University of Massachusetts
Amherst • Boston • Dartmouth • Lowell • Medical School • UMassOnline

Financial Audits of MassHealth Program Service Providers

Through this RFA, we are developing a Qualified Contractor List by prequalifying a pool of accounting firms &/or individual accountants to perform financial & compliance audits of MassHealth providers

Open	9/17/2021 11:00 PM EDT	Type	Request For Proposal
Close	1/31/2027 2:00 PM EST	Number	UMWOR-2022-0101-CWM03
		Currency	US Dollar
Sealed Until	1/31/2027 2:00 PM EST		

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Commodity Codes

None Added

Description

University of Massachusetts
Amherst • Boston • Dartmouth • Lowell • Medical • Law • Online

REQUEST FOR APPLICATIONS ("RFA")

This is a fixed standardized RFA document.

The specific RFA Title, Description, RFA Identification Number, Scope, Procurement Agent and all applicable UMASS Campuses are more fully defined within our system of record which can be found within "our" centralized Jaggaer Sourcing Tool & more specifically within the event that this RFA document is hereby made a part.

You may find the subject event at the following link to our UMass sourcing portal: https://bids.sciquest.com/apps/Router/PublicEvent?tab=PHX_NAV_SourcingAllOpps&CustomerOrg=UMass

Issued by: UNIFIED PROCUREMENT SERVICES TEAM -UPST - SHREWSBURY, MA

1. Introduction & Description

2. Background Information

3. Scope of Services/Work/Specifications

4. Application - Bidder Information and Qualifications

5. Response Instructions and Terms

6. Application Response

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ATTACHMENTS and INCLUDED DOCUMENTS - *(some may be included within online event questions and some may be "Intentionally Omitted" if they are not applicable to this particular RFA)*

A. Contract Terms and Conditions

B. (Intentionally Omitted)

C. (Intentionally Omitted)

D. Certification of Non-Collusion

E. (Intentionally Omitted)

F. Proposer Representation Form

G. Scope of Services/Work/Specifications

H. (Intentionally Omitted)

I. Application Requirements

J. Additional Forms

K. RFA Deadlines & Timetable

1. INTRODUCTION & DESCRIPTION

The University of Massachusetts (herein referred to as "UMass" or "University") is requesting Applications from qualified suppliers to provide services as defined in Attachment G: SCOPE OF SERVICES/WORK/SPECIFICATIONS (which will detail the applicable Campus(s) this RFX relates to).

It is our intent to receive Applications from qualified suppliers demonstrating the capacity to provide the quality of service required to meet the needs and objectives of this Request for Application.

Based on the receipt of acceptable Applications, UMass may enter into a contract with the successful Bidder(s) for the services required.

To be considered, Suppliers must accept/acknowledge the Prerequisites associated with this event.

This request for Applications is part of a competitive procurement process, which helps to serve the University's best interest. It also provides vendors with a fair opportunity for their services to be considered. The process of a Request for Application is being used to allow vendors the opportunity to present Applications that they feel would best meet the needs of the University based on the information contained in the RFA documents.

The specifications and requirements listed in this RFA are the minimum standards by which Applications will be judged.

No guarantee of award or volume is made.

Please note that UMass reserves the right to conduct "multi-stage" event phases within each of it's RFX events inclusive of "BAFO- Best and Final Offers" at it's sole discretion.

Application Submittals with UMass BuyWays Portal:

The University of Massachusetts is accepting electronic Applications via Jaggaer BuyWays Event Portal (or "UMass BuyWays Portal"): https://bids.sciquest.com/apps/Router/PublicEvent?tab=PHX_NAV_SourcingAllOpps&CustomerOrg=UMass.

Applications must be received on the UMass BuyWays Portal by the due date and time listed in the event in order to be considered. Any Application that is not received on time will not be considered.

Submitting Applications via the UMass BuyWays Portal is mandatory. No hard copies will be accepted. The documents on Jaggaer BuyWays Event Portal are the official source of information on all Applications for the University of Massachusetts. Documents obtained from other sources will not be recognized during the Application and award process.

The University reserves the right to amend or alter the RFA at any time prior to the deadline for submission of Applications. The University reserves the right to cancel the RFA at any time prior to selecting a Contractor. Interested parties are solely responsible for checking the UMass BuyWays Portal for any addenda or

modifications that are subsequently made to this RFA. The University accepts no liability and will provide no accommodation to Bidders or other interested parties who fail to check for amended RFAs. Suppliers relying on documents obtained from sources other than the UMass BuyWays Portal do so at their own risk and may result in the rejection of an individual's Application.

All suppliers must first register on the UMass Supplier Portal website and create an online profile here: https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=UMass. Application submissions and registration are free of charge. For more information on being a vendor, visit the supplier portal.

For technical help call 774-545-UPST (8778) or submit a request using the UPST Help Form: https://umassp.tfaforms.net/35.

Note that failure of the vendor to allow enough time to register or meet other required steps will NOT be considered as an extenuating circumstance.

2. BACKGROUND INFORMATION

a. University

The University is composed of six (6) distinct operating units, and each of their associated entities and offsite affiliates including:

- Amherst Campus
- Boston Campus
- Dartmouth Campus
- Lowell Campus
- President's Office – Central Administration
- Worcester Campus

The University's five campuses and President's Office are geographically dispersed throughout the state. Each campus possesses a unique and complementary mission. A single Board of Trustees composed of 19 voting members and 3 non-voting members governs the University. The President of the University oversees the five-campus system, and each campus has its own Chancellor.

Additional information about the University of Massachusetts System is available through the University's web site at **http://www.massachusetts.edu/index.html**.

3. SCOPE OF SERVICES/WORK/SPECIFICATIONS

a. Please refer to Attachment G: SCOPE OF SERVICES/WORK/SPECIFICATIONS on the UMass BuyWays Portal for the specific scope of services/work and all requirements pertaining to this RFA.

4. APPLICATION - Bidder Information and Qualifications

a. Please refer to Attachment I on the UMass BuyWays Portal under "Buyer Attachments" for a list of requirements pertaining to this RFA.

5. RESPONSE INSTRUCTIONS AND TERMS

a. Response Deadline: Bidders who wish to be considered for this project should submit their Applications to the UNIVERSITY as follows.

All Applications must be submitted online prior to the date and time specified in the Online Solicitation Portal for the project. The Online Bidding Tool can be accessed online at:

https://bids.sciquest.com/apps/Router/PublicEvent?tab=PHX_NAV_SourcingAllOpps&CustomerOrg=UMass

All required documents must be submitted in the format specified, all fields must be completed as specified and the documents must be submitted to the correct locations in order for the bid response to be complete. Hard copy bid responses will **not** be accepted. It is the bidder's sole responsibility to familiarize themselves with the online bid submission platform as well as the online bid submission process and requirements.

The University reserves the right to conduct multi-stage RFX events and to also extend the deadline for supplier Applications as it deems appropriate.

b. Official Date and Time: The official date and time are as indicated in the Online Solicitation Portal.

c. Questions and University Point of Contact: The deadline for submitting questions is indicated in the bidding portal. All questions must be submitted inside the portal. Any questions emailed outside of the portal may not be responded to and is highly discouraged. That said, the point of contact for this RFA is: Nora.Fish@umassmed.edu.

The University will review written inquiries received before the due date and, at its discretion, prepare written answers to questions that the University determines to be of general interest. The University may answer questions on a rolling basis or in batches. Any written answers will be made available to all prospective Bidders through the UMass BuyWays Portal. Only written answers are binding on the University.

The University may hold a Pre-Bidder's Teleconference from time to time for prospective bidders to call-in and learn more about this RFA. If and when a teleconference is scheduled, a written notice will be posted on the UMass BuyWays Portal.

Prospective Bidders are prohibited from communicating directly with any employee of the University regarding this RFA, except the University representative named above (or his/her designee). No other University employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFA except the University representative named above. **The University reserves the right to disqualify any Bidder that violates this section.**

d. On-Site Parking If Required:

This section is intentionally omitted.

e. Sub-Contractors:

If any aspect of this project is to be sub-contracted it must be so noted within your Application. Include the name of the sub-contractors and all relevant qualifications.

6. APPLICATION RESPONSE:

Applications shall be submitted online within the portal. The Application shall include information on the services to be provided as detailed in Section 3 SCOPE OF SERVICES/WORK/SPECIFICATIONS above and/or Attachment G: SCOPE OF SERVICES/WORK/SPECIFICATIONS, as well as, Section 4 APPLICATION above.

7. ADDITIONAL TERMS AND CONDITIONS

a. Insurance

The supplier insurance requirements are listed in Attachment A: CONTRACT TERMS AND CONDITIONS.

b. Contractual Terms and Conditions of Award

Contractual terms and conditions will consist of the standard terms and conditions clauses contained within Attachment A: CONTRACT TERMS AND CONDITIONS. If a Bidder objects to or rejects certain clauses, they do so at the risk of having their Application considered non-responsive. Additionally, there are certain terms that UMass may consider non-negotiable and objections to such a term may be grounds for a Application being non-compliant and therefore subject to rejection. Any term not objected to will be deemed to have been accepted by the Bidder.

c. Selection and Notice

1. The University reserves the right to interview selected final candidates. Bidders should be prepared and available to present their Applications, if requested.

2. The University will review Applications to identify the Bidder that will provide the best value to the University. If a Bidder meets the qualifications set forth in Attachment G, Section 2: Qualifications Required of Vendor, and submits an Application in accordance with Attachment I: Application Requirements, the Application will be reviewed by the University. The University shall qualitatively rate each Bidder's Application by evaluating it for comprehensiveness; feasibility; appropriateness; clarity; effectiveness; innovation; responsiveness to the needs of the University and its clients; the subject-matter areas in which the Bidder is experienced; the depth of the Bidder's experience and expertise; and the ability of the Bidder to provide knowledge and skills not currently available to the University.. Awards shall be made to the Bidder who the University, in its opinion, deems responsive and responsible taking into consideration the reliability of the proposer, the qualities of service to be supplied, and their conformity with the specified requirements and the purposes of which are required. The University reserves the right to consider such other relevant factors as it deems appropriate in order to obtain services and terms of the best overall value to the University and its clients. While considered, pricing is only one factor of selection. When evaluating each Bidder's Cost Proposal, the University will consider reasonableness and competitiveness. The University is under no obligation to choose the Bidder that proposes the lowest cost, or to enter into a contract for which Applications are solicited. The University may request clarification of any Application by phone, email, in writing, or during an "in-person" presentation.

3. The University reserves the right to reject any and all Applications, to omit an item or items, or to accept any Application deemed to be in the best interest of the University. The University reserves the right to waive technicalities, irregularities, and omissions if, in the opinion of the University, they are insubstantial and to do so will serve the best interest of the University. The University may determine that a Application does not comply with the submission instructions and is non-responsive to the RFA. The University reserves the right to reject that Application.

4. Upon completion of the evaluation process, the University will send written notices to Bidders regarding their eligibility to be placed on the QCL. Bidders placed on the QCL will be eligible to enter Contract(s) pursuant to this RFA and the process described in Attachment G, Section 3 (E: Method of Contracting). The University may be prepared to enter into a written contract immediately upon selection and notification, provided that the offer to engage is accepted. Awards are made contingent upon the authorized, signed execution of a bilateral contract that is acceptable to the University. If the selected Bidder fails to sign the Contract offered for the Bidder's acceptance within a reasonable period of time, the University may determine that the Bidder has abandoned the Contract and shall be free to select another person to execute the Contract.

This RFA does not guarantee that the University will execute a contract with any of the Bidders who submit Applications for the services described in this RFA. This RFA is not an offer to enter into an agreement with any party. It is a request to receive Applications from Bidders interested in providing the services specified herein. Nothing in this RFA, or in the University's acceptance of any Application in whole or in part, shall obligate the University to execute a Contract with the Bidder. The University makes no guarantee that a Contract, or any other obligation to purchase any commodities or services, will result from this RFA.

5. Late Applications will not be considered. Applications must be submitted as requested before the date and time specified. When no Applications are received, in urgent circumstances, the Purchasing Department may make an award based upon informed competition and without advertising. The University has the unilateral right to withdraw/cancel this "request" at any time.

d. Public Records

All Applications received are subject to Massachusetts General Laws Chapter 4, Section 7, Section 26 and Chapter 66, Section 10 regarding public access to such documents. Statements or endorsements inconsistent with those statues will be disregarded.

e. Certification of Non-Collusion

Pursuant to Massachusetts General Law, Chapter 7, Section 22 (20), the respondent must certify under penalties of perjury that this Application is in all respects bona fide, fair, and made without collusion or fraud with any person. As used in this certification the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity. Please refer to the appropriate pre-requisite and or form request inside the online bidding tool.

f. Payment Terms

The University's payment terms are generally net forty-five (45) days from the date of receipt of supplier's invoice, with late penalty interest assessable at rates established by the Commonwealth after 45 days in accordance with Mass. Gen. Laws ch.29 § 29C and with Commonwealth regulation 815 C.M.R. 4.00. Payment terms may be more modified or more fully detailed inside the online bidding tool.

g. Certification

Contractor shall certify under the pains and penalties of perjury that pursuant to Mass .Gen. Laws ch.62C, §49A, that the Contractor has filed all state tax returns, paid all taxes and complied with all applicable laws relating to taxes; and that pursuant to Mass. Gen. Laws ch.151A, §19A(b), has complied with all laws of the Commonwealth relating to contributions and payment in lieu of contributions to the Employment Security System; and, if applicable, with all laws of the Commonwealth relating to Worker's Compensation, Mass. Gen. Laws ch.152 and payment of wages, Mass. Gen. Laws ch.149, § 148. Pursuant to federal law, Contractor shall verify the immigration status of all workers assigned to the contract without engaging in unlawful discrimination; and Contractor shall not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker.

h. Application Conditions:

1. Application must be signed and submitted by an official authorized to bind the Bidder to its provisions.

2. Applications must remain valid for at least 120 calendar days from the deadline for Application submission.

3. All Application submittals inclusive of pricing shall be valid for use by all UMass system campuses whether they have been expressly called out in this RFA or not.

4. Any Applications may be withdrawn or modified prior to the date and time stated in the Application for the opening of Applications. Such withdrawal or modifications must be made within the subject event and performed though the Jaggaer online bidding tool.

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