



**NM Human Services Department, Medical Assistance Division  
 Medicaid Audit Agent for Nursing Facilities  
 RFP #17-630-8000-0005**

**RESPONSES TO QUESTIONS**

	<b>RFP SECTION</b>	<b>SECTION TITLE</b>	<b>PAGE</b>	<b>OFFEROR'S QUESTION</b>	<b>HSD'S RESPONSE</b>
1.		Appendix A and Appendix G	35	<b>Appendix A:</b> Appendix A mentions "ending with appendix G." RFP Number 17-630-8000-0005 does not have an Appendix G. Please provide Appendix G if necessary.	Please see Amendment 1
2.	II. Conditions Governing the Procurement  III. Response Format and Organization	B. Explanation of Events 6. Submission of Proposal  B. Number of Copies 1. Hard Copy Responses A. Technical Proposals B. Cost Proposals	10	<b>Number of Copies (p 21):</b> This section indicates that hard and electronic copies are required. However page 10 references submission via the SPD's electronic procurement system. Can you confirm whether we may use the electronic procurement system?	Please see Amendment 1
3.	III. Response Format and Organization	B. Number of Copies 1. Hard Copy Responses A. Technical Proposals B. Cost Proposals	21	<b>Number of Copies (p 21):</b> Could you clarify how many copies of the redacted proposal are required? Also please clarify the format of the redacted copy (hard copy vs. electronic).	Redacted information is information considered Confidential and only one (1) copy is requested. That hard copy may be placed in a separated sealed envelope and one (1) redacted and one (1) unredacted electronic copy is requested via CD/USB.
4.	III. Response Format and Organization	B. Number of Copies 1. Hard Copy Responses	21	<b>Number of Copies (p 21):</b> Are pdf copies of the proposals acceptable for the electronic version?	No.
5.	Appendix F	Organizational Reference Questionnaire	76, 77	<b>Appendix F:</b> In the second paragraph of Page 1 (p 76 of RFP) of Appendix F indicates that the three business references must return the completed questionnaire to Norma Lucero at her physical address; however, on page 2 (p 77 of the RFP) it says the questionnaire should be returned via fax or email. Please clarify which methods of transmission will be accepted.	Please see Amendment 1
6.	Appendix F	Organizational Reference Questionnaire	78	<b>Appendix F:</b> Appendix F indicates that there is a due date for the return of the	Please see Amendment 1



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				forms listed in Section II A of the RFP. We do not see a specific date listed for the return of questionnaires in that section. Can you clarify the due date if it is different than the proposal submission date?	
7.	VI. Consultation	B. Business Specifications 1. Financial Stability 5. Cost	30, 31	<b>Cost (Information) (p 30-31):</b> This section references Appendix 1, 8 and 10. Please provide those appendix if necessary.	Please see Amendment 1
8.	VI. Consultation	B. Business Specifications 2. Performance Surety Bond	32	<b>Surety Bond (p 32):</b> Are you able to provide an estimate of the amount of the Surety Bond should it be required?	Amount of surety bond can be negotiated during negotiations of the final award.
9.	I. Introduction	B. Scope of Procurement	1	<b>Section I.C. Scope of Procurement (p.1):</b> This section states that the contract is scheduled to begin on July 1, 2017 or upon receiving all required state approvals whichever is later, and end on July 31, 2019. Should the end date of the initial two year contract period be June 30, 2019, with two additional one (1) year periods?	Please see Amendment 1
10.	IV. Specifications	A. Detailed Scope of Work I. Performance of Audits	23	<b>Section IV.A. Performance of Audits (p.23):</b> This section indicates that the "audits" will include desk and field audits. In completing the cost proposal is there a desired mix of desk and field audits that the bidders should assume (i.e. a set number or percentage of field audits) in order to present comparable cost proposals?	Each cost report submitted will be subjected to a comprehensive desk audit, which is completed for analyzing the cost report. A complete report of the desk audit and review is due to HSD/MAD. Desk or field audits will be performed on all facilities and per the auditing schedule established by Medicare. The audits would include a percentage of both desk and field audits to be determined by HSD/MAD and the contractor.
11.	IV. Specifications	A. Detailed Scope of Work	23	<b>Section IV.A. Performance of Audits (p.23):</b> This section includes the CCBHC	HSD is looking at 6-8 facilities that may qualify to be certified as CCBHC providers in



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		I. Performance of Audits		providers in the types of facilities subject to audit. How many CCBHC providers are there and is there a desired mix of desk and field audits that the bidders should assume?	NM. We would require all to have a field audit within the contract period; however, the bidder should assume a combination of desk and field audits.																								
12.	IV. Specifications	A. Detailed Scope of Work I. Performance of Audits	72	<b>Appendix D Cost Response Form (p. 72):</b> Is the Bidder supposed to list items contained in the detailed scope of work (Section IV.A.) and include a price for each? As field audits and desk audits require differing resources, what level of field visits is anticipated by the Department?	Yes. Charges and items listed on Appendix D from the Scope of Work must be justified and evident of need documented in the proposal. Costs will be measured by the components detailed in Section IV. A. Detailed Scope of Work. Please anticipate a full blown Medicaid cost report field exam where all financial schedules and attachments will be requested and provided by the provider prior to the onsite field visit.																								
13.	IV. Specifications	A. Detailed Scope of Work I. Performance of Audits	72	<b>Appendix D Cost Response Form:</b> For purposes of completing the cost response form, are all bidders to assume a number of providers that are subject to “desk and field audits”? Currently our understanding is that following counts of providers are subject to audit or rate setting activities, should all bidders assume this count in completing their cost proposal?	Please see the number of providers by program below. Desk or field audits will be performed on all facilities and per the auditing schedule established by Medicare. The audits would include a percentage of both desk and field audits to be determined by HSD/MAD and the contractor.  Please see the below number in utilizing this for the count in completing your cost proposal.																								
				<table border="0"> <tr> <td>Nursing Facilities</td> <td>69</td> <td>Nursing Facilities</td> <td>77</td> </tr> <tr> <td>ICF/IIDs</td> <td>38</td> <td>ICF/IIDs</td> <td>42</td> </tr> <tr> <td>FQHCs</td> <td>17</td> <td>FQHCs</td> <td>132</td> </tr> <tr> <td>HHAs</td> <td>51</td> <td>HHAs</td> <td>62</td> </tr> <tr> <td>RHCs</td> <td>14</td> <td>RHCs</td> <td>20</td> </tr> <tr> <td>CCBHCs</td> <td>(see previous question)</td> <td>CCBHCs</td> <td>6-8</td> </tr> </table>	Nursing Facilities	69	Nursing Facilities	77	ICF/IIDs	38	ICF/IIDs	42	FQHCs	17	FQHCs	132	HHAs	51	HHAs	62	RHCs	14	RHCs	20	CCBHCs	(see previous question)	CCBHCs	6-8	
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14.	III. Response Format and Organization	C. Proposal Format 2. Technical Proposal (Binder 1) F. Response to Specifications 8. New Mexico Preferences (If Applicable)	22	<b>New Mexico Preferences (p 22):</b> Upon reviewing the certification for NM preferences ( <a href="http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx">http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx</a> .) there is a statement that indicates "This preference doesn't apply to contracts that use federal funding". Does this contract have the potential to use federal funding? If so, does this preference apply to this RFP?	This procurement involves Federal funds so the NM preference does not apply.
15.	V. Consultation	B. Technical Specifications 1. Organizational Experience c. Project dates (starting and ending)	26 letter c	<b>Organizational Experience (p 26, letter c):</b> The RFP says "Indicate how many states Offeror provided hospital audit, accounting, program integrity and consultant services for in the last two years and what percentage of business revenue is derived from the aforementioned services engagements. Offerors must submit an organizational chart displaying Offeror's overall structure." Should the reference to "hospital audit, accounting, program integrity and consultant services" be revised to reflect nursing facility services?	Amendment 1