANSWER:	
D	Bidder is licensed to do business in the State of Washington or obtain a Washington State business license from the Sectary of State.	
	ANSWER:	
E	Bidder must Obtain and pass a Washington State background check for all individuals representing the Contractor who will have access to client information.	
	ANSWER:	
F	Bidder must comply with all applicable state and federal requirements.	
	ANSWER:	
G	Bidder must adhere to the Office of the Chief Information Offer (OCIO) standards.	
	ANSWER:	
H	The selected bidder is expected to collaborate with ALISA IT to initiate the security review process once identified as the Apparent Successful Bidder (ASB).	
	ANSWER:	
	DESIRED EXPERIENCE AND QUALIFICATIONS	MAXIMUM TOTAL POINTS: 180
I	Please describe in detail, the bidder’s knowledge, of Medicaid long-term care services in Washington State. Please describe in detail, your experience working with Medicaid contracted Adult Family Homes and Assisted Living Facilities.	10
	ANSWER:	
J	Describe your current communication policy related to provider engagement and support. Additionally, outline your strategy for engagement with providers to guarantee an adequate pool of providers to select from.	10
	ANSWER:	

K	Describe in detail, the bidder’s current process of obtaining Medicaid contracted vendor profiles. (i.e. licensor status, specialties, location)	10
	ANSWER:	
L	Please describe in detail, your comprehension of the Health Insurance Privacy and Accountability Act (HIPAA) and its relation to Medicaid long long-term care in Washington State. How will your organization implement HIPAA to ensure compliance and protection of clients’ information	10
	ANSWER:	
M	Describe how you will provide a cloud-based online application that is fully compliant with the Health Insurance Portability and Accountability Act (HIPAA), specifically designed for AL TSA case managers to match Medicaid providers for clients ready for transition. Please note that the Contractor shall also be responsible for maintaining an up-to-date database of Medicaid vendors.	20
	ANSWER:	
N	Describe how you will coordinate with Medicaid vendors to ensure accuracy in their ability to meet client needs and vacancies. Describe how the vendor will have access to review attached documents which identifies clients’ needs (i.e. Assessment Details and Service Summary).	20
	ANSWER:	
O	Describe your communication policy related to provider engagement and support. Additionally, outline your strategy for engagement with providers to guarantee an adequate pool of providers for selection.	20
	ANSWER:	
p	The Contractor shall be responsible for providing comprehensive training, technical support, and other related services to ensure proper use and support of the software by AL TSA case managers, including immediate notifications for any expected or unexpected outages or technical issues. Additionally, the Contractor shall coordinate initial and as-needed trainings with AL TSA and shall provide advance notice of any changes to the software that may require additional trainings. Please describe how you will accomplish this.	20
	ANSWER:	
Q	Describe how your software can be modified to meet AL TSAs business needs. Modifications to include client demographics, programs, and specialties. Is your application able to accommodate future modifications based on AL TSAs growth of programs.	10
	ANSWER:	
R	Describe how you will differentiate user security access levels and permissions including Case Manager, Supervisor, and Administrator, to ensure proper permissions and data security.	10
	ANSWER:	

S	The Contractor shall be solely responsible for maintaining the security of their Account, including all passwords, and for all uses of Account with or without ALTSA's consent. Additionally, they must also follow OCIO authentication requirements for their accounts. Note – the vendor will need to support Entra/SSO and SAW. Describe how you will accomplish this.	10
	ANSWER:	10
T	The Contractor shall be responsible for accurately tracking and reporting data related to all new referrals entered by ALTSA case managers, transitions, withdrawals, length of time for transition, and referrals still open, as required by ALTSA. Describe how you will accomplish this.	
	ANSWER:	
U	<p>The Contractor shall maintain strict confidentiality of all client information and shall not disclose any client data to any third party without proper authorization in compliance with HIPAA regulations. The selected vendor must pass the State Office of Cybersecurity's design review process. There are Cloud SaaS requirements that go beyond the standard security questions, as set forth below.</p> <ol style="list-style-type: none"> 1. A Web Application Firewall must be in place, 2. DSHS staff must use Entra/SSO synchronized with our AAD for authenticating to their application. 3. External parties and our clients must use SAW for authentication. 4. Data segregation- keeping our data separate from other customer's data is a requirement. 5. Encryption of data in-transit and at-rest using FIPS standards is a requirement. <p>Selected vendor must agree to sign a BAA.</p> <p>Describe how you will accomplish this, be specific.</p>	20
	ANSWER:	

7	BIDDER'S PROPOSED PRICING (QUOTATION OR COST RESPONSE)	MAXIMUM TOTAL POINTS: 20
A	Please identify all allocated costs, together with the total charges Bidder is willing to accept in consideration of the full performance of the Contract.	
	ANSWER: TOTAL MAXIMUM BID AMOUNT: FOR ALLOCATED COST DETAIL, ATTACH A SEPARATE SPREADSHEET OR DESCRIBE DETAILS BELOW	