

Random Moment Sampling, Medicaid and Title IV-E Administrative Claiming

RFP #25-630-8000-0001

Questions & Answers

#	RFP Reference	Question	Response
1	General	Are there pain points or issues with the current system in place for this work? If so, what are they?	The sister agencies and HSD have not identified any pain points or issues with the current system.
2	General	Is there currently a vendor performing the scope of work in the RFP? If so, who is the vendor and what is the annual value of that contract?	The current vendor is Fairbanks, LLC. The value of their contract for Medicaid Administrative Claiming is \$325,000 per year. The current contract does not include the Title IV-E activities for CYFD.
3	General	What is the agency's budget for this contract? Is there a not to exceed amount?	The agency does not have a set budget for this contract.
4	General	Would the agency please provide a one-week extension to do the due date?	Due to the July 1, 2024 effective date, the agency is unable to grant any extensions to the due date.
5	General	How many random moment time studies are currently in place?	There are seven (7) random moment time studies in place related to the scope of this procurement.
6	General	Please confirm that the expectation is that the vendor will operate the RMS (including updating the roster quarterly, reviewing the subsample, sample QC, report generation, and sample generation)?	The expectation is that the vendor will operate the RMS, including gathering rosters data by the agencies, roster QC, reviewing the subsample, sample QC, report generation, and sample generation.
7	General	How are the Medicaid and IV-E administrative claims currently calculated? Are they completed in Excel?	The Medicaid Administrative Claims are calculated within the current vendor's system. The claim invoices are provided to the participating agencies in a locked Excel. Title IV-E claim data is calculated outside of the current vendor system and provided to the agency for entry into their claim.
8	General	Could the agency please provide the administrative claim forms from the most recent quarter?	HSD will provide one claim form for each sister agency.
9	Pg. 5; B. Background Information	The table on page 5 shows the programs currently participating in the RMS. Could the agency please clarify if each of these groups has their own RMS with a distinct list of activities and programs to choose from, or if they are all combined into one RMS?	Each agency has their own RMS with the exception of CYFD that has 2 RMS, one RMS for their Behavioral Health/Juvenile Justice Programs and a separate RMS for Protective Services that includes the Title IV-E Program.

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10	Pg. 31 – 32; IV.A.1.B.2 and IV.A.1.B.3 as well as IV.A.1.C.4	The requirements in these section relate to the gathering of financial data related to the cost allocation plan and the processing of the cost allocation plan to determine the administrative amount claimable to Medicaid and IV-E. Is the agency looking for vendors to propose a CAP processing software through which the agency can run their cost allocations in addition to an RMS system?	The requirements of these sections relate to the gathering of the financial data from the sister agencies and subsequent calculation of the Medicaid Administrative Claims within the vendor’s web-based system. In relation to Title IV-E claiming, the vendor will gather financial information from CYFD, utilize the time study results to provide CYFD with the amounts that are required to be reported on the CB-496 form. The vendor will not be required to complete the claim form for Title IV-E claims.
11	Pg. 37; Mandatory Requirement # 22	This requirement states: "Describe the methodology used to assure homogeneity among sampled groups". Could the agency please clarify what they are asking in this requirement?	In the instances where the sister agencies have 2 cost pools, the offeror should describe how they will ensure that participants are only sampled in one cost pool.
12	Pg. 75; Cost Response Form	The Cost Response Form provides detail that cost is to be divided into two parts; in addition to that guidance, is there a specific format or form (beyond what is stated) to complete that the agency would like cost submitted?	The offer should provide the annual cost for Medicaid Administrative Claiming and Title IV-E claiming separately. There is no additional format or form to utilize.
13	General	Could you please share the Public Assistance Cost Allocation Plans? Do you anticipate needing the contractor to assist with any significant PACAP updates related to the creation of the HCA?	The department is not seeking contractor assistance with PACAP updates related to the creation of the HCA. Each sister agency maintains their own PACAP and these will not be provided in reference to this procurement. The CYFD PACAP has been added to the procurement library.
14	II. Conditions Governing the Procurement – A. Sequence of	We understand the approximate effective date of the contract to be 7/1/2024, and the contractor will be responsible for the federal claim quarter 7/1/2024 – 9/30/2024. What is the required date for the contractor to begin the Random Moment Time Sampling?	As the existing contract end June 30, 2024, the contractor will be expected to begin Random Moment Sampling on July 1, 2024.
15	B. Background Information – Program Overview Background and History – Summary of Programs Currently Participating in RMS	How many RMSs are included in the contract?	There are currently 7 RMS being conducted. The RFP does indicate that the list of agencies is not all inclusive and additional programs could be added in the future.

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16	Section B. 4. A. Other Administrative Responsibilities	In Section B. 4. A. Other Administrative Responsibilities, it states <i>"The offeror shall: Be available to participate in audit activities as requested."</i> How many hours have been requested annually of the contractor for audit participation? Was this billed at a separate hourly rate or included in the total expected contract amount?	Under the scope of the current contract, HSD has not undergone any CMS or OIG audits related to these programs. The offeror's cost proposal should include audit support as part of the total contract amount.
17	General	Please provide and describe any Medicaid audit findings and the remediation of those findings for the past four years.	As stated in question 16, HSD has not had any CMS or OIG audits in the past 4 years
18	General	Please provide the Medicaid invoice and CB-496 Title IV-E claim for each of the CYFD cost pools for the past four years.	HSD will only provide the most current claim format for CYFD's Medicaid and Title IV-E claims via an amendment to the Procurement Library. Claim forms completed prior to this contract are irrelevant to this scope of work as methodologies have changed.
19	General	Please provide the Medicaid claim for each of the other HSD cost pools for the past four years.	HSD will only provide the most current claim format for each Sister Agency's Medicaid claims via an amendment to the Procurement Library. Claim forms completed prior to this contract are irrelevant to this scope of work as methodologies have changed.
20	Section C.1. Proposal Content and Organization	Section C.1. Proposal Content and Organization – The list of the proposal items does not contain Lobbying, however, C.10 requests the Disclosure Form to Report Lobbying. Should this section be included in the proposal whether applicable or not? Or only if applicable?	The RFP is being amended to include the Standard Form LLL, "Disclosure Form to Report Lobbying" as Appendix H and should be completed by all offerors. If no lobbying activities have occurred, the form can be marked N/A.
21	General	Is the current vendor providing a cost allocation solution? Will the agency continue to use that cost allocation solution?	The current vendor is not providing a cost allocation solution for sister agencies ALTSD, DOH, ECECD or UNM-CDD. As per Deliverable 7 in the Sample Contract, the selected vendor will be required to provide assistance to CYFD in relation to their PACAP.