

**Bureau of Health Services Financing
RFP # 3000005038 Third Party Liability Services**

Addendum #1

Questions and Answers

Proposal Due Date/Time: May 13, 2016, 4:00 p.m. CT

Question #	Document Reference	Section Number	Section Heading	Page Number in Referenced Document	Question	Response
1	RFP				Can you provide the data on prior fiscal years for TPL recoveries (in dollars returned to the State gross of any fees paid to any applicable contractor or other costs incurred by the State)?	SFY '14-15 - \$8.2M (through Dec. 2014) SFY '13-14 - \$12.7M SFY '12-13 - \$29.9M
2	RFP				Can you provide the data on prior fiscal years for number of individuals identified and verified with third party coverage through a cost avoidance process?	Due to the fluctuating nature of third party coverage, it is not possible to provide this data.
3	RFP				Can you provide the data on prior fiscal years for the amounts recovered through credit balance reviews?	SFY '12-13 - \$880k SFY '11-12 - \$276k SFY '10-11 - \$472k

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4	RFP				Whether companies from outside USA can apply for this (like, from India or Canada)?	The Contractor shall perform the services to be provided under this Contract entirely within the United States. The term "United States" includes the 50 states, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, the Northern Mariana Islands, and American Samoa. In addition, the Contractor will not hire any individual to perform any services under this Contract if that individual is required to have a work visa approved by the U.S. Department of Homeland Security and such individual has not met his requirement.
5	RFP				Whether we need to come over there for meetings?	During contract negotiations, it will be determined which meetings will require in-person participation.
6	RFP				Can we perform the tasks (related to RFP outside USA (like, from India or Canada)?	The Contractor shall perform the services to be provided under this Contract entirely within the United States. The term "United States" includes the 50 states, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, the Northern Mariana Islands, and American Samoa. In addition, the Contractor will not hire any individual to perform any services under this Contract if that individual is required to have a work visa approved by the U.S. Department of Homeland Security and such individual has not met his requirement.

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7	RFP				Can we submit the proposals via email?	No. Refer to Section IV, Subsections M.3 and M.4 on pp. 36-37 of the RFP.
8	RFP				How many licensed physicians work at this hospital?	Without references, DHH cannot identify in what context the question is being asked and, therefore, cannot provide a response.
9	RFP				How many patients do the physicians see per day?	See response to question # 8.
10	RFP				Is this RFP for inpatient or outpatient clients?	Both.
11	RFP				Do the award firm have to fill out UBO4 forms?	The firm is responsible for billing claims to the carriers which may require UB04s.
12	RFP				Will the software be an added line item in the RFP?	No.
13	RFP	I.A.4	General Information	8	Can DHH please provide a month by month enrollment history for FFS and Managed Care lives from January 2015 to present?	See Q&A Attachment 1 .
14	RFP	I.A.5	General Information	8	Can DHH please provide a month by month expenditure history for FFS and Encounter Claims (and or premiums) from January 2015 to present?	See Q&A Attachment 2 .

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15	RFP	I.A.5	General Information	8	Can DHH please projections for anticipated further migrations from FFS to Managed Care?	With the Expansion of Medicaid effective on 7/1/16, it is expected that this population will reach 375,000 over several months.
16	RFP	I.A.6	General Information	9	Can DHH please describe the MCO enrollment process? For example, is there a waiting period for when applicants are enrolled in FFS prior to making MCO selection?	There is no waiting period. Members are enrolled into a plan with the eligibility effective date.
17	RFP	I.B	Purpose	8	Can DHH please distinguish the difference between “claims data to hospital providers to bill carriers” and “annual hospital credit balance reviews” in regards to section b.ii on page 17. Please provide clarification on the difference between credit balance review and other overpayment review.	The Contractor will provide claims data to hospital providers in order for the hospital providers to bill the third party carriers. A hospital credit balance review is conducted by the Contractor in order to determine if the provider has received any overpayments which should be recouped.
18	RFP	I.C.2	Invitation to Propose	9	Is a written reference required for each of the contractor’s key personnel if Contractor references are given?	No.

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19	RFP	I.C.2	Invitation to propose	9	If bidders are including written references to satisfy requirement #1, are they still required to include a Contractor reference and if so what is the distinction between a reference for a project as Prime Contractor in #1 and a reference for a Contractor in #2?	The proposer must fulfill the experience requirements of both #1 and #2 on p. 9. #1 requires that the proposer itself must have served as Prime Contractor for at least two TPL components as specified, while #2 requires that either the proposer itself, its subcontractor(s), or its key personnel must have at least three years project management experience as specified. The proposer must provide references verifying that both of these experience requirements have been fulfilled.
20	RFP	I.C.2	Invitation to Propose	9	The requirement states, <i>“Provide a minimum of one written (1) reference for each Contractor, subcontractor or key personnel that validates the requirement.”</i> Does the State require that one written reference be provided by each subcontractor if a Contractor reference is supplied?	Yes. The experience requirement of #2 can be fulfilled by the experience of the proposer itself, its subcontractor(s), or its key personnel, and references must be provided for any of those firms or persons whose experience counts toward the fulfillment of this requirement.
21	RFP	III.A	Project Overview	12	Where in the proposal outline does the state wish bidder’s to include their optional innovative concept response?	As this submission is optional, if submitted, place at the end of the proposal.
22	RFP	III.A.1	Project Overview	12	Can DHH please provide bidders with current MCO recovery information to better estimate potential volume? During the contract, will DHH provide billed claim information to cross reference before performing come-behind encounter billings?	During calendar year 2015, DHH did not contract for these services. Therefore this information is not available.

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23	RFP	III.A.2	Scope of Work	12	Can DHH clarify which components of the cost avoidance process also apply to the Managed Care lives, data match, etc.	Data Matches.
24	RFP	III.A.3	Project Overview	12	Can DHH clarify with what frequency the proposer is required to issue Medicare correspondence to providers? Additionally, will DHH consider establishing thresholds for what is reasonable to pursue?	The process of sending out Medicare recoveries is monthly and DHH will work with the Contractor on establishing acceptable thresholds.
25	RFP	III.B.1.c.v	General Requirements	13	Can DHH please provide an example of invalid scope of coverage?	See Q&A Attachment 3 .
26	RFP	III.B.2	Programmatic Requirements	14	Can DHH please provide a listing of all the Medicaid participating hospitals?	See Q&A Attachment 4 .
27	RFP	III.B.2	Programmatic Requirements	14	Can DHH please share what credit balance reviews are currently in place by provider type and frequency?	Credit balance reviews are required for all hospitals at least annually.
28	RFP	III.B.1.4	Staffing Requirements	21	Will DHH allow vendors to propose one individual to fulfill multiple project management roles for recovery activities, credit balance and file maintenance?	Yes the proposer may propose one individuals to fulfill multiple project management roles.
29	RFP	III.B.6.e	Reporting Requirements	23	Can DHH provide any additional information/instructions for how the quarterly accounts receivable report should be prepared? Is a template for this report available?	See Q&A Attachment 5
30	RFP	IV.M.2	Proposal Submission	36	Will DHH consider allowing lengthy workplans to be exempt from the 200 page limit?	No.

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31	RFP	IV.Q.3.e	Work Plan / Project Execution	39	Please provide a description for the "Modernization Project" which the proposed organizational structure must support.	See Q&A Attachment 6
32	RFP	IV.Q.7.a	Corporate Financial Condition	42	Due to the lengthy volume of the (3) years of financial statements, will DHH consider them exempt from the 200 page limit?	Yes. The 200 page limit applies to the Technical Proposal.
33	RFP	IV.Q.6	Additional Information	41	Due to the lengthy volume of various plans based on the requirement to limit the proposal to 200 pages, would DHH consider exempting the attachments from the page limit or allowing proposers to limit plans to Table of Contents?	No.
34	RFP	IV.Q.7.a	Corporate Financial Condition	42	Would DHH consider allowing Proposer's to provide a link to the annual reports that are public record and provided on Proposer's websites to save the printing of these documents? Or would DHH consider only requiring an electronic copy on the CD or flash drive with no paper copy?	First question - No. Second question - Yes.

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35	RFP	IV.Q.8	Cost and Pricing Analysis	42	<p>If proposers complete the information on Attachment E as instructed, will we be compliant with the instructions in Section Q.8:</p> <ul style="list-style-type: none"> a. <i>Proposer shall specify costs for performance of tasks. The proposal shall include all anticipated costs of successful implementation of all deliverables outlines. An item-by-item breakdown of costs shall be included in the proposal.</i> b. <i>Proposers shall submit the breakdown for the duration of the contract to demonstrate how cost was determined. Proposers shall complete a cost proposal in the format provided in Attachment E to be considered for award.</i> <p>If no, what specific additional information is required, and on what form should it be presented?</p>	<p>Yes. If Attachment E is completed as instructed, no further breakdown of costs is required.</p>