

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: November 15, 2012

RFP NUMBER: CSP904113
INDEX NUMBER: DOH027

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Health is requesting proposals for:

Critical Access Hospital Financial Assessment and ICD-10 Training Project

Reasons for Addendum: *Changed page 17, item number I. B., from a number four (4) to a number three (3) in the scope of work to coincide with a number in the Project Objectives on page 2.

PROPOSAL DUE DATE: November 28, 2012
OPENING LOCATION: Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395

ATTACHMENT ONE: WORK REQUIREMENTS AND SPECIAL PROVISIONS
PART ONE: WORK REQUIREMENTS

This attachment describes the Project and what the Contractor must do to complete the Project satisfactorily. It also describes what the Offeror must deliver as part of the completed Project (the "Deliverables"), and it gives a detailed description of the Project's schedule.

I. SCOPE OF WORK. Required elements of the scope of work are outlined below. Offeror's Work Plan shall address plans for meeting each of the required elements. The successful Offeror will revise the proposed Work Plan in cooperation with and approval of ODH which will determine the finalized work and deliverables.

The Offeror shall perform all of the following activities for which there is an executed contract:

- A. Correspond with the ODH Flex Program Coordinator a minimum of once per month in regards to assignments and related progress.
- B. *Provide in-depth individual revenue cycle assessments and technical assistance for three (3) CAHs. In-depth assessment for each of the identified CAHs should include at minimum one on-site visit, cost report analysis, revenue recovery assessment, charge-master analysis and coding education.
- C. Provide each of the identified CAHs with a complete written revenue cycle assessment summarizing finding and providing recommendation for financial and operational improvements.
- D. With guidance from the ODH Flex Program Coordinator plan, facilitate and evaluate three (3) six hour face-to-face ICD-10 educational and training sessions. Sessions will focus on ICD-10 implementation including but not limited to gap analysis between ICD-9 and ICD-10, examining workflow for coding and documentation gaps, as well as inventory of policies and procedures. Meetings are to be held in regional locations conducive for rural participants. The successful Offeror will be responsible for preparing and for delivering presentations and materials at each meeting.
- E. Respond to phone and e-mail inquiries from CAHs regarding financial and operational performance as directed by the ODH Flex Program Coordinator. Inquiries from CAHs given to the Flex Program will be given to the successful Offeror on a weekly basis. The successful Offeror will be responsible for responding to the CAH inquiries within one week of receipt of inquiry.
- F. Submit final report to ODH Flex Program. Report shall include all contacts, summarized findings, details of the financial assessments, summary of CAHs overall performance and future recommendations for action and training. Report should be submitted to ODH by August 31, 2013.

CONTRACTOR RESPONSIBILITIES. The Contractor must meet all RFP requirements and perform Work as defined in the Scope of Work.

*Changed page 17, item number I. B., from a number four (4) to a number three (3) in the scope of work to coincide with a number in the Project Objectives on page 2.