



REQUEST FOR PROPOSALS
Universal Health Care Financing System Study
SWIFT Event #2000016529

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1. Welcome + Context for this RFP
2. RFP walk-through
 1. Instructions to Responders
 2. Summary of Scope
 3. Proposal Content
 4. Evaluation Procedure and Criteria
 5. Additional information and reminders
3. Questions

Analysis of a Universal Health Care Finance System

The 2023 Minnesota Legislature passed legislation requiring a cost-benefit analysis of a universal health care financing system

- MDH is required to:
 - Issue an RFI to inform an RFP (**Completed Spring 2024**)
 - Keep legislative authors updated on the progress of the study (**Ongoing**)
 - Contract with one or more entities to conduct an analysis of the benefits and costs of a universal health care finance system (i.e. the Minnesota Health Plan) in comparison to the current health insurance system
- Submit a final report to the legislature by January 15, 2026

How to access the RFP

- **SWIFT- statewide procurement system:**

<https://mn.gov/mmb/accounting/swift/>

- Click “General Information”
- Click “System Access”
- Click “Supplier Portal”
- Select “Bidding Opportunities”
 - Search by Event ID (2000016529) or Business Unit (Health)

- SWIFT Reference Guides:
<https://mn.gov/mmb/accounting/swift/vendor-resources/vendor-reference-guides/>
- SWIFT Supplier Portal demo:
https://www.youtube.com/watch?v=7vOtbEp4qvs&list=PLGxafQSp7hQJQ2p8QsR_R923WGOgBO-W6

CORRECTIONS

Correction 1 (Addendum posted via SWIFT on Dec. 13)

Correction to Attachment C: Cost Detail:

Please use **Attachment C1** issued in the addendum on 12-13-24

ATTACHMENT C1: COST DETAIL

Responders must submit Attachment C1 "Cost Detail" form as their Cost Proposal. The rate(s) identified in the Cost Proposal must include all costs, including but not limited to: travel expenses, mass mailings, fees, commissions, compensation, indirect costs, equipment, supplies, and other charges.

Identify the level of the State's participation in the contract and details of cost allowances for this participation. The State does not make regular payments based solely upon the passage of time; it only pays for services performed or work delivered after it is accomplished.

Submit the Attachment C1: Cost Detail as a separate document(s) from your technical response for all copies of the Proposal. Do not include any cost information in the Technical Proposal part of the response. The Proposal must be open for acceptance until a contract is executed, the Solicitation is cancelled, or 180 days after the due date and time of the Solicitation, whichever comes first.

Responder must complete the chart below for each identified deliverable. Responder should consider the requirements for deliverables indicated under Section 2.8 (accessibility, plain language, etc.) when estimating time and cost of deliverables. The State reserves the right to negotiate additional tasks within the scope of this solicitation with the highest scoring responder.

RFP Scope of Work Reference #	Deliverable	Cost	Expected Completion Date
Microsimulation Modeling			
2.2.3	Draft decision memo outlining recommended assumptions (RFP section 2.2.2.1), recommended study data sources, data gaps, limitations, and rationale for recommendations, to be used for approval by MDH		
	A set of recommended analysis table shells (empty tables with row and column headings) to ensure agreement on key model output dimensions		
	Completed model analysis tables		
	Written synthesis of findings from model analysis		
	Written methodology report that lays out assumptions, data sources, limitations, and sensitivity analyses		
TOTAL			
Ancillary Modeling			

INSTRUCTIONS FOR RESPONDERS

Solicitation Materials

- **All solicitation materials are available via the state's procurement system (SWIFT)**
- Posted materials to date include:
 - Solicitation document (RFP)
 - **Cost detail form (for Attachment C1)**
 - Sample contract
 - Note that exceptions to State's Terms and Conditions must be listed and submitted as Attachment B
 - Any additional addenda will be similarly posted/communicated via SWIFT
- Answers to questions submitted by January 3 and raised in this webinar will be posted on January 10

Instructions

Read the solicitation document (RFP)

- Solicitation and all relevant materials are on SWIFT
- Information also available on MDH website
- **Deadline for submitting questions is January 3**
- Q and A will be posted January 10



Write your response

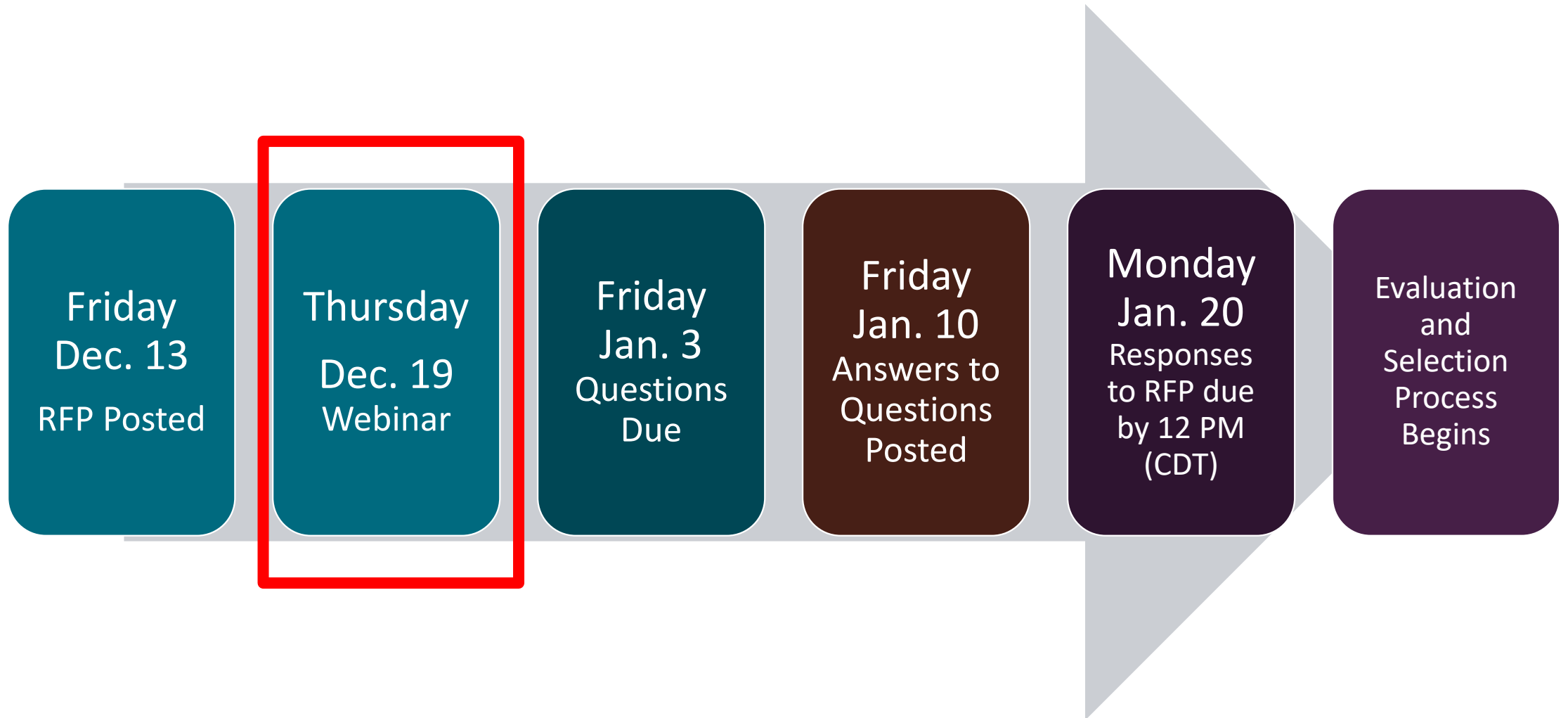
- The Proposal Content is outlined in Section 4 of the RFP (pp. 13-15)
- Include all requested content
- Review, sign, and include the Responder Declarations with your response



Submit your response

- **Proposals MUST be submitted through the SWIFT Supplier Portal**
- Responses must be received no later than January 20, 2025, 12:00 p.m. Central Time
- Late responses **and** responses not received within SWIFT will not be considered

Key Dates



The term of the awarded contract is anticipated to be the date all signatures are obtained or within 45 days from Supplier selection, to June 2026 (with the option to extend up to an additional three years in increments determined by the State)

OVERVIEW AND SUMMARY OF SCOPE

Procurement Overview & Goals

- During the 2023 legislative session, the Minnesota Legislature directed the Minnesota Department of Health (MDH) to contract with an independent entity to conduct a cost-benefit and health care access analysis of a universal health care finance system (i.e., the **Minnesota Health Plan** ([Senate File No. 2740/House File No. 2798](#))) in comparison to the **current health care finance system** (Laws of Minnesota 2023, Chapter 70, Article 16, Section 19).
- MDH is seeking a research or data analytics vendor team to conduct modeling and ancillary data analyses to produce detailed estimates of impacts on individuals, employers, and federal, state, and local government, including on economic, labor market, and fiscal dimensions.
- Responder may subcontract for some of the required tasks and deliverables.

[Laws of Minnesota 2023, chapter 70, article 16, section 19](#)

Data Sources

- Responses must include detailed inventories of Minnesota-specific data that will be used for the various components of the study and identify sources that the responder will independently use or acquire.
- MDH can request data from other state agencies (a fee may be required for custom data sets)
- MDH will provide data or access to the following:
 - [Minnesota All Payer Claims Database \(MN APCD\)](#)
 - [Health Plan Financial and Statistical Report \(HPFSR\)](#)
 - [Minnesota Health Access Survey](#)
 - [Minnesota estimates of health care spending by service and payer, hospital finance and utilization](#)
 - A range of other data sources and projects

For any use of the data, the Responder will be required to fulfill MDH requirements for access to and protection of data, which may include state access and data security training.

State Health Access Data Assistance Center (SHADAC)

Memo on National and State-Models

- An additional resource available to responders is an analysis of national and state-models from the University of Minnesota's [State Health Access Data Assistance Center \(SHADAC\)](#). The analysis can be found on the MDH Analysis of a Universal Health Care Finance System webpage

[UMN-SHADAC Review of Single-Payer Studies \(PDF\)](#)

Additional Activities

Responders are encouraged to propose additional tasks or activities if they will improve the results of the project.

These items should be separated from the required items on the Cost Proposal.

List of Required Tasks/Deliverables (1)

- See pp. 6-11 of RFP for description of required analyses, assumptions, and deliverables for the awarded contract
- Responder may subcontract for some of the required tasks and deliverables. Potential responders must clearly indicate which vendor team or personnel will be responsible for each of the tasks outlined in the proposal.
- **Be sure your proposal, timeline, and cost estimates include all required tasks**

List of Required Tasks/Deliverables (2)

1. Detailed schedule of milestones and deliverables (timeline) with ample time for MDH to provide input and review draft deliverables (2.6)
2. Regular project meetings with MDH staff over course of contract period (2.6)
 - Additional meetings with, or presentations to, MDH partners (max of 4)
3. Required security training for access and use of the MN APCD and other non-public data sources to be used (2.6)
4. Deliverables associated with:
 1. Microsimulation modeling (2.2)
 2. Ancillary modeling (2.3)
 3. Implementation analysis of the Minnesota Health Plan (2.4)
5. Final project report (2.7)
 - See RFP (p. 10) for further details regarding the components of this report
6. PowerPoint slide deck (2.7.2)

PROPOSAL CONTENT

Proposal Content

See pp. 13 – 15 of RFP

1. Project Overview
2. Work Plan
3. Draft Methodology and Analysis Approach
4. Qualifications and experience
5. References
6. Quality Assurance and Quality Control
7. Cost Detail
8. Work Sample
9. Sample Transaction Document (Not Scored)
10. Conflict of Interest Disclosure (Not Scored)

Be sure to include RFP Attachments :

- Attachment A: Responder declarations
- Attachment B: Exceptions to State's Terms and Conditions
- Attachment C1: Cost proposal
- Attachment D: Responder forms
 - Veteran-owned Preference Form
 - Workforce and Equal Pay Declaration Page
 - Equal Pay Certification Form
- Attachment E: Reference form

**Do not include Non-Public/Trade Secret data
(as defined by Minn. Stat. § 13.37)**

Project Overview

- 2-page limit
- Provide a clear and concise summary of your understanding of MDH's needs and intended results
- Include a description of the value that you (your team) bring to the project
- Simply restating language from this solicitation is not an adequate response

- 10-page limit
- Provide a description of the deliverables to be provided
- Describe work plan should identify the major tasks to be accomplished (sections 2.2.3, 2.3.2, 2.4.2, and 2.7)
 - Proposed work plan should be able to be used as a basis for scheduling, project managing, and invoicing
 - Do not include cost detail in the work plan (cost detail goes elsewhere [Attachment C])
- Provide a statement of the objectives, goals, and tasks that demonstrate the responder's view and understanding of the contract
- Address each task and deliverable one-by-one
- Propose additional tasks or activities if they will improve the results of the project (any additional tasks/activities must be separated from the required items on the Cost Proposal)

Draft Methodology and Analysis Approach

- 15-page limit
- Provide a detailed description of how you will accomplish the State's objectives and measure success by identifying research methods, rationale for selecting the particular methods, manage risks, and describe how you will collect, analyze, and interpret data.
- Responders need to clearly demonstrate **how** they will complete the tasks and deliverables within the Minnesota context; conveying that the responder *is capable* of doing the work will **not** be sufficient

Qualifications and Experience

- 3-page limit (plus resumes)
- Provide an outline of responder's relevant background and experience
- Include examples of similar work done by the responder
- Provide a list of personnel who will conduct the project (role on project, training, experience)
- Indicate very clearly and specifically how Mandatory Qualifications are met
- Note how responder meets the Desired Qualifications (if applicable)
 - Include qualifications and experience of any subcontractors that will be involved in the project
- Include resumes for project personnel
 - Do not include personal contact information, such as personal telephone numbers, home addresses, or home email addresses

Mandatory Qualifications

Responders may use an individual project to meet multiple requirements

- Experience developing at least three (3) complex microsimulation projects for a government agency or other entity that considered health insurance coverage, access to care, health system payment structures, and role of public payers.
- Experience leading at least three (3) health care data analytics projects on some or all of the following topics: insurance coverage, access to care, cost of care, including for administrative expenses, health system payment structures and role of public payers and demonstrated the ability to synthesize and/or effectively communicate complex research findings.
- At least three (3) years of experience working with federal or state agencies on complex health care analytics projects.

Desired Qualifications

- Experience in simulating, estimating, and supporting the negotiation of federal Medicaid waiver strategies, expanded access to health insurance, or statewide payment reform.
- Experience in developing robust and defensible estimates of impacts of policy changes for which relatively little data exists.
- Five (5) years of experience working with agencies in state governments across the U.S. on complex health care analytics projects that include microsimulation, health care spending projection, economic analyses, and work force estimation.

NOTE: Examples provided to document qualifications do not count toward the page limit

- Reference forms can be found in Attachment E
- Submit three (3) completed reference forms with response
- Include name and contact information for each reference
- Once responder's response is received, the Solicitation Administrator will send the same form to responder's reference(s) for each reference to fill out and return to MDH

- Information about what to include in Cost Detail can be found in Attachment C1 and in the **Cost Detail Form (available in SWIFT)**
- Cost Proposal must be submitted as a separate document (Attachment C1: Cost Detail) from the technical response
 - **Do not include any cost information in the Technical Proposal part of the response**
- Rate(s) identified in the Cost Proposal must include all costs, including but not limited to:
 - Line item for each major task and deliverable
 - Any other costs (e.g., travel expenses, mass mailings, fees, commissions, compensation, equipment, and other charges)
- The state does not make regular payments based solely upon the passage of time; it only pays for services performed or work delivered after it is accomplished.

Cost Detail Form

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Responder must complete the chart below for each identified deliverable. Responder should consider the requirements for deliverables indicated under Section 2.8 (accessibility, plain language, etc.) when estimating time and cost of deliverables. The State reserves the right to negotiate additional tasks within the scope of this solicitation with the highest scoring responder.

See solicitation posting on SWIFT for a copy of the Cost Detail Form

RFP Scope of Work Reference #	Deliverable	Cost	Expected Completion Date
Microsimulation Modeling			
2.2.3	Draft decision memo outlining recommended assumptions (RFP section 2.2.2.1), recommended study data sources, data gaps, limitations, and rationale for recommendations, to be used for approval by MDH		
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	Completed model analysis tables		
	Written synthesis of findings from model analysis		
	Written methodology report that lays out assumptions, data sources, limitations, and sensitivity analyses		
TOTAL			
Ancillary Modeling			

Sample Transaction Documents

- Sample transaction documents will not be scored as part of the evaluation process
- Prior to award, a potential successful Responder must submit samples of any transaction documents proposed for use under the resulting contract

Conflict of Interest Disclosure

- Conflict of interest disclosure will not be scored as part of the evaluation process
- Responder must disclose any actual or potential conflict of interest.
- This may include past, present, or planned future projects, or contractual relationships with Minnesota domiciled health plans, health insurers, providers organizations, health care entity, or advocacy organization that may create the potential impression that results from this contract may be biased in some way.
- For any actual or potential conflicts of interest, the responder must describe separation policies, firewalls or other strategies the responder plans to put into place to mitigate any potential for bias.

EVALUATION PROCEDURE AND CRITERIA

The state will conduct an evaluation of responses to this Solicitation. The evaluations will be conducted in three phases:

- Phase 1 - Review responses for responsiveness and pass/fail requirements
- Phase 2 - Evaluate responses
- Phase 3 - Select finalist(s)

Phase 1 – Review for Responsiveness and Pass/Fail Requirements

- Purpose: Determine if each response complies with **mandatory requirements**
- The following Mandatory Requirements will be considered on a pass/fail basis:
 - The State (MDH) must receive proposals by the due date and time specified in this RFP
 - All proposals are due by Monday, January 20 at 12 p.m. (Central Standard Time)
 - Respondents should **specifically indicate the experiences** that satisfy the mandatory qualifications listed in the RFP (p. 13)
 - Experience developing at least three (3) complex microsimulation projects to a government agency or other entity that considered health insurance coverage, access to care, health system payment structures, and role of public payers.
 - Experience leading at least three (3) health care data analytics projects on some or all of the following topics: insurance coverage, access to care, cost of care, including for administrative expenses, health system payment structures and role of public payers and demonstrated the ability to synthesize and/or effectively communicate complex research findings.
 - At least three (3) years of experience working with federal or state agencies on complex health care analytics projects.

Phase 2 – Evaluate Responses

- Only responses found to have met Phase 1 criteria will be considered in Phase 2
- Responders conflict of interest disclosure and approach to separation policies will be considered under “Qualifications and Experience.” The State may request further discussion on the Responder’s disclosure during contract negotiation.

- The factors and weighting on which responses will be evaluated are:

Project overview	50 points
Work plan for deliverables	75 points
Draft methodology and analysis approach	300 points
Qualifications and experience	200 points
References	50 points
Quality Assurance & Quality Control	25 points
Cost detail	300 points
TOTAL	1000 points
Preference points (if applicable)	120 points (in addition to the 1,000 available)

- Preference points are described in the RFP under “Solicitation Terms” (See Section 6 Item 13 [p. 15] and Attachment D)

Preference Points

- Targeted group (TG), economically disadvantaged business (ED), veteran-owned (VO) business
 - Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, businesses that are eligible and certified by the State as targeted group (TG) businesses, economically disadvantaged (ED) businesses, and veteran-owned businesses will receive points equal to 12% percent of the total points available as preference
- For TG/ED/VO certification and eligibility information visit [the Office of Equity in Procurement website at https://mn.gov/admin/business/vendor-info/oep/](https://mn.gov/admin/business/vendor-info/oep/) or call the Division's Helpline at 651.296.2600

Phase 3 – Select Finalists

- Only responses that have been evaluated under Phase 2 are eligible for Phase 3
- The State (MDH) will make its selection based on **best value**, as determined by this evaluation process
- It is anticipated that the evaluation and selection will be completed in February 2025

ADDITIONAL INFORMATION

Additional Information and Reminders

- Read the entire RFP (and any addenda) carefully!
 - This presentation did not cover every section or detail in the RFP
- Reminder that all proposals must be submitted via the SWIFT Supplier Portal
 - If you need assistance, please contact the SWIFT Vendor Assistance Helpline at 651-201-8100, Option 1, and then Option 1.
- Information about the Health Economics Program may be accessed online:
www.health.state.mn.us/healthconomics.
- Written answers to questions raised during the webinar and through January 3rd, 2025, will be posted in SWIFT and available online:
www.health.state.mn.us/data/universalhealth.

Any questions outside this webinar associated with the procurement must be sent to the RFP contact:

Kristen Ackert, Planning Director
Minnesota Department of Health- Health Economics Program
Kristen.ackert@state.mn.us

THANK YOU & QUESTIONS