

Request for Proposals

for

**MEDICARE FINANCIAL
CONSULTING SERVICES**



RFP Number: 2342
Date: 11/15/2018

All communication regarding this RFP must be to:

JOSEPH VARGHESE
Director, Procurement
Supply Chain Services
NYC Health + Hospitals
646-458-6576
varghesj5@nychhc.org

And

ABIGAIL ESTAVILLO
Director of Fiscal Affairs
Corporate Reimbursement Services
NYC Health + Hospitals
646-458-7712
abigail.estavillo@nychhc.org

I. RFP Timeline

Date	Action
November 15, 2018	Publish RFP
December 11, 2018	Proposer final questions due
December 17, 2018	Submission deadline by 5:00 p.m.



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II. NYC Health + Hospitals

New York City Health and Hospitals Corporation (NYC Health + Hospitals) is an integrated health care system of hospitals, neighborhood health centers, long-term care, nursing homes and home care – the public safety net health care system of New York City. NYC Health + Hospitals is committed to the health and well-being of all New Yorkers and we offer a wide range of high quality and affordable health care services to keep our patients healthy and to address the needs of New York City's diverse populations.

<http://www.nychealthandhospitals.org/>

III. Project Description

This Request for Proposals (RFP) is seeking Medicare financial consulting services related to Medicare Cost Reports, Medicare Audit Adjustment Appeals, and Related Issues.

Some of the work outlined in this RFP involves Medicare appeals. These require dealing with governmental agencies and review bodies. Therefore, for the appeal projects only, the timeline can be extended solely at the discretion of the System, until the entire appeal process is completed.

The vendor will also have to demonstrate knowledge of the NYS Medicaid regulations as it relates to the filing of the NYS Medicaid / Medicare cost reports.

The System is seeking to partner with a company with demonstrated expertise in providing Medicare financial consulting services to Acute Care hospitals, Long-Term Acute Care Hospital (LTACH), Skilled Nursing Facilities (SNF) and Federally Qualified Healthcare Centers (FQHC) on a wide range of issues, including appeal work.

IV. Minimum Criteria

The proposer must meet the following minimum qualifications in order to participate in this RFP:

- 1- Five + Years in Business and worked with Hospitals on Medicare and Medicaid Issues
- 2- Experience on Healthcare Financing
- 3- Experience in dealing with Medicare Administrator Contractor (MAC) on Cost Reports, Audits and Other Related Issues
- 4- Experience in the Medicare Appeals Procedures
- 5- Knowledge of NY Medicaid Regulations and Policies
- 6- Organization Size: Minimum 10 employees

V. Scope of Work:
MEDICARE FINANCIAL CONSULTING SERVICES

Properly completed Medicare cost reports for the System providers must be filed annually with the Medicare Administrative Contractor (MAC) five months after the fiscal year close. Failure to file these cost reports by the required deadline can subject the System providers to financial or other penalties, including suspension or termination of Medicare payments. After the filing, the MAC will audit the cost reports and then settle through the issuance of Notice of Amount of Program Reimbursement (NPR). Within 180 days of the NPR data, each System Facility analyzes all of the MAC's Audit Adjustments and file properly documented Audit Adjustments appeals with the Provider Reimbursement Review Board (PRRB). Failure to file appropriate appeals within the 180 day deadline will result in the termination of the System's appeal rights with respect to the affected Audit Adjustments

The vendor will be expected to:

- 1- Assist the System providers in the preparation of accurate and complete Medicare Cost Reports for each fiscal year and the timely submission of these Medicare Cost Reports to the MAC.
- 2- Assist the System providers as needed during the MAC's audit review process inclusive of the wage index.
- 3- Assist the System providers with the analysis and filing of the new audit adjustments to the PRRB before the filing deadline.
- 4- Provide reimbursement consulting services on related Medicare and Medicaid issues not specifically outlined in this RFP.
- 5- Keep the System's Senior Staff apprised of all new Medicare proposed rule changes and analyze their impact on Reimbursement.
- 6- Provide training on new Medicare cost report developments to the System Staff.
- 7- Provide training and guidance on Medicare Appeals, regulations, and processes.

Cost Proposal: The Proposer will be paid on an hourly rate. Therefore, the Proposer should state costs based on hourly rates for the different individuals/levels/titles that will be assigned to the project. The hourly rates quoted in the proposal must be fixed for the entire contract term, including the optional years. No travel expenses will be provided by the System. Each invoice shall be based upon work performed by the Vendor to the date of such invoice. Accompanying each invoice shall be sufficient detail to allow the the System to verify the adequacy, accuracy and reasonableness of the charges. Such detail

shall include, but not be limited to, the period of time related to such bill, the services rendered, the name and title of the professional, his/her hours worked and the billing rate

VI. Scoring Criteria

The scoring criteria for both Scopes of Work shall be as follows

Category	Weight %
TECHNICAL QUALIFICATIONS	25%
QUALIFICATION ON ASSIGNED PROJECT TEAM	25%
CLIENT PERFORMANCE AND PAST PERFORMANCES ON RELATED ASSIGNMENTS	25%
COST OF PROPOSAL	25%
TOTAL	100%

VII. Contract and Payment

The term of the contract resulting from this RFP shall be for a term of three years with 2 one-year extensions exercisable solely at the option of New York City Health + Hospitals.

Payment will be net 90.

VIII. RFP Process and Rules of Participation

A. RFP Process

1. Questions. Substantive questions regarding the Scope of Work must be received by the date and time in the RFP Timeline and by the person designated on the first page of this RFP. Questions not timely received by such person are not guaranteed a response.

2. Submission. Proposers shall submit the Proposal Package in digital format by the time and date set forth in the RFP Timeline on a CD or flash drive.

The Proposal Package envelope must include the RFP name and number.

Proposers may submit the Proposal Package in person or otherwise shall use a common carrier with signature and time stamp required.

Proposals that are late or unsealed will not be considered, however, NYC Health + Hospitals may accept late proposals when it is in its best interests and the lateness of the proposal is deemed non-material.

B. Proposal Package Contents

1. Page limit. The Proposal Package shall not exceed 20 pages, not including the Executive Summary, exhibits or other attachments.

2. Cover Sheet. A cover sheet containing the following information:

- RFP Title
- Vendor Name and Address
- Principal contact person name and contact information
- Number of addenda received

3. Table of Contents. The proposer must provide a table of contents with page numbers.

4. Executive Summary. Provide a summary of no more than one page describing how you will meet the goals of the RFP and a summary of the cost information.

5. Vendor's Background and Organization: In this section provide the following information:

- Number of employees
- Organization chart
- Audited financial statement for the last 3 years
- Background of principals
- Recently completed similar size projects
- A copy of any licenses relevant to this project
- Duration you have been doing business in this service or product line

6. References. List of five current clients and contacts, including email addresses and phone numbers. One of the five references must be a customer who was previously contracted for your service but no longer is contracted with your company.

7. Technical Proposal. The Technical Proposal must address all issues in the Scope of Work and include any other information you believe would be relevant,

8. Cost Proposal. If not already addressed in the Technical Proposal, vendor must set forth a cost proposal including line item detail of equipment, labor and all overhead and profit within the proposal.

9. MWBE Utilization Plan (form attached). NYC Health + Hospitals follows New York State Executive Law Article 15-A which requires 30% participation of New York State Certified MWBEs as subcontractors. The directory of New York State Certified MWBEs can be viewed at: <http://bitly.com/1b7OmNI>. An MWBE Utilization Plan shall be submitted with the names of the MWBE subcontractors the proposer plans to use to meet such goal. Waivers will only be given after good faith efforts have been demonstrated.

10. NYC Health + Hospitals Terms and Conditions, Form 110-96 (attached). NYC Health + Hospitals does not accept any changes to the terms and conditions set forth as mandatory within Form 110-96. Any exceptions taken to such mandatory terms may result in rejection of the proposal.

Any exceptions to the terms and conditions must be set forth in writing, with reasons for such objection, and alternate language suggested, or are otherwise waived.

11. Confidential or Proprietary Information. NYC Health + Hospitals is a public entity subject to New York State's Freedom of Information Law (FOIL). Therefore, any confidential or proprietary information should be marked accordingly to assist in any FOIL request. Such information deemed by the vendor to be confidential or proprietary shall be easily separable from the non-confidential or non-proprietary sections of the proposal.

12. Doing Business Data Form ("DBDF") (attached). In accordance with New York City Local Law 34 of 2007, the proposer must submit an accurate and complete DBDF, enclosed in a separate envelope. Failure to do so will result in rejection of the proposal.

13. Business Associate Agreement ("BAA") (attached). The selected vendor must submit a signed copy of the BAA. No modifications may be made to the BAA

14. Additional Required Forms. Supply and Service Employment Report, W-9.

C. Rules of Participation

1. Communication with NYC Health + Hospitals. From the date this RFP is issued until the award of contract proposer and its staff shall direct all communications relating to this RFP solely to the person set forth on the first page of this RFP.
2. Solely within its discretion, NYC Health + Hospitals may withdraw this RFP prior to award of a contract, postpone this RFP, reject all proposals, or choose not to award a contract as a result of this RFP.
3. Addenda. NYC Health + Hospitals may issue addenda to this RFP to correct or clarify the solicitation. It is the proposer's responsibility to ensure that it has received all addenda. Prior to submitting the Proposal Package the proposer should check with the contact person on the first page of this RFP.
4. Modifying Proposals. A proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the submission deadline.
5. Mistakes. NYC Health + Hospitals may waive or modify any mistakes in proposals that are deemed to be not material.
6. NYC Health + Hospitals shall not be bound by any oral or written representations, statements or explanations other than those made in this RFP or in formal written addenda issued to this RFP.
7. Proposal. The proposal is a written offer and shall be irrevocable for six months. The offer may not be withdrawn after the submission deadline.
8. Modifications to or withdrawals of a proposal after the submission deadline shall not be considered.
9. Costs. NYC Health + Hospitals shall not be liable for any costs incurred by proposers in the preparation of proposals or for any work performed in connection therewith.
10. Negotiations. NYC Health + Hospitals may award a contract on the basis of initial offers received. The Proposal Package should therefore contain the proposer's best terms from a programmatic and cost standpoint. NYC Health + Hospitals may choose to

negotiate all proposers or a limited pool of proposers and award a contract to one or more proposers.

11. Award. If a contract results from this RFP the contract will be awarded to the highest-rated responsible proposer(s) based on the evaluation factors set forth in the RFP.

12. Conditions of Award. All proposed awards will be subject to compliance with NYC Health + Hospitals legal requirements, vendor responsibility determination, and approval by its internal governing bodies.

D. Evaluation

1. Evaluation Committee. An Evaluation Committee shall be formed and comprised of a minimum of five persons who will evaluate the proposals.
2. Scoring. The Evaluation Committee shall score and weight responsive proposals of proposers that meet the Minimum Qualifications in accordance with the scoring criteria set forth above in this RFP.
3. Presentations. The Evaluation Committee may require all or a short list of proposers to give one or more oral or visual presentations in support of their proposals and/or otherwise demonstrate the information contained therein.

Proposal Package Checklist

An envelope addressed to the person set forth on the first page of this RFP, including the name and number of this RFP.	
A flash drive or CD containing the Proposal Package	
Acknowledgment of Addenda, if any	
Doing Business Data Form	
Business Associate Agreement	
MWBE Utilization Plan	
Supply and Service Employment Report	
W-9 Form	
<p>Online Disclosure Filing</p> <p>Vendors must complete an online disclosure filing via the PASSPort system (formerly known as Vendex).</p> <ol style="list-style-type: none"> 1) Go to: https://passport.cityofnewyork.us 2) Create a username using your email address 3) Login with your username and create an account for your company 4) Complete and submit the online questionnaire 	