



**CO L O R A D O**

**Department of Health Care  
Policy & Financing**

Opportunity to Apply for Grant Funding

Colorado Choice Transitions (CCT)  
Transition Coordination Services Infrastructure  
Development Grant

Grant Requirements - Modification 1

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## **SECTION 1.0 INTRODUCTION**

### **1.1. GENERAL INFORMATION**

- 1.1.1. The Colorado Department of Health Care Policy and Financing (Department) received approval from the Centers for Medicare and Medicaid Services Colorado Choice Transitions (CCT), a Money Follows the Person initiative (MFP). This is a federal, grant-funded program, #1LICMS330819-01-09, to help transition Health First Colorado (Colorado's Medicaid Program) members from long-term care facilities into home and community-based settings. CCT is also aimed at finding solutions to barriers that prevent community transitions and strengthening the delivery system for home and community-based services. A grant opportunity designed to achieve that goal is the Transition Coordination Services Infrastructure Development Grant. Since MFP is a federal grant that promotes community-based living through services that assist Colorado residents' move from a long-term care facility into community residences, the Department recognizes that the provision of transition coordination services is critical to the success of MFP and an essential component of Colorado's Community Living Plan.
  - 1.1.1.1. The Transition Coordination Services Infrastructure Development Grant provides funding to Transition Coordination Agencies (TCAs) to compensate for transition related expenses not reimbursed by the Community Transition Services (CTS) service rate and to promote infrastructure development.
- 1.1.2. This Opportunity to Apply for Grant Funding establishes the Transition Coordination Services Infrastructure Development Grant. The Department is seeking applications from Transition Coordination Agencies (TCAs).

## **SECTION 2.0 TERMINOLOGY**

### **2.1. ACRONYMS, ABBREVIATIONS AND OTHER TERMINOLOGY**

- 2.1.1. Acronyms, abbreviations and other terminology are defined at their first occurrence in this RFA. The following list is provided to assist the reader in understanding acronyms, abbreviations and terminology used throughout this document.
  - 2.1.1.1. Applicant - Any individual or entity that submits an application, or intends to submit an application, in response to this RFA.
  - 2.1.1.2. Business Day - Any day other than Saturday, Sunday, or a Legal Holiday as listed in §24-11-101(1), C.R.S.
  - 2.1.1.3. CHP+ - The Colorado Child Health Plan *Plus*.
  - 2.1.1.4. Colorado's Community Living Plan – state response to Olmstead Decision requirements.
  - 2.1.1.5. CTS - Community Transition Services
  - 2.1.1.6. CCT - Colorado Choice Transitions
  - 2.1.1.7. Department - The Colorado Department of Health Care Policy and Financing, a department of the government of the State of Colorado.

- 2.1.1.8. Effective Date - The date that the Contract is executed by the Department.
- 2.1.1.9. Grantee - An individual or entity selected as a result of this RFA to complete the Work contained in the Contract.
- 2.1.1.10. HIPAA - The Health Insurance Portability and Accountability Act of 1996.
- 2.1.1.11. Member - Any individual enrolled in the Colorado Medicaid program, as determined by the Department.
- 2.1.1.12. MFP - Money Follows the Person
- 2.1.1.13. Provider - Any health care professional or entity that has been enrolled in the Colorado Medical Assistance Program at the time of the Grantee's trainings.
- 2.1.1.14. Purchase Order - The agreement that is entered into as a result of this RFA.
- 2.1.1.15. RFA - Request for Application
- 2.1.1.16. Subcontractor - Third-parties, if any, engaged by Grantee to aid in performance of its obligations under the Contract.
- 2.1.1.17. TC - Transition Coordinator
- 2.1.1.18. TCA - Transition Coordination Agency
- 2.1.1.19. VSS - Vendor Self Service
- 2.1.1.20. Work - The task and activities the Grantee is required to perform to fulfill its obligations under the Contract, including the performance of any services and delivery of any goods.

## **SECTION 3.0 BACKGROUND INFORMATION**

### **3.1. OVERVIEW**

- 3.1.1. The Department serves as the Medicaid Single State Agency. The Department develops and implements policy and financing for Medicaid and the Children's Health Insurance Program, called Child Health Plan Plus (CHP+) in Colorado, as well as a variety of other publicly funded health care programs for Colorado's low-income individuals, families, children, pregnant women, the elderly and people with disabilities.
- 3.1.2. The Department is a Covered Entity under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). For more information about the Department, visit [www.Colorado.gov/HCPF](http://www.Colorado.gov/HCPF).
- 3.1.3. The Department operates the Colorado Medicaid Program, known as Health First Colorado, in accordance with the Colorado Medical Assistance Act (Section 25.5-4-104, et seq., C.R.S.) and Title XIX of the Social Security Act. Colorado Medicaid is annually funded from appropriations authorized by the Colorado General Assembly and matched by federal funds.

### **3.2. PROJECT BACKGROUND**

- 3.2.1. Money Follows the Person in Colorado is known as Colorado Choice Transitions (CCT). Through the MFP Grant #1LICMS330819-01-09, funds have been made

available to address barriers for transitioning individuals from institutional care to independent living arrangements. One initiative that is being funded is the Transition Coordination Services Infrastructure Development Grant. The Department recognizes that the provision of transition coordination services is critical to the success of MFP. The CTS service rate reimburses for facilitation of transition team meetings, completion of the community needs assessment, risk mitigation planning, coordination with case management agencies, purchasing household set-up items for individuals moving back into the community. The current payment structure does not allow for payment as transition services are rendered. As a result, Colorado has a lack of Transition Coordination Agency (TCA) capacity which has a negative impact on the State's ability to meet Money Follows the Person (MFP) goals and to promote Olmstead compliances.

- 3.2.1.1. The goal of the Transition Coordination Services Infrastructure Development Grant is to expand TCA capacity and allow an increase in transitions. This will be achieved by providing funding to control for the lost costs related to transition expenses that are not reimbursed by the CTS service rate and to promote infrastructure development.
- 3.2.2. The Department is seeking both existing and new TCAs to implement Transition Coordination Services Infrastructure Development Grants in the State of Colorado.
- 3.2.3. The Department anticipates that there may be future opportunities to apply for additional funding under the Transition Coordination Services Infrastructure Development Grant program.
  - 3.2.3.1. In the event that the Department makes additional funding available through a future application opportunity, the Department anticipates that the future opportunity will be in the form of a formal Request for Applications (RFA).
  - 3.2.3.2. In the event that the Department makes additional funding available through a future application opportunity, the Department anticipates that such future opportunities may allow for a higher maximum application amount.
  - 3.2.3.3. In the event that the Department makes additional funding available through a future application opportunity, special consideration will be given to applicants who have successfully completed prior infrastructure development projects and complied with the associated reporting requirements.

### **3.3. ANTICIPATED GRANT AWARD TERM**

- 3.3.1. The operational period of the Contract is anticipated to begin in April 2018, and end on June 30, 2018.

## **SECTION 4.0 STATEMENT OF WORK**

### **4.1. GRANTEE'S GENERAL REQUIREMENTS**

- 4.1.1. The Grantee must meet the following requirements:
  - 4.1.1.1. Must be enrolled as a Medicaid provider approved to provide Colorado Choice Transitions (CCT) Community Transitions Services (CTS).

- 4.1.1.2. TCAs must commit to completing five (5) transitions in the next twelve (12) months.
- 4.1.1.3. TCAs must have all staff complete required TCA training.
- 4.1.2. The Department will contract with the Grantee, and will work solely with that organization with respect to all tasks and deliverables to be completed, services to be rendered and performance standards to be met.
- 4.1.3. The Grantee may be privy to internal policy discussions, contractual issues, price negotiations, confidential medical information, Department financial information, and advance knowledge of legislation. In addition to all other confidentiality requirements of the Contract, the Grantee shall also consider and treat any such information as confidential and shall only disclose it in accordance with the terms of the Contract.
- 4.1.4. The Grantee shall work cooperatively with key Department staff and, if applicable, the staff of other Department Contractors or other State agencies to ensure the completion of the Work. The Department may, in its sole discretion, use other Grantees to perform activities related to the Work that are not contained in the Contract or to perform any of the Department's responsibilities. In the event of a conflict between the Grantee and any other Department Contractor, the Department will resolve the conflict and the Grantee shall abide by the resolution provided by the Department.
- 4.1.5. The Grantee shall maintain complete and detailed records of all meetings, presentations and any other interactions or deliverables related to the project described in the Contract. The Grantee shall make such records available to the Department upon request, throughout the term of the Contract.
- 4.1.6. Deliverables
  - 4.1.6.1. All deliverables shall meet Department-approved format and content requirements. The Department will specify the number of copies and media for each deliverable.
  - 4.1.6.2. Each deliverable will follow the deliverable submission process as follows:
    - 4.1.6.2.1. The Grantee shall submit each deliverable to the Department for review and approval.
    - 4.1.6.2.2. The Department will review the deliverable and may direct the Grantee to make changes to the deliverable. The Grantee shall make all changes within five (5) Business Days following the Department's direction to make the change unless the Department provides a longer period in writing.
      - 4.1.6.2.2.1. Changes the Department may direct include, but are not limited to, modifying portions of the deliverable, requiring new pages or portions of the deliverable, requiring resubmission of the deliverable or requiring inclusion of information that was left out of the deliverable.
      - 4.1.6.2.2.2. The Department may also direct the Grantee to provide clarification or provide a walkthrough of each deliverable to assist the Department in its review. The Grantee shall provide the clarification or walkthrough as directed by the Department.

- 4.1.6.2.3. Once the Department has received an acceptable version of the deliverable, including all changes directed by the Department, the Department will notify the Grantee of its acceptance of the deliverable in writing. A deliverable shall not be deemed accepted prior to the Department's notice to the Grantee of its acceptance of that deliverable.
- 4.1.6.3. The Grantee shall employ an internal quality control process to ensure that all deliverables, documents and calculations are complete, accurate, easy to understand and of high quality. The Grantee shall provide deliverables that, at a minimum, are responsive to the specific requirements for that deliverable, organized into a logical order, contain no spelling or grammatical errors, are formatted uniformly and contain accurate information and correct calculations. The Grantee shall retain all draft and marked-up documents and checklists utilized in reviewing deliverables for reference as directed by the Department.
- 4.1.6.4. In the event that any due date for a deliverable falls on a day that is not a Business Day, then the due date shall be automatically extended to the next Business Day, unless otherwise directed by the Department.
- 4.1.6.5. All due dates or timelines that reference a period of days, months or quarters shall be measured in calendar days, months and quarters unless specifically stated as being measured in Business Days or otherwise. All times stated in the Contract shall be considered to be in Mountain Time, adjusted for Daylight Saving Time as appropriate, unless specifically stated otherwise.
- 4.1.6.6. No deliverable, report, data, procedure or system created by the Grantee for the Department that is necessary to fulfilling the Grantee's responsibilities under the Contract, as determined by the Department, shall be considered proprietary.
- 4.1.6.7. If any deliverable contains ongoing responsibilities or requirements for the Grantee, such as deliverables that are plans, policies or procedures, then the Grantee shall comply with all requirements of the most recently approved version of that deliverable. The Grantee shall not implement any version of any such deliverable prior to receipt of the Department's written approval of that version of that deliverable. Once a version of any deliverable described in this subsection is approved by the Department, all requirements, milestones and other deliverables contained within that deliverable shall be considered to be requirements, milestones and deliverables of this Contract.
- 4.1.6.7.1. Any deliverable described as an update of another deliverable shall be considered a version of the original deliverable for the purposes of this subsection.

#### 4.1.7. Stated Deliverables and Performance Standards

- 4.1.7.1. Any section within this Statement of Work headed with or including the term "DELIVERABLE" or "PERFORMANCE STANDARD" is intended to highlight a deliverable or performance standard contained in this Statement of Work and provide a clear due date for deliverables. The sections with these headings are not intended to expand or limit the requirements or responsibilities related to any deliverable or performance standard.

#### 4.1.8. Communication Requirements

##### 4.1.8.1. Communication with the Department

- 4.1.8.1.1. The Grantee shall enable all Grantee staff to exchange documents and electronic files with the Department staff in formats compatible with the Department's systems. The Department currently uses Microsoft Office 2016 and/or Microsoft Office 365 for PC. If the Grantee uses a compatible program that is not the system used by the Department, then the Grantee shall ensure that all documents or files delivered to the Department are completely transferrable and reviewable, without error, on the Department's systems.

## **4.2. GRANTEE PERSONNEL**

### 4.2.1. Personnel General Requirements

- 4.2.1.1. The Grantee shall provide qualified Key Personnel and Other Personnel as necessary to perform the Work throughout the term of the Contract.
  - 4.2.1.1.1. The Grantee shall provide the Department with a final list of individuals assigned to the Contract.
    - 4.2.1.1.1.1. DELIVERABLE: Final list of names of the individuals assigned to the Contract
    - 4.2.1.1.1.2. DUE: Within five (5) Business Days following the Effective Date
  - 4.2.1.1.2. The Grantee shall update this list upon the Department's request to account for changes in the individuals assigned to the Contract.
    - 4.2.1.1.2.1. DELIVERABLE: Updated list of names of the individuals assigned to the Contract
    - 4.2.1.1.2.2. DUE: Within five (5) Business Days following the Department's request for an update
- 4.2.1.2. The Grantee shall obtain written approval from the Department for individuals proposed for assignment to Key Personnel positions prior to those individuals beginning the performance of any Work under the Contract.
- 4.2.1.3. The Grantee shall not voluntarily change individuals in Key Personnel positions without the prior written approval of the Department. The Grantee shall supply the Department with the name(s), resume and references for any proposed replacement whenever there is a change to Key Personnel. Any individual replacing Key Personnel shall have qualifications that are equivalent to or exceed the qualifications of the individual that previously held the position, unless otherwise approved, in writing, by the Department.
  - 4.2.1.3.1. DELIVERABLE: Plan for replacing anyone in a Key Personnel position during a voluntary change.
  - 4.2.1.3.2. DUE: At least five (5) Business Days prior to the change in Key Personnel

- 4.2.1.4. In the event that any individual filling a Key Personnel position leaves employment with the Grantee, the Grantee shall propose a replacement person to the Department. The replacement person shall have qualifications that are equivalent to or exceed the qualifications of the individual that previously held the position, unless otherwise approved, in writing, by the Department.
- 4.2.1.4.1. DELIVERABLE: Name(s), resume(s) and references for the person(s) replacing anyone in a Key Personnel position who leaves employment with the Grantee
- 4.2.1.4.2. DUE: Within ten (10) Business Days following the Grantee's receipt of notice that the person is leaving employment.
- 4.2.1.5. If any of the Grantee's Key Personnel, or Other Personnel, are required to have and maintain any professional licensure or certification issued by any federal, state or local government agency, then the Grantee shall submit copies of such current licenses and certifications to the Department.
- 4.2.1.5.1. DELIVERABLE: All current professional licensure and certification documentation as specified for Key Personnel or Other Personnel
- 4.2.1.5.2. DUE: Within five (5) Business Days of receipt of updated licensure or upon request by the Department
- 4.2.2. Personnel Availability
  - 4.2.2.1. The Grantee shall collaborate with key Department staff and the evaluation team to ensure the program goals are achieved.
  - 4.2.2.2. The Grantee shall ensure Key Personnel and Other Personnel assigned to the Contract are available for meetings with the Department during the Department's normal business hours, as determined by the Department. The Grantee shall also make these personnel available outside of the Department's normal business hours and on weekends with prior notice from the Department.
  - 4.2.2.3. The Grantee's Key Personnel and Other Personnel shall be available for all regularly scheduled meetings between the Grantee and the Department between the Effective Date of the Contract through June 30, 2018, unless the Department has granted prior, written approval otherwise.
  - 4.2.2.4. At the Department's direction, the Grantee shall make its Key Personnel and Other Personnel available to attend meetings as subject matter experts with stakeholders both within the State government and external or private stakeholders.
  - 4.2.2.5. All of the Grantee's Key Personnel and Other Personnel that attend any meeting with the Department or other Department stakeholders shall be physically present at the location of the meeting, unless the Department gives prior, written permission to attend by telephone or video conference. In the event that the Grantee has any personnel attend by telephone or video conference, the Grantee shall provide all additional equipment necessary for attendance, including any virtual meeting space or telephone conference lines.

- 4.2.2.6. The Grantee shall respond to all telephone calls, voicemails and emails from the Department within one (1) Business Day of receipt by the Grantee.
- 4.2.3. Key Personnel
  - 4.2.3.1. The Grantee shall designate people to hold the following Key Personnel positions:
    - 4.2.3.1.1. Project Lead
      - 4.2.3.1.1.1. The Project Lead shall have the following qualifications:
        - 4.2.3.1.1.1.1. Hold a management position with the TCA
        - 4.2.3.1.1.1.2. Have administrative experience
        - 4.2.3.1.1.1.3. Have organizational skills
      - 4.2.3.1.1.2. The Project Lead shall be responsible for all of the following:
        - 4.2.3.1.1.2.1. Monitoring all phases of the project in accordance with work plans or timelines or as determined between the Grantee and the Department.
        - 4.2.3.1.1.2.2. Serving as Grantee's primary point of contact for the Department.
        - 4.2.3.1.1.2.3. Ensuring the completion of all Work in accordance with the Contract's requirements. This includes, but is not limited to, ensuring the accuracy, timeliness and completeness of all work.
        - 4.2.3.1.1.2.4. Overseeing all other Key Personnel and Other Personnel and ensuring proper staffing levels throughout the term of the Contract.
- 4.2.4. Other Personnel Responsibilities
  - 4.2.4.1. The Grantee shall use its discretion to determine the number of Other Personnel necessary to perform the Work in accordance with the requirements of the Contract. In the event that the Department has determined that Grantee has not provided sufficient Other Personnel to perform the Work in accordance with the requirements of the Contract, the Grantee shall provide all additional Other Personnel necessary to perform the Work in accordance with the requirements of the Contract at no additional cost to the Department.
  - 4.2.4.2. The Grantee shall ensure that all Other Personnel have sufficient training and experience to complete all portions of the Work assigned to them. The Grantee shall provide all necessary training to its Other Personnel, except for Department-provided training specifically described in the Contract.
  - 4.2.4.3. The Grantee may subcontract to complete a portion of the Work required by the Contract. The conditions for using a Subcontractor or Subcontractors are as follows:
    - 4.2.4.3.1. The Grantee shall not subcontract more than forty percent (40%) of the Work.
    - 4.2.4.3.2. The Grantee shall provide the organizational name of each Subcontractor and all items to be worked on by each Subcontractor to the Department.
      - 4.2.4.3.2.1. DELIVERABLE: Name of each Subcontractor and items on which each Subcontractor will work

- 4.2.4.3.2.2. DUE: The later of thirty (30) days prior to the Subcontractor beginning work or the Effective Date
- 4.2.4.3.3. The Grantee shall obtain prior consent and written approval for any use of Subcontractor(s).

**4.3. TRANSITION COORDINATION SERVICES INFRASTRUCTURE DEVELOPMENT GRANT PLAN**

- 4.3.1. The Grantee shall develop a Transition Coordination Services Infrastructure Development Grant Plan as part of the application which includes the following:
  - 4.3.1.1. A statement of commitment to complete the required number of transitions per Section 4.1.1.
  - 4.3.1.2. Identification of transition coordination related expenses not reimbursed by CTS service rate to be covered with grant funds.
  - 4.3.1.3. A project plan for each infrastructure development activity.
  - 4.3.1.4. A procedure for verification that grant funds have not been used to reimburse transition expenses reimbursed by CTS service rate.
  - 4.3.1.5. A plan for how the infrastructure development activity will be made sustainable.
- 4.3.2. The Grantee shall deliver a copy of the Transition Coordination Services Infrastructure Development Grant Plan and project plans (if applicable) to the Department for review and approval.
  - 4.3.2.1. DELIVERABLE: Transition Coordination Services Infrastructure Development Grant Plan and project plans
  - 4.3.2.2. DUE: No later than date of submission of the Grant Application

**4.4. REPORTING REQUIREMENTS**

- 4.4.1. The Grantee shall provide all reports listed in this Opportunity to Apply for Grant Funding in the format directed by the Department and containing the information requested by the Department.
- 4.4.2. The Grantee shall provide Progress Reports on the progress of all projects proposed in the Grantee's Transition Coordination Services Infrastructure Development Grant Plan and awarded funding through this Request for Applications.
  - 4.4.2.1. The Monthly Report shall be in a format substantially similar to that in Appendix D, Monthly Report.
  - 4.4.2.2. DELIVERABLE: Monthly Report
  - 4.4.2.3. DUE: Monthly, on the last business day of the month covered.
- 4.4.3. The Grantee shall provide a Final Status Report on all projects proposed in the Grantee's Transition Coordination Services Infrastructure Development Grant Plan and awarded funding through this Request for Applications.
  - 4.4.3.1. The Final Status Report shall contain information that the Department can use to report the final results of the Grantee's projects, including, but not limited to:

- 4.4.3.1.1. A final status update on the project.
- 4.4.3.1.2. A final total of all expenses incurred on the project.
- 4.4.3.1.3. An updated plan for how the infrastructure development activity will be made sustainable.
- 4.4.3.1.4. Other data as applicable, including:
  - 4.4.3.1.4.1. A number of successful transitions completed since receiving funding through this Request for Applications.
  - 4.4.3.1.4.2. A number of unsuccessful transitions attempted since receiving funding through this Request for Applications.
  - 4.4.3.1.4.3. Historical data showing the number of successful and unsuccessful transitions attempted during the prior calendar year.
- 4.4.3.2. DELIVERABLE: Final Status Report
- 4.4.3.3. DUE: By June 30, 2018

**4.5. COMPENSATION**

- 4.5.1. Transition Coordination Services Infrastructure Development Grant
  - 4.5.1.1. The Grantee shall be paid in accordance with the Deliverables stated in the table in Section 4.5.2.
- 4.5.2. The Department will make payments according the following table:

DELIVERABLES	AMOUNT OF TOTAL AWARDED FIXED PRICE GRANTEE WILL BE PAID
<b>Transition Coordination Services Infrastructure Development Grant</b>	
Grant Application and Transition Coordination Services Infrastructure Development Grant Plan and Project Plans (if applicable)	Up to a maximum of \$23,999.00
Final Report	\$1,000.00
<b>Total Maximum Award</b>	<b>\$24,999.00</b>

**4.6. INVOICING AND PAYMENT PROCEDURES**

- 4.6.1. The Grantee shall invoice the Department upon submission of deliverables identified in the table in Section 4.5.2. The Grantee shall ensure the invoice contains all of the following:
  - 4.6.1.1. The dates the invoice covers.
  - 4.6.1.2. The deliverable(s) submitted to the Department.

## **4.7. BUDGET**

- 4.7.1. For State Fiscal Year 2017-18, the Department has a maximum amount of \$665,000 for this grant opportunity. A maximum amount of \$24,999 will be available per Grantee.
- 4.7.1.1. Transition Coordination Services Infrastructure Development Grant
  - 4.7.1.1.1. Each Grantee may request up to the maximum of \$24,999 for the initial fund allocation.
    - 4.7.1.1.1.1. Any proposal that exceeds the Department's maximum available the cost of \$24,999 total per TCA may be rejected without further consideration.
    - 4.7.1.1.1.2. Additional funds may be made available in future grant award opportunities posted by the Department.

## **SECTION 5.0 ADMINISTRATIVE INFORMATION**

### **5.1. POINT OF CONTACT**

- 5.1.1. The sole point of contact for this Opportunity to Apply for Grant Funding is:
  - Nora Brahe
  - Department of Health Care Policy and Financing
  - 1570 Grant Street
  - Denver, CO 80203-1818
  - Email: [nora.brahe@hcpf.state.co.us](mailto:nora.brahe@hcpf.state.co.us)

### **5.2. COMMUNICATION**

- 5.2.1. During this process, official communication with Applicants will be via notices on the Colorado Choice Transitions webpage, located at <https://www.colorado.gov/pacific/hcpf/colorado-choice-transitions-training>. Notices may include modifications, addenda, responses to inquiries and the announcement of the apparent winning Applicant(s). It is the Applicant's responsibility to periodically check the Web site for notices, changes, additional documents or amendments that pertain to this Opportunity to Apply for Grant Funding.

### **5.3. INQUIRIES**

- 5.3.1. Prospective Applicants' inquiries shall be received by the Department by the date and time indicated in the Schedule of Activities. Inquiries received after the inquiry deadline may not be accepted.
- 5.3.2. Prospective Applicants shall submit all inquiries by electronic mail (e-mail) to [nora.brahe@hcpf.state.co.us](mailto:nora.brahe@hcpf.state.co.us). The e-mail should include the following:
  - 5.3.2.1. The Opportunity to Apply for Grant Funding title listed in the e-mail subject line.

- 5.3.2.2. The section or line numbering in this Opportunity to Apply for Grant Funding that precedes the text on which the inquiry is based. Follow the numbering with the prospective Applicants’ question(s) pertaining to that text in this Opportunity to Apply for Grant Funding.
- 5.3.3. Inquiries received by the Department by the Inquiry Deadline will be responded to by the Department via a modification posting on the Web site. Inquiries received after the Inquiry Deadline may not be included in the Department’s response.

**5.4. RFA TIMELINE**

- 5.4.1. The timeline for activities associated with this Opportunity to Apply for Grant Funding is as follows:

ACTIVITY	DATE DUE <sup>1</sup>
<b>Conference Call</b> Verbal Inquiries will be addressed only during the scheduled Conference Call.	March 12 , 2018 at 10:00 AM Mountain Time
<b>Written Inquiries</b> Written Inquiries will be accepted only via e-mail to <a href="mailto:nora.brahe@hcpf.state.co.us">nora.brahe@hcpf.state.co.us</a>	March 16, 2018 at 3:00 PM Mountain Time
<b>Application Deadline</b> Applications will be accepted only via e-mail <a href="mailto:nora.brahe@hcpf.state.co.us">nora.brahe@hcpf.state.co.us</a>	March 23, 2018 at 3:00 PM Mountain Time
<b>Grantee Selection</b> – Estimated the week of:	April 2, 2018
<b>Contract Term</b> – Estimated:	April 2018 to June 30, 2018
<b><sup>1</sup> NOTE: The Department reserves the right to revise the dates in this schedule.</b>	

**SECTION 6.0 SUBMITTAL REQUIREMENTS**

**6.1. GENERAL REQUIREMENTS**

- 6.1.1. It is the Applicant’s responsibility to ensure that its application is complete in accordance with the direction provided within this Opportunity to Apply for Grant Funding document. Applications must contain all of the information stated in Section 6.2., Application Response Requirements. Failure to comply with this requirement may be deemed non-responsive and disqualified from further consideration.
- 6.1.2. Applications should be succinct, self-explanatory and well organized so that evaluators can understand how the Applicant will fulfill the requirements of this Opportunity to Apply for Grant Funding.
- 6.1.3. Applications must be sent via electronic mail (e-mail) to the Department’s point of contact for this Opportunity to Apply for Grant Funding (see Section 5.1 of this RFA) no later than the Application Deadline.
- 6.1.4. Applications received after the Application Deadline may not be considered.

6.1.5. Applications may be modified or withdrawn prior to the Application Deadline.

## 6.2. APPLICATION RESPONSE REQUIREMENTS

6.2.1. The Application shall include all of the following:

6.2.1.1. Executive Summary

6.2.1.1.1. An Executive Summary that includes all of the following:

6.2.1.1.1.1. Provides a summary about Applicant's organization.

6.2.1.1.1.2. A statement that acknowledges Applicant's willingness to comply with all requirements described in this Opportunity to Apply for Grant Funding, general requirements, and PO Terms and Conditions (see Appendix A for PO Terms and Conditions).

6.2.1.1.1.2.1. NOTE: If Applicant is not willing to accept all terms and conditions, Applicant should provide a statement of explanation and a listing of all exceptions the Applicant requires. The request must include a listing of all additions or exceptions, an explanation of why the addition or exception is being sought and what specific effect it will have on the Applicant's ability to perform the requirements of the Opportunity to Apply for Grant Funding. The Department will not accept any Applications that are conditional on acceptance of proposed terms.

6.2.1.1.1.3. A statement in which Applicant acknowledges its acceptance that all content of the application response shall become contractual obligations of the Contract.

6.2.1.1.1.4. Name, title, address, phone number, fax number and e-mail address for a key contact within Applicant's organization regarding the Application.

6.2.1.1.2. W-9

6.2.1.1.2.1. Provide a completed and signed W-9 form attached to this RFA as (Appendix B).

6.2.1.1.3. Exhibit C, Transition Coordination Services Infrastructure Development Grant Application

6.2.1.1.3.1. Obtain and save an electronic copy of the application form.

6.2.1.1.3.2. Complete the application form.

6.2.1.1.3.2.1. If applying for the Transition Coordination Services Infrastructure Development Grant, the Grantee shall complete **Exhibit C, Transition Coordination Services Infrastructure Development Grant Application** in its entirety. The Grantee shall include the application with the Requirements listed in Section 6.2. of this RFA and shall follow the guidelines in Section 6.0., for submittal requirements.

- 6.2.1.1.3.3. Submit the application form via electronic email (e-mail) to the Department's point of contact for this Opportunity to Apply for Grant Funding (see Section 5.1. of this RFA) on or before the application due date as stated in Section 5.4.1. of this RFA.
- 6.2.1.2. A copy of the Grantee's policy governing their documentation of transition activities and transition expenses.

## **SECTION 7.0 EVALUATION METHODOLOGY**

### **7.1. EVALUATION PROCESS**

- 7.1.1. The evaluation of applications will result in a recommendation for award of the Grant funds. The Department will evaluate applications to ensure that the minimum requirements are met and the requested Transition Coordination Services Infrastructure Development Grant Plan is complete as per the requirements listed in Section 6.0, Submittal Requirements.
  - 7.1.1.1. A Grantee awarded grant funds for the Transition Coordination Services Infrastructure Development Grant will receive an approval notification via email from the Department's Point of Contact as specified in Section 5.1.
  - 7.1.1.2. Applications will be evaluated by using the evaluation criteria in Section 7.2. The evaluators will consider whether all critical elements described in the RFA have been addressed, the capabilities of the Offeror, the quality of the approach and/or solution proposed, the price and any other aspect determined relevant by the Department.
- 7.1.2. The Department reserves the right to negotiate the final statement of work, deliverables, award amount and terms of the State grant agreement with the grant awardee prior to executing the State Purchase Order. If negotiations cannot be concluded successfully within 30 calendar days after the notification of intent to make an award, the Department may withdraw the award from that grant awardee.

### **7.2. APPLICATION EVALUATION CRITERIA**

- 7.2.1. The evaluation criteria to be used in evaluating the applications is as follows:

- 7.2.2. Application includes verification of completed required number of transitions in the past twelve (12) months and commitment to completing the required number of transitions in the next twelve (12) months.
- 7.2.3. Application includes confirmation that all agency transition coordinators have completed Department required training.
- 7.2.4. Application meets Department-approved format and content requirements.
- 7.2.5. Application includes identification of transition expenses incurred and not reimbursed by CTS service rate.
- 7.2.6. Application describes procedure for verification that grant funds will not be used for transition expenses reimbursed by CTS service rate.
- 7.2.7. Application includes project plan for each proposed infrastructure development activity.
- 7.2.8. Application includes an Executive Summary.
- 7.2.9. Application is complete in accordance with Department direction.
- 7.2.10. Application is succinct, self-explanatory and well organized.