



STATE OF TENNESSEE  
 TENNESSEE STATE VETERANS' HOMES BOARD

**REQUEST FOR PROPOSALS # 32399-00113-EX  
 AMENDMENT # 1  
 FOR ACCOUNTING CONSULTATION AND COST  
 REPORTING**

**DATE: March 22, 2012**

**RFP # 32399-00113-EX IS AMENDED AS FOLLOWS:**

- 1. This RFP Schedule of Events updates and confirms scheduled RFP dates.**

EVENT	TIME	DATE	UPDATED / CONFIRMED
1 State Issues RFP		MARCH 6, 2012	Confirmed
2 Disability Accommodation Request Deadline		MARCH 9, 2012	Confirmed
3 Pre-proposal Conference	2:00 p.m.	MARCH 12, 2012	Confirmed
4 Notice of Intent to Propose Deadline		MARCH 13, 2012	Confirmed
5 Written Comments Deadline		MARCH 16, 2012	Confirmed
6 State Responds to Written Comments		MARCH 22, 2012	Confirmed
7 Proposal Deadline	2:00 p.m.	MARCH 29, 2012	Confirmed
8 State Completes Technical Proposal Evaluations		APRIL 9, 2012	Confirmed
9 State Opens Cost Proposals & Calculates Scores	9:00 a.m.	APRIL 10, 2012	Confirmed
10 State Issues Evaluation Notice & Opens RFP Files for Public Inspection	9:00 a.m.	APRIL 12, 2012	Confirmed
11 Contract Signing		APRIL 24, 2012	Confirmed
12 Contract Signature Deadline		APRIL 25, 2012	Confirmed
13 Contract Start Date		JULY 1, 2012	Confirmed

- 2. State responses to questions and comments in the table below amend and clarify this RFP.**

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

QUESTION / COMMENT	STATE RESPONSE
1 Please describe the TSVHB homes. Are they dually certified? What are the payor sources?	The TSVHB operates three 140 bed dually certified homes located in Murfreesboro, Humboldt, and

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	<p>Knoxville, TN. Admissions are limited to honorably discharged veterans (at least 75%) and their spouses and gold-star parents (maximum of 25%). Three new homes are planned for locations in Clarksville, Cleveland, and Shelby County, TN., respectively; two of these homes may be built during the term of the subject contract, subject to availability of federal funds. Payor sources include Medicare, Medicaid, third party insurance, and private pay. The TSVHB also receives two types of per diem from the U.S. Department of Veterans' Administration. Both are paid only on residents who are veterans, not the spouses or gold star parents. The first is an all-inclusive per diem paid for veterans with 70% or greater service connected disabilities; this per diem can be granted retroactive as far back as 2007 when the regulation was enacted. The second VA per diem is for all other veterans residing in TSVHB homes and is in addition to Medicare, Medicaid and third party insurance payments but is used to reduce the liability of private paying residents. TSVHB facility occupancy rate is approximately 95%.</p>
<p>2 Pro forma contract section A.3. specifies that "The Contractor shall compile annual Medicare/Medicaid Level II and Medicaid Level I Cost Reports...". For each facility, do the Medicare/Medicaid Level II and Medicaid Level I Cost Reports count as 1 cost report for each facility or as 2 cost reports for each facility, per year (since 2 separate reports are prepared) for purposes of RFP Attachment 6.3 Cost Item Description number 1?</p>	<p>The evaluation factor listed in RFP Attachment 6.3 cost item 1 represents the number of cost reports anticipated to be required during the term of the subject contract and each of the 27 cost reports included in the evaluation factor includes both the Medicare/Medicaid Level II and Medicaid Level I Cost Reports for one year for one facility.</p>
<p>3 Is the contract period based on cost report dates (FYE 6/30) or services rendered (dates cost reports prepared and submitted)? For example, does the contract beginning 7/1/12 include cost report preparation for FYE 6/30/12 cost reports (Medicare/Medicaid Level II due 11/30/12 and Medicaid Level I due 9/30/12)?</p>	<p>The contract that begins July 1, 2012, would include cost report preparation for FYE 6/30/12 cost reports (Medicare/Medicaid Level II due 11/30/12 and Medicaid Level I due 9/30/12).</p>
<p>4 What do the numbers listed as evaluation factors listed in RFP Attachment 6.3 cost items 2-5 represent?</p>	<p>The evaluation factors listed in RFP Attachment 6.3 cost items 2-5 represents the estimated number of hours that may be required for any consulting work in addition to the cost reporting work required for cost item 1. However, the State does not guarantee any specific number of hours of work under the contract.</p>
<p>5 Can you give some examples of the consulting work that might be requested under RFP Attachment 6.3 cost items 2-5?</p>	<p>Pro forma contract sections A.8 through A.16. address the consulting work that might be requested under RFP Attachment 6.3 cost items 2-5. Examples of such consulting include audits or investigations that might be requested by the TSVHB audit committee or TN Comptroller's Office; preparation of initial budget, policies and</p>

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	procedures for any new homes opened during contract term; training TSVHB staff on changes in federal law related to Medicare; and responding to questions by TSVHB staff concerning current best accounting practices. However, the State does not guarantee any specific number of hours or types of consulting work under the contract.
6 Is a Dun & Bradstreet (D&B) report acceptable to submit in place of a credit agency report for RFP Attachment 6.2 Section A.5.?	Yes. A Dun & Bradstreet (D&B) report will satisfy the requirement for a credit agency report for RFP Attachment 6.2 Section A.5.
7 Can a list of the names of the other firms that submitted a notice of intent to propose be provided?	No. The identities of potential proposers are confidential.
8 Would it be appropriate for the contractor currently providing the services that are the subject of this RFP to use the TSVHB Controller as a reference for this RFP, or should all references come from outside the TSVHB?	All references should be from sources outside the TSVHB.
9 Who will prepare and provide the trial balance we will use to prepare the cost report?	The TSVHB Controller will provide the information needed to prepare the cost reports.
10 Who maintains the depreciation schedules, census data such as patient days, admissions and discharges, and statistics used for Housekeeping, Central Supplies and Medical Records needed to prepare the cost reports?	The TSVHB Controller maintains the information needed to prepare the cost reports.
11 Will any workpapers for items such as amortization of startup costs be made available to us?	The TSVHB Controller will provide whatever information is needed to prepare the cost reports.
12 Have there been any problems in the past with the information in the previous questions being provided timely in the past?	No.
13 Would the contractor be preparing the home office cost report that seems to be used for allocation of the Executive Office cost?	Yes.
14 Have there been significant adjustments made to the prior costs reports by the Fiscal Intermediary, Medicare Administrative Contractor or the State?	No.
15 Have there been any significant findings in the reviews of the cost reports by Medicare or TennCare?	No.
16 Where are the documents needed to complete the cost reports or to perform any consulting work located?	Current documents are located at the TSVHB Executive Office. For archived documents, the TSVHB has off-site document storage centralized in the Murfreesboro area.
17 Who is the current contractor?	Horne LLP.
18 Is attendance at the pre-proposal conference necessary to submit a bid?	No.
19 Is submission of a notice of intent to bid necessary to submit a proposal on the RFP?	No.