

**VENDOR QUESTIONS AND ANSWERS
LONG TERM CARE AUDITING SERVICES
R-89-05-0855**

Q & A Period: November 30, 2007-December 12, 2007

Final Question and Answer Document

December 10, 2007

Myers and Stauffer LC

Q1. The second paragraph of RFP Section 1.1, Purpose (page 1), indicates that ODJFS must provide for the auditing of approximately 200 cost reports. RFP Section 3.2, Administrative Structures-Proposed Work Plan, Item E indicates that this RFP is intended to result in the award of multiple contracts for the performance of approximately 400 engagements. Please clarify the approximate number of audits selected contractors will perform.

A1. RFP Section 3.2, Administrative Structure- Proposed Work Plan, E should properly read “approximately 200 engagements”.

Q2. The second paragraph of RFP Section 1.1, Purpose (page 1), indicates that the selected contractors will be auditing primarily cost reports filed for calendar year (CY) 2006. The second paragraph of RFP Section 3.1, Scope of Work, indicates that agreed-upon procedures will be performed on cost reports filed for CY 2003. Please clarify which calendar year cost reports (CY 2003 or CY 2006) will be audited by selected contractors.

A2. RFP Section 3.1, Scope of Work, should read “for CY 2006”.

Q3. RFP Section 1.6 (page 3), Anticipated Procurement Timetable, includes the following dates, which have already past. Please provide the corrected timetable dates.

January 4, 2007 - Deadline for Vendors to Submit Proposals to ODJFS (3 p.m.)

January 11, 2007 - ODJFS Issues Contract Award Notification Letter (estimated)

February 25, 2007 - Controlling Board Review of Contract (estimated)

March 1, 2007 - Implementation (estimated - following notification of all contractual and funding approvals)

A3. The Anticipated Procurement Timetable should be:

January 4, 2008 - Deadline for Vendors to Submit Proposals to ODJFS (3 p.m.)

January 11, 2008 - ODJFS Issues Contract Award Notification Letter (estimated)

February 25, 2008 - Controlling Board Review of Contract (estimated)

March 1, 2008 - Implementation (estimated - following notification of all contractual and funding approvals)

Q4. The first paragraph of RFP Section 6.1B, Phase II. Review - Criteria for Scoring the Proposal (page 27) references Attachment E of the RFP. Attachment E provides the specific evaluation criteria for Phase II scoring. Attachment E was not included on the ODJFS Web Page at <http://jfs.ohio.gov/>. Please direct us to where Attachment E may be obtained.

A4. The correct document has been posted in the Attachment D link on the web posting.

- Q5.** The ODJFS Web Page at <http://jfs.ohio.gov/> refers to this RFP as: Request for Letterhead Bids (RLB) # **R-89-05-0855** for LONG TERM CARE AUDITING SERVICES. The PDF document on the Web Page labeled "Actual RLB" refers to RFP#: R-89-05-0268 throughout. Please clarify the RFP number.
- A5.** The correct RLB number is **R-89-05-0855**, which has been corrected throughout the listed RLB Proper on the web posting.
- Q6.** Appendix 9 is a listing of current facilities to be audited. Some of the facilities listed are part of a related party group also referred to as a home office or chain. Is it the Department's intent to assign all facilities within each chain operation or related party group to the same contractor?
- A6.** It is our intentions to assign all engagements of a related entity to one vendor.
- Q7.** RFP Section 3.2 A (page 13) asks the vendor to provide the amount of total budgeted hours for the project. Based on your past experience performing the procedures outlined in the limited scope audit work program, how many hours have historically been required to complete the procedures?
- A7.** Historically, 40-hours have been budget for completion of the procedures outlined in the limited scope work program. It should be noted, the actual hours expended can be less than or greater than 40-hours depending upon the complexity of the entity's operations.

December 11, 2007

Clifton Gunderson, L.L.C.

- Q1. Internet Page and Cover Page** - The ODJFS website shows this procurement as RLB R-89-05-0855, however the actual RLB document shows RFP R-89-05-0268. Please acknowledge which is the correct number to utilize.
- A1.** The correct RLB number is **R-89-05-0855**, which has been corrected throughout the listed RLB Proper on the web posting.
- Q2. Internet Page** - The ODJFS website shows an Appendix 12 and an Appendix 12b. Is there an Appendix 12a?
- A2.** Appendix 12 is a 2-part document; Part-a contains the calendar year 2006 NF cost report and Part-b contains the calendar year 2006 ICF-MR cost report. The website has been updated with the appropriate document for Appendix 12-a.
- Anthony, the website Appendix 12-a is incorrect. It does not contain the CY 2006 NF cost report. I have attached the appropriate document.
- Q3. Section I – 1.1 – paragraph 2 – Purpose** - Of the listing in Appendix 9 -Audit Listing of Long Term Care Facilities, how many of these providers are full-scope audits and how many are limited-scope audits?
- A3.** The determination of scope is depended upon the selected vendor(s) price engagement type and total funds encumbered for fiscal year 2008. BOA intends to assign the appropriate composition of

engagement types (Limited and Full Scope) in order to expend the amount encumbered for fiscal year 2008.

- Q4. Section I – 1.6 – Anticipated Procurement Timetable** - The timetable stated Project Completion is June 30, 2008. Should this be June 30, 2009? Can you please provide a corrected timetable? Also is it the expectation of ODJFS that the first 200 audits be completed between March 1, 2008 and June 30, 2008?
- A4.** The stated completion date for fiscal year 2008 is correct. June 30, 2008 is the deliverable due date for state fiscal year 2008.
- Q5. Section II – 2.1-A-2 – Mandatory Vendor Experience and Capabilities** - The RLB requires “All assigned key professional staff have undergone or scheduled to undergo an external quality peer review; independent of the Medicaid providers submitting the cost reports to be examined in accordance with ORC 51111.27.” If the assigned key professional staff are part of a firm that has undergone or has scheduled an external quality peer review, does that fulfill this requirement?
- A5.** Yes, if the firm has undergone or scheduled to undergo an external quality peer review it will have met this requirement.
- Q6. Section II – 2.1-A-4– Mandatory Vendor Experience and Capabilities** - The RLB requires “Technical support staff must work on a full-time basis (no less than 8 hours per work day, within the hours of 7a.m. to 6p.m., Monday through Friday) for duration of the resulting contract(s).” Should this section read “...technical management support staff...”? Please clarify.
- A6.** Correct, the statement should read “technical management support staff”.
- Q7.** Does this mean that a management staff member that works a reduced schedule (.75 FTE for example) cannot work on this project? Please explain.
- A7.** In answer to your question; management staff members working less than 40-hours per week would not be barred from working on this project. However, to meet the qualifications for this section, Technical Management Support, the vendor must demonstrate how it meets this requirement.
- Q8. Section II – 2.1-B-2 – Health Care Experience** - The paragraph ends in “engagement was performed; and” What should be after “and”?
- A8.** The “and” should be stricken. The sentence should end at “performed”.

**THIS CONCLUDES THE QUESTION & ANSWER DOCUMENT
FOR ODJFS RLB#: R-89-05-0855.**