

Attachment A: Instructions for Bid Rate Worksheets for Home Medical Equipment

- There are four (4) separate worksheets, one for each county.
- Should you wish to bid for all four (4) counties you will need to submit all four (4) completed county bid rate worksheets.
Please keep in mind that contracts being awarded in Warren County will be contingent upon approval from the Warren County Advisory Council and the Warren County Board of County Commissioners.
- Please be sure to fill in all areas of the form, including the "Bidder Name" section for each bid rate worksheet you submit. The bid rate worksheets are forms that can have text typed in where ever information is required.
- Areas in gray do not require you to submit pricing.
- Pricing is broken down into three separate categories: purchase, bariatric, and rentals.
- Pricing should include delivery, installation, education, and verification (without insurance coverage) as outlined in the Home Medical Equipment Service Specification under Section 4.0 found in Section Three of RFP: 003-18.
- Rental equipment rates should be listed as per month rates. Rental equipment will be broken out to 13 monthly payments. The 13 monthly payments should represent the total cost of purchasing the equipment.
- If you feel some of the rate information you have supplied needs further clarification please fill out the rate information on the bid rate worksheet, and include separate documentation for the additional rate information you wish to include.

Pricing process for RFP 003-18: Home Medical Equipment

After reviewing the proposals, COA will establish a maximum reimbursement rate on each piece of equipment.

COA will utilize a direct award process for all pieces of equipment, or rentals, and will be based on a flat rate established through the RFP process.

Equipment that varies in specifications (wheelchair cushions, ramps, etc.) will not be included in the direct award process with a flat rate. The rates for these items will be determined on a per client/per item basis.

Rental equipment will be broken out to 13 monthly payments. The 13 monthly payments should represent to total cost of purchasing the equipment.

The rental of equipment will be the accumulation of 13 months of rental or the purchase price of the equipment is reached whichever comes first.

Examples of equipment with pictures can be found in Appendix A of RFP: 003-18.

Quality Measures - Equipment must be of a high quality while maintaining an economical price.

Procedures must be in place to ensure client safety when dispensing a piece of equipment to the client. For example, a provider should not dispense a walker with four wheels without a braking mechanism.

COA will not pay for items considered to be an upgrade and not reasonable necessary. For example, COA will only pay for a standard material on a lift chair and not a leather material.

Items considered above reasonable and necessary will require prior authorization from the Care Manager prior to dispensing.