

MUSKEGON COUNTY M I C H I G A N

January 15, 2010

ADDENDUM #1

FISCAL INTERMEDIARY SERVICES RFP 10-1683

PREBID MEETING MINUTES

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The following is Addendum #1 to the Fiscal Intermediary Services Proposal RFP 10-1683.
Please note the following changes to the Proposal:

Page 3, PROPOSAL SUMMARY:

Delete: **TOTAL PROPOSAL PRICE** \$ _____

Add: Level of Service for Tier Costing

Please replace original Page 3, **PROPOSAL SUMMARY** with revised Page 3, **PROPOSAL SUMMARY** following.

Page 4, PROPOSAL CONDITIONS/INSTRUCTIONS TO BIDDERS, 4.:

Delete: 4. in its entirety; is not applicable.

Page 14, PROPOSAL SPECIFICATIONS, PROGRAM DESCRIPTION, 2. and 3.:

Replace with: 2. Pays for services and supports upon authorization by Community Mental Health and ensures payments are made to workers who maintain education and training.

Delete: 3.

Revised 2. Combines original 2. and 3.

Page 15, PROPOSAL SPECIFICATIONS, SUBMISSIONS REQUIRED OF BIDDER, 4.:

May submit rates for Respite (bid both a. Non-taxed and b. Taxes) and/or CLS Services.

Page 15, PROPOSAL SPECIFICATIONS, SUBMISSIONS REQUIRED OF BIDDER, 8.:

Change From: Copy of your most current financial audit.

Change To: Copy of your most current financial audit or a 1231 Compiled Financial Statement or a copy of your agency's last filed Federal 1040 and attached schedules.

Page 17, COUNTY OF MUSKEGON PROFESSIONAL SERVICE VENDOR'S INSURANCE REQUIREMENTS MONETARY), PROFESSIONAL LIABILITY, Aggregate:

Change From: \$3,000,000 Change To: \$2,000,000



QUESTIONS AND ANSWERS

- Q1. Define Non-Taxed Respite Services and Taxed Respite Services?
A1. Non-Taxed Respite Services are for persons who receive under \$1,700.00 in a year. Taxed Respite Services are for persons who receive over \$1,700.00 in a year.
- Q2. How do we fill in Total Proposal Price?
A2. We will delete that line as it is not applicable.
- Q3. What is the rate? Hourly or level of service?
A3. Rates are based on the level of service. See Q/A 18 for an example.
- Q4. Will we address electronic submission?
A4. We currently ask for electronic submission which is HIPAA compliant (837). We will continue to use Netwerkes.com which accepts a typed HCFA 1500 which converts to a HIPAA compliant form.
- Q5. If administering a payroll, are they required to do the 941 to pay the taxes?
A5. Yes, the Fiscal Intermediary (FI) will pay the taxes.
- Q6. Do they have to submit the State Readiness Review?
A6. No.
- Q7. Will the FI be taking them on as their employees? If there is wrongdoing, are the employees covered under the FI's insurance?
A7. No. The employer of record is the consumer, not the FI.
- Q8. How may clients will be assigned to each FI?
A8. We currently have 249 Non-Taxed Respite consumers, 147 Taxed Respite consumers, and 20 CLS consumers receiving FI services.
- Q9. Are you adding/replacing your current FIs?
A9. We are procuring the service as it has been 8 years since the last RFP for this service.
- Q10. On page 14, #1. Do we have to meet with everyone within ten business days?
A10. For Respite, there is a process in place where CMH staff complete the paperwork and it is mainly a check-writing process. For CLS services, a face-to-face meeting is required.
- Q11. For non-taxed respite, would you still receive data electronically?
A11. Yes.
- Q12. Are we sharing with those in place currently?
A12. To be determined. All vendors must bid on the RFP in order to continue providing the FI services.
- Q13. Do we have to bid for either CLS or respite?
A13. You can bid on either or both services.
- Q14. Do the Time Records pass through CMH to the FI?
A14. Yes, CMH approves the hours of services delivered and then sends it to the FI.

- Q15. Do we have to provide an audit? I've never had our firm audited?
A15. You need to show fiscal solvency. See above Changes to the RFP, Page 15. #8.
- Q16. For CLS, do you partner with organizations like ARC Muskegon that provide that type of service?
A16. We have several contracted agencies who provide CLS services for us. This RFP is dealing with persons not working for agencies but rather the consumers hire their own CLS workers. The consumers will directly hire someone they want to work with him/her.
- Q17. Would the FI be involved in the hiring of the CLS workers/Respite providers?
A17. No.
- Q18. Requesting more background on the pricing of the services.
A18. Here is an example: The Respite provider we are going to pay submits a voucher for X dollars. CMH sends the voucher to the FI who cuts the check to the Respite provider. The FI charges CMH X dollars for the check. If the Respite provider earns more than \$1,700.00 in the year, the FI will need to file for the taxes, e.g., payroll taxes, self-employment taxes. The FI could charge CMH X dollars per month per consumer for handling those taxes.
- For the CLS services, CMH is asking for an initial meeting, face-to-face. The FI could charge a set-up charge of X dollars for that meeting and X dollars a month per consumer for ongoing processing.
- Q19. Can you be a little more specific about the numbers?
A19. We can revise the proposal summary to incorporate a tier system by numbers of consumers being handled by the FI.
- Q20. How long does the FI service last with a client?
A20. The Individual Plan of Service is generally for a year. There is no guarantee as to how long a consumer will continue with the service or even how many CLS workers he/she may have working for them. A person with developmental disabilities generally requires life-long supports.
- Q21. Can a client terminate the FI? Can the FI terminate the client?
A21. Yes. Yes.
- Q22. How do they choose the FI?
A22. The FI must be approved by the guardian if there is one. A person cannot serve as both the FI and guardian as that would be a conflict of interest.
- Q23. If you have a client and you're an FI, can you charge the client a fee for doing their taxes?
A23. No, you cannot charge the consumer but you can do their taxes for free.

Please be sure to note the receipt of addenda on revised Bid Summary/Addenda Summary following.
Also note RFP Scoring criteria for your information following.

Sincerely,

Joseph W. Siedenstrang
Accounting Manager

BID SUMMARY

All costs (~~including equipment, installation, shipping, handling and all other costs~~) must be included in the total bid price level of service for tier costing. Bidder may bid on Non-Taxed and Taxed Respite (must be bid together) and/or CLS Services.

Bidders are to submit prices on the lines (spaces) provided below. Every line (space) must contain a figure, zero (0) or line (-). Failure to complete the bid summary as stated above shall be cause for rejection of bid. (Remember to double check your addition, subtraction and multiplication.)

FISCAL INTERMEDIARY LEVEL OF SERVICES TIERING RATES:

Non-Taxed Respite Services Tier Costs: _____

And

Taxed Respite Services Tier Costs: _____

And/Or

Community Living Supports (CLS) Tier Costs: _____

ADDENDA SUMMARY

Please initial below acknowledging receipt of any addendums (give number and date of each). If none were received, please indicate this as well.

Addendum Number	Addendum Date	Initials
_____	_____	_____
_____	_____	_____
_____	_____	_____

Company Name: _____

Signature: _____

Printed Name: _____

FISCAL INTERMEDIARY SERVICES RFP SCORING

Name of Bidder: _____

Criteria	Scoring Description	Score	Comments
Response Time	Score 15 if bidder can be at client's destination within 30 min. Score 10 if bidder can be at client's destination within 60 min. Score 0 if bidder can be at client's destination after 60 min.		
Vendor Has History Of Providing These Services in Michigan	Score 15 if Yes. Score 0 if No.		
Vendor Has Experience Working with Persons with Developmental Disabilities and Mental Illness	Score 15 if Yes. Score 0 if No.		
Proposal Describes How Vendor Promotes Self-Sufficiency and Self-Reliance	Score 15 if Yes. Score 0 if No.		
Vendor Has Positive History of Managing Accounting For Consumers' Money and Financial Transactions	Score 15 if Yes. Score 0 if No.		
Proposal Explains How They Will Submit Information Electronically and Coordinate Services With CMH	Score 10 if Yes. Score 0 if No.		
Cost	Rank submissions based on cost for a., b., c. (# of bidder submissions). Lowest cost = highest number; Highest cost = lowest number. Lowest cost will receive a score of 15 and highest cost will receive a score of 0 with scores in-between depending on cost.		

TOTAL SCORE _____