

## **Health Care System and Health Care Security Board Summary of Meeting on May 20, 2002**

The Health Care System and Health Care Security Board met on Monday, May 20th in Room 427, State House. The meeting was called to order by the Chairs, Senator Martin and Representative Volenik. The minutes of the May 6<sup>th</sup> meeting were accepted.

### **Funding News**

Pat Philbrook presented the chairs with a \$1000 gift from the Maine Nurse Practitioners Association. This gift adds to the \$27,500 previously received from the Maine State Nurses Association, which included donations from the Maine State Nurses Association, the Maine Nurse Midwives Association and nurses associations in Massachusetts, New York, Pennsylvania and California.

To date, the Board has received approximately \$34,000 in donations to support the feasibility study.

### **Use of Maine Health Management Coalition and Medicaid Databases**

The Board reviewed a draft letter to the Maine Health Management Coalition requesting permission to use the Coalition's employer claims database in connection with the feasibility study. If permission is granted, the consultant chosen by the Board will work with the Maine Health Management Coalition and the Maine Health Information Center to identify aggregate claims data necessary for use in the study. The Board approved the letter with minor changes. *(The letter was sent on June 3, 2002)* The Maine Health Management Coalition board will meet in mid-June and consider the request.

The Board also directed staff to write a letter to the Bureau of Medical Services requesting permission to use Medicaid claims data in connection with the feasibility study. The Maine Health Information Center also manages this database for the State. As with the employer database, the consultant chosen by the Board will access the data through MHIC. *(The letter was sent on June 3, 2002)* A decision should be made by BMS before the RFP is awarded on July 22, 2002.

### **Request for Proposals**

The Request for Proposal was released on May 10<sup>th</sup> as planned. Notices were posted on the State's website and the Legislature's website; notices were also mailed directly to those group who had made prior presentations to the Board. Staff distributed a list of those who requested complete copies of the RFP; as of May 17<sup>th</sup>, the Board received 18 requests for the RFP. *(As of June 10<sup>th</sup>, the Board has received 26 total requests for the RFP.)*

The Board also discussed the process for reviewing and responding to written questions submitted before the May 24<sup>th</sup> deadline. Several Board members volunteered to be part of a subcommittee to review the questions and assist staff in drafting written responses to the

questions. Along with the chairs, Beth Kilbreth, Richard Wexler, Pat Philbrook and Victoria Kuhn worked with staff to formulate the Board's responses. Written answers to the questions were mailed to all those who requested RFPs on May 31<sup>st</sup>.

### **Evaluation Criteria for Proposals**

Staff distributed a draft evaluation and scoring sheet for use in grading the proposals submitted to the Board. The proposals will be graded in 4 areas: 1) the proposed approach, quality of the model and ability to incorporate Maine-specific data; 2) accessibility and communication; 3) qualification/expertise and demonstrated experience; and 4) cost/value of the proposal. The Board reviewed the scoring sheet and made several suggestions for additional elements included in the evaluation of the RFP in each area.

The Board also decided on a general guideline for assigning points in each area based on a 30-point or 20-point scale respectively. On the 30-point scale, 30 points indicates that the proposal is outstanding and exceeds expectations; 15 points indicates the proposal meets expectations; 10 points means the proposal is below expectations; and 0 points means the proposal fails to meet expectations. On the 20-point scale, 20 points indicates that the proposal is outstanding and exceeds expectations; 10 points indicates the proposal meets expectations; 5 points means the proposal is below expectations; and 0 points means the proposal fails to meet expectations.

A motion was made and accepted to approve the scoring sheet with these changes. Board staff will make the changes and circulate the final version before the next meeting.

### **Press Release**

To generate additional public awareness, the Board directed staff to draft a press release highlighting the response to the initial request for proposals and the fundraising efforts of the Board. A press release was drafted by staff and reviewed by Board members. It was faxed to the media on May 24<sup>th</sup>.

### **Next Meeting**

The next meeting will be held Monday, June 24<sup>th</sup> at 9:30 am. The agenda will focus on review of the proposals submitted in response to the RFP. The deadline for submission of proposals is June 14<sup>th</sup>. Board staff will mail proposals to Board members on June 19<sup>th</sup> so members have a chance to review proposals before the meeting.

### **Upcoming Schedule of Meetings**

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

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