

# **BID PROCESS**

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## **I. COMMBUYS** **(COMMONWEALTH BUYS SYSTEM)**

In order to determine what services DDS wishes to purchase, the provider has an obligation to check the listings on the Commonwealth's web site called "COMMBUYS." This web site lists all current Requests for Responses (RFR's) open for provider bids and is the only official listing of Commonwealth procurement information. Access to this web site is as follows:

- [www.commbuys.com](http://www.commbuys.com)
- From main COMMBUYS page, select "Contract and Bid Search"
- On next page, select "bids"
- For search fields, select DDS
- Select the bid opening date, if you know it, or select "Charles Smith" as the purchaser
- Select the "find" button
- Select from the array shown

To be notified automatically on new RFR's, it is recommended that providers register with COMMBUYS.

## **II. REQUEST FOR RESPONSE (RFR)**

The Request for Response (RFR) is a detailed document containing the specifics of the DDS program upon which the bidder must decide whether it wishes to make a bid. This document must be submitted along with the bidder's proposal to the designated DDS office.

### **A. There are two types of a Request for Response.**

#### **1. Qualification-based RFR**

**An RFR that requests information from the provider stating the organization's basic qualifications to provide the requested services and the organization's desire to be placed on a list of qualified providers from which list providers will be selected to receive a contract for services. RFR's of this type are generally "open" until the posted end date, i.e. a provider may respond to the RFR and have its organization placed on the qualified list at any time until the end date.**

#### **2. Designated Programs RFR**

**An RFR containing the specifics of the DDS program being procured. Unlike the RFR for placement on a qualified providers list, the specific services RFR results in the direct selection of a provider(s) to deliver the requested services. RFR's of this type generally are closed at the posted end date, i.e. a provider will not be allowed to respond to the RFR after the response end date.**

### **B. Submission and details of a Designated Programs RFR**

Although the details of an RFR vary with the program being offered there are several standard sections:

- Summary of Procurement
- Single or multiple contractors
- Single or multiple department participation
- Anticipated duration of contract
- Anticipated expenditures, funding or compensation for expected duration
- Federal Funding availability
- Bid conference opportunity
- Written questions opportunity

- Instructions for submission of responses
- Deadline for responses
- Extensive description of the program being offered including any relevant forms

Please refer to the “Closed Solicitation” section of COMMBUYS for examples of RFR’s located at: [www.commbuys.com](http://www.commbuys.com)

**III. PROPOSALS** – Once a provider selects a program upon which it desires to make a bid, it must prepare and submit a proposal in accordance with the instructions in the RFR. The proposal must include the required RFR forms found on COMMBUYS. After an RFR is issued, but before the proposal is due, the purchasing agency may, at its discretion, convene a bidder’s conference at which all potential bidders have an opportunity to appear and present any questions relating to the RFR. The details of this bidder’s conference will be clearly stated in the RFR.

**IV. CONTRACT NEGOTIATIONS** – Once awarded a contract, the bidder must enter negotiations with DDS staff. The negotiation process consists of finalizing the following details:

- Services to be delivered
- Number and needs of the Consumers
- Total cost of the contract
- Details of the budget
- Program Objectives
- Funding sources

The provider completes and signs the contract after negotiations are complete and the contract is sent to the Regional Contract Staff for technical review. (NOTE: Contract negotiations must be limited to minor adjustments to the conditions of the award as outlined in the RFR and the provider’s proposal. Significant changes are not allowed at this point in the process!)

## **V. UPCOMING RFR’s**

### **A. NEW RFR’S TO BE ISSUED FOR FY2017**

During FY2017 DDS is scheduled to issue several new RFR’s for the following services:

1. Activity Code 3170 – Clinical Team
2. Activity Code 3274 – Corporate Rep Payee
3. Activity Code 3202 – Medical Services
4. Activity Code 7100 – Autism Coaching

Activity Code 7100 RFR was issued on 4/1/2016. The issuance dates of the other new RFR’s have not yet been determined.

### **B. RFR’s OPEN FOR INITIAL QUALIFICATION OR ADDING SERVICES**

1. EMP-DAY-09 (Employment and Day Supports Qualification)
  - All employment and day services except CIES (activity code 3180)
  - CIES: EOHHS normally reopens once per year to identify new providers
2. ALTR-14 (Adult Long Term Residential Services)

3. PS-15 (placement Services)
  - Shared Living
  - Incentive/Startup Funding
4. ANSS-15 (As-Needed Support Services)
  - Temporary support for individuals or programs (LUSA)
5. DESE/DDS (Qualifying List for Self-Directed Services Options)
6. SSQUAL-10 (Support Services Qualifying List)
  - Updated to incorporate changes as a result of COMMBUYS, Chapter 257, forms, etc.
  - Various individuals and family supports
7. HIS-16 (In Home Supports)
  - Supports for individuals in home, family home or in the community
  - Start date of new contracts: April 1, 2016

**SERVICES THAT WERE PLACED ON AN RFR IN COMM-PASS BEGINNING WITH FY2011**

**NOTE:** Because of a restructuring of Family Support services and the introduction of Agency With Choice services beginning in FY 2011 there were a number of new activity codes for these services.

	<u>Contract Effective Date</u>	<u>RFR Status</u>
<p style="text-align: center;"><b>QUALIFYING LIST FOR FAMILY SUPPORT PROGRAMS</b></p> <p>Please see the <u>Activity Code Definitions, Forms &amp; Instructions</u> unit of this Manual for a short description of these activity codes. Complete descriptions of these activity codes can be found in COMMBUYS in the contract posting “Support Services- Qualifying List” (SSQUAL-10).</p>	7/1/2010	RFR open until 6/30/2022. Providers may respond at any time up to 6/15/2022.
<p style="text-align: center;"><b>QUALIFYING LIST FOR AGENCY WITH CHOICE SERVICES</b></p> <p>Please see the <u>Activity Code Definitions, Forms &amp; Instructions</u> unit of this Manual for a short description of these activity codes. Complete descriptions of these activity codes can be found in COMMBUYS in the contract posting “Qualifying List for Self-Directed Service Options: Agency With Choice Services” (SDQUAL-10-AWC).</p>	7/1/2010	RFR currently closed.
<p style="text-align: center;"><b>QUALIFYING LIST FOR DESE/DDS PROGRAMS</b></p> <p>Please see the <u>Activity Code Definitions, Forms &amp; Instructions</u> unit of this Manual for a short description of these activity codes. Complete descriptions of these activity codes can be found in COMMBUYS in the contract posting “Qualifying List for Self-Directed Service Options: DESE/DDS Programs” (SDQUAL-10-DESE-DDS).</p>	7/1/2010	RFR open until 6/30/2018



Contract  
Effective  
Date

Contract End Date/  
RFR Status

**QUALIFYING LIST FOR LUSA SUPPORT SERVICES**

**ACTIVITY CODE 3174**

**07/01/2014**

**06/30/2024/ Open**

Please see the Activity Code Definitions, Forms & Instructions unit of this Manual for a short description of this activity code.

A complete description of this activity code can be found in COMMBUYS in the contract posting “As Needed Support Services” (ANSS-15).

**QUALIFYING LIST FOR IN-HOME SUPPORTS PROGRAMS**

Includes Activity Codes 3798. Please see the Activity Code Definitions, Forms & Instructions unit of this Manual for a short description of this activity code.

(IHS-16)

**4/1/2016**

**RFR open until  
6/30/2026**