



Legislative Council Staff

Nonpartisan Services for Colorado's Legislature

Memorandum

June 1, 2026

TO: Interested Persons

FROM: Natalie Castle, Director, Colorado Legislative Council Staff

SUBJECT: Request for Proposals (RFP) for a Technical Advisor to Support the Commission on Medicaid

Issuing Office – Submission Information

As directed by [Senate Bill 26-187](#), the Director of Research for the Legislative Council Staff (Director) seeks a technical advisor to support the Commission on Medicaid (commission). All proposals must be received by 5:00 p.m. on Friday, June 12, 2026. Please direct submissions to:

Natalie Castle, Director of Research
Colorado Legislative Council
200 East Colfax Avenue
State Capitol Building, Room 011
Denver, CO 80203-1784
Email: lcs.director@coleg.gov

Proposals must be submitted in writing. Emailed submissions are preferred. Please clearly indicate on any mail, or include in the body of any email, the respondent's name and the words: "RFP – Medicaid Commission." Technical questions related to this RFP may be directed to Elizabeth Burger at 303-866-6272.

Project Description

Overview

[Senate Bill 26-187](#) (Attachment A) creates the Commission on Medicaid (commission). The commission consists of 10 legislative members, and must meet at least 6 times and no more than 12 times between May 13, 2026, and December 11, 2026. The commission must report its



recommendations for short-term and long-term legislative changes, executive action, and other policy changes to the General Assembly and Governor no later than December 11, 2026.

The Legislative Council Staff (LCS) is the nonpartisan research and support agency for the General Assembly. Senate Bill 26-187 directs the LCS to assist the commission in carrying out its duties.

Purpose and Charge of the Commission

The purpose and charge of the commission is to identify, consider, and evaluate legislative and executive branch action options to implement a sustainable Medicaid program. The commission must identify, consider, and evaluate recommendations regarding implementing federal Medicaid policy changes in 2026, 2027, and 2028, and appropriately supporting Coloradans impacted by those policy changes.

The commission must use existing Colorado and national studies, reports, analyses, and audits to:

1. Establish a shared understanding of the federal policy changes coming through the implementation of H.R. 1, 119th Congress (2025-2026), Pub.L.119-21, and related federal policies; identify additional workload for the Department of Health Care Policy and Financing associated with federal changes; and identify preparations to support Coloradans impacted by required changes coming in 2026, 2027, and 2028.
2. Explore how Colorado's administrative structures of health care have changed over the past ten years, establish a shared understanding of how these administrative structures are working together today, and identify points of friction and opportunities for efficiencies.
3. Analyze Medicaid eligibility and enrollment, benefits, administration of benefits and delivery systems, provider contracting, payment rates and methodology, challenges regarding Medicaid administration statewide, and program quality for efficacy and value.
4. Explore Medicaid financing and evaluate how Colorado can optimize federal funding to support health-care delivery.

The commission must solicit input from Medicaid members, disability members and advocates, health care providers, and community-based organizations. It must consider the impact of recommendations on access to, and quality of, care and health equity.



The commission must invite representatives of state agencies to present to or collaborate with the commission, and may request data from state agencies. It may also invite community-based Medicaid stakeholders or nationally recognized Medicaid experts to present.

Report

No later than December 11, 2026, the commission must submit a report to the General Assembly. The report must contain the following information.

1. Documentation of the commission's process.
2. Recommendations approved by the commission for short-term and long-term legislative changes, executive action, and other policy changes.
3. A description of the stakeholders that provided input to the commission.
4. Any other information that the commission determines to be relevant.

Scope of Work

Required Duties

The technical advisor provides technical and administrative support to the commission. The duties of the technical advisor include the following.

1. Working with the commission members to develop a work plan for the commission, including identifying the topics for consideration by the commission and a schedule of meetings to address those topics.
2. With the commission chair and vice chair, determining the process through which the commission will make recommendations for inclusion in the commission's report.
3. Attending each commission meeting to provide professional facilitation services to allow the commission to meet the commission's purpose and charge.
4. Providing research support to the commission by:
 - a. preparing relevant analyses;
 - b. compiling information and resources;
 - c. identifying existing Colorado and national studies, reports, analysis, and audits necessary to support the commission's work;



- d. identifying and securing relevant subject matter experts from state agencies and community stakeholders to present to the commission; and
 - e. providing other necessary research and technical support to allow the members of the commission to make considered decisions regarding the commission's purpose and charge.
5. Evaluating the commission's proposed recommendations to determine the impact on member access to care, quality of care, and health care equity, including impacts on individuals with disabilities, individuals in rural areas, and other vulnerable populations.
 6. Drafting, revising, and finalizing the commission's final report.

Excluded Duties

The following duties will be performed by LCS and are excluded from the facilitator's scope of work.

1. Providing and maintaining a website for the commission with information about the commission including membership, meeting schedules, agendas, and meeting summaries; information provided to the commission from presenters or as part of any public input or testimony process; and any other information provided by the facilitator.
2. Arranging for live audio streaming of each commission meeting to allow members of the public to listen to the meetings in real time.
3. Recording the audio of each commission meeting and making the recordings available to the public.
4. Facilitating the process of public input pursuant to the current process for testimony utilized by the Colorado General Assembly.
5. Arranging for in-person meeting spaces for the commission in the Capitol Complex, if the commission meets entirely in person or in a hybrid format.
6. Scheduling Zoom virtual meetings for any commission meeting that is held in an entirely virtual or hybrid format.
7. For meetings that occur in the legislative interim, facilitating per diem and expense reimbursement for commission members.
8. Preparing written summaries of each commission meeting, including listing the attendance of members of the commission at the meeting and recording any votes taken by the commission.



9. Submitting the commission's final report to the General Assembly and the Governor.
10. At the request of the commission, and in conjunction with the technical advisor, preparing nonpartisan research and analysis to aid the commission in its process of completing its charge, making its recommendations, and issuing its final report.

Required and Preferred Requirements

Required Qualifications

The technical advisor must have:

1. experience in health-care policy;
2. an understanding of how Colorado's Department of Health Care Policy and Financing works;
3. no conflicts of interest;
4. experience facilitating meetings and providing technical support to working groups; and
5. the ability to write a report.

Preferred Qualifications

In addition to the required qualifications, the technical advisor should have a demonstrated:

1. knowledge of and experience working with Medicaid, preferably in Colorado, and familiarity with federal policy changes impacting Medicaid through H.R. 1 and other federal policies;
2. understanding of Colorado state government and the relationship between the legislative and executive branches, as well as the relationships between state agencies that relate to Medicaid;
3. experience working at the intersection of public policy and politics and comfort working in a bipartisan or nonpartisan way; and
4. strong facilitation skills.

Information Required in Response

The following information must be included in any response.



1. A letter of interest demonstrating the respondent's qualifications and experience to provide the services requested in this RFP, and specifically identifying the respondent's ability to meet the required and preferred qualifications.
2. A description of the respondent's work on similar projects, and three references for past work.
3. An initial or proposed project plan describing how the respondent would approach the Commission's scope of work, including a project timeline and specific activities.
4. Demonstration of the respondent's neutrality, and a description of any identified conflicts of interest.
5. Identification of each of the respondent's team members expected to provide services requested in this RFP.
6. A detailed budget including hourly rates for each team member; the estimated number of required hours to complete the scope of work; and the costs of incidentals, travel costs for the respondent's team, and any other fees and costs not included in the hourly rate(s).

Accessibility Requirements

The technical advisor shall ensure that all written work product and deliverables delivered to the state comply with all applicable provisions of §§24-85-101, et seq., the Accessibility Standards for Individuals with a Disability, as established by the Office of Information Technology pursuant to §24-85-103 (2.5), C.R.S., in adopted rules that are codified at 8 CCR 1501-11, and all State of Colorado technology standards related to technology accessibility, including Level AA of the most current version of the Web Content Accessibility Guidelines.

Reports and Documents Property of the General Assembly

All information collected or developed by the technical advisor on behalf of the commission shall be the property of the Colorado General Assembly. The Colorado General Assembly retains the right to release any materials subject to the terms of the Colorado Open Records Act.

Revisions or Clarifications

If it becomes necessary to revise or clarify any part of this RFP, addenda will be provided to each potential respondent who received the original RFP and any other individual who expresses



interest in responding to the RFP. It is essential that respondents acknowledge all issued addenda in their submittal.

Ownership of Proposal Received

All material submitted in response to this RFP shall become the property of the Colorado General Assembly. The Colorado General Assembly reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Any restrictions on the use of information contained within a response must be clearly stated in the response, and any such restrictions must be approved by the Director. Submission of a proposal indicates acceptance by the respondent of the conditions contained in the RFP.

Respondents that plan to use proprietary material or information must clearly identify the portions of their proposal or product that are proprietary. The Director shall make the final determination in advance of letting the contract as to whether any part of the respondent's proposal or product shall be considered proprietary. All respondents, including those using proprietary material, must describe in detail their proposed plan to meet the scope of work contained in this RFP.

Respondent's Costs

The State of Colorado shall not be liable for any costs incurred by respondents as a result of submission of a proposal pursuant to this request.

Award of Contract

Proposals will be reviewed by the Director and the Commission on Medicaid in accordance with the provisions of this RFP. Interviews with respondents may be conducted as part of the review process. The Director and the Commission on Medicaid reserve the right to reject any or all proposals. Proposals that do not contain at least the information required by this RFP shall be deemed nonresponsive and will not receive further consideration. The contract will be awarded to the respondent or respondents whose proposal is most advantageous to the State of Colorado. Formal notification to the successful respondent is expected on or after July 1, 2026.

Award without Discussion

The Director, on behalf of the commission, reserves the right to make an award without further discussion of proposals received. Therefore, it is important that the proposal be submitted in the most complete terms possible.



Award Information to Unsuccessful Respondents

LCS will notify all unsuccessful respondents after the award. No information will be released after the proposal submission deadline until an award has been made.

Contract

In addition to standard state contract provisions, a copy of which will be made available upon request, the contract negotiated with a successful respondent shall incorporate this RFP, the successful proposal, and any additional methodological information that may be required. The contract shall include an indemnification clause to hold the state harmless against any and all claims, damages, liability, and court awards as a result of any act by the technical advisor or any subcontractors. Additional liability insurance shall also be obtained by the technical advisor for personnel involved in the work included in the scope of the contract in accordance with the amounts set forth in this RFP. The contract shall also include all State of Colorado Legislative Special Provisions which are applicable to all legislative department contracts.

If the respondent intends to subcontract any part of its responsibilities, the respondent must also identify the subcontracting individual, firm, or organization and their qualifications.

Insurance

Unless otherwise agreed to by the Director, before execution of a contract, the technical advisor will be required to submit certificates showing the following minimum coverages prior to start of work:

- Standard Workers' Compensation and Employer's Liability, including occupational disease, covering all employees in the amount required by state statutes.
- Comprehensive General Liability Insurance, with minimum limits of \$1 million per occurrence and in aggregate.
- Comprehensive Auto Liability Insurance with a minimum limit of \$1 million per accident.

The certificates must name the State of Colorado as an additional insured and must be furnished within 10 working days after receipt of a contract award. All insurance must include provisions preventing cancellation without 30 days' prior notice by certified mail to the Director. Insurance specified in this section shall include coverage for acts of omissions of any subcontractors.