

THE REGENTS OF THE UNIVERSITY OF NEW MEXICO, FOR ITS PUBLIC OPERATION
KNOWN AS UNM HEALTH SCIENCES CENTER,
SPECIFICALLY UNM HOSPITALS ("UNMH").

PURCHASING DEPARTMENT
933 Bradbury Dr. SE, Suite 3165
ALBUQUERQUE, NM 87106

RFP P427-20 MEDICAL CODERS AND AUDITORS

1. **Offer Due Date/Time:** ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT SPECIALIST OR DESIGNEE REFERENCED ON THIS COVER PAGE NO LATER THAN **2:00 PM MOUNTAIN STANDARD TIME/DAYLIGHT TIME ON October 13, 2020**. Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded for each proposal.

of the proposal. PLEASE NOTE: The price of products offered or the cost of services proposed shall

UNMH will ignore markings of "CONFIDENTIAL" on proposal cover sheets or on every page. Vague designations and blanket statements regarding entire pages or documents are insufficient and

SECTION 1 - INTRODUCTION AND GENERAL INFORMATION

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

were present with respect to this RFP; or hold any staff of UNMH liable for any uncertainty, inconsistency, error, omission, or ambiguity in any part of this RFP.

1.5 Clarification and Questions

1.5.1 Submission. Offerors may request clarification of this RFP by:

1.5.1.1 Contacting the Procurement Specialist at the Department Specialist

identified on page 1 of this RFP or as otherwise directed by the Procurement Specialist;

1.5.1.2 Including the Offeror's address, telephone number, facsimile number and email address;

1.5.1.3 If the question pertains to a specific section of this RFP, reference should be made to the specific section number and page; and

1.5.1.4 If the question pertains to a specific section of this RFP, reference should be made to the specific section number and page.

Offeror statement or claim, if the statement or claim or its Proposal is patently unwarranted
or is questionable; or

C. Proposal Summary (Optional)

1. Organizational Experience, quality and stability (Exhibit B, Section 1.A)

VI. Company Organization & Management

- b. Company Organization and Staff
- c. Management Approach
- d. Company Experience

3.2 AUTHORIZED SIGNATURE PAGE: Review and submit the Authorized Signature Page attached

3.3 SMALL AND DISADVANTAGED BUSINESS CERTIFICATION FORM: Review and submit the Small and Disadvantaged Business Certification Form attached hereto as Exhibit F

3.12 QUANTITIES. UNMH may purchase all, some or none of the elements described in this proposal or Offerors responses. In addition, actual quantities may fluctuate up or down based on UNMH needs. The successful bidder will be required to fill all orders placed regardless of quantities

3.13 AGENTS/SUBCONTRACTORS. The Offeror shall indicate whether the Offeror intends to use

**EXHIBIT A
SCOPE OF WORK**

Introduction:

The University of New Mexico Hospital (UNMH) is New Mexico's only Level One Trauma

- Outpatient – Includes review of accuracy of diagnostic and procedural code(s). Fluency in NCD and LCD policies that govern procedural code(s), as well as, edits (medically unlikely [MUE], medical necessity, and correct coding initiative [CCI]).

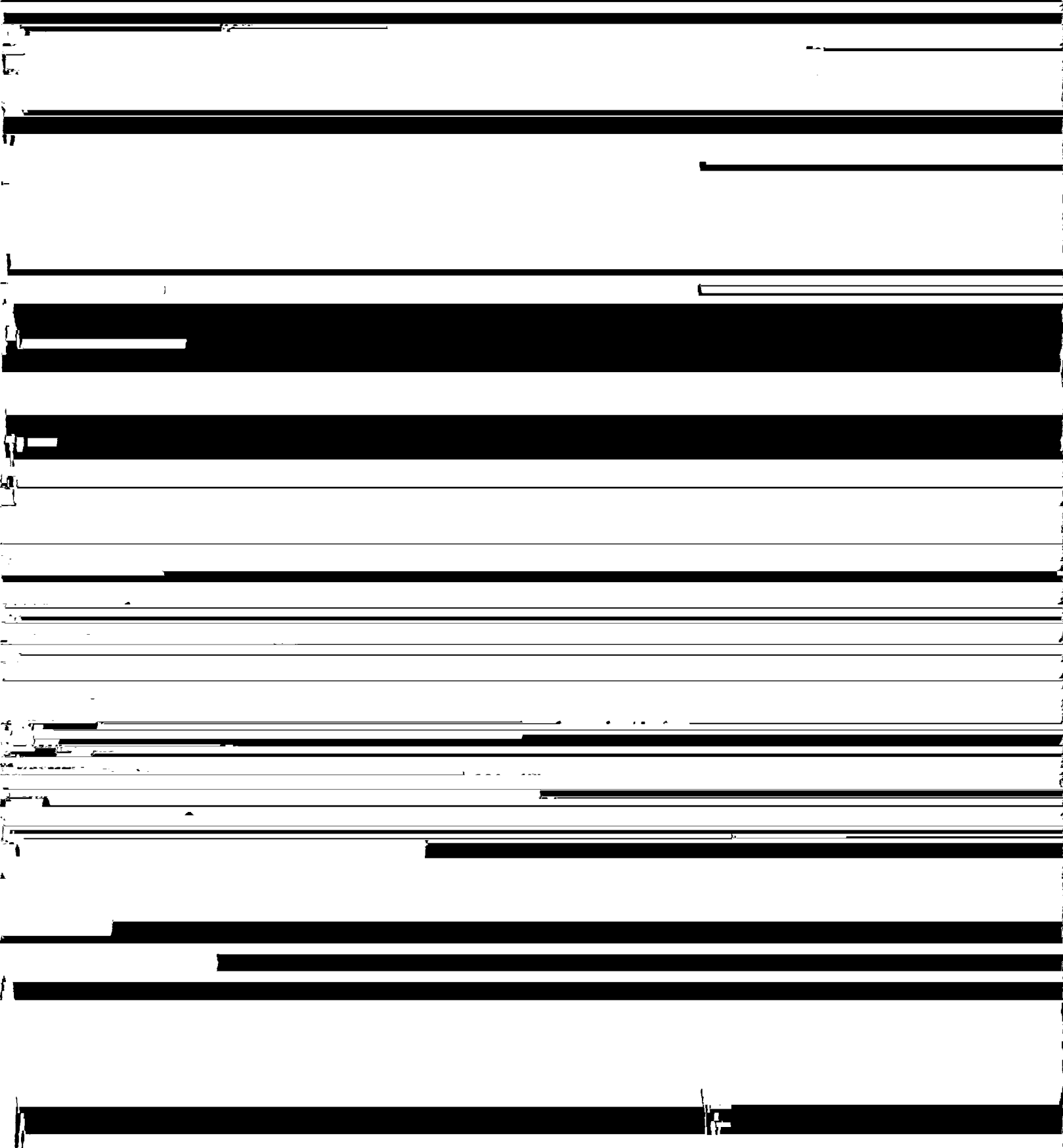
Revision Summary

appropriate codes to patient records according to established procedures. Verify and ensure the accuracy, completeness, specificity and appropriateness of diagnosis codes based on services rendered. Review medical record information to identify all appropriate coding based on ICD-

Management / Performance Measures

- Coder and auditor shall code, or review in the case of the auditor, a minimum number

of cases to be coded in the examination? and for auditor guidelines

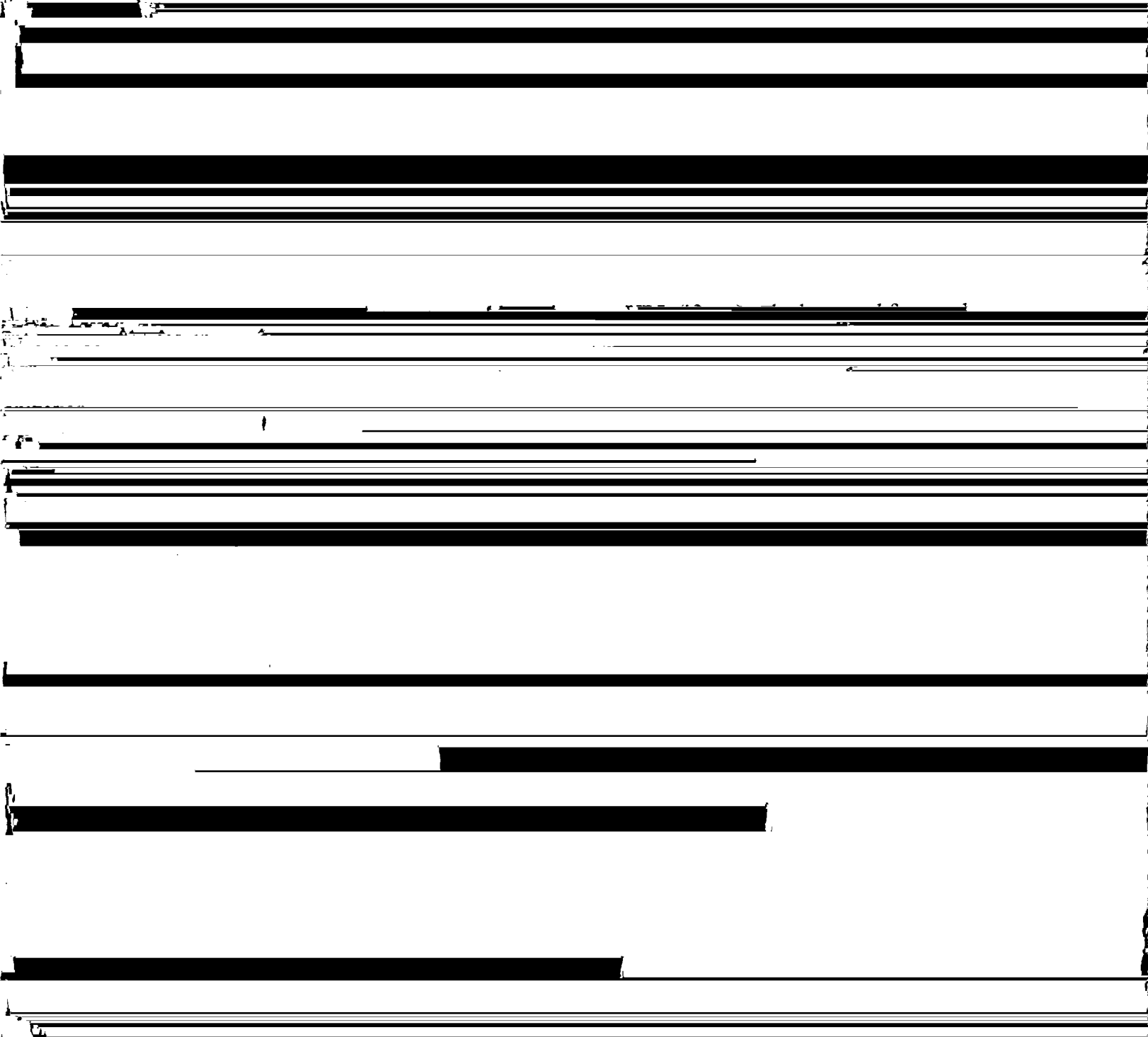


2. Staff Competency/Experience	45points
3. Management and Performance Measures	45points
4. Cost	5points
5. Total Points	100 points

EVALUATION CRITERIA

Proposals should mirror and contain the following requested information. Proposals shall be labeled and tabbed according to the numbering shown below.

1. Vendor Information (5 Points)



5. How will you meet the supervisor/management requirements defined in this RFP?

**EXHIBIT C
RESIDENT VETERANS PREFERENCE CERTIFICATION**

CHECK IF N/A _____

_____ (NAME OF CONTRACTOR) hereby certifies the following in regard to
application of the resident veterans' preference to this procurement:

Please check one only:

I declare under penalty of perjury that my business prior year revenue starting January 1 ending _____

My business prior year revenue is less than \$1M allowing me the 10% preference discount on this solicitation. I understand _____

**EXHIBIT D
AUTHORIZED SIGNATURE PAGE**

THE FOLLOWING OFFEROR INFORMATION MUST BE COMPLETED AND RETURNED

Please note that the information requested on the certification form is for reporting purposes only and will not be used in evaluating or awarding an agreement.

ACKNOWLEDGMENT OF ADDENDA

The undersigned acknowledges receipt of the following addenda:

Addenda No. _____ Dated _____

Addenda No. _____ Dated _____

Number of Addenda: 2 (Addenda 1 & 2) - Sections 12.1.1, 12.1.2, 12.1.3 & 12.4.2 NMSA 1079

EXHIBIT E
SMALL AND SMALL DISADVANTAGED BUSINESS CERTIFICATION

CHECK IF N/A _____

The University of New Mexico Hospitals participates in the Government's Small and Small Disadvantaged Business programs. This requires
the University of New Mexico Hospitals to certify its business status. Please provide the information requested below:

[REDACTED]

Small Business Administration (SBA) is not dominant in its field and meets employment and/or sales standards

[REDACTED]

3. Any person who misrepresents a firm's experience classification shall (1) be punished by imposition of a fine

[REDACTED]

EXHIBIT F

STATE OF NEW MEXICO HOSPITALS SUPPLIER CONFLICT OF INTEREST

AND DEBARMENT/SUSPENSION CERTIFICATION FORM

EXHIBIT G
INSURANCE REQUIREMENTS

CERTIFICATES OF INSURANCE: The Offeror shall furnish the Owner one copy each of
~~Certificates of Insurance~~ ~~required for each copy of the Agreement showing coverage limits of~~

EXHIBIT H

FEDERAL TRANSACTIONS (APRIL 1991)

1. The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments

**EXHIBIT I
STANDARD TERMS AND CONDITIONS**

The following General Terms and Conditions are an equal and integral part of this Request For Proposal (RFP). The

changes affect the cost of, or the time required for performance of a resultant Purchase Order/Agreement, an equitable adjustment shall be made. No change by Seller shall be recognized without written

approval of the University. Any claim of Seller for an adjustment under this Paragraph must be made in writing within thirty (30) days from the date of receipt by Seller of notification of such change. Nothing in this

Seller agrees to comply with all such laws, regulations and orders as currently in effect or hereafter amended. Seller shall not disclose any export-controlled information, or provide any export-controlled equipment or

materials to UNMHI without prior written notice. In the event that UNMHI agrees to receive such export-

controlled information, equipment, or materials, Seller shall: (i) include the Export Control Classification

Contract fee in connection with sampling from such suit or action. Seller will also indemnify, defend and

NO NEW MATERIAL REQUIRED. All materials and equipment delivered and/or installed under this DED shall

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44. **PACKAGING.** Packaging of materials under this contract shall meet the minimum specifications indicated under Packaging Specifications. If there are no packaging specifications listed, the packaging shall be suitable

to insure that the materials are received in an undamaged condition. All material returns will be at the Offeror's expense.

45. **WARRANTY AND COPYRIGHT INFRINGEMENT.** Seller shall defend, defend and hold harmless the

(ii) the individual who made the unauthorized use or received

requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the

sole discretion of the UNMH Evaluation Committee.

delay in completion of the work on the agreed-to schedule: the Seller must immediately notify the Buyer or the

The initial notification of the delay must be made with the committee on the date of the delay.

the delivery date specified. Seller shall give prior notification and obtain approval thereto from the University's

failure to deliver on time.

71. WAIVER. The Contract shall contain a provision that states that no waiver of any breach of the Contract or

EXHIBIT J

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ORGANIZATIONAL REFERENCE QUESTIONNAIRE
FOR:

For each reference, there must be a current contact person's name, current phone number and current email address.

Company Name (your reference) _____

This section is intended to be completed by the company providing the reference for the company.

[Redacted content]

4. If applicable, how would you rate the Offeror's level of flexibility relative to changes in the project scope and timelines?

- Excellent Satisfactory Unsatisfactory Unacceptable N/A

Brief explanation of above rating:

5. How would you rate the dynamics/interaction between the Offeror and your staff?

- Excellent Satisfactory Unsatisfactory Unacceptable

Brief explanation of above rating:

EXHIBIT K

1. **Total Project Cost** – In this **Exhibit K**, provide pricing details below to meet full compliance of scope and requirements as defined in this RFP. This shall include everything necessary to complete the scope of work. The Offeror should provide separately in this exhibit, cost on all required services and any additional costs such as travel, mailings, reproduction costs, etc.
2. **Prices** – All prices/discounts shall be F.O.B. destination and shall include all parts, labor, materials, software, surcharges, supplies, freight, administrative costs, etc., to fulfill the terms, conditions, and scope of work as called for in this RFP and must be based upon percent (%) discount off your current Published List Price.
3. **A description of additional charges for any extra services – including a not to exceed amount.**
4. Prices shall remain firm throughout the initial contract year whichever is longer. Price increases will be subject to review and approval prior to any subsequent

renewal period and upon sixty (60) days advance written notice.

Please see Exhibit A for pricing on Chart 1.4

specify and

Edit

E&M Coding

For each of the items, please specify the following:

