

**AMENDMENT #01**

**THE NEW MEXICO HUMAN SERVICES DEPARTMENT**

**REQUEST FOR PROPOSALS (RFP)**

**Medicaid School Based Services Random Moment Sampling,  
Administrative Claiming and Direct Medical Services Cost  
Reporting and Settlement**



**RFP# 22-630-8000-0002**

**Amendment Date: March 17, 2022**

RFP Release Date: February 25, 2022

Proposal Due Date: March 24, 2022

**ELECTRONIC-ONLY PROPOSAL SUBMISSION**

**This Amendment No. 01 serves to modify the following section on the specified pages of the RFP:**

**CHANGE ON PAGE 10**

**SECTION I.G. PROCUREMENT LIBRARY**

**The Procurement Library is hereby amended to include two (2) additional documents for offeror reference.**

**G. PROCUREMENT LIBRARY**

A procurement library has been established. Offerors are encouraged to review the material contained in the Procurement Library by selecting the link provided in the electronic version of this document through your own internet connection. The library contains information listed below:

Electronic version of RFP, Questions & Answers, RFP Amendments, etc.

[New Mexico Human Services Department \(bonfirehub.com\)](https://www.bonfirehub.com)

[Open RFPs | New Mexico Human Services Department \(state.nm.us\)](https://www.state.nm.us)

No one at the Agency other than the Procurement Manager will answer any questions about any materials in the Procurement Library. Offerors are also encouraged to use the Agency website for additional information.

1. Medical Assistance Division Program Rules (See Chapters 300 & 302). Available on website: <https://www.hsd.state.nm.us/providers/rules-nm-administrative-code/>
2. MSBS Manual (See New Mexico Medicaid Guide for School-Based Services). Available on website: <https://www.hsd.state.nm.us/providers/medicaid-school-based-services-program/>
3. Medicaid School Based Services Program Policy (See Appendix C – MSBS Program Regulations). Available on website: <https://www.hsd.state.nm.us/providers/medicaid-school-based-services-program/>
4. NM Medicaid School-Based Services Administrative Claiming Implementation Plan. Available on website: <https://www.hsd.state.nm.us/providers/medicaid-school-based-services-program/>
5. Description of New Mexico Medicaid Eligibility Categories. Available on website: <https://www.hsd.state.nm.us/wp-content/uploads/Eligibility-Pamphlet-7.22.2021.pdf>
6. Procurement Code NMSA 1978, Section 13. Available on website: <https://nmonesource.com/nmos/nmsa/en/item/4378/index.do#!fragment//BQCwhgziBcwMYgK4DsDWszIQewE4BUBTADwBdoByCgSgBplfTCIBFRQ3AT0otokLC4EbDt yp8BQkAGU8pAELcASgFEAMioBqAQQByAYRW1SYAEbRS2ONWpA>
7. Procurement Regulations, NMAC 1.4.1. A copy may be obtained from the following web site address: <https://www.generalservices.state.nm.us/wp-content/uploads/2021/02/1-4-1-NMAC.pdf>
8. Public Education Department website: <http://www.ped.state.nm.us>

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9. State Plan Amendment (SPA) 22-0004 – SPA for Free Care Expansion, submitted to CMS 3-7-2022, not yet approved: <https://www.hsd.state.nm.us/wp-content/uploads/22-0004-Medicaid-School-Based-Services.pdf>
10. NM Medicaid School-Based Services Administrative Claiming Implementation Plan Revision for Free Care Expansion, submitted to CMS 3-11-2022, not yet approved: <https://www.hsd.state.nm.us/providers/medicaid-school-based-services-program/>

**CHANGE ON PAGE 26-27**

**SECTION III.C.1. PROPOSAL CONTENT AND ORGANIZATION**

**Proposal Content and Organization is hereby amended to remove the requirement for the Oral Presentation which will only be requested of Offerors selected as finalists and does not require any documentation to be submitted as part of the Technical Proposal. Subsequent items in the sequence have been re-numbered.**

**1. Proposal Content and Organization**

Direct reference to pre-prepared or promotional material may be used if referenced and clearly marked. Promotional material must be minimal. The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

**Technical Proposal – DO NOT INCLUDE ANY COST INFORMATION IN THE TECHNICAL PROPOSAL.**

- A. Signed Letter of Transmittal
- B. Signed Campaign Contribution Form
- C. Table of Contents
- D. Proposal Summary
- E. Response to Contract Terms and Conditions (from Section II.C.15)
- F. Offeror’s Additional Terms and Conditions (from Section II.C.16)
- G. Response to Specifications (**except Cost information which shall be included ONLY in Cost Proposal/Binder 2**)
  1. Organizational Experience
  2. Organizational References
  3. Other Administrative Responsibilities
  4. Quality Assurance and Program Integrity
  5. Random Moment Sampling
  6. Administrative Claiming
  7. Direct Medical Services Cost Reporting and Settlement
  8. Information Systems Capacity and Reports
  9. Customer Service
  10. Financial Stability – (Financial information considered confidential, as defined in Section I.E. and detailed in Section II.C.8, should be placed in the **Confidential Information** file, per Section II.B.1.a.i or Section II.B.2.a.i, as applicable)

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- H. Suspension and Debarment Requirement Form
- I. Other Supporting Material (if applicable)

**Cost Proposal:**

- A. Completed Cost Response Form (Appendix D)

Within each section of the proposal, Offerors should address the items in the order indicated above. All forms provided in this RFP must be thoroughly completed and included in the appropriate section of the proposal. **Any and all discussion of proposed costs, rates or expenses must occur ONLY in the Cost Proposal.**

A Proposal Summary may be included in Offeror's Technical Proposal, to provide the Evaluation Committee with an overview of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the Offeror's proposal. **DO NOT INCLUDE COST INFORMATION IN THE PROPOSAL SUMMARY.**

*All other items in the RFP remain the same.*