

Request for Proposals
RFP #C040465
New York State Office of Health Insurance Programs Performance Audits
AMENDMENT #1
June 28, 2024

The following are official modifications, which are hereby incorporated into Request for Proposals (RFP) #C040465: New York State Office of Health Insurance Programs Performance Audits.

The information contained in the Amendment prevails over the original RFP language. For all amendments below, deleted language appears in strikethrough and underlined (“~~xxx~~”) and added language appears in **red text**. Bidders should review all documents in their entirety to ensure all amended language is incorporated into proposals.

1.0 CALENDAR OF EVENTS

RFP # C040465-NEW YORK STATE OFFICE OF HEALTH INSURANCE PROGRAMS PERFORMANCE AUDITS	
<u>EVENT</u>	<u>DATE</u>
Issuance of Request for Proposals	May 14, 2024
Deadline for Submission of Written Questions	Questions Due By May 31, 2024, 4:00 p.m. ET
Responses to Written Questions Posted by DOH	Responses Posted On or About June 18, 2024
Deadline for Submission of Proposals	Proposals Due On Or Before <u>July 10, 2024, 4:00 p.m. ET</u> July 15, 2024, 4:00 p.m. ET
<u>Anticipated</u> Contract Start Date	February 1, 2025

4.3 Staffing

The contractor will conduct recruitment, organization and training efforts that will provide for an adequate number of appropriately trained and qualified individuals to coordinate, manage and conduct the audits and carry out the tasks and deliverables outlined in Section 4.0. The contractor will ensure that the staffing needs of the program are met on an ongoing basis. The contractor will provide the following:

Title	Required Experience	Preferred Experience	Responsibilities
<p>Project Coordinator (Must be a Partner, Principal, or a title equivalent in the contractor's firm).</p>	<p>CPA with a At least 10 years' experience in health care financing reimbursement methodology and knowledge of Medicaid cost reporting.</p>	-	<p>Coordinate all audit activities, analyze data, prepare reports and respond to the Department's management information needs.</p>
<p>Project Manager(s) (The contractor will assign a project manager for each audit outlined in Section 4.1. A project manager may be assigned to multiple audits, provided they are able to perform the functions above for multiple audits.)</p>	<p>CPA with a At least three (3) years of experience with generally accepted accounting principles and financial auditing standards with specific expertise in the area of State and Federal Medicaid regulations, statutes, and the NYS ICR and its instructions (when applicable to the ICR Audit). The three (3) years of experience must have occurred within the last seven (7) years.</p>	-	<p>Receive and respond to all questions from DOH program personnel, receive audit targets, and receive any pertinent correspondence to the audit assigned. Respond to DOH personnel and management on a daily basis via telephone and/or email and coordinate requested audit status meetings to apprise the DOH of audit issues and status.</p>
<p>Audit Manager(s) (The contractor may have multiple audit managers for the different audit tasks outlined in Section 4.1.)</p>	<p>CPA with a At least five (5) years' experience with generally accepted accounting principles and financial auditing standards with specific expertise in the area of State and Federal Medicaid regulations, statutes, and the NYS ICR and its instructions (when applicable to the ICR Audit). The five (5) years' experience must have occurred within the last seven (7) years.</p>	-	<p>Develop a written audit guide, policy and procedure manual and related documents. These documents will be provided to DOH prior to the initiation of the audit. These documents will become the property of the DOH.</p>
<p>Audit Team Members (The contractor will determine the size of the audit team (number of auditors) based on the</p>	<p>At least two (2) years' experience in NYS healthcare cost reporting and generally accepted accounting principles and</p>	<p>At least two (2) years' experience in NYS healthcare cost reporting and generally accepted accounting</p>	<p>Conduct desk and field audits as required. Participate in meetings with DOH to attest to audit findings if requested</p>

scope and volume of each type of audit).	financial statement auditing standards with specific expertise in the area of State and Federal Medicaid regulations and statutes. The two (2) years of experience must have occurred within the last five (5) years.	principles and financial statement auditing standards with specific expertise in the area of State and Federal Medicaid regulations and statutes. The two (2) years of experience should have occurred within the last five (5) years.	by DOH.
Additional Management and Administrative Staff	At least one (1) year experience working for a professional auditing firm licensed to conduct business in NYS.	At least one (1) year experience working for a professional auditing firm licensed to conduct business in NYS.	Organize, prepare, and carry out all administrative tasks associated with conducting the audits and submitting the resulting audit reports.