

New York State Department of Health

Wadsworth Center

Determination, Billing, Collecting and Accounting for Fees in Support of the Clinical Laboratory Evaluation Program

RFP #17815

**AMENDMENT #1
August 28, 2018**

The following are official modifications, which are hereby incorporated into the New York State Department of Health, Wadsworth Center, Determination, Billing, Collecting and Accounting for Fees in Support of the Clinical Laboratory Evaluation Program Request for Proposals (RFP) #17815, issued August 8, 2018. The information contained in this amendment prevails over the original RFP language. For all amendments below, deleted language appears in strikethrough (“~~xxx~~”) and added language appears in underline (“xxx”).

4.1 Tasks/Deliverables

4.1.2 Clinical laboratories and blood banks:

2. Following Tasks That Must Be Performed by the Contractor:

- a. Maintain an electronic database developed and maintained by the contractor, to which the program would have remote access. The anticipated average number of Department of Health users that would require secure access to the database is four (4).
- b. Determination, Billing and Collection of Inspection and Reference Fees for the permit year, July 1- June 30, which are based on a fiscal year beginning April 1 and ending March 31 for a five (5) year period (2018-2023). This is the largest component of the contract and includes the following services for the routine processing of laboratory transactions:
 - i. Calculate the annual fee for each laboratory. This calculation is based on GAR information and the total prior year operating expenses of CLRS provided by the Department.
 - ii. Generate and distribute the appropriate fee invoices to each laboratory.
 - iii. Prepare an annual fee adjustment based upon the final accounting of the prior year operating costs of the CLRS and notification to clinical laboratory facilities of any change in fee amounts. The contractor is responsible for generating and distributing invoices for resulting debits and statements for resulting credits to each affected laboratory as described in Section 4.1.2 (2)(i).
 - iv. Collect payments.
 - v. Post transactions such as annual fee, payments on account and adjustments to each laboratory account.

- vi. Prepare and route of daily deposits into a State controlled bank account within one (1) business day of receipt.
 - vii. Prepare monthly reports and reconciliations for the Department regarding laboratory activity and account balances. These reports will be transmitted via email to the State's designated contact(s) using Microsoft Excel or PDF file attachments.
 - viii. Prepare weekly, quarterly, and annual reports showing the status of each lab's account, period activity, ending balances and accounts receivables for the Department. These reports will be transmitted via email to the State's designated contact(s) using Microsoft Excel or PDF file attachments.
- i. Invoices. The contractor will determine the annual laboratory fee based on the formula included in Part 58-3 of NYCRR.
- i. Annually (on or about June 1), the contractor will generate an invoice for each laboratory that includes the following: The total fee bill for the permit year; an indication of the amount and due date of each installment payment; an indication that the \$100 annual renewal fee is due with the first payment; the total amount of GAR for all licensed facilities; prior fiscal year program costs; and prior fiscal year credits or debits.
 - ii. The contractor will generate installment statements/invoices for the second, third and fourth payments that include: The total fee bill for the permit year; payment status information; amounts past due and any interest due; and account balance information.
 - iii. The contractor will generate notices of additional fees or credits based on the annual fee adjustment in October.
 - iv. The contractor will submit monthly invoices to the department, delineating the costs associated with processing transactions associated with clinical laboratories/blood banks and limited laboratories.
 - v. When requested by the Department, the contractor will propose and send statement/invoices as a result of audit adjustments, facility closures, etc.
 - vi. The contractor will provide electronic copies to the department of all invoices and statements issued to the laboratories.

All other terms and conditions remain the same.