



Questions Submitted for the 2014 Compliance Program RFP

This is a summary of the questions submitted in response to the Compliance Program RFP published by MNsure. It is MNsure's intention, as indicated on page 3 of the RFP, to post responses to questions received on its website.

Question 1: Which specific areas of compliance are of greatest concern to your organization? Do you have an emphasis on suppliers and other third parties, for example?

There are no specific areas of concern; rather the primary purpose of the project is to establish a comprehensive compliance program that oversees compliance within functional business areas including compliance with state and federal laws and regulations.

Question 2: To what extent should an RFP response address FDA regulatory issues?

The FDA is not a regulator of the Marketplace and need not be addressed.

Question 3: Related to Task T1-3: MNsure has over 200 employees and a large board of directors -- can we get a sense of # of interviews and key stakeholders that would be involved in interviews, review of draft compliance plan, approval of compliance plan, etc.?

The expectation is that the successful vendor would conduct a sufficient number of interviews with stakeholders to form the basis of a meaningful assessment of the current compliance activities at MNsure.

Question 4: Related to Task T1-3: Can a copy of the organizational chart be provided to RFP respondent's to help in this scoping?

Attachment 1 to this document is a [recent organizational chart](#). Please note that the chart is being updated, however this version of the chart should be sufficient to assist in scoping for this project.

Question 5: Related to Task T1-3: Would any of the former Advisory task force members expect to be included in the stakeholder interviews?

No.

Question 6: Related to Task T5-1: The RFP references a standard project management template reporting tool that will be provided by the State and must be completed by the Contractor. May we obtain a copy of this reporting tool?

Attachment 2, an [example of the reporting tool](#), is attached to this document. MNsure reserves the right to modify the tool to meet the needs of this project.

Question 7: Related to Task T1-2 - Can MNSure confirm that the scope of statutory and regulatory compliance includes HHS/CMS, state exchange/marketplace, federal and state qualified health plan regulations, IRS reporting regulations, as well as the state of Minnesota regulations. Does it also include HIPAA? Are there other regulations or regulatory bodies that are in scope?

The scope includes the entities listed above. Although MNSure is not a covered entity under HIPAA, MNSure is a Business Associate of the Minnesota Department of Human Services and there is a significant privacy and data practices component to compliance activities at MNSure.

Question 8: Task Five of the RFP involves Providing Project Management. Please confirm that this is referring to project management that the contractor would be responsible for over the execution of tasks 1-4 and not project management of MNSure employees or other contractors?

MNSure confirms that the project management referenced in Task Five relates to project management that the contractor would be responsible for in the execution of tasks 1-4. The successful vendor will need to work with but not supervise MNSure employees and consultants.

Question 9: Specific pricing of the implementation phase for the proposed compliance program is difficult to accomplish with any accuracy until the compliance program is crafted and approved per Tasks 1-3. The hours required during implementation will depend greatly upon the specifics of the approved plan and the extent of gaps noted. Accordingly, would you find it reasonable for the vendor to submit a fixed bid for Tasks 1-3 and a fee range for Tasks 4-5.

This will be a fixed bid contract in its entirety.

Question 10: What is the estimated budget that is allocated for this project? Is there a not to exceed amount?

This project will be paid for with federal grant funds. However, the precise budget amount has not been finalized.

Question 11: What level/title is the MNSure RFP Project Sponsor for the work conducted under this RFP?

The project sponsor is MNSure's General Counsel.

Question 12: What level/title is the MNSure Project manager for the work conducted under this RFP?

The project will be managed by the General Counsel's office.

Question 13: Will there be other (if so, how many) MNSure staff assigned to work with the vendor team?

2 – 3 staff members of the General Counsel's office will be the primary points of contact with the vendor.

Question 14: Will MNSure provide additional logistical support, such as assistance scheduling meetings and securing meeting space?

Yes.

Question 15: Are attachments such as references and staff resumes excluded from the RFP page limits?

Yes, but MNSure requests that other references not include any general marketing material.

Question 16: Related to Task T1-2: Are there any related topics/areas that are considered out-of-scope and/or are being addressed by other projects or vendors? If so, what are they?

This project will cover all types of compliance activities within MNSure except those related to the functionality of the MNSure IT platform.

Question 17: Related to Task T1-1: Please give us a sense of the volume of current compliance documentation that would be subject to review as part of this project.

It is difficult to provide an estimate of the volume of compliance documentation without conducting an inventory of the documentation. An inventory of this documentation is one of the goals of the project.

Question 18: Para. 4.2(c) –Please clarify the specific federal requirements with which respondents will need to comply. Can you provide specifics?

The federal requirements to which the successful vendor will be subject are included in the State Planning and Establishment Grants for the Affordable Care Act (ACA) Exchanges under CFDA 93.525.

Question 19: Para. 2.1 – Please clarify the specific duties, etc. are in this caption (i.e., what will be inserted here?). Will this be from the RFP content or will it come from the respondent's proposal?

Both the state and the successful vendor will determine the specific duties during contract negotiations, but it is expected that the basic scope of duties are those listed in the RFP and clarified in the respondent's proposal.