



**CO L O R A D O**

**Department of Health Care  
Policy & Financing**

**SOLICITATION #:**

**2017000265**

**Appendix II  
Deliverable List**

**APPENDIX II  
Deliverable List**

**Deliverables by Interval**

**Startup**

<b>RFP Section Number</b>	<b>Deliverable</b>	<b>Due Date</b>	<b>Interval</b>
5.1.9.2.1	Business Continuity Plan	DUE: Within ten (10) Business Days after the Effective Date.	Start Up
5.2.2.2	Final list of names of the individuals assigned to the Contract	Within five (5) Business Days following the Effective Date	Start Up
5.2.3.1	Organizational Chart	DUE: Thirty (30) days from the Contract's Effective Date.	Start Up
5.2.14.4.1	Name of each Subcontractor and items on which each Subcontractor will work	No later than thirty (30) days prior to the Subcontractor beginning work or the effective date	Start Up
5.5.3.4.1.10.1	Network Directory	DUE: Five (5) business days prior to the Operational Start Date and monthly by the first day of the month, unless an extension is allowed by the Department.	Start Up/ Monthly
5.5.3.7.2	Colorado Medicaid Member Handbook section specific to the Contractor's Region	DUE: Thirty (30) days from the Contract's Effective Date.	Start Up
5.7.3.4.1.1.1.1	Provider Credentialing Policies and Procedures	DUE: Within sixty (60) days following the Effective Date.	Start Up
5.9.2.5.1	Population Stratification Methodology and Population Health Management Plan	Sixty (60) days after the Contract's Effective Date	Start Up
5.10.5.4	Practice Support Plan	DUE: Thirty (30) days after the Contract Effective Date and then annually, on July 31st.	Start Up/ Annually
5.10.10.6	RAE Provider Payment Arrangements Report	DUE: Thirty (30) days after the Contract Effective Date and then annually, on July 31 <sup>st</sup> .	Start Up/Annually
5.12.8.2.6	Utilization Management Program and Procedures	DUE: Thirty (30) days after the Contract Effective Date and thirty (30) days after any significant change is made.	Start Up/ Initiating Event
5.12.10.3.1	Physician Incentive Plans	Due: Effective Date or upon implementation of a physician incentive plan	Start Up/ Initiating Event
5.14.2.2.1	Quality Improvement Plan	DUE: Within thirty (30) days following the Operational Start Date.	Start Up

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5.15.3.1.1	Compliance Plan	DUE: Thirty (30) days after the Effective Date and annually on July 31st.	Start Up/ Annually
5.15.16.3.2.6.1	Ownership or Control Disclosures	DUE: At the time of executing the Contract with the Department, at Contract renewal or extension, and within thirty-five (35) calendar days of either a change of ownership or a written request by the Department.	Start Up/ Upon Request
5.15.16.4.1.2.1	Disclosure of Information on Persons Convicted of Crimes	DUE: Upon execution of the Contract, upon renewal or extension of the Contract, and within thirty-five (35) calendar days of the date of a written request by the Department.	Start Up/ Upon Request
5.16.2.3.1	Contractor's Colorado Division of Insurance license	DUE: Prior to the Effective Date	Start Up
5.16.2.3.10	Policies and Procedure Manual	DUE: The later of the Effective Date or thirty (30) days prior to the Operational Start Date	Start Up
5.16.2.4	Start-Up Plan Progress Report	DUE: Every ten (10) Business Days following the Effective Date until the Operational Start Date	Start Up
5.16.4.1.2.1	Start-Up Plan	DUE: Five (5) days after the Effective date.	Start Up
5.16.4.2.2.1	Closeout Plan	DUE: Thirty (30) days following the Effective Date	Start Up

**Monthly**

<b>RFP Section Number</b>	<b>Deliverable</b>	<b>Due Date</b>	<b>Interval</b>
5.5.3.4.1.10.1	Network Directory	DUE: Five (5) business days prior to the Operational Start Date and monthly by the first day of the month, unless an extension is allowed by the Department.	Start Up/ Monthly
5.12.11.1.2.8.1	Third Party Identification Report	DUE: Ten (10) Business Days following the reporting month.	Monthly
5.13.2.2.3.5.1.1	Certified Encounter Data Submission	DUE: Monthly	Monthly
5.15.5.2.11.2.1	Suspended Payments Report	DUE: On the last business day of each month in which the Contractor suspends payments.	Monthly

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**Quarterly**

<b>RFP Section Number</b>	<b>Deliverable</b>	<b>Due Date</b>	<b>Interval</b>
5.6.9.2	Member Grievance and Appeals Report	DUE: Forty-five (45) days after the end of the reporting quarter.	Quarterly
5.7.5.4.1	Network Report	DUE: Quarterly, on the last business day of July, October, January, and April.	Quarterly
5.12.5.8.3.1	1915(b)(3) Waiver Services Report	DUE: Forty-five (45) days after the end of the reporting quarter.	Quarterly
5.12.11.3.1	Third Party Recovery Report	DUE: Within thirty (30) days following the end of the reporting quarter.	Quarterly
5.14.6.2.7.1	COUP Report	Quarterly, by the 10th business day of the month following the end of the calendar quarter that the report covers	Quarterly
5.14.7.2.12.1	QOC Report	DUE: Quarterly	Quarterly
5.15.10.1.3.1	Fraud, Waste, and Abuse Compliance Report	DUE: Within forty-five (45) days of the end of the reporting quarter and an annual summary on July 31st	Quarterly/ Annually
5.15.12.2.2.1	Quarterly Financial Information	DUE: Quarterly and Annually	Quarterly/ Annually
5.15.14.1.1	Disproportionate Share and Graduate Medical Education Report	DUE: Quarterly on July 31st, October 31st, January 31st, and April 30th.	Quarterly

**Semi-Annually**

<b>RFP Section Number</b>	<b>Deliverable</b>	<b>Due Date</b>	<b>Interval</b>
5.5.8.1.1	Member Engagement Report	DUE: Every 6 months	Semi-annually
5.8.5.2.1	Health Neighborhood and Community Report	DUE: Semi-annually, by January 31st and July 31st of each year	Semi-annually
5.9.4.2.1	Care Coordination Activity Report	Due: Semi-annually on November 1, reporting for the period of April 1 through September 30; and May 1, reporting for the period of October 1 through March 30; except that the deliverable due November 1, 2018 will be for the reporting period of July 1, 2018 through September 30, 2018.	Semi-annually

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**Annually**

<b>RFP Section Number</b>	<b>Deliverable</b>	<b>Due Date</b>	<b>Interval</b>
5.1.9.3.1	Updated Business Continuity Plan	DUE: Annually, by July 31st of each year.	Annually
5.7.5.2.1	Network Adequacy Plan	Annually, on July 31st	Annually
5.9.2.6.1	Population Health Management Plan Update	Annually on July 1 beginning on July 1, 2019	Annually
5.10.5.4.1	Practice Support Plan	DUE: Thirty (30) days after the Contract Effective Date and then annually, on July 31st.	Start Up/ Annually
5.10.10.6	RAE Provider Payment Arrangements Report	DUE: Thirty (30) days after the Effective Date and annually on July 31st.	Start Up/ Annually
5.12.8.8.1	Child Mental Health Treatment Act (CMHTA) Report	DUE: Annually on September 1st.	Annually
5.13.1.7.5.1	Data Governance Policy and Activities Update	DUE: Annually on July 31st	Annually
5.14.2.4.1	Quality Improvement Plan Update	DUE: Annually, no later than the last Business Day of September of each contract year.	Annually
5.14.2.7.1	Annual Quality Report	DUE: Annually by the last Business Day of September for the preceding fiscal year's quality activities.	Annually
5.14.11.3	Performance Improvement Projects	DUE: Within thirty (30) Business Days of the Department's request.	Annually
5.15.3.1.1	Compliance Plan	DUE: Thirty (30) days after the Effective Date and annually on July 31st.	Start Up/ Annually
5.15.7.1.1.1	Provider-Preventable Conditions Report	DUE: Annually, on July 31st of each year.	Annually
5.15.10.1.3.1	Fraud, Waste, and Abuse Compliance Report	DUE: Within forty-five (45) days of the end of the reporting quarter and an annual summary on July 31st	Quarterly/ Annually
5.15.13.2.1	Health Insurance Providers Fee Report	DUE: Annually, no later than October 1st of each year in which the Contractor filed a form 8963.	Annually
5.15.12.2	Financial Information Report	DUE: Quarterly and Annually	Quarterly/ Annually
5.15.12.4.1	Audited Annual Financial Statement	DUE: Annually	Annually
5.16.4.2.2.1	Closeout Plan Update	DUE: Annually, by July 31st of each year.	Annually

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**Upon Request**

<b>RFP Section Number</b>	<b>Deliverable</b>	<b>Due Date</b>	<b>Interval</b>
5.2.2.5	Updated list of names of the individuals assigned to the Contract	Within five (5) business days following the Department's request for an update	Upon Request
5.2.3.4	Updated Organizational Chart	DUE: Five (5) days from any change in Key Personnel or from the Department's request for an updated Organizational Chart.	Initiating Event/Upon Request
5.2.9.1	All current professional licensure and certification documentation as specified for key personnel or other personnel	Within five (5) Business Days of receipt of updated licensure or upon request by the Department	Initiating Event/Upon Request
5.5.3.13.2.2	Department requested Member material(s)	DUE: Within ten (10) Business Days following the Department's request for Member material(s).	Upon Request
5.10.7.5.1	All Contractor-developed provider materials related to the Accountable Care Collaborative Program or Colorado Medicaid	Ten (10) Business Days from the date the materials or plans are requested by the Department; and ten (10) Business Days from the request by the Department to update documents	Upon Request
5.14.7.2.10.5	QOC Letter	DUE: Within ten (10) Business Days of the Department's Request	Upon Request
5.15.11.4	Administrative Report	DUE: Within ten (10) days following the Department's request.	Upon Request
5.15.16.1.2	Notices and Disclosures Policies and Procedures	DUE: Within ten (10) Business Days of the Department's request	Upon Request
5.15.16.3.2.6.1	Ownership or Control Disclosures	DUE: At the time of executing the Contract with the Department, at Contract renewal or extension, and within thirty-five (35) calendar days of either a change of ownership or a written request by the Department.	Start Up/ Upon Request
5.15.16.4.1.2.1	Disclosure of Information on Persons Convicted of Crimes	DUE: Upon execution of the Contract, upon renewal or extension of the Contract, and within thirty-five (35) calendar days of the date of a written request by the Department.	Start Up/ Upon Request

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5.15.16.5.2	Business transaction disclosures	DUE: Within thirty-five (35) calendar days of the date of a request by the Department or by the Secretary of the Department of Health and Human Services.	Upon Request
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**Initiating Event**

RFP Section Number	Deliverable	Due Date	Interval
5.2.3.4	Updated Organizational Chart	DUE: Five (5) days from any change in Key Personnel or from the Department's request for an updated Organizational Chart.	Initiating Event/Upon Request
5.2.5.1	Name(s), resume(s) and references for the person(s) replacing anyone in a Key Personnel position during an interim change	DUE: At least five (5) Business Days prior to the change in Key Personnel	Initiating Event
5.2.6.1	Name(s), resume(s), and Key Personnel Clearance Form for the person(s) replacing anyone in a key personnel position who leaves employment with the Contractor	Within ten (10) Business Days following the Contractor's identification of a potential replacement.	Initiating Event
5.2.9.1	All current professional licensure and certification documentation as specified for key personnel or other personnel	Within five (5) Business Days of receipt of updated licensure or upon request by the Department	Initiating Event/Upon Request
5.2.14.7	Notice of Subcontractor Termination	DUE: At least sixty (60) calendar days prior to termination for all general terminations and within two (2) Business Days of the decision to terminate for quality or performance issue terminations.	Initiating Event

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5.5.3.7.3.1	Updated Colorado Medicaid Member Handbook section specific to the Contractor's Region whenever significant changes occur	DUE: Thirty (30) days from when changes take effect.	Initiating Event
5.5.3.9.1.1	Notice to Members of PCMP termination	DUE: Fifteen (15) days from the notice of termination.	Initiating Event
5.7.1.12	Network Change or Deficiency Notification	DUE: Within five (5) Business Days of Contractor becoming aware of the change or deficiency.	Initiating Event
5.12.8.2.6	Utilization Management Program and Procedures	DUE: Thirty (30) days after the Contract Effective Date and thirty (30) days after any significant change is made.	Start Up/ Initiating Event
5.12.10.3.1	Physician Incentive Plans	Due: Effective Date or upon implementation of a physician incentive plan	Start Up/ Initiating Event
5.15.5.2.9.2.5	Suspected Fraud Report Update	DUE: Within three (3) business days of the Contractor's verbal report to the Department	Initiating Event
5.15.5.2.9.3.3	Provider and Member Fraud Report	DUE: Three (3) Business Days from the initial discovery of the fraud or abuse.	Initiating Event
5.15.7.4.3.1	Notification of discovery of excluded employee or contractor	DUE: Within five (5) business days of the date of discovery.	Initiating Event
5.15.8.3.1	Notification of Discovery of Excluded Network Provider	DUE: Within five (5) business days of discovering the exclusion of the Provider.	Initiating Event
5.15.16.2.2.1	Security and HIPAA Violation Breach Notification	DUE: Within five (5) business days of becoming aware of the breach.	Initiating Event
5.15.17.2.1	Conflict of Interest Disclosure Statement	DUE: Within ten (10) Business Days of learning of an existing appearance of a conflict of interest situation.	Initiating Event
5.15.18.2.1	Solvency Notification	DUE: Within two (2) Business Days, of becoming aware of a possible solvency issue.	Initiating Event
5.15.19.1.1	Subcontracts and Provider Contracts	DUE: Within five (5) Business Days of the Department's Request.	Initiating Event
5.15.20.1.1	Warranty and Certification Notification	DUE: Within five (5) Business Days of becoming aware of its inability to offer the warranty and certifications.	Initiating Event
5.15.21.1.3.1	Notification of Actions Involving Licenses, Certifications, Approvals and Permits	DUE: Within two (2) Business Days of Contractor's notification.	Initiating Event



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5.16.3.3.5.1	Member Notifications	DUE: Thirty (30) days prior to termination of the Contract	Initiating Event
5.16.3.3.6.1	Provider Notifications	DUE: Thirty (30) days prior to termination of the Contract	Initiating Event