

### Overview of Bid Template

AHCCCS has developed automated templates for the Acute Care Program and Children’s Rehabilitative Services (CRS) Program capitation bids. Separate templates are available for use in bidding the Acute Care and the CRS rates.

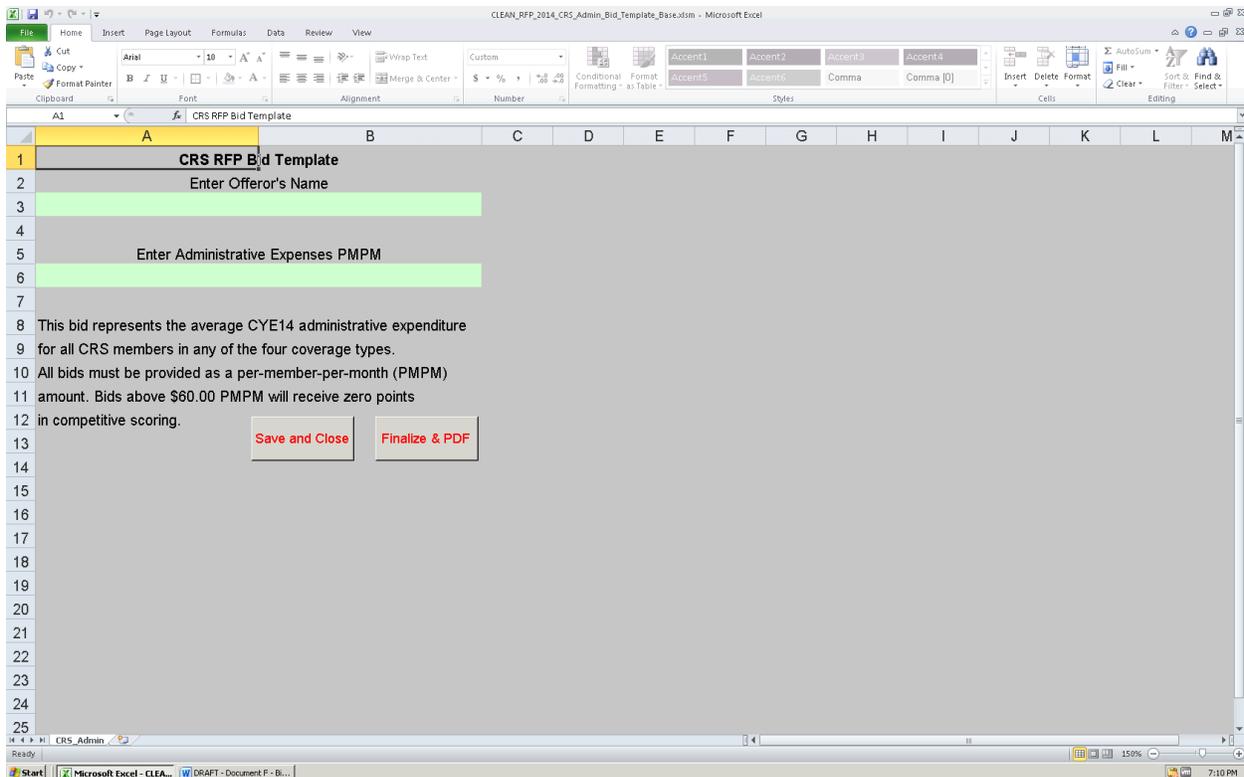
The instructions contained in this Overview are critical to ensure appropriate use of the templates. Technical assistance from the AHCCCS Information Services Division (ISD) is available; instructions on accessing this assistance are provided later in this document. **AHCCCS urges early testing and review of the templates** 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 as noted in Section H. Instructions to Offerors, Paragraph 1, Prospective Offerors’ Inquiries.

These templates were 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 templates, 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 templates, please ensure that macros are enabled so that the buttons and data validation will work properly.**

### Overview of Bid Template for CRS Bid

The CRS Bid Template will require one administrative component per-member-per-month (PMPM) bid. The input screen is shown here.



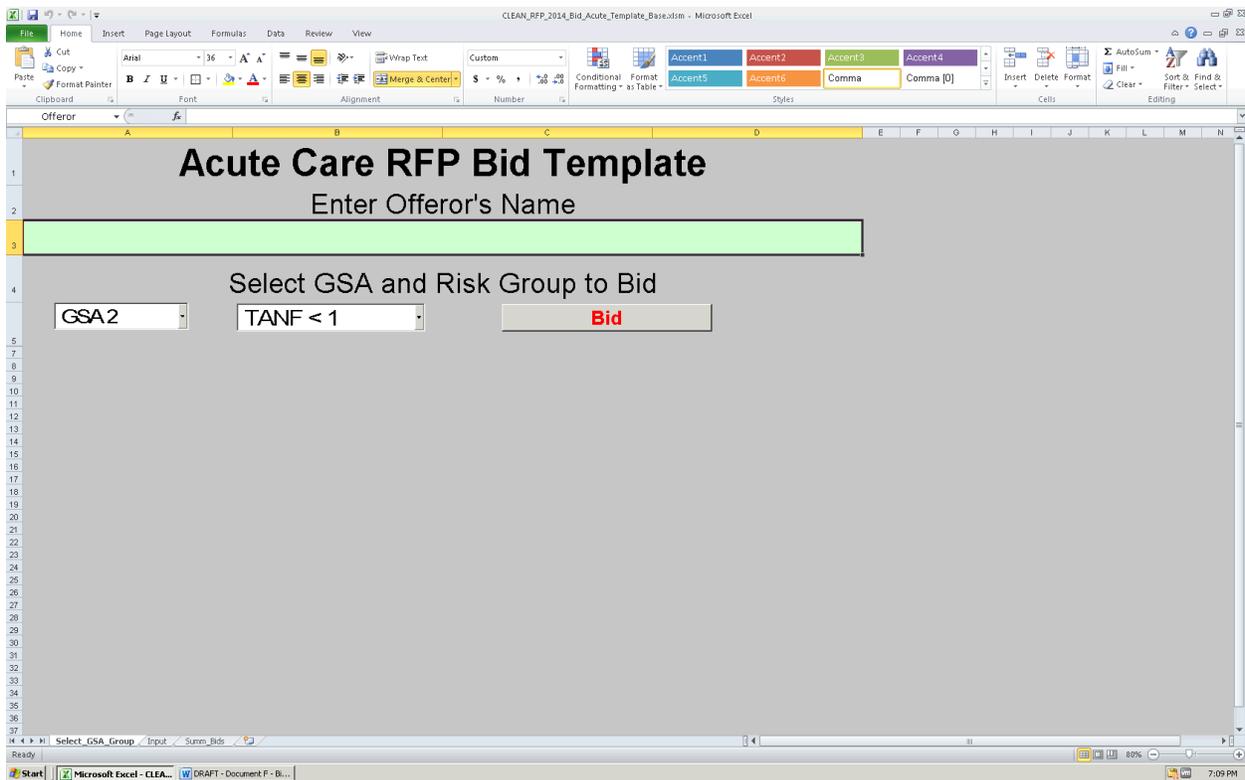
### **CRS Admin Tab**

After ensuring that macros are enabled, the Offeror will enter its entity name and the PMPM administrative expense bid in the green cells. After making these entries, it is only necessary to click the button appropriate for the next desired action:

- *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 template file should be saved. The template file will be automatically renamed as “{name}\_CRS\_Admin\_Template\_WORKING.xlsm” where {name} is the Offeror’s name as entered on the *CRS\_Admin* tab.
- *Finalize & PDF* – brings up an informational message box. After clicking OK a Windows Explorer dialog box will appear to allow the user to choose the Windows Explorer location where the template file should be saved. The template file will be automatically renamed as “{name}\_CRS\_Admin\_Template\_FINAL.xlsm” where {name} is the Offeror’s name as entered on the *CRS\_Admin* 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 *CRS\_Admin* tab will be published to a PDF file for printing. The PDF will be named as “{name}\_CRS\_Admin\_Bid\_FINAL.pdf” in the same manner as the template 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 template file.

### **Overview of Bid Template for Acute Care Bid**

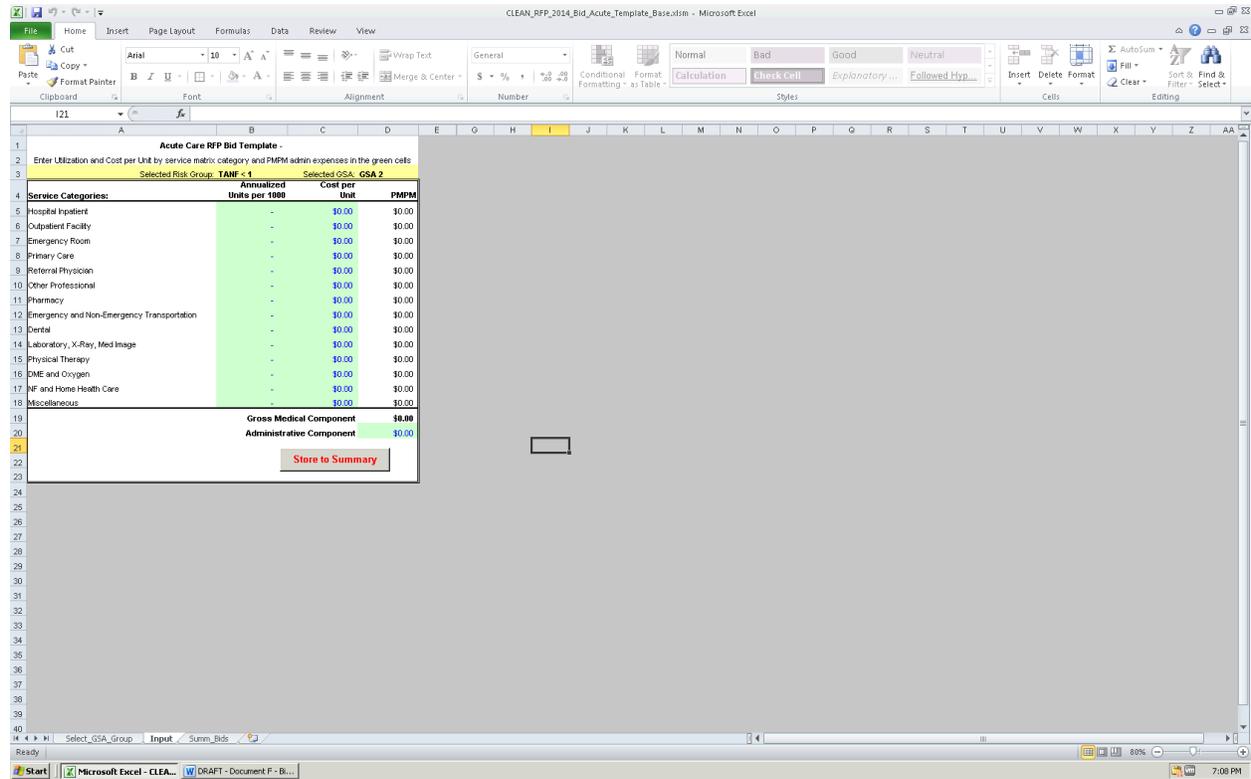
The template file automatically opens to the Select\_GSA\_Group tab. A message box will appear that advises the user to ensure that macros are enabled in order to use the template.



**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.

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

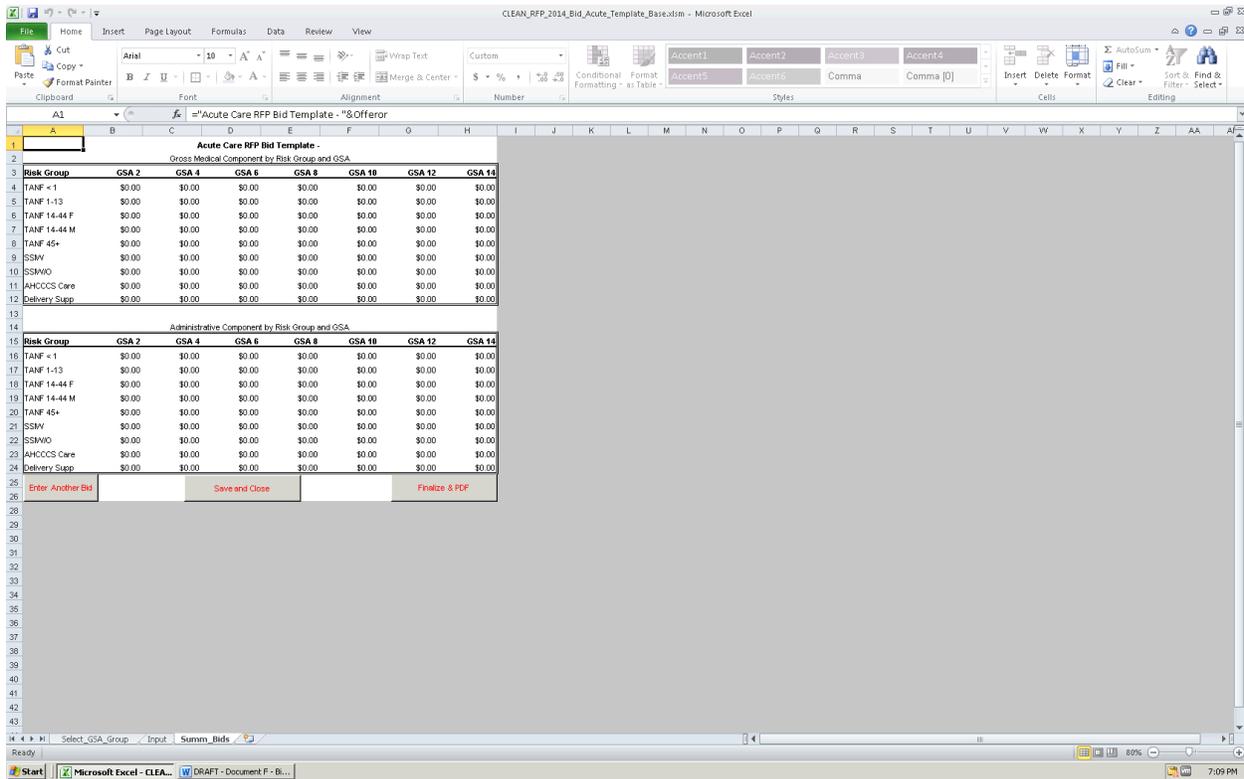


**Input Tab**

- The Offeror will enter annual utilization per 1000 members and cost per service unit for each service matrix category.
- The spreadsheet will perform the calculation needed to convert to a PMPM cost estimate for each service matrix category, and sum to calculate the Gross Medical Component PMPM that will be used in scoring the bids.
- The Offeror will also enter an Administrative Component PMPM for use in scoring.
- When the Offeror chooses the “Delivery Supp” risk group on the Select GSA Group tab, then only the service categories relevant to the delivery supplemental payment will appear, and the Offeror should enter the service units per delivery and the cost per service unit for each of those categories. The spreadsheet will then calculate the cost per delivery for each relevant category of service (COS), sum the costs and display as the Gross Medical Component.

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. However, the *Store to Summary* button will hardcode the values in the input cells and bring up a warning box stating that links to other files have been severed.

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**Summ Bids Tab**

The Gross Medical 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 and administrative PMPMs) for each risk group 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 template file should be saved. The template file will be automatically renamed as “{name}\_Acute\_Care\_Template\_WORKING.xlsm” where {name} is the Offeror’s name as entered on the Select\_GSA\_Group tab.
- *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 template file should be saved. The template file will be automatically renamed as “{name}\_Acute\_Care\_Template\_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}\_Acute\_Care\_Bid\_FINAL.pdf” in the same manner as the template 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 template 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 will return the renamed Excel template file via the Electronic File Transfer/Secured File Transfer Protocol (EFT/SFTP) server in the Offerors specific folder in the subfolder named **CapitationandProposalSubmission**. In the case of differences between the hard copies and the electronic template 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 template file:

- If the Offeror chooses a different naming convention for working copies of the template, please note that the template file will keep the original naming convention as described above, each time you save the template.
- 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 Acute Care and/or CRS Capitation Bid Template Excel workbooks, please contact AHCCCS' technical support help desk at [isdcustomersupport@azahcccs.gov](mailto:isdcustomersupport@azahcccs.gov). Please include "Bid Template 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. Please follow the instructions outlined in the RFP in Section H. Instructions to Offerors, Paragraph 1, Prospective Offerors' Inquiries, for questions inquiries not related to Capitation Bid Template technical questions or issues.