

ATTACHMENT D
RFP#: R-89-05-0268
Technical Proposal Score Sheet

PHASE I: Initial Qualifying Criteria

The proposal must meet all of the following Phase I proposal acceptance criteria in order to be considered for further evaluation. Any proposal receiving a “no” response to any of the following qualifying criteria **shall be disqualified from consideration**.

ITEM	PROPOSAL ACCEPTANCE CRITERIA	RFP Section Reference	YES	NO
1	Was the vendor’s proposal received by the deadline as specified in the RFP?	1.6 5.1		
2	Did the vendor submit five (5) copies of their Technical Proposal including their respective cost proposal (with respective CD-ROMs) in a separate sealed envelope labeled: NOTE: DO NOT OPEN. COST PROPOSAL ENCLOSED FROM [VENDOR’S NAME] FOR RFP#: R-89-05-0268 AUDITS OF MEDICAID LONG TERM CARE PROVIDER COST REPORTS – FULL-SCOPE AUDITS and “ NOTE: DO NOT OPEN. COST PROPOSAL ENCLOSED FROM [VENDOR’S NAME] FOR RFP #: R-89-05-0268 AUDITS OF MEDICAID LONG TERM CARE PROVIDER COST REPORTS – LIMITED-SCOPE AUDITS@?	5.1 5.2 C		
3	Vendor’s proposal includes all required affirmative statements and certifications, signed by the vendor’s responsible representative, as described in Attachment A to the RFP?	5.2 A. 1 Attach. A		
4	According to those certifications, does the vendor affirmatively indicate that it is not on the federal debarment list; that there are no unfair labor findings against it; and it is not in violation of R.C. section 9.24, and therefore may enter into a contract with ODJFS?	4.18 Attach. A		
5	Does ODJFS’ review of the Auditor of State website verify that the vendor is not excluded from contracting with ODJFS by R.C. section 9.24 for an unresolved finding for recovery (<i>i.e.</i> , the proposal of any vendor whose name appears on the Auditor’s website as having an unresolved finding for recovery will be eliminated from further consideration.)?	4.18 Attach. A		
6	Did the vendor comply with the technical proposal page limit of 50 pages?	5.2, A., 3.		
7	Did the vendor provide evidence that its assigned key professional staff are certified IPAs and licensed to practice in Ohio?	2.1, A., 1.		
8	Has the vendor demonstrated that its technical management support staff has a minimum of two (2) years experience performing engagements of similar nature and scope for Medicare and/or Medicaid compliance?	2.1, A., 3.		
9	Has the vendor provided an affirmation that its technical management support staff shall work on full-time basis (no less than 8 hours per work day, Monday through Friday, 8 a.m. to 5 p.m.) for duration of the resulting contract?	2.1, A., 4.		

PHASE II: Criteria for Scoring of Technical Proposal

Qualifying technical proposals will be collectively scored by a Proposal Review Team (PRT) appointed by ODJFS, Office of Research, Assessment and Accountability. For each of the evaluation criteria given in the following score sheet, reviewers will collectively judge whether the technical proposal exceeds, meets, partially meets or does not meet the requirements expressed in the RFP, and assign the appropriate point value, as follows:

0	6	8	10
Does Not Meet Requirement	Partially Meets Requirement	Meets Requirement	Exceeds Requirements

A technical proposal’s total PHASE II score will be the sum of the weighted point value for all the evaluation criteria. The review team will collectively score each individual qualifying proposal. The team’s assigned

criterion score will then be multiplied by the weight assigned to that criterion. Technical proposals which do not meet or exceed a total score of at least **296 points** (indicating a proposal that demonstrates adequate ability to perform contractual duties) out of a maximum of **380 points**, will be disqualified from further consideration, and its cost proposal will neither be opened nor considered. Only those vendors whose Technical Proposals meet or exceed the minimum required technical points will advance to PHASE III of the technical proposal score sheet.

ITEM #	EVALUATION CRITERIA	Weight	RFP SEC. REF.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
REQUIRED VENDOR INFO. & CERTIFICATIONS							
1	The vendor has included, properly completed and signed, the Required Vendor Information & Certifications as specified in the RFP.	1	5.2 A., 1.				
VENDOR QUALIFICATIONS							
VENDOR QUALIFICATIONS & EXPERIENCE							
2	The vendor has provided information on the size of its organization.	1	2.1, B., 1a				
3	The vendor has provided information on the number of vendor's audit staff assigned to this Long Term Care project.	1	2.1, B., 1b				
4	The vendor has provided information on the location of the primary office from which the work on these engagements is to be performed.	1	2.1, B., 1c				
5	The vendor has provided information on the qualifications of the IPA vendor. If the vendor has proposed to use a subcontractor(s), each subcontractor has been separately identified and qualifications provided (as specified in the RFP).	1	2.1, B., 1d				
6	The vendor has provided information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years.	1	2.1, B., 1e				
7	The vendor has provided information on the circumstances and status of any disciplinary action taken or pending against the vendor during the past three (3) years with the state regulatory bodies or professional organizations, if applicable. If disciplinary action(s) have not been taken or are not pending against the vendor during the past three (3) years, the vendor shall provide a statement to this effect.	1	2.1, B., 1f				
8	The vendor has provided a statement identifying any providers listed on Appendix 10 – Audit Listing of Long Term Care Facilities from which the vendor is not independent as defined by ORC 5111.27.	1	2.1, B., 1g				
9	The vendor has listed and described the vendor's professional relationships, if any, involving the Medicaid providers enumerated in Appendix 10 or by any of its affiliates for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the requested services.	1	2.1, B., 1h				
10	The vendor has listed separately all engagements within the last five (5) years, ranked on the basis of highest to lowest total staff hours, for engagements with Medicare or Medicaid providers. For each engagement, the vendor has indicated the scope of work, date, duration, engagement partners, total hours, and the location of the vendor's office from which the engagement was performed.	2	2.1, B.2, a.				
11	The vendor has listed the most significant engagements (maximum of 5) performed in the last five (5) years that are similar to the engagements (full and limited-scope audits) described in this RFP. These engagements pertain to Medicare or Medicaid providers and have been ranked on the basis of highest to lowest total staff hours.	1	2.1, B.2, a.				
12	The vendor has indicated the scope of work, engagement timetable, total budgeted hours and reports to be issued.	1	3.2 A				
13	The vendor has provided a work plan, including an explanation of the engagement methodology to be followed, to perform the services required in Section II of this RFP.	2	3.2 B				
14	The vendor has provided the following information on their	1	3.2 C				

	engagement approach: 1) proposed scheduling of the engagements; and 2) level of staff to be assigned to each engagement.						
15	The vendor has indicated the extent to which the IPA will be able to provide delivery of required deliverables throughout the engagement period and avoid a situation under which a significant proportion of completed deliverables will be delivered at the last minute.	1	3.2 D				
16	The vendor has included a letter stating the number of total engagements which the vendor has the capacity to provide as specified in the RFP.	1	3.2 E				
17	The vendor has provided a status reporting procedure for reporting work completed, and resolution of unanticipated problems. The vendor's plan has identified and described any anticipated problem(s) and their approach and reasons for resolving the problem.	1	3.2 F				
STAFF EXPERIENCE & CAPABILITIES							
18	The vendor has demonstrated that the vendor and all assigned key professional staff are: properly licensed to practice in Ohio; have undergone or have scheduled to undergo an external quality peer review; and, except as expressly noted, are independent of the Medicaid providers submitting the cost reports to be examined in accordance with ORC 5111.27.	1	2.1, A., 1. and 2.				
ITEM #	EVALUATION CRITERIA	Weight	RFP SEC. REF.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
19	The vendor has identified the principal management and supervisory staff, including engagement partners, managers, seniors and specialists, who will be assigned to the engagements and indicate whether each person is licensed to practice as a certified public accountant in Ohio. The vendor has provided information on the auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this engagement.	1	2.1, A & 2.1, C., 1.				
20	The vendor has provided as much information as possible regarding the number, qualifications, experience and training, including <u>relevant</u> continuing professional education, of the specific staff to be assigned to this engagement. The vendor has also indicated how the quality of staff over the term of the agreement will be assured.	2	2.1, C., 2.				
21	The vendor has indicated the extent of on-site supervision which will be provided by staff with Medicaid audit experience.	1	2.1, C., 3.				
SCOPE OF WORK							
22	The vendor has provided a plan to: bring audit findings to the provider's attention as they are discovered during the course of the audit and in total prior to the exit conference; conduct an exit conference with the provider upon completion of the audit work; evaluate any additional documentation furnished by the provider at the exit conference and properly noted in the audit working papers as well as generating a memorandum to the working papers that will indicate the date and location of the exit conference, who was in attendance, and summarize the issues discussed, including the provider's position on them.	1	3.1, A.				
23	The vendor has provided a plan to perform audits on-site with minimal disruption of the normal business affairs of the providers and their financial staff, including public accounting firms with custody of records.	1	3.1, B.				
24	The vendor has provided a plan to: contact long term care Medicaid providers and make arrangements to obtain financial and statistical records for audit; and notify ODJFS of inability to make the necessary arrangements for performance of the engagement with the provider as specified in the RFP.	1	3.1, E.				
25	The vendor has provided a statement that it acknowledges and accepts ODJFS' authority to cancel engagements due to bankruptcy, change of ownership or other cause and agrees to the method of compensation as specified in the RFP.	2	3.1, F.				
26	The vendor has provided a statement that it is aware that significant assistance from providers should not be anticipated in the course of	1	3.1, G.				

	the engagement.						
27	The vendor has provided a statement that it is aware that due to random selection of providers to be audited, the prior year's cost report for a particular provider may not have been audited, and that they will submit all inquiries or requests for access to prior year audit materials the ODJFS Contract Manager.	1	3.1, H.				
28	The vendor has provided a statement that they will comply with ODJFS' mandatory requirement that all professional personnel must attend ODJFS audit training session(s) and will not charge ODJFS for this requirement.	1	3.1, I.				
29	The vendor has provided a plan to remedy deliverables which ODJFS deems as not in accordance with applicable professional standards and the terms of the resulting contract.	1	3.1, J.				
SPECIFICATIONS OF DELIVERABLES							
30	The vendor has demonstrated a plan to provide ODJFS with an independent accountant's report on applying agreed-upon procedures consistent with AT Sections 600.33-600.38 of the AICPA Codification of Statements on Standards for Attestation Engagements following completion of each engagement under the contract.	2	3.3, A.				
31	The vendor has demonstrated a plan to prepare and submit to ODJFS a completed Audit Report Input Document 1 (Appendix 9) , including Proposed Cost Audit Adjustment (PCA) Sheet(s) (Appendix 10) , and, if applicable, an ODJFS Equity Memo (Appendix 11) for each engagement.	2	3.3, B.				
32	The vendor has demonstrated a plan to issue the required reports and provide one (1) copy of the engagement working papers on CD-ROM and one (1) copy of the report with copies of audit working papers supporting proposed cost adjustments and all other required deliverables to the ODJFS Contract Manager as indicated in Section 1.7 upon completion of each engagement.	2	3.3, C.				
Column Subtotal of "Does Not Meet" points							
Column Subtotal of "Partially Meets" points							
Column Subtotal of "Meets" points							
Column Subtotal of "Exceeds" points							
GRAND TOTAL SCORE							

Based upon the Grand Total Technical Score earned, does the vendor's proposal proceed to the Phase III evaluation of its Cost Proposal? (Vendor's Grand Total Technical Score must be at least 296 points.)

Yes _____ No _____ (If "No," Vendor's Cost Proposal will not be opened.)