

Question No. 1:

Will the medical and pharmacy data from Cigna be provided in a single data file or two separate files?

Answer:

Two separate data files are provided. One for Medical and one for Pharmacy.

Question No. 2:

Does the County require an onsite presentation of results, or can it be virtual?

Answer:

Neither the County nor the Comptroller’s Office has required any presentations other than the written report. If one is requested at some future date, we would work with the selected firm to ensure CDC safety protocols are followed. Again, although in person presentations are not anticipated, we would expect to reimburse any expenses in accordance with the terms outlined in the RFP.

Question No. 3:

Can you clarify the number of claims allowed per the contract for a one-year period? Per page 8, paragraph a.iii of the contract, it states the County can audit 400 claims for 2 years. Does this mean the County can only audit 200 claims for one year? Additionally, is this sample size a total for medical and pharmacy combined?

Answer:

If a two-year audit was performed, we would be limited to 400 claims in that two-year period. Our audit team has not been limited to less than 200 claims per calendar year audit. We have no current plans to conduct multiple year audits and it is not provided for in the RFP. The following table shows the number of claims sampled for the previous contract period.

PLAN YEAR	HEALTH CLAIMS AUDIT SAMPLE SIZE	PRESCRIPTION CLAIMS AUDIT SAMPLE SIZE
2015	270	60
2016	255	80
2017	215	86
2018	190	88
2019	190	100
2020	180	80

Question No. 4:

Section 1.2, General Terms and Conditions, Subpart G. states as follows: “Sub-contracting a portion of the work is not allowed.”

- Does this subsection prohibit the use by the proposing firm of contract employees, third-party providers, or other outside resources to perform selected services or procedures, where the proposing firm maintains responsibility for and control over the required services, communications, and final deliverable?
- Would a joint proposal, submitted by two or more firms, with a single firm designated as project manager, be considered?

Answer:

Subsection 1.2 prohibits the use of third-party providers, or other outside resources to perform selected services or procedures even if the proposing firm maintains responsibility for and control over the required services, communications, and final deliverable. While we would understand the need for some contract employees, the contracting must be between the selected company and the contract employee, not another firm. In addition, the contract employee must reside within the United States. No data containing HIPAA information can be sent outside of the U.S. If a firm anticipates using contract employees, it should be noted the RFP response.

A Joint proposal between two or more firms is not allowed.

Question No. 5:

General. Is there an incumbent contractor for the proposed work? If so, could you please share the name of the firm.

Answer:

Yes. BMI Audit Services.

Question No. 6:

Section 4.1. Page 17. The Executive Summary states, “Not more than two (2) pages which highlights each key area listed below in 1 through 5...” The following list located in Firm Qualifications only states key areas 1-3. Were there two other key areas to include here?

Answer:

The sentence should refer the proposer to highlight key areas listed in A and B below.

Question No. 7:

General. When does the Comptroller anticipate contract award?

Answer:

We anticipate selecting a firm by the end of March 2022. At that time, we will strive to quickly enter into a contract based upon the services (as noted in the RFP) to be provided.

Question No. 8:

Section 2.1. Page 11. The Description of Requested Services notes that other auditing services that may be requested from time-to-time. As these services are not included in the Scope of Work, outlined in Section 3, should these be considered in preparing the price?

Answer:

No, these services should not be included in the price requested with the RFP. If any additional services are requested, The Comptroller would ask for a separate fee proposal from the firm utilizing the hourly rates submitted with the proposal and the estimated hours for the project. If mutually agreeable terms can be reached, a separate contract would be created.

Question No. 9:

Section 6. Appendix G. The sample size is limited to 400 claims paid. Does this limitation combine medical and pharmacy (for example: 200 each for medical and pharmacy) or is the limit for each medical and pharmacy for a combined limitation of 800 claims paid?

Answer:

See the answer provided to question no. 3. In addition, it is reasonable to expect that the total combined sample for medical and pharmaceutical claims cannot exceed 400 claims for a plan year audit. We do not anticipate using the Cigna contractually allowed combining of two plan years into one audit (as noted in No. 3 above), so the 400 combined for two years is moot. Pricing should not be adjusted by the proposer to account for the Cigna provision regarding two plan years combined into one audit.

Question No. 10:

Due to potential disruptions in working conditions due to COVID, would the Agency consider accepting an email submission?

Answer:

Unfortunately we will not accept emailed responses to our RFP. However, we encourage the proposers to utilize a reputable overnight service with tracking to confirm receipt by the Clerk's Office. If a proposal is not received by the cutoff date and time due to unforeseen circumstances where **only** the reputable overnight service is at fault, the proposer has the right to protest.