

Actuarial and Consulting Services

RFP# 1463080000005

Questions and Answers

#	RFP Reference	Question	Response
1	Section II, C, 15., Terms and Conditions, page 20 states, "The Agency discourages exceptions from the contract terms and conditions as set forth in the RFP Sample Contract."	Will the submission of exceptions impact the evaluation (scoring) of proposals?	No, the submission of exceptions will not impact the scoring of the proposals.
2	Section II, C, 15, Terms and Conditions, page 20 states, "... the Offeror must propose specific alternative language."	Is it acceptable for vendors to submit proposed alternative language as a "red-line" to the Sample Contract?	Yes, that is acceptable.
3	Section IV, B, 4, Staff References, page 32 states, "Offerors must submit three (3) references for each proposed key staff member, showing work for previous clients who have received similar services to those proposed by the offeror for this contract."	Can staff references come from current New Mexico State employees?	Yes, current New Mexico State employees can be used as references.
4		Is there an incumbent vendor that has been providing these services for the New Mexico Human Services Department? If so, who is that vendor? If so, how much time did they spend on this work last year?	Yes, Mercer Health & Benefits, LLC has provided these services to the Department. In CY 2013, approximately 16,000 hours of actuary and consulting work was provided. NM was working toward implementing Centennial Care during CY 2013 and the number of hours worked reflects the extra work required for this.
5		We received the response from the New Mexico Human Services Department that you will not be releasing notes or a question and answer document from the pre-proposal conference on 4/10. We are asking that you reconsider releasing a summary of the information discussed and any clarifications that were made.	No potential offerors were in attendance at the pre-proposal conference held on April 10, 2014. Therefore the Department will not be releasing any notes or documentation from the pre-proposal conference.

6	<p>Section III, B, Number of Copies, page 26 states "Offerors shall deliver:</p> <p>Binder 1: one (1) original and five (5) identical hardcopies of their Technical Proposal; Original and all copies shall be in separate labeled binders; all confidential information in the proposal shall be clearly identified and easily segregated from the rest of the proposal.</p> <p>Binder 2: one (1) original, and two (2) copies of Cost proposal; Original and all copies shall be in separate labeled binders."</p>	<p>In Section III (B), with respect to the number of binders, the list appears to state 2, each with copies of the proposals. However, the follow-up sentence under both Binder descriptions states that each copy of the proposal will be in a separate binder. Is it the intention of the Human Services Department that you receive 2 binders or 9 binders (1 original and 5 copies of the Technical proposal and 1 original and 2 copies of the Cost proposal)?</p>	<p>The Department requires one (1) original and five (5) additional hardcopies of the Technical Proposal, each in a separate binder, for a total of six (6) Technical Proposal Binders. The Department also requires one (1) original and two (2) additional hardcopies of the Cost Proposal each in a separate binder for a total of three (3) Cost Proposal Binders.</p>
7	<p>Section IV, A, Detailed Scope of Work, pages 29-30</p>	<p>In Section IV (A), what data will the state be able to provide for the qualified actuarial entity to perform these services? What level of detail will be provided in the data? In other words, will the actuarial entity receive detailed, claim-level, data on every claim that was submitted or will some level of summarized data be provided?</p>	<p>The state will provide the selected offeror with detailed claim level data. The data will not be summarized.</p>
8		<p>Will any of the staff of the Human Services Department be working with the winning actuarial entity?</p>	<p>Yes, the selected offeror will be expected to work with staff of the Department.</p>
9		<p>Does anyone in the the Human Services Department currently perform any of the tasks outlined in the RFP? If so, what tasks do they currently perform and will they continue to do so once this work is awarded to the qualified actuarial entity?</p>	<p>While the Department does not currently do any actuarial work, Department staff do and will work closely with the contractor on various analyses and related activities.</p>
10		<p>Will Human Services Department staff be available to assist with certain analyses that require a detailed understanding of the program (such as data reconciliation, identifying and including non-claim payments and cost settlements, etc)?</p>	<p>Yes, staff of the Department will provide program specific support.</p>
11		<p>How many physician fee schedule, facility reimbursement and program benefit changes does the Department anticipate over the next 12 months?</p>	<p>Currently, the Department anticipates at least one fee schedule and two facility reimbursement changes in the next 12 months. However, it is possible that there may be more.</p>

12		Does New Mexico have their rate cells set and, if so, will those rate cells be the same going forward?	The rate cells, or cohorts, are currently set for CY2014. However, there is a possibility rate cells will change in the future.
13	Section IV, B, 6, Mandatory Specification, pages 33 states "Offerors must propose and thoroughly describe how the contractor plans to meet this time-line requirement, especially for the CY 2015 rates to be completed by October 1 st , 2014."	In Section IV (B), paragraph 6, will the Human Services Department supply more information on the timing of the winning entity receiving the data? In supplying a detailed work plan, we need to understand how to staff this work in order to meet the Human Services Department's deadline of October 1 st .	It is estimated that it would take the Department two weeks to provide the actuary with five (5) years of claim data. However, this timeframe depends upon availability of the Department staff.
14	Section IV, C, 1, Cost, page 34 states "The hours and cost calculation must include an all-inclusive proposal encompassing a full rate development, rate-setting and rate update, and must represent the entity's costs and hours for performing the requirements enumerated in the RFP. Other direct, indirect, allocated, or incidental expenses not included in this Cost Proposal may NOT be charged to the ensuing contract."	In Section IV (C), paragraph 1, should we factor in the cost of out-of-pocket expenses that may arise during our work with the Human Services Department such as travel (if necessary), shipping of presentation materials, cost of attending rate setting meetings and discussions, if required to attend in person, etc.?	Travel, which would include the cost of attending meetings, should be factored into the cost. Other out-of-pocket expenses should not be included.