

# **HUMAN SERVICES DEPARTMENT**

## **MEDICAL ASSISTANCE DIVISION**

### **REQUEST FOR PROPOSALS (RFP)**

## **Hospital Audit, Accounting & Consulting Services**



**RFP# 17-630-8000-0004**

Release Date – March 20, 2017

**Amendment 1**

Proposal Due Date – April 19, 2017

**Request for Proposals # 17-630-8000-0004 is amended as follows:**

## **II. CONDITIONS GOVERNING THE PROCUREMENT**

### **B. EXPLANATION OF EVENTS**

#### **6. Submission of Proposal**

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**From:**

**ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 3:00 PM MOUNTAIN DAYLIGHT TIME ON THE DATE STATED IN SECTION II. A., Sequence of Events.** Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal.

Proposals must be addressed and delivered to the Procurement Manager at the address listed in Section I, Paragraph D2 (except for electronic submissions through SPD's electronic procurement system). Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the Hospital Audit, Accounting & Consulting Services – RFP 17-630-8000-0004. Proposals submitted by facsimile, or other electronic means other than through the SPD electronic e-procurement system, will not be accepted.

**To:**

**ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 3:00 PM MOUNTAIN DAYLIGHT TIME ON THE DATE STATED IN SECTION II. A., Sequence of Events.** Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal.

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APPENDIX A

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**From:**

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that s/he has received a complete copy, beginning with the title page and table of contents, and ending with APPENDIX G.

**To:**

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that s/he has received a complete copy, beginning with the title page and table of contents, and ending with APPENDIX F.

**APPENDIX F  
ORGANIZATIONAL REFERENCE QUESTIONNAIRE**

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**From:**

Offeror is required to send the following reference form to each business reference listed. The business reference, in turn, is requested to submit the Reference Form directly to: Norma Lucero, Procurement Manager, 2025 S. Pacheco, P.O. Box 2348, Santa Fe, NM 87504-2348 by the date stated in Section II.A. of this RFP for inclusion in the evaluation process. The form and information provided will become a part of the submitted proposal. Business references provided may be contacted for validation of content provided therein.

**To:**

Offeror is required to send the following reference form to each business reference listed. The business reference, in turn, is requested to submit the Reference Form directly to: Norma Lucero, Procurement Manager, by the date stated in Section II.A.6 of this RFP for inclusion in the evaluation process. The form and information provided will become a part of the submitted proposal. Business references provided may be contacted for validation of content provided therein.

**f.) SNCP HQII**

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**From:**

The Contractor shall submit separate billing statements for consultation and assistance services as described in Appendix 8. These services require prior written approval by appropriate Department staff. The billing statement shall be provided with monthly statement by the Contractor and shall identify the date of the request, the subject matter of the requests, date (s) and type of service rendered, the number of hours billed and the total charge. The Contractor should be prepared to provide to the Department supporting documentation in order to justify the billing statement.

Do not include gross receipts taxes in the calculation. Gross receipts taxes will be a pass through from the State to the Contractor and be paid by the Contractor. The Contractor will be responsible for making all required tax payments.

The cost report form, which is included as Appendix 10 of this RFP, must be included as the last page of Offeror's Cost Proposal.

**To:**

The Contractor shall submit separate billing statements for consultation and assistance services as described in Appendix D. These services require prior written approval by appropriate Department staff. The billing statement shall be provided with monthly statement by the Contractor and shall identify the date of the request, the subject matter of the requests, date (s) and type of service rendered, the number of hours billed and the total charge. The Contractor should be prepared to provide to the Department supporting documentation in order to justify the billing statement.

Do not include gross receipts taxes in the calculation. Gross receipts taxes will be a pass through from the State to the Contractor and be paid by the Contractor. The Contractor will be responsible for making all required tax payments.

The cost report form, which is included as Appendix D of this RFP, must be included as the last page of Offeror's Cost Proposal.

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