

STATE OF FLORIDA
AGENCY FOR HEALTH CARE ADMINISTRATION
REQUEST FOR INFORMATION

Audit or Attestation Services for the Achieved Savings Rebate

A. BACKGROUND/PURPOSE

1. Background

The Agency for Health Care Administration (Agency) is the single state agency responsible for administering the Medicaid program in Florida. Section 409.964, Florida Statutes, requires the Agency to establish a statewide, integrated managed care program for all covered services, and Section 409.967(3), Florida Statutes, requires prepaid health plans participating in the statewide, integrated managed care program to pay an Achieved Savings Rebate to the Agency should the health plan's pre-tax profit margin exceed established thresholds. Section 409.967(3)(b) further requires the Agency to contract with independent certified public accountants to conduct "compliance audits for the purpose of auditing financial information, including but not limited to: annual premium revenue, medical and administrative costs, and income or losses reported by each prepaid plan, in order to determine and validate the achieved savings rebate."

2. Purpose

As a means for reporting financial information needed for the calculation of the Achieved Savings Rebate (ASR), the Agency has developed the ASR Financial Report. The Agency seeks information from vendors for the provision of audit or attestation services to provide a level of assurance as to the financial information reported on the ASR Exhibit within the ASR Financial Report (**Attachment I**). Currently, the ASR Financial Report will be submitted to the Agency by eighteen (18) managed health care companies and is due to the Agency by June 1st of each year, beginning in 2015. Refer to **Attachment II** for a listing of these managed care plans and their locations.

A Request for Information (RFI) is not a method of procurement. Responses to a RFI are not offers and shall not be accepted by the Agency to form a binding contract. This RFI shall not directly result in the execution of a contract with the Agency. The Agency reserves the right to utilize the information gathered through the RFI process to develop a scope of services, which may be incorporated into a contract using a statutorily approved method of procurement.

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B. RFI RESPONSE INSTRUCTIONS

Respondents to this RFI are asked to be thorough, but concise. The RFI response must include the following:

1. The respondent's name, place of business address(s), contact information, including representative name and alternative, if available, telephone number(s) and e-mail address(es);
2. A description of the respondent's business and its experience as it relates to the services outlined in this RFI. This description should include a narrative explaining past experiences in which the respondent performed audit or attestation services of insurance company financial data; and
3. A statement of interest in or knowledge of the services outlined in this RFI, including a high level outline of any specific approach that would pertain to the information sought through this RFI.
4. Additional elements to be included in the response are:
 - a. If the Agency were to procure Audit Services:
 - 1) An estimate of the number of hours needed to complete an audit of the ASR Exhibit within the ASR Financial Report and issue an audit report to the Agency;
 - 2) If the Agency were to compensate the Vendor a fixed-price for each audit, what is the estimated fixed-price amount required for each audit;
 - 3) An estimate of the number of audits the respondent would be able to complete;
 - 4) An estimate of the length of time the respondent would need to complete the audit and issue an audit report to the Agency for all audits assigned by the Agency, based upon the estimated number of audits listed in response to 4.a.3), above;
 - 5) Any considerations that would preclude the respondent from performing an audit and issuing an audit report for the ASR Exhibit with the ASR Financial Report; and
 - 6) Any potential conflicts that may prevent the respondent from performing an audit of the ASR Exhibit within the ASR Financial Report submitted by any of the eighteen managed care plans listed on **Attachment II**.

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b. If the Agency were to procure Examination (Attestation) Services:

- 1) An estimate of the number of hours needed to complete an examination of the ASR Exhibit within the ASR Financial Report and issue an examination report to the Agency;
- 2) If the Agency were to compensate the Vendor a fixed-price for each examination, what is the estimated fixed-price amount required for each examination;
- 3) An estimate of the number of examinations the respondent would be able to complete;
- 4) An estimate of the length of time, in months, the respondent would need to complete the examination and issue an examination report to the Agency for all examinations assigned by the Agency, based upon the estimated number of examinations listed in response to 4.b.3), above;
- 5) Any considerations that would preclude the respondent from performing an examination and issuing an examination report for the ASR Exhibit with the ASR Financial Report; and
- 6) Any potential conflicts that may prevent the respondent from performing an examination of the ASR Exhibit within the ASR Financial Report submitted by any of the eighteen managed care plans listed on **Attachment II.**

C. PROPRIETARY INFORMATION

Any portion of the submitted response which is asserted to be exempt from disclosure under Chapter 119, Florida Statutes, shall be clearly marked "exempt", "confidential", or "trade secret" (as applicable) and shall also contain the statutory basis for such claim on every page. Pages containing trade secrets shall be marked "trade secret as defined in Section 812.081, Florida Statutes". Failure to segregate and identify such portions shall constitute a waiver of any claimed exemption and the Agency will provide such records in response to public records requests without notifying the respondent. Designating material simply as "proprietary" will not necessarily protect it from disclosure under Chapter 119, Florida Statutes. An entire response should not be considered trade secret.

D. RESPONSE SUBMISSION

Respondents to this RFI shall submit one (1) electronic copy of its response. The response shall not exceed one hundred (100), single-sided, pages in length. The electronic format shall be submitted on CD-ROM or via electronic mail (email) at the address listed below. The software used to produce the electronic files must be Microsoft Word 97 and/or Excel 97 or newer. The electronic files must be logically named.

The respondent shall **also** submit one (1) electronic redacted copy of the response suitable for release to the public. Any confidential or trade secret information covered under Section 812.081, Florida Statutes, should be either redacted or completely removed. The redacted response shall be marked as the “redacted” copy and contain a transmittal letter authorizing release of the redacted version of the response in the event the Agency receives a public records request.

Responses to this RFI shall be provided no later than **4:00 PM, Eastern Time, October 20, 2014**. Responses shall be submitted to:

Agency for Health Care Administration
Procurement Office
Attn: Lance Dyal
2727 Mahan Drive, MS 15
Building 2, Suite 203
Tallahassee, FL 32308

Or via email: ProcurementAdministration@ahca.myflorida.com

After the Agency has received all responses to this RFI, the Agency, in its sole discretion, shall determine if a meeting with respondents is necessary to clarify the information received. In the event that the Agency decides to hold a meeting, the respondent(s) will be notified via email.

E. VENDOR COSTS

Vendors are responsible for all costs associated with preparing a response to this RFI. The state of Florida, Agency for Health Care Administration, will not be responsible for any vendor costs associated with preparing a response to this RFI.

F. QUESTIONS

Questions concerning this RFI should be submitted in writing via email to Lance.Dyal@ahca.myflorida.com.

All responses to questions received will be made, in writing, directly to the sender.

G. AGENCY FOR HEALTH CARE ADMINISTRATION WEBSITE

Additional information about the Florida Agency for Health Care Administration can be found on the Agency’s website at: <http://ahca.myflorida.com/>

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ATTACHMENT I
ACHIEVED SAVINGS REBATE FINANCIAL REPORT

PLACEHOLDER
(ATTACHMENT I WILL BE LISTED
ON VBS SEPERATELY AS AN EXCEL DOCUMENT)

Attachment II

Health Plan Locations

AHF MCO of FL dba Positive Health Care, Inc.

700 SE 3rd Avenue, Fourth Floor
Fort Lauderdale, FL 33316

Amerigroup Florida, Inc.

4200 West Cypress Street
Tampa, FL 33607

Better Health, Inc.

1701 Ponce de Leon Blvd.,
Coral Gables, FL 33134

Simply Healthcare Plans, Inc., dba Clear Health Alliance

1701 Ponce de Leon Blvd.,
Coral Gables, FL 33134

Coventry Health Care of Florida, Inc.

1340 Concord Terrace
Sunrise, FL 33323

First Coast Advantage, LLC

580 West 8th Street, T-20
Jacksonville, FL 32209

Florida MHS, Inc. d/b/a Magellan Complete Care

7600 NW Corporate Center Drive, Suite 600
Miami, Florida 33126

Freedom Health, Inc.

5600 Mariner ST, Suite 227
Tampa, FL 33609

Humana Medical Plan, Inc.

3501 SW 160th Ave
Miramar, FL 33027

Integral Health Plan, Inc. dba Integral Quality Care

4631 Woodland Corporate Blvd, Suite 201
Tampa FL 33614

Molina Healthcare of Florida, Inc.

8300 NW 33rd Street, Suite 400
Doral, FL 33122

Preferred Medical Plan, Inc.

4950 SW 8 Street, Suite 403
Coral Gables, FL 33134

Prestige Health Choice

9000 NW 15th Street, Unit 11, 2nd Floor
Doral, FL 33172

Simply Healthcare Plans, Inc.

1701 Ponce de Leon Blvd.
Coral Gables, FL 33134

South Florida Community Care Network

1525 NW 167 Street
Miami, FL 33169

Sunshine State Health Plan, Inc.

1301 International Parkway
Suite 400
Sunrise, FL 33323

United Healthcare of Florida, Inc.

495 North Keller Road, Suite 200
Maitland, FL 32751

WellCare of Florida, Inc. dba StayWell Health Plan of Florida

8735 Henderson Road
Tampa, Florida 33634

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