

**ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES**

**SELECTION COMMITTEE**

*Wednesday, April 27, 2005*

**MINUTES**

Members Present:

Acting Chairman: William J. Anderson

Public Member: Gerry Bedrick

Agency Representative: Jay S. Buechner, Ph.D.  
Chief, Office of Health Statistics  
>Department of Health (DOH):

A quorum being present, the meeting was called to order by the Chairman. Minutes of the A/E/CS Selection Committee meeting of April 13, 2005 were approved by G. Bedrick and W. Anderson. The following agenda items were addressed and voted upon by the Committee:

1. Department of Health (DOH): (9:06 a.m.)

- A. RFP #B03955 – Information System – Public Health  
Voting Members: W.Anderson, G. Bedrick, J. Buechner  
**Cost: \$259,500**

J. Buechner, B. Barrette and K. Williams presented this item. Dr. Buechner noted that the purpose for this project is to be better prepared to be responsive in the event of a bioterrorism incident. It is funded under the Health Resources and Services Administration (HRSA) Bioterrorism Preparedness grant and the Centers for Disease Control and Prevention Bioterrorism Cooperative Agreement.

Any event related to bioterrorism would show up as a change in emergency department utilization in our hospitals. This system would establish real time reporting of every admission to a hospital emergency department and detect any changes in utilization. An investigation with the hospital where changes have been detected would be conducted. In order to have real time reporting, there is a strong information technology component.

The Technical Review Subcommittee's recommendation, General Biodefense, LLC, received the highest ranking in both elements of the quality of their proposal and ranked second in cost proposal. The Agency's second choice, HLN Consulting, Inc., offered the third best cost proposal. The firm offering the best cost proposal, Peminc, did not offer a quality technical proposal.

Mr. Anderson stated he felt the minimum score of 30 points to qualify in the technical portion of the evaluation should have been set higher, perhaps at 50 points, to avoid an exhaustive evaluation process.

Mr. Bedrick commented on the broad range of cost proposals and asked for the Agency's opinion. Dr. Buechner stated that this is fairly new technology; many firms had no experience in this area and were proposing to create a program from scratch to Agency specifications. The two firms offering the lowest cost proposals had experience in this area.

Mr. Anderson asked if, when writing the RFP, the Agency utilized a model for this system. Dr. Buechner answered that the Agency conducted an environmental scan of what had been done in other states and geographic areas and found that there were state of the art options. The department did not state a single type of system in the RFP as the only option because the best proposal could include any of two or three different systems.

Recommendation: Upon a motion made by Mr. Bedrick, seconded by Dr. Buechner and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Health's Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of General Biodefense, LLC, the most responsive and responsible of the 11 firms that responded to the RFP. (9:16 a.m.)

- B. LOI #B04445 – Web-Based Health Directory (9:18 a.m.)  
Voting Members: W.Anderson, G. Bedrick, R. Marshall  
**Cost: \$100,000/yr. (3 yr. contract)**

R. Marshall and B. Barrette presented this item. R. Marshall noted that this project is part of the Agency's Bioterrorism Preparedness and Response program and they have established two principles. The first principle is that when emergencies happen, the Department of Health can handle them and respond with the assistance of partners. Contact information for these partners is needed in multiple technologies. The second principle is that when emergencies happen, they must ramp up things they do every day. The Agency is building a system not only for emergencies, but for routine use. The proposed Public Health Directory will fit the design for multiple technologies, some to be used every day (i.e., mailing labels, mailing lists, e-mail), and then the Agency can draw on this experience to use during an emergency.

The Agency followed mandatory guidelines and requirements of the Centers for Disease Control. Two responses were received; both had good technological strengths. MultiMode, Inc. could not meet all the requirements of the LOI and their cost proposal was extremely high. The proposal submitted by Garrison Enterprises, Inc. met all of the requirements of the LOI. The firm has very good experience, answered all of the interview questions satisfactorily, and offered their ideas for solutions to situations that could arise in the future.

Mr. Bedrick commented that there were only two responses and asked the Agency if that is due to the fact that this is apparently a very specialized area. Mr. Barrette responded that the Agency does not have the infrastructure in place and this program relies on certain communications systems. For example, one of the requirements is a 1 million notification capacity per hour in emergencies. Another requirement is geographical redundancy (a firm must have multiple facilities across the country in case one in the northeast goes down in an emergency). Rhode Island is a small market; larger states have multiple health departments and all levels of government tying these components together and costing millions of dollars.

Recommendation: Upon a motion made by Mr. Bedrick, seconded by Dr. Marshall and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Health's Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of Garrison Enterprises, Inc., the more responsive and responsible of the 2 firms that responded to the LOI. (9:24 a.m.)

C. RFP #B04835 - Health Communications Campaigns (9:26 a.m.)  
Voting Members: W.Anderson, G. Bedrick, A. Bagnall Degos

A. Bagnall Degos noted that the Division of Family Health, on behalf of the Department of Health, issued an RFP to seek a social marketing firm to help develop health information campaigns, health promotion campaigns, formative research to produce information for families and minority groups, and full scale campaigns from research phase through the development of materials e.g., web pages, logos, brochures).

Six proposals were received; one was immediately judged to be non-responsive due to missing elements requested in the RFP. Two of the remaining five proposals met the minimum score requirements for the technical review, those two firms were interviewed and their cost proposals were scored.

Mr. Anderson advised the Agency that, in scoring cost proposals, the firm offering the lowest cost must be given the highest number of points for that category and the remaining cost proposals ranked accordingly.

Ms. Bagnall Degos explained that there were two parts to the cost proposal: the commission scores and hourly rate scores. Worldways Social Marketing (Worldways) offered lower commission scores; however, because there were many different hourly rate categories, Worldways was lower in some categories and Policy Studies, Inc. (PSI) was lower in others. Worldways' proposal was not as thorough as that submitted by PSI.

Mr. Anderson expressed concern, and a lengthy discussion followed, regarding the cost proposal submitted by Policy Studies, Inc. as it relates to fringe benefits and their hourly billing rate breakdown. Mr. Anderson recommended that the Department of Health negotiate the fee structure with Policy Studies, Inc. prior to the next meeting, and Mr. Bedrick added that the negotiations should include a breakdown, with emphasis on fringe benefits and overhead.

Recommendation: Upon a motion made by Mr. Bedrick, seconded by Mr. Anderson and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) recommends tabling this item until the May 11, 2005 meeting of the A/E/CS/SC pending clarification of the fee structure submitted by Policy Studies, Inc. It was requested that a representative from Policy Studies, Inc. be present at the meeting. (9:39 a.m.)

2. Department of Human Services (DHS): (9:42 a.m.)

A. RFP #B04606 – Admission Screening/Utilization Review

Voting Members: W.Anderson, G. Bedrick, E. Mauro

**Estimated Cost: \$981,831 (3 yr. contract with option to renew 2 add. yrs.)**

E. Mauro, Chief, Family Health Systems, Center for Adult Health, oversees the current contract for utilization review and admission screening being performed by Qualidigm. Qualidigm was the only respondent to the RFP, although three firms attended the bidder’s conference. The Technical Review Subcommittee met and reviewed the preliminary Qualidigm response, reviewed and scored the proposal individually, and then met as a group to determine aggregate scoring and discuss their concerns and findings. The subcommittee was pleased with the proposal submitted by Qualidigm; it was well written, very responsive, quite detailed, and met the criteria requested. Qualidigm demonstrated their ability to produce in a cost effective manner. The cost proposal is less for most of the cost per reviews than the previous contract.

Mr. Bedrick asked the opinion of the Agency as to why the cost proposal was less. Ms. Mauro answered that Qualidigm wished to retain the contract, and they realized that the volume had increased for general admissions on Base Engagement, so they could charge less per review and still maintain the same dollar amount. They did increase the per review contract price for psychiatric because of a high volume of similar work on the previous contract that Qualidigm absorbed.

Mr. Bedrick asked a question with regard to a statement about impact on length of stay, under **Special Engagement**. “Going forward, the goal would be to identify opportunities to incorporate these changes in the review process and impact length of stays in the NICU.”

Ms. Mauro answered that she has never seen a denial of admission to the NICU. The practices governing admission have always been appropriate by the standards of the neonatologists at the hospitals. The above statement refers to identifying opportunities to decrease the length of stay. By including more intensive reviews toward the end of stay, it is possible to facilitate discharge planning to avoid delays in discharge and transitioning to a higher level of care in the NICU.

Mr. Bedrick asked Ms. Mauro for her opinion as to why there was only one respondent to this RFP. Ms. Mauro answered that it is difficult to perform utilization reviews for Medicaid because Medicaid programs are high utilizers. Fewer and fewer utilization review entities are licensed in Rhode Island, and this is a small contract compared to other states.

Mr. Anderson asked a question regarding **Reporting Requirements**, and the statement that “Qualidigm will be required to be proactive in this new contract period...” Ms. Mauro answered that Qualidigm reports the incidence and prevalence of disease conditions in admissions. For example, their report includes the top ten diagnoses for hospital admissions of the Medicaid population. The Agency will require that Qualidigm identify opportunities to impact that population.

Recommendation: Upon a motion made by Mr. Bedrick, seconded by Mr. Anderson and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Human Services, as approved by the Acting Director, and sends forward to the Director of Administration for her consideration the single name of Qualidigm, the only respondent to the RFP. (9:54 a.m.)

- B. LOI #B04633 – Architectural Consulting Services – Clients of Office of Rehabilitation Services (9:58 a.m.)  
Voting Members: W.Anderson, G. Bedrick, S. Brunero  
**Estimated Cost: \$25,000/yr. (3 yr. contract with option to renew 2 add. yrs.)**

S. Brunero and R. Racine presented this item. S. Brunero, Deputy Administrator at the Office of Rehabilitation Services, Department of Human Services, noted that this agency services individuals in Rhode Island with significant disabilities to assist them to become independent and to gain employment. Some of the services the Agency provides include housing and vehicle modifications. For example, housing modifications include widening doorways, lifting up tables, and bathroom and kitchen modifications. Vehicle modifications include installing ramps on vans.

The previous architectural contract for consultative services has expired. The purpose of this LOI is to secure those services and enter into a multi-year contract. The Agency is recommending Castellucci, Galli Corporation because the Technical Review Subcommittee felt this firm had the most experience and would do the best job for the clients of the Office of Rehabilitation Services.

Recommendation: Upon a motion made by Mr. Bedrick, seconded by Mr. Anderson and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Human Services, Office of Rehabilitation Services' Technical Review Subcommittee, as approved by the Acting Director, and sends forward to the Director of Administration for her consideration the single name of Castellucci, Galli Corporation, the most responsive and responsible of the three firms that responded to the LOI. (10:02 a.m.)

Upon a motion made by Mr. Bedrick, seconded by Mr. Anderson and unanimously carried, the meeting was adjourned at 10:04 a.m.

Gail M. Walsh  
Recording Secretary

Supporting documentation is on file at the Division of Purchases.