

MISSISSIPPI DIVISION OF MEDICAID REQUEST FOR BIDS

The State of Mississippi, Office of the Governor, Division of Medicaid, hereafter referred to as DOM, is interested in accepting bids for Accounting Consulting Services.

Authority

This Request for Bids (RFB) is issued under the authority of Title XIX of the Social Security Act as amended, implementing regulations issued under the authority thereof and under the provisions of the Mississippi Code of 1972 as amended. All prospective bidders are charged with presumptive knowledge of all requirements of the cited authorities. The submission of a valid executed bid by any prospective bidder shall constitute admission of such knowledge on the part of each prospective bidder. DOM reserves the right to reject any and all responses to this RFB.

Conflict of Interest

The Contractor shall not at any time during the duration of this contract have an auditing, accounting or any other relationship with any facility or provider affected by the contract resulting from this RFB that, in the sole judgment of DOM, impairs an independent relationship. This includes any entity which files a cost report with DOM.

The Contractor shall not have provided, since July 1, 2003 and not currently be providing, by virtue of direct or indirect business relations, any auditing, accounting, management, or any other services to any non-State owned or operated provider currently or previously enrolled in the Mississippi Medicaid program that could potentially be subject to audit by the Mississippi Division of Medicaid.

The Contractor shall not hold any ownership interest and not have held any ownership interest in any entity currently enrolled as a Mississippi Medicaid provider or any entity that was enrolled as a Mississippi Medicaid provider subsequent to July 1, 2003.

Contractor Requirements

In order to be considered as a qualified vendor for this Request for Bids, the vendor must, as of the date of this RFB:

1. be a regional or nationally recognized CPA firm, licensed and registered in the State of Mississippi, as of the date of this Request for Bids,
2. demonstrate that the proposed partner and senior management assigned to this contract are licensed by the Mississippi State Board of Public Accountancy,
3. have a minimum of five years experience in the performance of Medicaid or Medicare Program Audits for acute care hospitals, psychiatric hospitals, nursing homes, and others for whom cost reports are filed,
4. have a minimum of two years experience in providing Medicare or Medicaid programs with contract performance, contract compliance, and risk assessment services

5. be capable of issuing audit opinions commensurate with Generally Accepted Government Auditing Standards (Yellow Book)

Site Location

The Contractor shall maintain an office within fifteen (15) miles of DOM's High Street location in Jackson, MS; The Contractor's office shall be open and staffed during normal business hours every weekday throughout the year, provided that the office may be closed on Mississippi State employees' paid holidays or on other days as decided by Contractor, provided staffing is appropriate to meet needs of DOM. The Contractor's Mississippi office shall have sufficient space to permit one to four DOM officials to hold frequent and unscheduled visits or meetings to properly review auditing documents as needed. In addition, office staff shall be available on short notice to meet and to discuss the services provided under this contract, as well as to provide documents related to the audits performed. The Contractor's office shall be established within thirty (30) days of the commencement of the Contract. The contractor must obtain DOM acceptance of site selection in writing.

Scope of Work

1. Perform audits, related accounting services and consulting services to assure that Medicaid reimbursements occur in compliance with State and Federal laws and regulations. Audits will be performed in accordance with CFR 447.202: "The Medicaid agency must assure appropriate audit of records if payment is based on costs of services or on a fee plus cost of materials."
2. Ensure the accuracy and reasonableness of cost reports of selected providers participating in the Mississippi Medicaid Program in accordance with established industry standards.
3. Perform comprehensive desk audits on selected year-end cost reports submitted by hospitals, home health agencies, federally qualified health centers, nursing facilities and rural health clinics. Desk audits are for the purpose of analyzing the cost reports. After each desk audit is performed, the Contractor will submit a complete report of the desk review and a copy of the cost report to DOM, unless the provider is scheduled for a field audit. In that case, the report will be provided upon completion of the field audit, based on mutually agreeable timeframes.
4. Perform field audits on selected providers based on criteria established for each specific provider group. The purpose of the field audits of the providers' financial and statistical records are to verify that the data submitted on the cost reports is accurate, complete and reasonable. The field audits are conducted in accordance with Generally Accepted Accounting Principles (GAAP) auditing standards. The audits will be of sufficient scope to determine that only proper items of cost applicable to the service furnished were included in the provider's calculation of its costs. The audits will also determine whether the expenses attributable to such proper items of cost were accurately determined allowable and reasonable.

5. Submit a complete report of each desk and/or field audit performed to DOM. The audits will be conducted under appropriate auditing standards which will enable Contractor to express an opinion as to whether, in all material aspects, the cost submitted by the providers are allowable, accurate and reasonable in accordance with State Plan and HCFA Publication 15.
6. Design and execute DOM Audit Manuals, to be approved by DOM, which will provide detailed, step by step programs for conducting desk reviews, limited scope audits and full field audits for each designated category of provider, as defined by DOM. Once approved by DOM, the Audit Manuals shall be used by the Contractor as a contract requirement. The manual shall be updated annually and submitted to DOM within thirty (30) days of the end of the contract year for review. The Manuals shall become the property of the DOM.
7. Provide other services to the State through special projects and assignments, including but not be limited to assistance in the areas of fraud and abuse, financial consulting, and appeals processes, including both administrative appeals and court litigation.

Planning and Development

The Contractor shall plan and develop the tasks for the duration of the contract and develop working procedures to carry out the work required. All audit programs, methods of correspondence, and related items will be subject to approval by DOM.

The Contractor will be responsible for the confidentiality and security of information in accordance with Federal and State regulations and requirements. The Federal government, pursuant to 42 CFR 431.300, and DOM require that all information related to recipients, providers and DOM be safeguarded and remain confidential.

Pricing

Bidders will provide a rate per hour, by staff classification for each level of work herein described in accordance with the pricing schedule attached. (See Attachment 1). At the conclusion of Year 1, Contractor will provide a fixed price per audit engagement or a blended hourly rate for desk and field audits.

Terms of the Contract

The successful bidder will enter into a contract with DOM for a term of three (3) years with an optional one (1) year extension. The Term will begin on March 1, 2009. At the discretion of DOM, the contract may be terminated with or without cause, at any time upon the giving of thirty (30) day advance written notice to the other party. Other terms and conditions of the contract are provided in the draft proposed contract attached herewith.

Restrictions of Communications with DOM staff

From the issue date of this RFB until the Contract is awarded, interested bidders and/or their representatives are not allowed to communicate with any DOM staff regarding this RFB except as follows:

Melanie Wakeland
Issuing Officer
Division of Medicaid
550 High St., Suite 1000
Jackson, Mississippi 39201
Telephone: 601-359-6286
Email: exmpw@medicaid.state.ms.us

Submittal of Bids in Response to this RFB

Responses from bidders to the RFB may be delivered electronically, mailed, or hand delivered under sealed cover to the address as follows:

Melanie Wakeland
Procurement Officer
Division of Medicaid
Sillers Building
550 High St., Suite 1000
Jackson, Mississippi 39201

The outside cover of the package containing the Technical Proposals shall be marked:

REF: **Auditing Services**
RFB# 20090202
(Name of Offeror)

DOM is not responsible for responses to the RFB that may be lost or misdirected through the mail. Responses sent to DOM by e-mail will be accepted with a hard copy original received within two (2) business days.

All bids must be received by DOM by **1:00 p.m. CST on February 16, 2009**, whether delivered by mail or hand delivered or sent electronically. Any bids received after this date and time will be rejected and returned unopened to the bidder unless the bidder can show good cause to the satisfaction of DOM as to why the bid was not timely received. Bids will remain sealed until the evaluation of bids begins. Interested bidders must submit one original and two copies of the bid.

DOM reserves the right to request necessary amendments from all bidders, reject any and all bids received, or cancel this RFB, according to the best interest of DOM. Where DOM may waive minor irregularities as determined by DO, such waiver shall in no way modify the RFB requirements or excuse bidders from full compliance with the RFB specifications and other contract requirements if the bidder is successful.

DOM reserves the right to exclude any and all non-responsive bids from any consideration for contract award. DOM will award the contract to the bidder whose bid is responsive to the solicitation and is determined by DOM to be most advantageous to DOM in price, quality, and other factors considered. DOM reserves the right to award the contract to a bidder other than the lowest price bidder when it can be clearly demonstrated to the satisfaction of DOM that award to the low bidder would not be in the best interest of DOM and the State of Mississippi.

Bid Amendments and Withdrawal

Prior to the bid due date, a submitted bid may be withdrawn by the submitting bidder if that bidder submits a written request for its withdrawal to DOM, signed by the bidder.

A bidder may submit an amended bid before the due date for receipt of bids. Such amended bid must be a complete replacement for a previously submitted bid and must be clearly identified. DOM will not merge, collate, or assemble bid materials.

Unless requested by DOM, no other amendments, revisions, or alterations to bids will be accepted after the proposal due date.

Bid Responses

Written bids shall be in the form of a standard business letter on letterhead of the proposing company and shall be signed by an individual authorized to legally bind the Offeror. The bids must contain, at a minimum, the following information:

1. A bid describing the services and experience offered by the bidder and the ability to meet the stated timelines;
2. A statement of price;
3. Terms and Conditions of Offeror's bid required to be in the final contract or that differ from the attached draft contract proposed by DOM; and
4. Name, address, and telephone number of the Offeror.

Bid Evaluation

A comprehensive, fair, and impartial evaluation of bids received in response to this RFB will be conducted. DOM will determine if each bid is sufficiently responsive to the RFB. Each bid that is incomplete will be declared non-responsive and will be rejected with no further evaluation. DOM reserves the right to waive minor variances or reject any or all bids. DOM reserves the right to request clarifications from all bidders. The bidder must provide a sufficiently detailed response demonstrating that the bidder considered all requirements and

developed a specific approach to meeting each requirement. Bids will be evaluated on accounting experience, a description of services, price, and ability to meet the agreed upon requirements. Bids shall provide a description of the bidder's experience conducting and developing medical provider audit plans, cost reports, and institutional health care audits; as well as their experience working with government agencies on audit matters.

PRICE PROPOSAL WORKSHEET FOR AUDIT RFB# 20090202

ATTACHMENT 1

TASK DESCRIPTION/Complete Tasks Using Skill
Mix For Each Area Specified

* LABOR RATE

1 Develop and Submit Audit Plan and Audit Manuals, per hour:

Position Title

	\$
Partner	-
	\$
Manager	-
	\$
Audit Supervisor	-
	\$
Senior Auditor	-
	\$
Staff Auditor	-
	\$
Subject Matter Expert	-

2 Complete Audits and Desk Reviews, per hour :

Position Title

	\$
Partner	-
	\$
Manager	-
	\$
Audit Supervisor	-
	\$
Senior Auditor	-
	\$
Staff Auditor	-
	\$
Subject Matter Expert	-

3 Other Special Work, as Requested, per hour:

Position Title

	\$
Partner	-
	\$
Manager	-
	\$
Audit Supervisor	-
	\$
Senior Auditor	-
	\$
Staff Auditor	-
	\$
Subject Matter Expert	-
