

**Health Care System and Health Care Security Board
Summary of Meeting on April 22, 2002**

The Health Care System and Health Care Security Board met on Monday, April 22nd in Room 427, State House. The meeting was called to order by the House Chair, Rep. Paul Volenik.

Upcoming Schedule of Meetings

The Board set the following schedule for meetings:

- May 6, 2002 9:30 am – 3:00 pm
- May 20, 2002 9:30 am – 3:00 pm
- June 24, 2002 9:30 am – 3:00 pm
- July 8, 2002 9:30 am – 3:00 pm
- July 22, 2002 9:30 am – 3:00 pm

All meetings will be Room 427, State House, Augusta, Maine.

Grant Funding Update

The board was invited to make a full grant proposal to the Maine Health Access Foundation. The deadline for submission of the application is May 15, 2002. The board will contract with Beth Kilbreth and the Muskie School to write the grant application. Beth will work with staff and correspond by e-mail with Board members for feedback on the grant application. At the next meeting on May 6th, the Board will review a draft application and make any final decisions needed on the grant application.

The Board asked staff to contact the Maine Health Access Foundation for more information on the grant process and the likelihood of receiving a full or partial award of the funding (\$150,000 to \$200,000) sought by the Board for the feasibility study.

Request for Proposal Process

The Board reviewed a draft Request for Proposal prepared by staff. The Board will issue the RFP to seek consultants to perform the feasibility study on the single-payor model. The Board made several changes to the approximate timeline for the RFP. The revised schedule is:

Activity	Date
Release RFP	May 10, 2002
End of Written Questions	May 24, 2002
Response to Written Questions	May 31, 2002
Proposals Due	June 14, 2002
Proposal Awarded	July 22, 2002

The Board also decided to inform potential bidders that the Board is seeking proposals with an eye to anticipated funding of \$150,000 to \$200,000. The RFP will also inform bidders that the Board may secure funding in lesser amounts and in that event, the Board may seek to negotiate changes in the scope of work sought by the Board from the successful bidder.

The Board discussed the scope of work for the feasibility study outlined in the draft RFP. The Board identified several elements in the scope of work that need to be added. These include:

- more emphasis on theme of universal access
- need for the model to be interactive and allow continued use of the software after the study is completed
- ability of the bidder to assist the Board with discretionary issues like benefit design, options for cost containment and funding and to address economic forecasting to some degree
- requirement that bidder commit to at least 3 face-to-face meeting with the Board (once after the bid award made to finalize the model; once when the draft report is submitted; and once after the study is submitted for presentation of the study to the Board, Legislature and the public
- assistance in assessing impact/need for a transitional system before progression to single-payor model
- assessment of the ripple effect on provider supply

The Board also discussed the evaluation criteria that will be used to score the proposals. After some discussion, the Board identified the following criteria and scoring values for evaluation of the proposal:

EVALUATION CRITERIA	
Proposed Approach, Quality of Model and Ability to Incorporate Maine-specific data	30 Points
Accessibility and Communication	20 Points
Qualifications/expertise and demonstrated experience	30 Points
Cost/Value of the Proposal	20 Points

Staff will revise the RFP based on the Board’s input and bring a final version of the RFP to the next meeting. The Board will also review a proposed scoring sheet for the RFP.

Next Meeting

The next meeting is on Monday, May 6th. The planned agenda includes discussion and review of the Maine Health Access Foundation grant proposal, final review of the Request for Proposal and a possible presentation on the data collected by the Maine Health Information Center.