



UNIVERSITY OF KENTUCKY

Purchasing Division

Written Questions and Answers

UK Internal Audit – HealthCare Audits

RFP UK-2319-23

Closing Date: 3/22/23

Today's Date: 3/3/23

No.	Question	Answer
1	Does UK have an estimated number of hours for the engagement?	Unknown at this time.
2	Would UK accept a fixed fee for our services?	Follow Section 7.0 of the RFP
3	Does the scope of this RFP include KMSF or is it just UK HealthCare (including ambulatory and hospitals)?	Aspects of KMSF operations may be included in scope.
4	What precipitated this request for proposal? Did a contract expire or is this cosourcing a new venture for UK?	New venture.
5	The RFP references UK Healthcare's joint ventures; does this include the joint venture with King's Daughters, Beyond Blue, and Eastern State Hospital (managed by UK HealthCare)?	Yes.
6	Does UK anticipate us presenting to a board or committee or will the UK's internal audit department do all the presentations?	It will be committee of UK personnel.
7	In addition to Epic are there any platforms we need to be familiar with?	Knowledge of Epic (UK HealthCare's primary EHR), SAP (UK's primary ERP), and ScriptPro (UKHC's pharmacy application) are preferred. Additionally, numerous legacy applications are in place where knowledge may be helpful but not required.
8	Does the Legal/Compliance Risk Area include Clinical Trials/Human Subject Research Compliance?	Yes.
9	Would the initial work/projects be based on a recent risk assessment, or would we be involved in conducting a risk assessment?	Projects will be based on existing or future risk assessments conducted by UKIA.

10	Can one proposal be submitted that would address both RFPs (2319 and 2320) if the key components such as hours and fees are clearly articulated based on each RFP?	No, they are two separate RFP's.
11	Other than EPIC, what other key systems and/or technologies are used where specialized technology skillsets would be required of the proposer?	See answer to question #7.
12	Section 3.1 Key Event Dates, when will a decision be made for determining who will be invited to present proposals (i.e., Orals) and when will final decisions be made for partnering in IT (2320-23) and Internal Audit (2319-23)?	Unknown at this time.
13	Section 3.6 Proposed Deviations from the RFP discusses General Terms and Conditions (T&Cs). Is this referring to section 6 or when will the T&Cs be provided to proposers (e.g., Master Services Agreement, etc.)? Should they be redlined and submitted with the proposal (or do they come after the proposal for those selected)?	See section 1 on page 2 of the RFP. Yes, any deviations need to be redlined, noted in the transmittal letter, and submitted with the proposal.
14	Section 6.30 HIPAA/BAA Amendment, states that Attachment A must be completed, signed, and delivered with the proposal. Is there the ability to negotiate the terms within the BAA and should it be redlined and submitted with the proposal?	Any deviations need to be redlined, noted in the transmittal letter, and submitted with the proposal.
15	Section 7.0 Financial Offer Summary, what does University of Kentucky consider to be a reasonable variance to these rates and what would be considered unreasonable that would automatically disqualify a proposer's submission?	Offeror should list their rates and all proposals will be reviewed.
16	Section 7.1 Services Offered, for the Fee Schedule / Proposed Fees, are you specifically requesting the rate card that could be used by level, or a total amount of fees expected per year? If total fees expected per year, what is the average amount of hours for both the IT Audit Plan and the Healthcare Audit Plan, which would be needed to bid upon? a. Section 2.1 Intent and Scope, there is a comment about a 'Not-to-exceed structure for a given yearly period,' how does this tie into a rate card model.	We are specifically requesting the rate card per level. a. This statement refers ONLY to the Kentucky Personal Service Contract.

17	Regarding the financial offer summary (§7.0), the RFP request a fixed-price but the scope (§2.0) only includes as-needed services for which we can only provide an hourly rate. Can you please confirm that there is not an expectation that we propose a fixed-fee financial proposal or provide the intended term of engagement for full-time (i.e. 40hr/week) resources?	The fixed fee is the hourly rate; see RFP section 7.0 for details.
18	Regarding the fee schedule, is the expectation that respondents would submit rates for different levels of experience within each role (i.e. Auditor II Level 2, Auditor II Level 3, etc.)? As level of experience would typically dictate level of staff, we would typically submit rates only by level of staff (i.e. Auditor II/III in Level 2, Audit Manager/Director in Level 3) – let me know if I'm misunderstanding the intent here.	Fee schedule should follow the experience level as listed.
19	Recognizing that some audit activities may require onsite resources, our preference is to perform services remotely whenever possible. Does the University have an onsite preference or guidance regarding remote performance of services?	Remote services may be rendered when circumstances allow; some events (e.g. onsite testing, critical meetings) may require an onsite presence.
20	Will the University accept financial proposals with different rates for onsite and remote work?	See section 7.2 of the RFP.
21	Will the University accept proposals with relevant alternate options for “additional financial commitment” or should proposals be limited to the options listed in §7.4 (i.e. signing bonus, scholarships, etc.)?	Yes.
22	Section 5.0 of the RFP provides the primary and secondary criteria used for evaluating proposals. Please clarify the relative importance of the evaluation criteria. How are evaluation criteria weighted when determining the final score?	As listed in Section 5.0.
23	Section 7.0 of the RFP states: “Offerors are to provide a fixed price for the services offered.” However, due to the nature of the solicitation, no scope has been provided for individual audits. Please confirm that bidders may provide audit fee ranges, based on estimated hours and hourly rates, in lieu of a fixed price.	The fixed fee is the hourly rate; see RFP section 7.0 for details.

24	<p>Is this a new contract or a re-bid of an earlier contract? If it's a re-bid:</p> <p>How many projects were conducted through the previous contract?</p> <p>What is the total dollar value of the projects conducted through the previous contract?</p>	New contract.
25	<p>Does the University have a limit on how many firms it will pre-approve within each of the focus areas listed in Section 2.1 of the RFP?</p> <p>If yes, what is the University's cap in terms of the number of firms it will include in its pool of pre-qualified firms?</p>	No.
26	When the University has a project need, will it contact all of the firms on this contract (within the applicable category in Section 2.1 of the RFP) and provide them with an opportunity to submit a proposal? If no, what selection process will be used when project needs arise?	Ideally, each RFP will be awarded to a single firm. If multiple firms are contracted, firms will be selected based on expertise for individual project needs.
27	When the University has a project need, how much advanced notice is typically provided the consultant before the project needs to commence?	Varies; days or weeks.
28	How many audits does the University anticipate seeking external assistance with each year?	15-25.
29	Will you please provide further guidance on the difference between "Technical" and "Financial" proposals, (i.e., are you requesting that rate cards / estimated fee information be independently submitted within a "financial proposal" as opposed to being submitted within the "technical proposal")?	See section 3.7 Proposal Submission and Deadline
30	Would you be open to meeting us for an exploratory call prior to proposal submission?	No
31	Understanding that the proposed work may be delivered by different consulting organizations, can you provide an estimate or range of the total Audit hours anticipated?	See answer to #1.