

New York State Justice Center for the Protection of People with Special Needs

Cost Allocation Plan RFP

Response to Bidder's Inquiries

Issued October 4, 2016

1. What happened that lead you to proceed with this RFP?

At this time, the Justice Center is seeking a qualified contractor to provide the services listed in the RFP. All qualified bidders are encouraged to submit a proposal.

2. What Firm currently prepares the Justice Center's Indirect Cost Allocation Plans and Indirect Cost Rates? Who is the current incumbent? Who is performing the work today?

There is no current Firm or Incumbent.

3. Is there an incumbent vendor for all or part of the scope? If so, for which part of the RFP scope and what is the current contract value of the scope? How many years has the current Firm prepared the Justice Center's Indirect Cost Allocation Plans?

There is no incumbent vendor for this project.

4. Do you currently have an approved cost allocation plan? Are there any current issues or findings regarding the most recent Plan? If so, could you provide information?

The Justice Center currently has no Cost Allocation Plan. Any information regarding Justice Center operations or costs will be provided to the winning bidder upon project initiation.

5. What was the most recent fee?

N/A.

6. Can you provide an electronic copy of the most recent Indirect Cost Allocation Plan and Indirect Cost Rates Proposal that was ultimately submitted to the New York State Department of Health Centers for Medicare and Medicaid Services? Can you provide an electronic copy of the most recent rate agreement from the New York State Department of Health Centers for Medicare and Medicaid Services?

The Justice Center currently has no Cost Allocation Plan.

7. What questions were raised by the New York State Department of Health Centers for Medicare and Medicaid Services in the last review?

N/A.

8. Does the Justice Center have an estimated budget for the consulting services outlined in the RFP? What is the total budget for this project?

There is no pre-determined budget for this project.

9. How many Full Time Equivalent (FTEs) are required?

There is no requirement. Bidders should propose the number of FTE's they believe are sufficient to complete the required services. Bidders are reminded that all staff proposed should utilize the titles listed in Appendix G.

10. Are there any software licenses that the offeror has to purchase for this project?

No.

11. Are there any hardware devices that the offeror has to purchase for this project?

No.

12. Section 3.1 on page 6 of the RFP requires a review and analysis of current cost allocation processes. How many Justice Center staff currently time track and what type of time tracking are they performing (100% time reporting, RMTS, etc.)?

The Justice Center currently uses Time Distributing Surveys (TDS) to track time devoted to certain activities.

13. Are your current time study processes approved?

TDS was the last utilized method of time tracking for approved Justice Center claims.

14. Can the Justice Center please confirm if bidders should extend beyond the 3 boxes provided in Appendix B (pages 65 and 66) so as to include references for each project described in the Firm Experience and Qualifications section, or should bidders provide 3 project references?

Firms are only required to submit 3 firm references consistent with the number of boxes in Appendix B.

15. Can the Justice Center please confirm that Appendices D, E, and F (pages 69-71) are not required to be submitted with the proposal response and should only be submitted upon notification of award?

Bidders should submit Appendices D, E and F as part of their complete Administrative Proposal package.

16. In Section 3.1, the RFP requests the vendor to provide a software or web-based application. Can the Justice Center please provide more information on the requirements for the application? For example, describe the calculation requirements, reporting requirements, access requirements, and technology requirements?

The goal of the software, web-based application, or electronic technology tool is to be able to accurately capture and calculate Justice Center costs for claiming purposes in the least labor intensive way possible. Technology in this instance should serve to limit the number of administrative staff needed to calculate and process claims.

17. Experience requirements #5 on page 11, requests the vendor to summarize experience in defending government cost allocation plans against Federal audit disallowances. This service does not appear to be included in the Scope of Services shown in Section 3.1, on pages 6 and 7 of the RFP. Can the Justice Center confirm whether these services will be required and provide more detail on the support that is requested (e.g., negotiations with CMS, testimony, etc.)?

The Justice Center requires that the contractor possess and demonstrate experience in successfully negotiating, communicating and dealing with relevant Federal and State oversight agencies involved in the Medicaid program. This includes, but is not limited to, defending cost allocation plans against Federal audit disallowances.