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## Request for Proposals

### Overview

Cordova Community Medical Center (CCMC) is seeking proposals for the provision of Medicare Cost Report Preparation Services.

Cordova Community Medical Center is a 23-bed Critical Access Hospital dedicated to providing the best possible healthcare to the Cordova community. Owned by the City of Cordova and governed by 5 members of the community elected to the CCMC Authority Board of Directors. Our purpose is to provide acute, emergent, clinical and long-term health care services to the City of Cordova and immediate surrounding area.

### Scope of Work/Services

The successful applicant must fulfill and conduct the following project activities:

1. Prepare the annual Medicare Cost Report (CMS-2552-10) and the State of Alaska Medicaid Year End Report.
2. Work with CCMC staff to develop and prepare templates for the Cost Report, including but not limited to templates for the Worksheet A-8-2 and Medicare Bad Debt listing.
3. Reconcile the annual State of Alaska Medicaid Year End Submittals to the Medicare Cost Report.
4. Prepare a Medicaid rate setting estimate for inpatient, outpatient, and long-term care.
5. Work with CCMC staff to prepare responses to periodic Medicare and Medicaid audit reviews of prior year cost reports.
6. Work with CCMC staff to prepare responses to Medicaid rate setting inquiries.
7. Review and prepare responses to audit inquiries with CCMC staff from the Office of Rate Review and from the State of Alaska Department of Health and Social Services.
8. Analyze audit impacts on future prospective Medicaid rates to ensure the facility obtains the best reimbursement possible.
9. Provide annual cost-based reimbursement analysis tool based upon Medicare Cost Report data.
10. Provide onsite or virtual training to the Facility on the Medicare and Medicaid reimbursement within the first 12 months of the contract term, using the most recently filed cost reports as a basis for training.

### Timeline

**RFP Issued:** July 1<sup>st</sup>, 2022

**Deadline for Bids:** August 31<sup>st</sup>, 2022 at 5:00 PM Alaska Time

**Contract Award/Notification to Unsuccessful Bidders:** September 30<sup>th</sup>, 2022

## **Submission Process and Requirements**

All RFP Responses must be submitted via email to Denna Stavig, dstavig@cdvcmc.com by 5:00 PM Alaska Time on August 31<sup>st</sup>, 2022. Submissions will be confirmed by reply email. Late proposals will not be evaluated.

Responses shall be submitted in PDF format and sent using electronic mail. Proposals should be organized as defined below to ensure consistency and to facilitate the evaluation of all responses. All the sections listed below must be included in the proposal with the section numbers listed. The responses shall be submitted in the following format:

1. Section 1- Executive Summary: provide a concise summary of the services proposed.
2. Section 2- Vendor Profile: provide a description of the vendor that includes a general overview and names and credentials of team.
3. Section 3- Narrative: Provide a narrative outlining the vendors strengths, skills, and capabilities as they relate to the scope of work. Preference given to vendors whose response demonstrates experience preparing Medicare Cost Reports for Critical Access Hospitals and for preparing and responding to the State of Alaska Office of Rate Review for establishing Medicaid payment rates.
4. Section 4- Scope of Services: provide details on scope of work and services offered for completing scope.
5. Section 5- Cost Estimate: provide cost for completing the scope of services and any additional rate that may be applicable for additional work requests including training and travel costs.

CCMC is not obligated to any course of action as a result of this RFP. Issuance of this RFP does not constitute a commitment by CCMC to award any contract.

All responses will remain confidential and will not be shared with other vendors.

CCMC reserves the right to modify this RFP at any time and reserves the right to reject any and all bids.