



---

Purchasing Services

PROPOSAL #P03-026

CONSULTANT SERVICES ON HIPPA COMPLIANCE TO PERFORM A DATA GAP ANALYSIS FOR UMDNJ, UNIVESITY BEHAVIORAL HEALTHCARE

ADDENDUM NO. 1

SEPTEMBER 5, 2002

The University of Medicine and Dentistry of New Jersey is seeking contractors to submit bids to PROVIDE CONSULTANT SERVICES ON HIPPA COMPLIANCE TO PERFORM A DATA GAP ANALYSIS FOR UMDNJ, UNIVESITY BEHAVIORAL HEALTHCARE scheduled to open on September 10, 2002

**CHANGE OPENING DATE TO READ: SEPTEMBER 17, 2002 AT 2:00 P.M.**

**Answers to questions from the Non-Mandatory Prebid Conference held on August 29, 2002.**

- 1. Question:** Page #8, Section #3.0, which transactions sets are paper and which are electronic?

**Response:** We currently send electronic transfers for the Medicaid claims and remittances and manual transfers for the inquiries, responses and referral certifications. Other billing is sent to WebMD as a UB92 or 1500 Billing Print Image File and they send it electronically or on paper.
- 2. Question:** Are the terms and conditions in the Business Associate Agreement negotiable?

**Response:** No, the terms in the Business Associate Agreement are not negotiable.
- 3. Question:** Page #8 Section #3.0, will direct data entry be available via electronically?

**Response:** Yes, the direct data entry is available electronically from Medicare only.
- 4. Question:** Can you provide the product name for the CSM system, the most recent release completed

and future updates? How well is the system documented and will a data dictionary be available including the modifications?

**Response:** The current systems used is the Human Services Information System (HSIS) and Avitar Clinical Workstation (CWS) and we are at the most recent release, which was installed 2 weeks ago it may have 1 or 2 updates in the future. Yes, a data dictionary will be available including the modifications and we can provide a complete schema of the Irving data system to the awarded bidder.

5. **Question:** Are you using a generic card or smart card to logon in the system?

**Response:** No, the systems currently use password logons that are password protected and the passwords change every 45 days.

6. **Question:** Do you have any reporting tools being used currently? Will the contractor be able to have access to the systems?

**Response:** The current reporting tools are Crystal Reports and Microsoft Access. We will discuss what the appropriate method will be.

7. **Question:** Is the cost proposal to be submitted in a separate envelope?

**Response:** No, the cost response is to be submitted with the technical response.

8. **Question:** When can reports be run, does it require a separate database?

**Response:** The current reports are run from a separate database. It is updated at night after 12:00 am, every night. There are very few reports run directly from our production system.

9. **Questions:** How will deliverables be submitted?

**Response:** Deliverables are to be submitted as one report.

**Answers to questions submitted prior to the Non-Mandatory Prebid Conference.**

10. **Question:** Has funds been budgeted specifically for this project? If so, what amount has been budgeted?

**Response:** Yes, a budget is being established, but has not been finalized at this time.

11. **Question** Page #10, Section #4.1.1, "Contract Term" The RFP states " The contract will be awarded for one year, commencing from the date of the award." Do you have a preferred schedule for completion of tasks listed on Page #8, Section #3.0, and "Scope of Work"

during the one year time period?

- Response:** The estimated time period is approximately 3-4 months, as the compliance must be completed prior to April 1, 2003.
- 12. Question:** What is the UMDNJ's expectation of on-site and off-site time to be allocated to the overall effort of this project?
- Response:** We expect the Contractor to work on-site in the beginning to review the system and discuss findings and off-site to finalize the report document.
- 13. Question:** Page #23, Section #5.8.2, refers to "loaded hourly rates" please define what is meant by "loaded hourly rates"?
- Response:** "Loaded Hourly Rates" is defined in Section #2, on Page 7 of the RFP under Definitions as All-inclusive rate for the job requested.
- 14. Question:** Regarding travel expenses, we noticed that the proposal did not reference travel expenses. Can you please tell us how the bidder should respond as it relates to travel expenses for the above engagement?
- Response:** Travel expenses must be included in your cost response as this is an all-inclusive rate for the job requested.
- 15. Question:** How and when will we receive response to these questions?
- Response:** An addendum will be sent out to the Bidders via fax and/or mail and will be listed on our webpage at [www.umdj.edu/purchaseweb](http://www.umdj.edu/purchaseweb) within one week from this date.
- 16. Question:** How many systems involved in the analysis produce paper output? Electronic?
- Response:** There are some 20 servers and over 1000 user computers involved. All can print on paper and all have access electronically to the CSM and other clinical data on the network.
- 17. Question:** Can a description of the systems involved in the analysis be shared including platform, database schemas, file formats etc?
- Response:** The systems are NT based and use wither Microsoft SQL Server or Cache MUMPS as their database.

- 18. Question:** Will there be SME's available for interviewing during the Gap Analysis? How many SME's are involved per system on average?
- Response:** There will be SME's available. We have 4 (four) involved with the various systems.
- 19. Question:** What are the next steps after the Gap Analysis is complete? What becomes of the output in report format after being prepared for the specific systems in place?
- Response:** Once the Gap Analysis is complete, our system vendors will need to update the elements that have been identified in the analysis.
- 20. Question:** The Scope of Work requirements listed in Section #3.2 (3.2.13.2.9) appears to concentrate on preparing data for inquiry purposes only. How will data be accepted by UBHC (i.e. responses in 271, 277)?
- Response:** The Scope of Work requirements concentrate not only on inquiry purposes, but claims submission, remittances and responses. The data for the responses will be accepted in a manual mode and updated into the appropriate system; an electronic integration of this process will be considered.
- 21. Question:** Page #2, Section #1.2, Is the "access center" a software that is used to enter claims data or track phone calls made or received. What is meant by "access center" processes 8000 calls per month?
- Response:** The center tracks approximately 8000 to 10000 calls from new patients per month who want to be seen and this information is transferred into the CSM MIS system that is used for billing. (This is only informational)
- 22. Question:** Page #3, Section 1.3,1.2, Can short procedural inquiries be made after the cut-off date for questions and inquiries?
- Response:** No further questions can be submitted after the prebid conference cutoff date.
- 23. Question:** Page #6, Section #2.0, CMS HMIS – What is UNHC defined as?
- Response:** This is a spelling error it should be UBHC, definition is list on page 7.

- 24. Question:** Page #8, Section #3.1, Are the systems listed here the “only” electronic or other systems” through which data is collected? Does UBHC require that a separate “gap analysis” report be submitted for each system or should an overall report identifying the data sources be submitted?
- Response:** Yes, these are the only systems, listed and submit one overall report identifying the data sources.
- 25. Question:** Page #8, Section #3.1, Do all systems require login ID’s and passwords?
- Response:** Yes,
- 26. Question:** Page #8, Section #3.1, Will the contractors be allowed to demo/view any of the systems before submitting the RFP response.
- Response:** No, It would be difficult to do at this time.
- 28. Question:** Page #8, Section #3.1, Creative Socio-Medico, Inc., Is this system used for generating bills for all payers Medicare, Medicaid, Commercial, HMO etc?
- Response:** Yes, the system is used for generating bills for all payers.
- 29. Question:** Page #9, Section #3.1, What is the UBHC Clinical Record system used for? Is it an electronic or paper based system?
- Response:** It is a paper based clinical records system.
- 30. Question:** Page #9, Section #3.1, Is the eligibility response data that is obtained through voice/phone entered into any system?
- Response:** UBHC is in process of entering this information, and will be completed in a month or two. We do not have an electronic system that is functioning at this time.
- 31. Question:** Page #9, Section #3.1, How is the eligibility data that is obtained electronically used in billing? Is it used at all? If so, is it entered manually or is the system automated? If not, does UBHC plan to build a system to store this data electronically?
- Response:** Refer to response of question #30.

**32. Question:** Page #9, Section #3.2, Are user documentation and database design documents available for all systems, including the ones developed in-house?

**Response:** Yes, we have data based design documents for all in-house systems and some of the vendor systems.

**33. Question:** Page #20, Section #5.6.4.3, What does “Start date at the end of the implementation period” mean?

**Response:** This does not apply to this request.

**34. Question:** Page #27, Attachment A, Section #8.0, Fee Proposal form, Since personnel from different labor categories will work on the project, should we provide multiple fee proposal forms?

**Response:** One Fee proposal must be provided as outlined in section #5.8 of the RFP and must include all labor categories needed in accordance with the “Loaded Hourly Rates”

**35. Question:** Is there a non-PDF electronic version (i.e. MS. Word) of this RFP?

**Response:** No

**Change to RFP:** **Page #8, Section #3.1 first sentence is hereby changed to read: “Contractor will provide a report relating to directly to the specific systems in place:”**

BIDDERS MUST RETURN THE ENTIRE COMPLETE PROPOSAL RESPONSE INCLUDING ALL FORMS COMPLETED AND NO QUALIFYING STATEMENTS OR EXCEPTIONS WILL BE ACCEPTED.

Please contact Denise Council at (732) 235-9060 with any questions.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL SPECIFICATIONS REMAINS UNCHANGED.

END OF ADDENDUM.