

REQUEST FOR QUOTE

COST REPORT REVIEWS AND TRAINING FOR CERTIFIED COMMUNITY BEHAVIORAL HEALTH CLINICS

I. INTRODUCTION

A. Description of Service Goals:

The STATE seeks to engage a consultant to assist with the cost report requirements of the statewide and clinic-level Certified Community Behavioral Health Clinics (CCBHCs). The consultant shall review the State's cost report and provide training to Hawaii State CCBHCs on preparing the CCBHC cost report for the Certified Clinic Prospective Payment System (CC PPS) rate methodology—CC PPS-4. The cost report will be used to determine the clinic-specific PPS rate and to annually report demonstration costs.

States must use a cost report that adheres to the cost principles and documentation requirements to properly account for costs and visits associated with allowable CCBHC services. The cost report is critical in calculating the clinic-specific PPS rate paid to participating providers. The Centers for Medicare & Medicaid Services (CMS) expects states to use a uniform cost report Demonstration-wide to report costs. When reporting costs, the CCBHC must adhere to the 45 Code of Federal Regulations (CFR) §75 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for the U.S. Department of Health and Human Services (HHS) Awards and 2 CFR §200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The CCBHC records must be detailed, orderly, complete, and available for review or audit. It is important that supporting documentation is maintained for all costs reported; the cost report package and source documentation (e.g., invoices, patient records, canceled checks) must adhere to both federal and state record retention requirements.

B. Minimum Requirements:

- 1) The Consultant shall have been in business providing similar services for a minimum of three years. The Consultant shall submit qualifications of the Consultant's organization including background, experience, and accomplishments that demonstrate a depth of knowledge in cost reporting for the CCBHCs.
- 2) The Consultant shall have staff who have experience in performing the work required and submit resumes of staff who will engage in these services.
- 3) The Consultant shall have prior experience working with other States in implementing a Statewide CCBHC Program and CCBHCs. The Consultant shall provide no fewer than three references of previous Statewide CCBHC Program and CCBHC clients for which a similar scope of work was performed. The STATE reserves the right to contact references for service

verification.

- 4) The Consultant shall provide proof of a State of Hawaii Certificate of Vendor Compliance from Hawaii Compliance Express (HCE) - or - provide individual copies of clearances with the following: Internal Revenue Service (IRS) – Tax Compliance Report (TCR); Department of Labor & Industrial Relations (DLIR) – Form LIR27; Department of Commerce and Consumer Affairs (DCCA) – Form COGS; and the Department of Taxation (DOTAX) – Form A-6.

II. SCOPE OF SERVICES

A. Service Specifications:

The Consultant shall provide the following deliverables:

- 1) Provide consultation for the state team on state responsibilities for cost report review. **(Complete by February 27, 2026)**
- 2) Develop a training tool for the prospective CCBHCs on completing the CCBHC cost report for the Certified Clinic Prospective Payment System (CC PPS) rate methodology—CC PPS-4. **(Complete by February 27, 2026)**
- 3) Provide a training session(s) for the prospective CCBHCs on completing the CCBHC cost report for the Certified Clinic Prospective Payment System (CC PPS) rate methodology—CC PPS-4, accompanied by recordings of trainings if conducted virtually, and documented training materials. **(Complete by February 27, 2026)**
- 4) Review two cost reports of the two identified clinics for completeness and accuracy. **(Complete by March 31, 2026)**
- 5) Provide Technical Assistance (TA) for one month following the initial cost report review. **(Complete by June 30, 2026)**

B. Period of Performance:

The anticipated period of performance is **February 2, 2026 – June 30, 2026**.

III. ADMINISTRATIVE OVERVIEW

A. Bidders may submit questions to this RFQ solicitation in the Q&A section in HiePRO. Written questions must be received by the date and time specified in HiePRO. The purchasing agency will respond to written questions to the RFQ at the date and time specified in HiePRO.

B. Bidders shall designate those portions of their bid that contain trade secrets or other proprietary data that are to remain confidential, subject to section 3-122-30(c) and (d). The material designated as confidential shall be readily separable from the bid in order to facilitate public inspection of the nonconfidential portion of the bid. Note that price is not considered confidential and will not be withheld.

- C. This RFQ is issued under the provisions of the Hawaii Revised Statutes (“HRS”) Chapter 103D and its administrative rules, Hawaii Administrative Rules (“HAR”) Chapters 3-120 to 3-132. All prospective Bidders are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a bid by any prospective Bidder shall constitute admission of such knowledge on the part of such prospective Bidder.
- D. The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and in accordance with §103D-309, HRS, and subject to the availability of Federal and/or State funds.
- E. A Notice of Award of the Contract shall be made to the lowest responsive, responsible Bidder or Bidders.
- F. The Notice of Award shall be made available in HiePRO. Failure by the chosen Bidder to inform the Contact Person of an intent to accept the award within five days of the Notice of Award will be deemed a rejection of the award. The chosen Bidder shall accept award by emailing the Contact Person listed in this RFQ and paying the HiePRO fee.
- G. Pursuant to HAR §3-122-97, a bid shall be rejected for reasons including but not limited to:
 - 1) The Bidder is non-responsive as determined in HAR 3-122 subchapter 13; or
 - 2) The bid is not responsive, that is, it does not conform in all material respects to the solicitation by reason of its failure to meet the requirements of the specifications or permissible alternates or other acceptability criteria set forth in the solicitation, pursuant to section 3-122-33.
- H. The Contractor shall be subject to a one-time mandatory HiePRO fee of .75% (0.0075) of the award amount or \$5,000.00, whichever is less. HiePRO is administered by Tyler Technologies, Inc. Tyler Technologies, Inc. shall invoice the Contractor directly for payment of the HiePRO fee. Payment must be made within thirty (30) days from receipt of invoice.

IV. SPECIAL PROVISIONS

- A. Term of Contract. The CONTRACTOR shall enter into a fixed price Contract for the provision of deliverables as specified in the scope of services
- B. Contract Execution. The successful Bidder shall enter into a formal written contract with the STATE. In submitting a bid, the Bidder or Bidders will be deemed to have agreed to each provision set forth in Attachment No. 1, Attachment No. 2, General Conditions, Special Conditions, and any other terms as may be agreed to by the STATE and

CONTRACTOR. The STATE shall have no obligation to accept terms and conditions that vary from those set forth in the aforementioned attachments.

Upon selection and award of the contract, the STATE may send the formal contract to the successful Bidder via an electronic signature process. The STATE reserves the right to cancel any contract and request new bids or negotiate with remaining Bidders if the STATE is not satisfied with the awarded Contractor's performance.

No work is to be undertaken by the Bidder awarded a contract prior to the contract commencement date, unless the CONTRACTOR receives a formal Notice to Proceed from the STATE. The State of Hawaii is not liable for any costs incurred prior to the official starting date of the contract.

No contract shall be considered binding upon the STATE until the contract has been fully and properly executed by all parties thereto.

- C. Ownership, Confidentiality, and Data Security. The CONTRACTOR(s) shall ensure that personnel engaged pursuant to a Contract shall adhere to all State laws, policies, procedures, and guidelines relating to confidential information, including personal identifiable information and health information and take reasonable precautions to prevent the unauthorized disclosure of any and all individual identifiable health information required to be obtained, used, and maintained by the STATE under a Contract, in accordance with Article I, Section 6, Right to Privacy, of the Hawaii State Constitution, and sections 325-4 and 321-29(g), Hawaii Revised Statutes.
- D. Responsibility of Contractors. In order to comply with Section 6, Act 52, HSL 2003, which amended section 103D-310, HRS, the CONTRACTOR shall provide as proof of compliance with the requirements of section 103D-310 (c), HRS, the following documents:
- 1) A tax clearance certificate from the State Department of Taxation and the Internal Revenue Service, subject to section 103D-328, HRS, current within six (6) months of the issuance date;
 - 2) A certificate of compliance for chapters 383, 386, 392, and 393, HRS, from the State Department of Labor and Industrial Relations, current within six (6) months from the issuance date; and
 - 3) A certificate of good standing from the Business Registration Division of the State Department of Commerce and Consumer Affairs, current within six (6) months from the issuance date.
 - 4) Section 103D-310(c) of the HRS was amended by Act 190, HSL 2011, by adding language that if a vendor is participating in Hawaii Compliance Express ("HCE"), State and County procurement personnel are required to verify compliance via HCE. All other vendors are encouraged to subscribe to HCE, but if paper certificates are submitted, the State Procurement Office highly recommends that, State and County personnel contact the issuing agency to verify its validity as there have been fraudulent paper certificates submitted in the past.

E. Compensation and Payment

- 1) Payments shall be made to the CONTRACTOR within thirty (30) days upon receipt of monthly submission by the CONTRACTOR of invoices for the deliverables provided in accordance with the scope of services and in accordance with the schedule of deliverables. The STATE shall withhold not more than five percent (5%) of the total contract amount until final settlement of the contract.
- 2) Deliverable prices shall include all labor, required supplies, applicable taxes, travel, and any other costs necessary to perform the services required under the contract.
- 3) Final settlement of the contract shall include submission and acceptance of all reports and other materials to be submitted by the CONTRACTOR to the STATE, resolution of all discrepancies in the performance of services, and completion of all other outstanding matters under the contract.
- 4) The final invoice shall be submitted within forty-five (45) days after the termination date of the contract. No payment shall be made if invoices are not received by the STATE within forty-five (45) days after the termination date of the contract.
- 5) Campaign Contributions by State and County Contractors. Contractors are hereby notified of the applicability of Section 11-355, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body.

F. Insurance. The CONTRACTOR shall obtain, maintain, and keep in force throughout the period of the Contract the following types of insurance:

- 1) General liability insurance issued by an insurance company in the amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) for bodily injury and property damage liability arising out of each occurrence and TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) aggregate.
- 2) Automobile insurance issued by an insurance company in an amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) per occurrence.
- 3) Professional liability insurance issued by an insurance company in the amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) for liability arising out of each occurrence and TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) aggregate.

The insurance shall be obtained from a company authorized by law to issue such insurance in the State of Hawaii (or meet Section 431: 8-301, Hawaii Revised Statutes, if

utilizing an insurance company not licensed by the State of Hawaii).

For general liability, automobile liability, and professional liability insurance, the insurance coverage shall be primary and shall cover the insured for all work to be performed under the Contract, including changes, and all work performed incidental thereto or directly or indirectly connected therewith. The CONTRACTOR shall maintain in effect this liability insurance until the STATE has certified that the CONTRACTOR's work under the Contract has been completed satisfactorily.

Prior to or upon execution of this Contract, the CONTRACTOR shall obtain a certificate of insurance verifying the existence of the necessary insurance coverage in the amounts stated above.

Each insurance policy required by the Contract shall contain the following clause:

- 1) It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy.
- 2) The State of Hawaii and its officers and employees are additional insured with respect to operations performed for the State of Hawaii.

Procurement of all insurance shall not be construed to limit the CONTRACTOR's liability or to fulfill the indemnification provision and requirement of the Contract. Notwithstanding said policy or policies of insurance, the CONTRACTOR shall be liable for the full and total amount of any damage, injury, or loss caused by the CONTRACTOR or the CONTRACTOR's employees, officers, agents, or its subcontractors in connection with this Contract.

Automobile liability shall include excess coverage for the CONTRACTOR's employees who use their own vehicles in the course of employment.

The certificate of insurance shall indicate these provisions are included in the policy.

The CONTRACTOR shall immediately provide written notice to the contracting department or agency should any of the insurance policies evidenced on its certificate of insurance forms be cancelled, limited in scope, or not renewed upon expiration. If the scheduled expiration date of the insurance policy is earlier than the expiration date of the time of performance under the Contract, the CONTRACTOR, upon renewal of the policy, shall promptly cause to be provided to the STATE an updated certificate of insurance.

All applicable policies shall provide a waiver of subrogation in favor of the STATE.

V. BID INSTRUCTIONS

- A. To be considered responsive, a Bidder's bid must be for all items specified in this solicitation (and subsequent addenda, if any). Any bid offering any other set of terms and conditions contradictory to those included herein (or in any subsequent addenda) may be rejected without further consideration.
- B. Any bid that contains any erasures or alterations not properly initialed or contains other irregularities may be rejected, if not in the best interest of the STATE. Any offer that constitutes a conditional bid or a counter proposal will be rejected.
- C. The bid price shall include all applicable taxes and fees required to perform the services requested herein.

Work to be performed under this solicitation is a business activity taxable under Chapter 237, HRS, and Bidders are advised that they are liable for the General Excise Tax, ("GET") and all other applicable taxes. If, however, the Bidder is a person exempt by the HRS from paying the GET and therefore not liable for the taxes on this solicitation, the Bidder shall state its tax-exempt status and cite the HRS chapter or section allowing the exemption.

- D. A Bidder must complete, in its entirety, the "Offer Form," attached hereto as Attachment No. 1 and made a part hereof and identify the name, email address, and telephone number of a person who may be contacted during the selection process.
 - 1) By signing the "Offer Form," the Bidder agrees to comply with the requirements of this solicitation, and all applicable federal and State laws.
 - 2) The "Offer Form" must be signed by a partner or principal (an original signature is required) who has authority to bind the Bidder. A Bidder who submits an unsigned Offer Form will be deemed non-responsive.
- E. A Bidder is required to submit its bid using the Bidder's exact legal name, as registered in the state in which it is incorporated. Failure to do so may delay proper execution of the contract.
- F. A Bidder must complete, in its entirety, the "Price Quotation Form," attached hereto as Attachment No. 2 and made a part hereof. Price Quotation Forms that are not completed correctly will be considered non-responsive.
- G. Bid submittal shall include the following documents, completed in their entirety:
 - 1) Offer Form (Attachment No. 1),
 - 2) Price Quotation Form (Attachment No. 2),
 - 3) Resumes of staff to be assigned to this project,
 - 4) Experience and capability statement showing the Bidder meets the

minimum requirements of this RFQ,

- 5) List of references, and
 - 6) Hawaii Compliance Express certificate OR all required compliance documents.
- H. All materials submitted shall become the property of the State, unless otherwise noted, and shall not be returned.
- I. Bids shall be submitted via HlePRO. Bids must be received by the submittal deadline. Any bids received after that date and time shall be rejected. Faxed or e-mailed bids shall not be accepted or considered for award.
- J. Any and all costs incurred by a Bidder in preparing or submitting a bid shall be the Bidder's sole responsibility and shall not be reimbursed by the State.