

**ALABAMA DEPARTMENT OF PUBLIC HEALTH  
BUREAU OF HEALTH PROVIDER STANDARDS**

**REQUEST FOR PROPOSALS (RFP)  
FOR  
LONG TERM CARE SURVEYS**

**RELEASE DATE:  
AUGUST 1, 2022**

## **OVERVIEW AND PURPOSE**

The Alabama Department of Public Health, Bureau of Health Provider Standards (HPS) is currently accepting proposals for organizations possessing the knowledge and ability to conduct surveys required to determine compliance of long term care facilities (LTCFs) and intermediate care facilities for individuals with an intellectual disability (ICFs/IID) with federal rules and regulations. HPS conducts inspections of health care providers in Alabama as an agency contracted by the Centers for Medicare and Medicaid Services (CMS). The organization must utilize staff who have completed the federally required training courses and are qualified for the surveys they are conducting, to include Qualified Mental Retardation Professional (QMRP) for ICFs/IID Facilities and have successfully passed the Surveyor Minimum Qualifications Test (SMQT) for LTCFs.

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified applicants to conduct surveys required to make recommendations to the Secretary of the Department of Health & Human Services for the certification of health care providers.

## **ELIGIBLE APPLICANTS**

Contractor with considerable background, training, experience and expertise is needed to conduct surveys required to determine compliance of LTCFs and ICFs/IID with federal requirements. Knowledge of CMS requirements for conducting investigations and regulations for provider compliance is required. Vendor should provide qualified staff and materials to perform the survey process outlined by CMS and applicable federal laws and regulations. Vendor should include the amount of survey work they would be available to accomplish over the contracted period. The vendor will provide necessary personal protective equipment (PPE) to staff conducting survey visits.

All proposals should be complete and carefully worded and must convey all the information requested by the Department.

## **FUNDING AVAILABLE**

Open/competitive proposals shall be submitted and cost will be evaluated by the Department in accordance with the criteria in the RFP. Vendor must submit a response that provides a firm price. The Department seeks pricing for the entire period of the contract based on survey-related activity and travel expenses. The Department assumes that all costs are included in the proposal and will pay no costs other than those presented in the Vendor's proposal for the requirements specified in the RFP. Funding will be available for the fiscal year ending September 30, 2023.

## **PROJECT DESCRIPTION**

ADPH is seeking an organization/provider/contractor/etc. to conduct surveys required to make recommendations to the Secretary of the Department of Health & Human Services for certification of health care providers. Services are to be provided in accordance with all current federal, state and local laws, rules, regulations, and deadlines, standards of performance governing the profession or occupation of the Vendor, and all rules and regulations of Department; and in accordance with any changes that may occur in any of the previously referenced laws, rules, regulations, standards of performance, and deadlines that

may occur in the future. The vendor must utilize staff with surveyor minimum qualifications training (SMQT) and the investigative techniques and processes relevant to state and federal requirements of health care providers.

## **SCOPE OF WORK OR REQUIRED ACTIVITIES**

*Objective:* Conduct surveys required to make recommendations to the Secretary of the Department of Health & Human Services for the certification of health care facilities, specifically those regulated by CMS.

*Required Deliverables:* The Vendor will:

- Provide qualified staff to conduct surveys of Intermediate Care Facilities with the process outlined by CMS and applicable federal laws and regulations.
- Provide qualified staff to conduct surveys of Long-Term Care Facilities with the process outlined by CMS and applicable federal laws and regulations.
- Provide any necessary Personal Protective Equipment (PPE) to surveyors working pursuant to the Contract.
- Enter all survey findings into the Automated Survey Processing Environment (ASPEN) shell and submit to the HPS no later than five (5) business days from the date of survey completion.
- Perform a quality assurance review of deficiencies cited to verify the deficient practice is written to comply with principles of documentations and that documented evidence to support the F-tag is verified.
- Submit the CMS Infection Control Tool along with the CMS-2567 no later than five (5) business days from the date of survey completion
- Participate in meetings or conference calls, as requested by HPS, to assist in review of survey findings and/or the facility Plan of Correction.
- Notify HPS as soon as possible of any suspected Immediate Jeopardy (IJ) situation in a facility being surveyed and follow procedures set forth in the State Operations Manual (SOM).
- Provide requested documentation and/or testimony regarding enforcement actions as needed to support federal or State counsel in any resulting litigation.
- At the completion of each contracted survey, release to HPS all information, working papers, and reports required by federal and State law used in determining whether participating facilities met federal requirements.
- Adhere to all federal and state requirements, including but not limited to forms, methods, policies and procedures, which are applicable to CMS survey and certification work, as well as federal laws and regulations.

*Expected Outcomes:*

- Adherence to all federal and state requirements, including but not limited to forms, methods, policies and procedures, which are applicable to CMS survey and certification work, as well as federal laws and regulations.
- Vendor competency and efficiency in investigating and substantiating regulatory violations according to federal requirements

- All surveys and related activity conducted by Contractor shall be carried out in conformance with governing federal standards and shall be completed using all necessary federal forms and software. Teams of surveyors shall be assigned by contractor according to federal requirements as needed to complete surveys in a timely and accurate manner.
- Minimal challenges to findings of noncompliance.

*Timeline:* Survey activities will commence after execution of the contract agreement with HPS. Duration over a period of 12 months, so as, to give appropriate consideration to the survey dates identified on the survey priority list. Services must be provided prior to September 30, 2023.

Surveys will be conducted on site at the LTCF and ICF/IID locations as determined by the survey priority list.

Travel costs should be included in proposal.

## **BUDGET**

Vendor must submit a response that provides a breakdown of cost for services to be provided. The Department assumes that all costs are included in the proposal and will pay no costs other than those presented in the Vendor's proposal for the requirements specified in the RFP. Funding will be available for the fiscal year ending September 30, 2023. Vendor agrees to accept reimbursement by submitting an invoice to Department in a format specified by Department.

## **PROPOSAL FORMAT**

One signed original and five copies of the proposal must be submitted to the address below by August 26, 2022 at 5:00 p.m. CST. Proposals submitted by email will not be accepted.

## **PROPOSAL SUBMISSION**

Deadline for Submission: Proposals must be submitted by Friday, August 26, 2022, 5:00 pm CST. All proposals received after this time will not be considered for award. If additional information or discussions are needed with any respondents during this three week window, the respondent(s) will be notified.

Submit proposal to:           Latasha Baker  
Alabama Department of Public Health  
Bureau of Health Provider Standards  
RSA Tower, Suite 700  
201 Monroe Street  
Montgomery, AL 36130

Evaluation of proposals will be conducted from August 29, 2022 until September 9, 2022. The selection decision for the winning proposal will be made no later than September 16, 2022.

**PROPOSAL EVALUATION**

A review panel comprised of ADPH staff will evaluate all proposals based on the following criteria:

- Technical expertise and experience with CMS provider regulations: (20 points)
- Previous work completed with state survey agencies: (20 points)
- Proposed Work Plan (including the amount of survey work they would be available to do over the contracted period) (20 points)
- Ability to provide qualified staff that meet CMS requirements: (20 points)
- Cost: Proposals will be evaluated on the cost of the service(s) based on the work to be performed in accordance with the scope of this project (20 points)

**CONTACT INFORMATION**

Vendors requiring additional information or assistance related to the scope of work contact:

Email: Felicia.Williams@[adph.state.al.us](mailto:adph.state.al.us)

Mail:  
Felicia Williams-Smith  
Alabama Department of Public Health  
Bureau of Health Provider Standards  
RSA Tower, Suite 700  
201 Monroe Street  
Montgomery, AL 36130

**TECHNICAL ASSISTANCE**

Vendors requiring technical assistance contact Latasha Baker:

Email: [latasha.baker@adph.state.al.us](mailto:latasha.baker@adph.state.al.us) Phone: 334-206-3389

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