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January 22, 2016

**Amendment No. 2 to
Audit Services Contract
Task Order Request for Proposals ASC-2016-09-001 (MHBE)
Maryland Health Benefit Exchange Independent External Audit for Plan Year 2015**

This Amendment No. 2 is being issued to amend and clarify certain information contained in the above named TORFP. All information contained herein is binding on all Master Contractors who respond to this TORFP. Specific parts of the TORFP have been amended. The following changes/additions are listed below; new language has been double underlined and marked in bold (ex. **new language**) and language deleted has been marked with a strikethrough (ex. ~~language deleted~~).

1.) **Revise ATTACHMENT A – SCOPE OF WORK, Section 3.0, A.4 as shown below:**

3.0 The Agency's goal for this financial audit service is:

The independent auditor will conduct the audit utilizing recommendations in Appendix A and its expertise to determine MHBE's compliance with 155.1200-1210, Subpart M – Oversight and Program Integrity Standards for State Exchanges.

Expected outcomes include:

A. A report of audit findings, which should contain the following:

4. Conclusion:

Confirmation that the auditor has reviewed relevant documentation and that the audit was conducted in compliance with CMS requirements, GAGAS, and GAAP.

To ensure transparency and clear communication, auditors shall hold a weekly meeting with the Chief Compliance Officer and/or designees to discuss initial findings and observations. **The audit will encompass two phases: (1) a financial audit with findings and observations and (2) a programmatic audit with findings and observations. It is anticipated that the financial audit will be completed prior to initiation of the programmatic audit, anticipated after April 1, 2016.** The auditor should provide MHBE with the draft **financial** report no later than March 1, 2016 **and the draft programmatic report no later than May 1, 2016.** Upon receipt of the draft report, MHBE will create a detailed corrective action plan (CAP) on how it will address and

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correct any material weaknesses and significant deficiencies, to include rationale and expected completion timeline.

The draft **financial** report and MHBE **financial** CAP will be discussed at the **financial** audit exit meeting which should be held by March 15, 2016. Any changes to the draft **financial** report will be discussed, agreed upon and incorporated into the final report, along with a copy of the final MHBE CAP. The final **financial** report will be submitted no later than March 25, 2016 to MHBE which will forward incorporated **financial** report to CMS on or before March 31, 2016.

The draft programmatic report and MHBE programmatic CAP will be discussed at the financial audit exit meeting which should be held by May 1, 2016. Any changes to the draft programmatic report will be discussed, agreed upon and incorporated into the final programmatic report, along with a copy of the final MHBE programmatic CAP. The final programmatic report will be submitted no later than May 15, 2016 to MHBE which will forward incorporated programmatic report to CMS on or before June 1, 2016.

The final reports should be completed in Microsoft Word and PDF document.

2.) **Revise** ATTACHMENT A – SCOPE OF WORK, Section 3.0, B as shown below:

B. A separate, written summary of **both phases of** the results of the external audit which can be publically posted by MHBE. The auditor will write a summary of the external audit results which MHBE can utilize on its website to meet the requirement that the results of the external audit be publically posted. The written summary should be provided to MBHE no later than when the auditor submits the final **programmatic** report, ~~March 25, 2015~~ **May 15, 2016**.

3.) **Revise** ATTACHMENT A – SCOPE OF WORK, Section 6.0 as shown below:

6.0 The term of the Task Order Agreement Contract will begin upon a fully executed Task Order Agreement in conjunction with an initial Notice-To- Proceed issued by the DBM Contract Management Office. Upon delivery and after State acceptance of the final deliverable, the term of the Task Order Agreement will end ~~April 15, 2016~~ **June 1, 2016**.

Should you require clarification of the information provided in this amendment to the TORFP, please contact Mrs. Jamie Tomaszewski at 410-260-7386 at the DBM Contracts Management Office.

Date Issued: January 22, 2016

By *Jamie Tomaszewski*
Jamie Tomaszewski
DBM Contract Manager