

Contracts Department

VIA EMAIL

DATE: February 18, 2014
TO: Prospective Proposers
FROM: Maureen Crystal
Director of Contracts
RE: Invitation For Bid (IFB) # Q14-08
Type of Service: Transfer DRG Recover Services

Addendum No. 1

IFB Q14-08 is hereby amended. The RFP is amended only as set forth in this Addendum No. 1, consisting of this cover page plus the following two (2) pages. All other terms and conditions of the IFB dated February 3, remain in full force and effect.

On the subsequent page hereof, please find both the balance of the inquiries that were properly submitted by "Vendors" in connection with the IFB and SUNY-Downstate's responses thereto.

Immediately upon receiving this Addendum No. 1, please acknowledge such receipt by providing the information requested below and returning this page only via fax to (718) 270-3342.

Vendor's Name

Contact Person

Date

IFB Q14-08 Addendum 1
February 18, 2014
Summary of Questions Received and [Answers](#).

1. It is unclear from the document whether the successful vendor is required to adopt and maintain an affirmative action plan, or whether the requirement is that the vendor be established as an equal opportunity employer. Please clarify and provide guidance on whether the vendor is required to adopt and maintain an affirmative action plan.
 - [Vendor is required to adopt and maintain an affirmative action plan](#)
2. As we interpret the document, SUNY-DMC reserves the right to recall accounts at any time, for any reason and without charge or liability. In order to preserve our firm's ability to be paid for work that we completed, we would propose to include in the agreement our standard provision that ensures payment to BESLER for claims that have been assigned to us and which we have prepared for adjustment when, and only when, SUNY-DMC receives payment for the adjusted claims in question. Is SUNY-DMC open to including such a provision in the agreement?
 - [Downstate would agree to this provision.](#)
3. It is unclear from the document whether the successful vendor is required to utilize (or to what extent) minority-owned businesses to deliver the services as outlined in the IFB (Section III). If a Contractor is able to provide all services under the contract without hiring new staff members and without the need to subcontract, the Contractor's *MWBE Utilization Plan* would so state. Will the fact that the Contractor is able to staff the project without staff additions or subcontractors adversely affect consideration of the Contractor's bid or proposal?
 - [Under New York State Executive Law Article 15-A, vendor is required to demonstrate "good faith efforts". Vendor reserves the right to file a Waiver Form 114 \(page 100 of 107\). Downstate cannot guaranty the Waiver will be granted.](#)
4. Please provide clarification on the specific terms of the engagement and the range for review of the accounts (5 year reference on page 18, Section T).
 - [This is only a reference to the term of the contract. It has no bearing on the range for review of the accounts.](#)
5. In addition, page 18, Specific Requirements, Item 4 states the following: The Successful Bidder will recommend the span of the Transfer DRG recovery services; from current billed Medicare inpatient accounts to previous years with the goal of maximizing reconvenes. Based on Vendor's experience with similar clients **in scope and size, we believe that there is a significant revenue opportunity** in evaluating a four year retrospective review as well as a prospective review utilizing quarterly data sets. In other words, please clarify and confirm how much data we are actually able to review.
 - [The statement reads "*The Successful Bidder will recommend the span of the Transfer DRG recovery services; from current billed Medicare inpatient accounts to previous years with the goal of maximizing recoveries.*"](#)

[SUNY DMC is looking for the vendor to recommend a strategy to maximize the financial gains of the project. If the vendor were to recommend a four year retrospective review and a prospective quarterly review, we could accommodate that if, when compared to other proposals, we felt this was the most effective approach.](#)

6. It is unclear if the discharge summary and/or the History and Physical (H&P) documentation is available from the Siemens AHS Eagle 2000 system. This information is necessary in order to complete a listing of all relevant post-acute care providers and contact information.

- The Eagle System does not contain the discharge summary and/or the History and Physical (H&P) documentation. The discharge summary is included in the All Scripts, hybrid EHR. The H&P is included in the scanned medical record puff file.

7. Will we get paid on invoice after the recovered funds are in your account or will there be a lag time?

Downstate pays within 30 days of receipt of an invoice.

8. If your recovery exceeds \$800,000. Will the ceiling be raised?

No. Downstate would need to rebid the services at that time.

9. The deadline for submission of Vendor's Proposals is hereby extended to: **Tuesday, February 25, 2014 at 4:00PM.**