Request for Proposals

ISSUED BY

The New Mexico Human Services Department



For the provision of

HHS 2020 Medicaid Enterprise Benefit Management Services

**RFP # 20-630-8000-0002**

**Amendment 1**

Human Services Department

P.O. Box 2348

Santa Fe, New Mexico 87504-2348

Dr. David Scrase, Cabinet Secretary

RFP ISSUE DATE: August 21, 2019

AMENDMENT 1 ISSUE DATE: September 26, 2019

Revised (Amended) Proposal Due Date: November 22, 2019

***Request for Proposals # 20-630-8000-0002 is amended as described herein:***

**Change VI. A SEQUENCE OF EVENTS, Table 2 – Sequence of Events, page 27**

***Change From:***

# CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP presents the schedule, description and conditions governing the procurement.

## SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule, which is applicable to both BMS and C/CMS:

Table 1 - Sequence of Events

|  |  |  |
| --- | --- | --- |
| **Action** | **Responsible Party** |  **Due Date\*** |
| 1. Issue RFP | HSD | August 21, 2019 |
| 2. Distribution List Confirmation | HSD | September 10, 2019 |
| 3. Pre-proposal Conference | HSD | September 10, 2019 |
| 4. Deadline to Submit Questions | Potential Offerors | September 16, 2019 |
| 5. Response to Written Questions | Procurement Manager | October 1, 2019 |
| 6. Submission of Proposal | Potential Offerors | November 6, 2019 |
| 7. Proposal Evaluation | Evaluation Committee | November 7, 2019 – November 22, 2019 |
| 8. Selection of Finalists | Evaluation Committee | November 25, 2019 |
| 9. Best and Final Offer | Finalist Offerors | December 3, 2019 |
| 10. Oral Presentation(s) | Finalist Offerors | December 10, 2019 – December 11, 2019 |
| 11. Finalize Contractual Agreement | HSD/Finalist Offerors | January 6, 2020 |
| 12. Approval of Contracts (Federal & State) | CMS/DoIT | April 1, 2020 |
| 13. Contract Award | HSD/Finalist Offerors | April 1, 2020 |
| 14. Protest Deadline | HSD | 15 calendar days after contract award notice |

\* Dates subject to change based on number of responses and final approval from Federal partners.

***To:***

# CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP presents the schedule, description and conditions governing the procurement.

## SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule, which is applicable to both BMS and C/CMS:

Table 2 - Sequence of Events

|  |  |  |
| --- | --- | --- |
| **Action** | **Responsible Party** |  **Due Date\*** |
| 1. Issue RFP | HSD | August 21, 2019 |
| 2. Distribution List Confirmation | HSD | September 10, 2019 |
| 3. Pre-proposal Conference | HSD | September 10, 2019 |
| 4. Deadline to Submit Questions | Potential Offerors | September 16, 2019 |
| 5. Response to Written Questions | Procurement Manager | October 11, 2019 |
| 6. Submission of Proposal | Potential Offerors | November 22, 2019By 3:00 PM MT |
| 7. Proposal Evaluation | Evaluation Committee | November 23, 2019 – December 11, 2019 |
| 8. Selection of Finalists | Evaluation Committee | December 12, 2019 |
| 9. Submission of Best and Final Offer | Finalist Offerors | December 16, 2019By 3:00 PM MT |
| 10. Oral Presentation(s) | Finalist Offerors | December 18, 2019 – December 19, 2019 |
| 11. Notification of Intent to Award | HSD | December 30, 2019 |
| 12. Finalize Contractual Agreement | HSD/Finalist Offerors | February 3, 2020 |
| 13. Approval of Contracts (Federal & State) | CMS/DoIT | April 1, 2020 |
| 14. Contract Award | HSD/Finalist Offerors | April 1, 2020 |
| 15. Protest Deadline | HSD | 15 calendar days after contract award notice |

\* Dates are subject to change at HSD’s discretion.