

Capitation Bid Template/Tool Overview

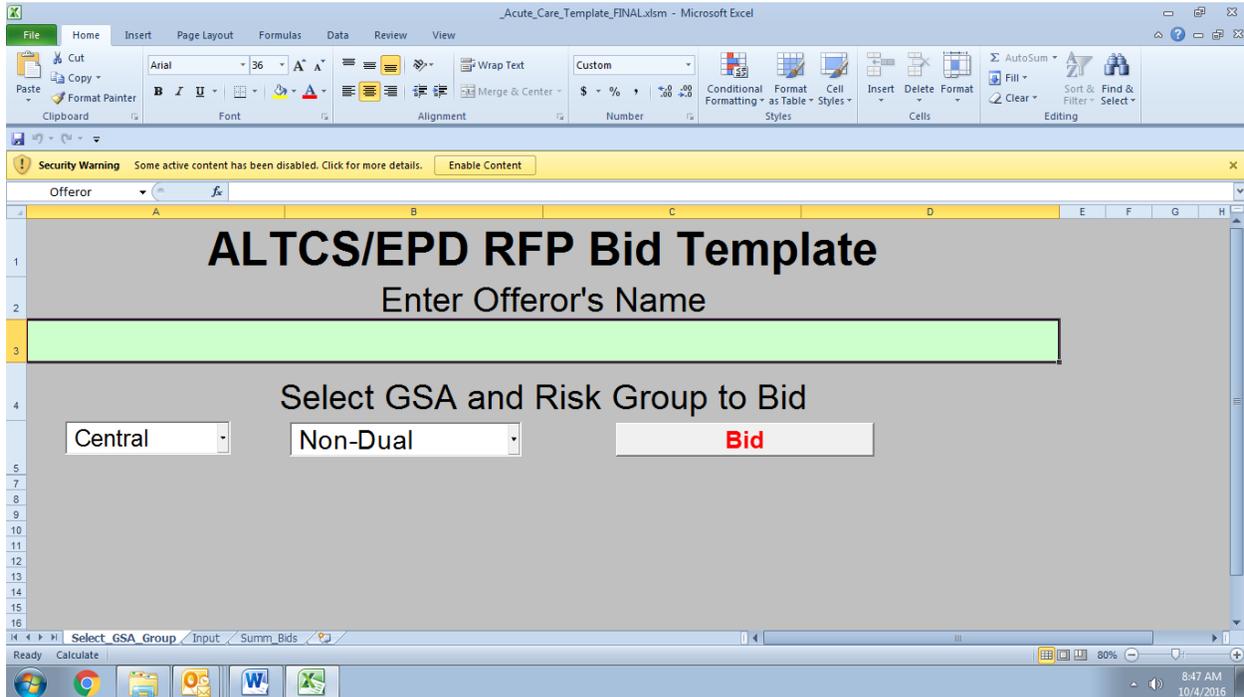
AHCCCS has developed automated capitation bid tool for the Elderly and Physically Disabled (EPD) Program.

The instructions contained in this Overview are critical to ensure appropriate use of the tool. Technical assistance from the AHCCCS Information Services Division (ISD) is available; instructions on accessing this assistance are provided later in this document. **AHCCCS urges early testing and review of the tool** so that questions which are not deemed technical in nature by ISD staff can be returned to Offerors to submit using the pre-defined process for RFP questions.

The tool was created using Microsoft Excel 2010. AHCCCS strongly recommends that Offerors use this same software and version so as to avoid any version control issues. AHCCCS is not responsible for any errors that may occur due to version control issues, changes an Offeror might make to the tool, or any other technical issues that might impact the Offeror's bid. The hard copy submission prevails for scoring purposes so please review the accuracy of the hard copy submission in advance of the Proposal due date.

When using these tool, please ensure that macros are enabled so that the buttons and data validation will work properly.

The tool file automatically opens to the Select GSA Group tab. A message box will appear that advises the user to ensure that macros are enabled in order to use the tool.

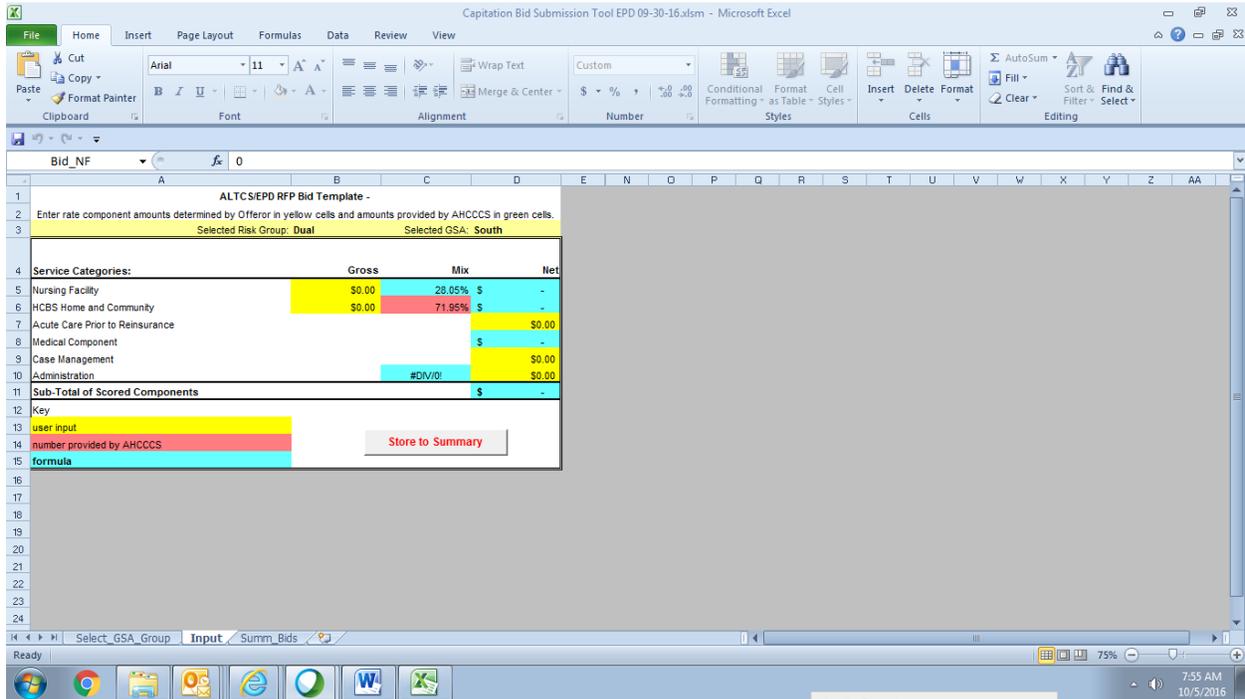


Select GSA Group Tab

After ensuring that macros are enabled, the Offeror will enter its entity name in the green cell, use the dropdowns to select a Geographic Service Area (GSA) and risk group to bid, and click the *Bid* button.

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The *Bid* button will lead the Offeror to the *Input* tab.

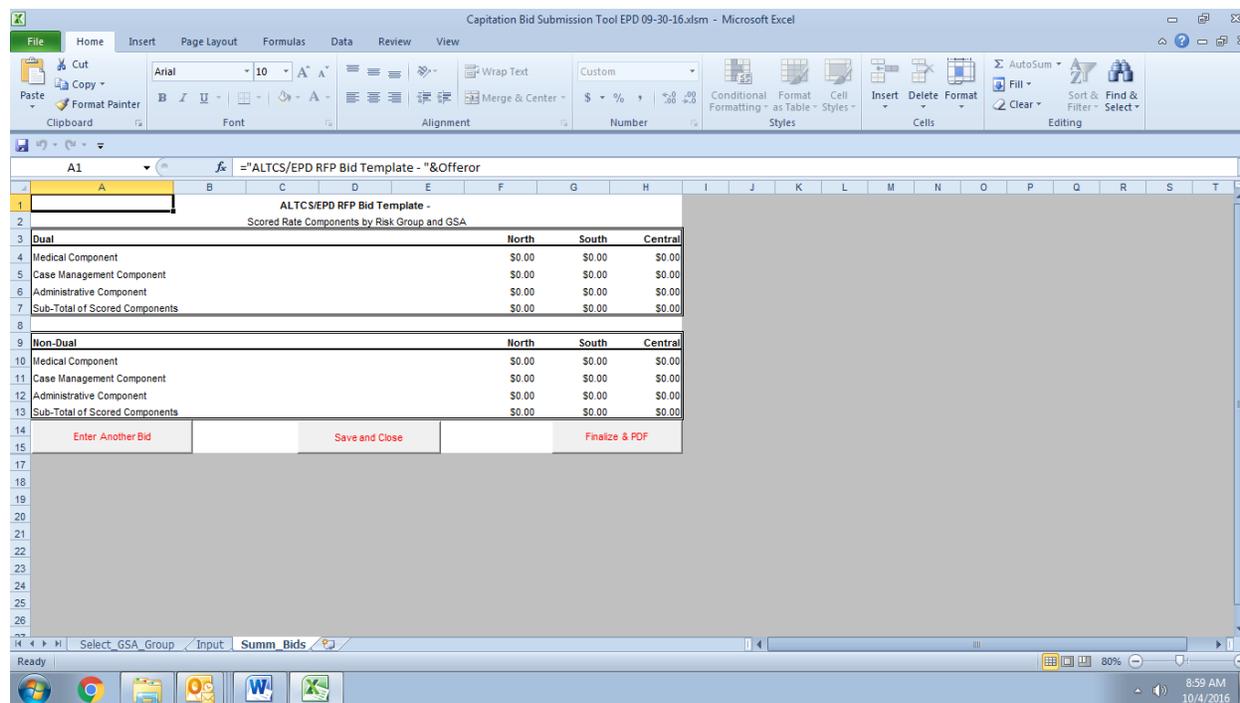


Input Tab

- The Offeror will enter gross NF, HCBS, Acute Care Prior to Reinsurance medical expenses, as well as Case Management and Administration expenses.
- The spreadsheet will sum the medical expenses to calculate the Medical Component PMPM that will be used in scoring the bids.
- The spreadsheet will also calculate the administration percentage.

After populating all the input cells, the Offeror will click the *Store to Summary* button to advance to the *Summ Bids* tab. It is feasible to fill the input cells with formulas that link to another file.

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Summ_Bids Tab

The Medical Component, Case Management Component and Administrative Component values will be automatically stored in the display tables on this tab. AHCCCS requires that each Offeror enter a bid (medical, case management and administrative PMPMs) for each risk group (dual and non-dual) in each GSA that the Offeror wishes to provide service. The Offeror need not enter any values on this tab; it is only necessary to click the button appropriate for the next desired action:

- *Enter Another Bid* – returns to the Select_GSA_Group tab to choose a different GSA and/or risk group;
- *Save and Close* – allows the user to save work done to that point and close out of the file without producing additional output. A Windows Explorer dialog box will appear to allow the user to choose the Windows Explorer location where the tool file should be saved. The tool file will be automatically renamed as “{name}_EPD_Bid_Tool_WORKING.xlsm” where {name} is the Offeror’s name as entered on the Select_GSA_Group tab. If the user input cells have been filled using formulas that link to another file, a warning box will appear to notify the user that the values in those cells will be hardcoded and links to other files broken.
- *Finalize & PDF* – performs validation on the tables to ensure that each GSA bid is complete. The Offeror must bid every risk group for each GSA that the Offeror wishes to serve. If any GSA is partially complete, then the *Save and Close* button can be used to exit the file. A Windows Explorer dialog box will appear to allow the user to choose the Windows Explorer location where the tool file should be saved. The tool file will be automatically renamed as “{name}_EPD_Bid_Tool_FINAL.xlsm” where {name} is the Offeror’s name as entered on the Select_GSA_Group tab. Although it is possible to revise the name of the file in the dialog box for saving, please do not do so, as scoring will be facilitated by maintaining a consistent naming convention among all Offerors’ bids. Then, the Summ_Bids tab will be published to a PDF file for printing. The PDF will be named as “{name}_EPD_Bid_FINAL.pdf” in the same manner as the tool file. Both files will be saved in the Windows Explorer location selected by the user. The PDF should open for printing, but in the event that it does not open, the PDF will still be created and saved in the same location as the FINAL version of the tool file.

Upon completion of bids for all risk groups in each GSA that the Offeror wishes to serve, the Offeror will use the *Finalize & PDF* button to create a PDF hard copy of the Summ Bids tab for submission, and shall submit the renamed Excel tool file and PDF file via the Secured File Transfer Protocol (SFTP) server in the Offerors specific folder in the subfolder named **CapitationandProposalSubmission**. In the case of differences between the hard copies and the electronic tool submissions (relevant to the Summ Bids tab), the hard copies will prevail and will be the official bids that are scored.

Other notes on use of the tool file:

- If the Offeror chooses a different naming convention for working copies of the tool, please note that the tool file will keep the original naming convention as described above, each time you save the tool.
- It is possible, though not advisable, to change cell formatting (color, text style, etc.) on the cells available for data entry. This will not affect the functionality of the file.

Technical Assistance

For technical support on the EPD Capitation Bid Template/Tool ONLY, please contact AHCCCS' technical support help desk at isdcustomersupport@azahcccs.gov. Please include "Capitation Bid Template/Tool Question" in the subject line; this will ensure that requests are handled promptly.

Technical support will not be available to assist with any RFP-related questions. Any questions related to this Request for Proposal Solicitation must be directed to the Procurement Officer listed in RFP Section A, Solicitation Page and as delineated in Paragraph 6, Amendments to RFP. Offerors shall not contact or ask questions of AHCCCS staff related to the RFP unless authorized by the Contracting Procurement Officer. As specified in Section H Instructions to Offerors, Paragraph 1, Prospective Offerors' Inquiries.