

Fourth Amendment to the Iowa Department of Human Services  
**Actuarial Services for Iowa Medicaid**

This amendment to RFP MED-19-001 is effective as of May 17, 2018. The RFP is amended as follows:

***Section 1: Background.***

Historically, the Department has utilized a subcontractor made available to the Department through the existing actuarial contractor's contract, and this outside consultant provided the Department policy guidance in relation to major policy directives such as the move to broad-based managed care in the Iowa Medicaid program. The RFP as amended through Amendment 3 included a line item in the Cost Proposal entitled "Outside Consultant," intending to continue the ability to acquire such outside consultant services through the actuarial contract. In response to the RFP, one bidder did not include an Outside Consultant line item because the bidder did not intend to use outside consultants.

The Department fears that having some bidders including outside consultant hourly rates and at least one not listing such rates could potentially impact cost scores unfairly. Therefore, the Department has elected to amend the RFP pursuant to the authority retained pursuant to Section 2.9 of the RFP and to have bidders resubmit cost proposals in accordance with the Amended Section 3.3 and Attachment F-1.

***Section 2: Amendments to the RFP.***

*Revision 1:* Section 3.3 of the RFP is amended to read as follows:

Section 3.3 Cost Proposal.

**Content and Format.**

The bidder shall provide the following information in the Cost Proposal:

**Off-site Hourly Rates**

Corporate Level Advisory Role  
 Project Manager (FSA/ASA and MAAA)  
 Senior Level Actuarial Position (FSA or ASA)  
 Senior Consultant (Direct employee of company)  
 Junior Level Actuarial Position  
 Entry Level Actuarial Position

**On-site Lump-sum Amounts**

One Day  
 Two Days  
 Three Days  
 Four Days  
 Five Days

On-site lump sum amounts are inclusive of work hours, any travel, and per diem. No other payment will be made for an on-site visit. Days are indicative of meeting days, (i.e. if there are meetings on both Monday and Tuesday it is a two day visit).

*Revision 2:* Section 3.2.3 and Attachment C of the RFP are hereby clarified by the Department. If any bidder interpreted the obligation to submit a separate Attachment C for any proposed Outside Consultant, such an attachment is no longer appropriate because the Department has removed the Outside Consultant obligation from the RFP. As such, if any bidder did fill out an Attachment C for any proposed Outside Consultant, the bidder is instructed to provide notice to the issuing officer so that this information can be passed along to the evaluation committee. The obligation remains to submit an Attachment C for each subcontractor that is not an “Outside Consultant.”

*Revision 3:* The Procurement Timetable listed in the RFP is amended to read as follows:

<b>Event</b>	<b>Date</b>
Agency Issues RFP Notice to Targeted Small Business Website (48 hours):	February 27, 2018
Agency Issues RFP to Bid Opportunities Website	March 1, 2018
Bidder Letter of Intent to Bid Due By	March 8, 2018 3:00 p.m.
Bidder Written Questions Due By	March 8, 2018 3:00 p.m.
Agency Responses to Questions Issued By	March 29, 2018
Bidder Proposals and any Amendments to Proposals Due By	April 30, 2018 3:00 p.m.
<b>Bidder Amendments made necessary by the Fourth Amendment to the RFP</b>	<b>May 24, 2018 3:00 p.m.</b>
Agency Announces Apparent Successful Bidder/Notice of Intent to Award	<b>June 8, 2018</b>
Contract Negotiations and Execution of the Contract Completed	June 29, 2018
Anticipated Start Date for the Provision of Services	August 1, 2018

*Revision 4:* Attachment F-1 of the RFP, the Cost Proposal Form, is amended to read as follows:

**Attachment F-1 Cost Proposal Worksheet**

<b>Off-site Hourly Rate (Hours incurred while not at DHS facilities) (Note: DHS does not pay for travel time)</b>	<b>Estimated Quantity *</b>	<b>Hourly Rate SFY 19</b>	<b>Hourly Rate SFY 20</b>	<b>Hourly Rate SFY 21</b>	<b>Hourly Rate SFY 22</b>	<b>Hourly Rate SFY 23</b>	<b>Hourly Rate SFY24</b>	<b>Total for All Fiscal Years</b>
Corporate Level Advisory Role	250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Manager (FSA/ASA and MAAA)	2000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Senior Level Actuarial Position (FSA or ASA)	500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Senior Consultant	750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Junior Level Actuarial Position	1000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Entry Level Actuarial Position	500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>On-site Lump-sum Per Person (days spent at DHS facilities having meetings - Inclusive of all travel costs, including but not limited to airfare, care rentals, hotel charges and meals.)</b>		<b>On-site Visit SFY 19</b>	<b>On-site Visit SFY 20</b>	<b>On-site Visit SFY 21</b>	<b>On-site Visit SFY 22</b>	<b>On-site Visit SFY 23</b>	<b>On-site Visit SFY 24</b>	
One Work Day	7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Two Work Days	5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Three Work Days	12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Four Work Days	10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Five Work Days	15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Total**</b>								\$ -

**NOTE: This form may not be marked as confidential or proprietary.**

**Pricing information cannot be shielded from the public or other bidders under Iowa law.**

\* These units are for comparison purposes only. They are not indicative of an estimate of hours for the contract.

\*\* This total will be used to compare bidders' bid as indicated in the RFP Section 4.3