

Notice of Blanket Purchase Agreement



State Of Rhode Island and Providence Plantations
Department of Administration
Division of Purchases
One Capitol Hill
Providence, RI 02908-5860

V E N D O R	PUBLIC CONSULTING GROUP INC 148 STATE ST 10TH FLR BOSTON, MA 02109 United States
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S H I P T O	EOHHS MEDICAL ASSISTANCE HAZARD BUILDING 74 WEST ROAD CRANSTON, RI 02920 United States
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Development and Implementation of a Cost Allocation Plan for EOHHS Departments	
Award Number	3547038
Revision Number	7
Effective Period	06-DEC-2017 - 31-DEC-2020
Approved PO Date	21-JAN-2020
Vendor Number	1233-iSupplier

Type of Requisition	*OTHER
Requisition Number	1497274
Change Order Requisition Number	EOHHS20028MRN067
Solicitation Number	7551453
Freight	Paid
Payment Terms	NET 30
Buyer	Vittorioso, Dawn
Requester Name	Nicotero, Michelle R
Work Telephone	401-462-6850

This Purchase Order is issued pursuant to and in accordance with the terms and conditions of the solicitation and applicable federal, state, and local law, including the State of Rhode Island's purchasing regulations, available at www.purchasing.ri.gov.

CHANGE TO PO #3547038 DATED 1/15/2020 - AGENCY DOCUMENT ID NUMBER EOHHS20028MRN067

AS INDICATED ON AMENDMENT #5 DATED 12/23/2019 ADD LINE 6 FOR DEVELOPMENT AND IMPLEMENTATION OF COST ALLOCATION PLAN FOR THE DEPARTMENT OF BEHAVIORAL HEALTHCARE, DEVELOPMENTAL DISABILITIES AND HOSPITALS.

THE STATE OF RHODE ISLAND'S GENERAL CONDITIONS OF PURCHASE.
<https://rules.sos.ri.gov/regulations/part/220-30-00-13>

AGENCY CONTACT:
MICHELLE NICOTERO
401-462-6850

INVOICE TO

The State of Rhode Island accepts electronic invoices via its supplier portal. To register and submit electronic invoices, visit the supplier portal at <http://controller.admin.ri.gov/iSupplier/isup/index.php>

To submit paper invoices, mail to: Department of Administration Controller, One Capitol Hill, 4th Floor, Providence 02908.

STATE PURCHASING AGENT

Nancy R. McIntyre

Reference Documents: 3547038 Amendment 5.pdf

Line	Description	Unit	Unit Price (USD)
1	APA-17826 Development and Implementation of a Cost Allocation Plan for EOHHS	Each	1
2	APA-17826 Development and Implementation of a Cost Allocation Plan for DCYF	Each	1
3	APA-17826 Development and Implementation of a Cost Allocation Plan for DHS	Each	1
4	APA-17826 Development and Implementation of a Cost Allocation Plan for DOH	Each	1
5	APA-17826 Development and Implementation of a Cost Allocation Plan for HSRI	Each	1
6	APA-17826 Development and Implementation of a Cost Allocation Plan for BHDDH	Each	1

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STATE PURCHASING AGENT


Nancy R. McIntyre

Contract Terms and Conditions

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Terms and Conditions

PURCHASE ORDER STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS PURCHASE ORDER

CAMPAIGN FINANCE COMPLIANCE

CAMPAIGN FINANCE: In accordance with RI General Law 17-27-2, Every person or business entity providing goods or services of \$5,000 or more, and has in the preceding 24 months, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, or candidate for general office, any member, or candidate for general assembly, or political party, is required to electronically file an affidavit regarding political contributions at: <https://secure.ricampaignfinance.com/RhodeIslandCF/Public/VendorAffidavit.aspx>

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009, Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009, Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

For all Purchase Orders issued on behalf of the University of Rhode Island, Community College of Rhode Island, and Rhode Island College, vendors will receive a confirming order from the respective entity prior to proceeding.

INSURANCE REQUIREMENTS (ADDITIONAL)

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "SHIP TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT. FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION.

MULTI YEAR AWARD

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

BLANKET PAYMENT

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY. PAYMENTS WILL BE AUTHORIZED UPON SUBMISSION OF PROPERLY RENDERED INVOICES NO MORE THAN MONTHLY TO THE RECEIVING AGENCY. ANY UNUSED BALANCE AT END OF BLANKET PERIOD IS AUTOMATICALLY CANCELLED.

EQUAL OPPORTUNITY COMPLIANCE

THIS PURCHASE ORDER IS AWARDED SUBJECT TO EQUAL OPPORTUNITY COMPLIANCE.

PURCHASE AGREEMENT AWARD

THIS IS A NOTICE OF AWARD, NOT AN ORDER. Any quantity reference in the agreement or in the bid preceding it are estimates only and do not represent a commitment on the part of the state to any level of billing activity, other than for quantities or volumes specifically released during the term. No action is to be taken except as specifically authorized, as described herein under AUTHORIZATION AND RELEASE. ENTIRE AGREEMENT - This NOTICE OF AWARD, with all attachments, and any release(s) against it shall be subject to: (1) the specifications, terms and conditions set forth in the Request/Bid Number cited herein, (2) the General Terms and Conditions of Contracts for the State of Rhode Island and (3) all provisions of, and the Rules and Regulations promulgated pursuant to, Title 37, Chapter 2 of the General Laws of the State of Rhode Island. This NOTICE shall constitute the entire agreement between the State of Rhode Island and the Vendor. No assignment of rights or responsibility will be permitted except with the express written permission of the State Purchasing Agent or his designee. CANCELLATION; TERMINATION and EXTENSION - This Price Agreement shall automatically terminate as of the date(s) described under CONTRACT PERIOD unless this Price Agreement is altered by formal amendment by the State Purchasing Agent or his designee upon mutual agreement between the State and the Vendor.

AUTHORIZATION AND RELEASE

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency. A Direct Purchase Order (DPO) shall be created by the agency listing the items ordered, using the pricing and format set forth in the Master Blanket. All pricing shall be as described in the Master Blanket and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected in Master Blanket.

TERMS AND CONDITIONS OF PRICING AGREEMENT

SCOPE AND LIMITATIONS - This Agreement covers requirements as described herein, ordered by State agencies during the Agreement Period. No additional or alternative requirements are covered, unless added to the Agreement by formal amendment by the State Purchasing Agent or his designee.

Under State Purchasing Law, 37-2-54, no purchase or contract shall be binding on the state or any agency thereof unless approved by the department [of administration] or made under general regulations which the chief purchasing officer may prescribe. Under State Purchasing Regulation 8.2.1.1.2, any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the state.

PRODUCT ACCEPTANCE - All merchandise offered or otherwise provided shall be new, of prime manufacture, and of first quality unless otherwise specified by the State. The State reserves the right to reject all nonconforming goods, and to cause their return for credit or replacement, at the State's option.

a) Failure by the state to discover latent defect(s) or concealed damage or non-conformance shall not foreclose the State's right to subsequently reject the goods in question.

b) Formal or informal acceptance by the State of non-conforming goods shall not constitute a precedent for successive receipts or procurements.

Where the vendor fails to cure the defect promptly or replace the goods, the State reserves the right to cancel the Release, contract with a different vendor, and to invoice the original vendor for any differential in price over the original contract price.

ORDER AUTHORIZATION AND RELEASE AGAINST PRICING AGREEMENT

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency.

State Agencies shall request release as follows: All releases shall reference the Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein.

A Department Purchase Order (DPO) listing the items ordered shall be created by the agency. The agency may mail or fax a copy of the order to the Vendor. In some cases the agency may request delivery by telephone, but must provide the Vendor with a DPO Order Number reference for billing purposes. Vendors are encouraged to require written orders to assure payments are processed accurately and promptly.

DELIVERY If this is an MPA, Vendor will obtain "ship to" information from each participating agency. This information will be contained in the DPO. APA delivery information will be contained in the Notice of Award.

PRICING - All pricing shall be as described herein, and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected herein.

INVOICING All invoices shall reference the DPO Order Number(s), Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein. If this is an MPA, Vendor will obtain "bill to" information from each participating agency. This information will be contained in the DPO. APA billing information will be contained in the Notice of Award.

PAYMENT - Invoices for items not received, not priced according to contract or for work not yet performed will not be honored. No payment will be processed to any vendor for whom there is no IRS W-9 on file with the State Controller.

FIFTH AMENDMENT
TO AGREEMENT NO APA-17826,
RFP 7551453
BETWEEN

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES AND

PUBLIC CONSULTING GROUP, INC.

THIS AGREEMENT ORIGINALLY ENTERED ON THE FIFTH DAY OF
DECEMBER 2017 IS HEREBY REVISED AS FOLLOWS:

The Executive Office of Health and Human Services (EOHHS or the State) and Public Consulting Group, Inc. (PCG) (collectively, the Parties), hereby enter into this Fifth Amendment to the Agreement on the 23rd day of December 2019, for the purposes of amending the original agreement previously entered into between the Parties on December 5, 2017 (the Agreement).

Whereas, PCG assists the State in the development and implementation of a cost allocation plan for EOHHS and its agencies;

Whereas, the Parties seek to amend the budget terms for this Agreement for a one-year extension, commencing on January 1, 2020 and expiring on December 31, 2020 (the Second Renewal Term).

Now Therefore, the Parties to the Agreement, for good and valuable consideration, the receipt of which is hereby acknowledged, agree as follows:

1. PAR. 3. TIME OF PERFORMANCE

PCG shall commence performance of the Second Renewal Term on the 1st day of January 2020 and shall complete performance no later than the 31st day of December 2020, unless terminated prior to that day by other provisions of the Agreement. Performance may be extended or renewed by the Parties for two additional one-year extensions.

2. PAR. 6. BUDGET

Total payment for services to be provided under this Amendment shall not exceed the total budget as detailed in revised **ADDENDUM II**, attached hereto and incorporated herein by reference. Expenditures exceeding budget line-item categories by ten percent (10%) shall not be authorized unless prior written approval is first obtained pursuant to **PAR.10 – MODIFICATION OF AGREEMENT**, subject to the maximum amount of this Amendment as stated above.

3. TERMS AND CONDITIONS.

All other provisions of the Agreement are hereby ratified and confirmed in all respects and shall remain in full force and effect to the extent not expressly changed by this Amendment.

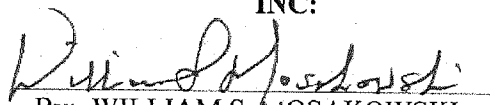
IN WITNESS WHEREOF, the parties hereto have here under set their hands as of the date first above written and this Agreement made legally binding upon the issuance of a valid Purchase Order by the State of Rhode Island as follows:

STATE OF RHODE ISLAND:



By: WOMAZETTA JONES
Secretary

PUBLIC CONSULTING GROUP,
INC:



By: WILLIAM S. MOSAKOWSKI
President and CEO

EXECUTIVE OFFICE OF HEALTH &
HUMAN SERVICES

ADDENDUM II
BUDGET

I. BUDGET NARRATIVE AND ASSUMPTIONS AFFECTING EOHHS FEES

This Fifth Amendment to the Agreement NO APA-17826, RFP 7551453 Between the State of Rhode Island and Providence Plantations Executive Office of Health and Human Services and Public Consulting Group, Inc. adds \$1,639,266 to the contract control value for an updated contract control value of \$3,275,348.

Public Consulting Group - Cost Allocation Plan Contract - APA 17826		
Contract	Purpose	Amount
Base	Base CAP for EOHHS, DHS, DCYF, DOH, HSRI	510,705
Amendment One	Add \$40,627 DHS, \$29,396 EOHHS, \$11,981 DCYF and \$4,311 HSRI	86,315
Amendment Two	Exercise 1st Option Year 01.01.2019 to 12.31.2019	664,734
Amendment Three	Add Scope of Work to EOHHS 01.01.2019 to 12.31.2019	75,994
Amendment Four	Add Scope of Work to DCYF 01.01.2019 to 12.31.2019	298,334
Amendment Five	Exercise 2nd Option Year 01.01.2020 to 12.31.2020 & Add BHDDH	1,639,266
Total Control Value		3,275,348

The following assumptions are made in accordance with this amendment:

- The budget is inclusive of the scope of work provided in the original contract but has been modified as outlined below to meet specific agency needs.
- The stated price will be in effect throughout the extension period (January 1, 2020 – December 31, 2020) and will include all efforts outlined below. If the scope needs to be modified for any agency, PCG will submit an updated price and secure the appropriate approvals and/or contract amendment.
- All hours are based on the following fully loaded rates as updated in the amendment dated 10/16/2018 and as updated in this amendment with the addition of a new rate for a Senior Operation Analyst:

Position Title	Fully Loaded Hourly Rate
Project Manager or PCG Manager	\$310
Associate Manager	\$294
Assistant Project Manager or PCG Senior Consultant	\$268
Senior Operations Manager	\$210
Consultant	\$235
Technical Advisor	\$210
Technical Advisor	\$184
Operations Manager	\$184
Business Analyst	\$173
Technical Business Analyst	\$173
Sr. Operation Analyst	\$120
Operations Analyst	\$105
Health Services Development (HSD)	\$142

- Ongoing use of both EasyRMTS™ and AlloCAP™ require signed licensing agreements and ongoing hosting fees.
- This amendment adds a scope of work to perform cost allocation services for the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH).
- PCG is offering EOHHS a volume discount on AlloCAP™ hosting fees at \$475 per instance, per month. This budget includes four (4) instances of AlloCAP™.

Agency	Monthly Hosting Fee	Annual Total
EOHHS AlloCAP™	\$475	\$5,700
DCYF AlloCAP™	\$475	\$5,700
DHS AlloCAP™	\$475	\$5,700
BHDDH AlloCAP™	\$475	\$5,700
Total		\$22,800

- PCG is offering EOHHS a volume discount on EasyRMTS™ hosting fees at \$475 per instance, per month. This budget includes four (4) instances of EasyRMTS™.

Agency	Monthly Hosting Fee	Annual Total
DCYF CPA EasyRMTS™	\$475	\$5,700
DCYF State EasyRMTS™	\$475	\$5,700
DCYF P&P EasyRMTS™	\$475	\$5,700
DHS EasyRMTS™	\$475	\$5,700
Total		\$22,800

- EasyRMTS™ and AlloCAP™ systems are as implemented and future unique reports or functionality changes may require additional costs.
- The following scope and assumptions apply per department:
 - EOHHS
 - Assist with processing the quarterly cost allocation plan (EOHHS will continue to process)
 - Provide expertise related to the cost allocation plan, administrative claiming, and Medicaid requirements
 - Host one instance of AlloCAP™.
 - Provide technical assistance with the UHIP IAPD, interagency agreements (ISAs), and interagency collaboration
 - HSRI
 - Provide consulting services related to calculation of HSRI claims narrative assistance, and negotiation assistance (note that hours have been decreased to match anticipated effort).
 - Assist with processing the quarterly cost allocation plan (HSRI will continue to process)
 - DHS
 - Provide four (4) quarters of operation of EasyRMTS™ for DHS.
 - Provide four (4) quarters of operation of AlloCAP™ for DHS
 - Provide cost allocation plan consulting services and operate four (4) quarters of CAP claim calculations for DHS (for the quarters ending 12/31/2019, 3/31/2020, 6/30/2020, and 9/30/2020)
 - DOH
 - Calculate the annual indirect cost rate for DOH and provide indirect cost rate consulting services.
 - PCG's budget includes the effort to calculate the FY21 indirect cost rate and annual rates going forward.
 - No software is included in DOH efforts
 - No additional assistance related to Medicaid administrative claiming is included in DOH efforts
 - DCYF CAP
 - Provide four (4) quarters of operation of the CPA instance of EasyRMTS™
 - Provide four (4) quarters of operation of the State instance of EasyRMTS™
 - Provide four (4) quarters of preparation of the quarterly cost allocation plan using AlloCAP™ (for the quarters ending 12/31/2019, 3/31/2020, 6/30/2020, and 9/30/2020)
 - Prepare CAP amendments for the calendar year
 - Provide re-runs for FY2019 related to the TANF calculations
 - Provide up to two reruns per quarter (additional reruns may be an additional cost)
 - Up to 4 RMTS trainings for FSU and CPA participants

- Up to 4 RMTS trainings for CPA participants (after new CPA contracts initiated)
- Modification of the CPA cost report and RMTS process (after new CPA contracts initiated)
- TANF statistic collection
- Implementation of a random moment time study for probation and parole officers (general consulting funds will be used for this item. Should there be a need for additional funds for the contract as a result of this, PCG and DCYF agree to add funds at a later date)
- Two (2) RMTS trainings for probation and parole officers (general consulting funds will be used for this item. Should there be a need for additional funds for the contract as a result of this, PCG and DCYF agree to add funds at a later date)
- Provide three (3) quarters of operation of the probation and parole officers instance of EasyRMTS™ (general consulting funds will be used for this item. Should there be a need for additional funds for the contract as a result of this, PCG and DCYF agree to add funds at a later date)
- DCYF Residential Time Study
 - Annual time study preparation and planning.
 - Develop training materials and perform up to 4 face to face (live) trainings and up to 4 Web-Ex trainings
 - Conduct time study over 2- week period, including emails to providers over the time period and collection of paper time study forms.
 - Discuss options for piloting a web-based system
 - Perform data analysis and summarize time study results.
 - Provide consulting related to Medicaid rehabilitation option and Title IV-E claiming and application of the time study percentages against DCYF costs (PCG does not calculate rates on behalf of DCYF).
- DCYF Title IV-E
 - Perform monthly Title IV-E quality assurance for Foster Care, Adoption Assistance and Guardianship Assistance cases.
 - Provide detail findings from review and identify areas of training opportunities or process changes.
 - Provide consulting related to Title IV-E policy, claiming and federal legislation implementation.
- BHDDH
 - Review the current BHDDH cost allocation plan (prepared by BHDDH) to determine risks, changes, effective date etc.
 - Provide recommendations regarding Medicaid administrative claiming and cost recovery
 - Develop a new BHDDH cost allocation plan narrative using the template used by the other agencies
 - Assist with time tracking activities and provide recommendations to the current process(es) used in Excel

- Configure AlloCAP™ to process the BHDHH plan (based on prior version developed and not implemented for BHDDH)
- Host and operate the CAP on an ongoing basis, including CAP amendments
- The effective date of the CAP will be determined; it will likely be 4/1/2020, but if it can be retroactive to January 1, 2020 or needs to be pushed to July 1, 2020 PCG will discuss with BHDDH
- The contract will not include time study software, if it needs to be added, it will be added at a later date
- PCG is not responsible for claiming to date or to the start of the new effective date of the CAP, but can assist with any audit findings at the request of BHDDH and via a contract amendment
- The contract will not include assistance with hospital cost reports, though the cost allocation plan will allocate costs for inclusion in the cost reports. The contract may be amended for cost report assistance, at BHDDH's request
- The contract will not include development of indirect cost rates; the cost allocation plan will likely replace the need for any indirect cost rates

II. BUDGET

PCG has provided the total budget for EOHHS, HSRI, DHS, DOH, DCYF, and BHDDH below. As mentioned above, if the scope of work varies from the work plans and above assumptions, or if additional hours are needed, PCG will work with EOHHS to modify this agreement.

A. EOHHS

EOHHS	Estimated Annual Hours	Total Annual Cost
Staff Fees - CAP	540	\$122,520
AlloCAP™ Hosting	N/A	\$5,700
Total		\$128,220

B. HSRI

HSRI	Estimated Annual Hours	Total Annual Cost
Staff Fees	162	\$37,212
Total		\$37,212

C. DHS

DHS	Estimated Annual Hours	Total Annual Cost
Staff Fees – CAP and RMTS	1,164	\$210,844
DHS EasyRMTS™	N/A	\$5,700
AlloCAP™ Hosting	N/A	\$5,700
Total		\$222,244

D. DOH

DOH	Estimated Annual Hours	Total Annual Cost
Staff Fees	188	\$36,398
Total		\$36,398

E. DCYF

DCYF CAP	Estimated Annual Hours	Total Annual Cost
Staff Fees – CAP and RMTS	1,782	\$349,188
DCYF CPA EasyRMTS™	N/A	\$5,700
DCYF State EasyRMTS™	N/A	\$5,700
AlloCAP™ Hosting	N/A	\$5,700
Total		\$366,288
DCYF Residential Time Study	Estimated Annual Hours	Total Annual Cost
Staff Fees	724	\$140,576
Total		\$140,576
DCYF IV-E	Estimated Annual Hours	Total Annual Cost
Staff Fees	2,460	\$410,800
Total		\$410,880

F. BHDDH

BHDDH	Estimated Annual Hours	Total Annual Cost
Staff Fees	1,064	\$244,968
AlloCAP™ Development	341	\$46,860
AlloCAP™ Hosting	N/A	\$5,700
Total		\$297,528

Total costs per department as outlined above are as follows:

Department	Estimated Annual Hours	Total Annual Cost
EOHHS	540	\$128,220
HSRI	162	\$37,212
DHS	1,164	\$222,244
DOH	188	\$36,398
DCYF	4,966	\$917,664
BHDDH	1,533	\$297,528
Total		\$1,639,266



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
Department of Administration DIVISION OF PURCHASES

RI-FANS CHANGE ORDER FORM

EMAIL CHANGE ORDERS TO: doa.purchaseorders@purchasing.ri.gov

This form is to be used for:

- Supplier Name Changes
- Cancellations to Blanket/Contract Purchase Agreements and Standard Purchase Orders.
- Line item changes, date changes and agreed amount changes to Blanket/Contract Purchase Agreements.

This form is not applicable for:

- Adding a line item or increasing a quantity on a Standard Purchase Order over \$5000.00.
(A change order requisition should be created and submitted for this type of change).
- Releases (Blanket/Contract) Should be processed as an electronic change order through RIFANS.

(ONLY 1 PURCHASE ORDER PER CHANGE ORDER FORM)

TYPE IN HERE

TYPE IN HERE

DATE	01/15/2020	MPA NUMBER	APA-17826
PURCHASE ORDER NUMBER	3547038	SOLE SOURCE (YES/NO)	N
BID NUMBER	7551453	DELEGATED (YES/NO)	N
BUYER NAME (as it appears on the purchase order)	Dawn Vittorioso	GRANT (YES/NO)	N
AGENCY DOC I.D. NUMBER	EOHHS 20028MRN067	GRANT/ DELEGATED PO END DATE	12/31/2020
SUPPLIER NAME	Public Consulting Group Inc.		

TYPE OF CHANGE TO BE MADE	FROM	TO
SUPPLIER NAME (include W-9 FORM and letters from companies advising of the name change)	Click or tap here to enter text.	Click or tap here to enter text.
AGREED AMOUNT CHANGE (BLANKET/CONTRACT)		
DATE CHANGE (BLANKET/CONTRACT)		
CANCEL ENTIRE PURCHASE ORDER (Standard, Blanket/Contract Purchase Agreements) (Give justification/reason below)		

YES ☐

LINE ITEM CHANGE FOR BLANKET PURCHASE AGREEMENTS:

CODES: (A) Add Line (D) Delete Line (DC) Description Change (PC) Price Change

Code	Line #	Description	Price from	Price to
A	6	APA-17826 Development and Implementation of a Cost Allocation Plan for BHDDH	1	
		Click or tap here to enter text.		
		Click or tap here to enter text.		

REASON/JUSTIFICATION: Please add BHDDH line, agency 076 with realm G6 for that line only. Each agency on contract has own line, per last amendment adding BHDDH.

CONTACT PERSON: Michelle Nicotero

PHONE NUMBER: 401-462-6850

AUTHORIZED AGENT: Brenda Whalen Munro

SIGNATURE:

FOR DOA PURCHASES ONLY SECTION

BUYER SIGNATURE: DATE: 1/16/2020

INTERDEPARTMENTAL PROJECT MANAGER SIGNATURE: _____ DATE: _____

DEPUTY/PURCHASING AGENT SIGNATURE: DATE: 1/16/2020

This form can be found on the purchasing website: www.purchasing.ri.gov in the Agency Resource Center. For complete instructions on processing change orders, visit the purchasing website www.purchasing.ri.gov Agency Resource Center/Instructions and Trainings/RIFANS Instruction Manuals.

CHANGE TO PO #3547038 DATED 1/15/2020 - AGENCY DOCUMENT ID NUMBER
EOHHS20028MRN067

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