

The New Mexico Human Services Department

REQUEST FOR PROPOSALS (RFP)

Random Moment Sampling and Medicaid Administrative Claiming



RFP# 20-630-8000-0003

AMENDMENT #1

Release: March 13, 2020

Proposals Due: April 2, 2020

Request for Proposal Number 20-630-8000-0003 amended as described herein:

CHANGES ON PAGES 10-11

From:

A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

<u>Action</u>	<u>Responsibility</u>	<u>Date*</u>
1. Issue of RFP	HSD	March 13, 2020
2. Deadline for Submission of Acknowledgement of Receipt Form	Potential Offerors	March 24, 2020
3. Pre-Proposal Conference	HSD	March 24, 2020
4. Deadline to Submit Additional Questions by Email	Potential Offerors	March 26, 2020
5. Response to Written Questions/RFP Amendments	Procurement Manager	March 30, 2020
<i>6. Deadline for Submission of Proposal</i>	<i>Offerors</i>	<i>April 2, 2020</i>
7. Proposal Evaluation	Evaluation Committee	April 6 to April 9, 2020
8. Selection of Finalists	Evaluation Committee	April 9, 2020
9. Best and Final Offers From Finalists	Offerors	April 14, 2020
10. Oral Presentation and/or Product Demonstrations by Finalists	Offerors	April 29-30, 2020
11. Finalize Contract	HSD/Offeror	May 6, 2020
12. Contract Award	HSD	May 18, 2020
13. Protest Deadline	Other Offers	15 Days after the Contract Award
14. Effective Date of Contract (Approximately)	HSD	June 1, 2020

* All dates except items one (1) and six (6) are approximate. The Procurement Manager will make every effort to adhere to the following schedule but reserves the right to change the schedule at her discretion.

To:

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<u>Action</u>	<u>Responsibility</u>	<u>Date*</u>
1. Issue of RFP	HSD	March 13, 2020
2. Deadline for Submission of Acknowledgement of Receipt Form	Potential Offerors	March 24, 2020
3. Pre-Proposal Conference	HSD	March 24, 2020
4. Deadline to Submit Additional Questions by Email	Potential Offerors	March 26, 2020
5. Response to Written Questions/RFP Amendments	Procurement Manager	March 30, 2020
<i>6. Deadline for Submission of Proposal</i>	<i>Offerors</i>	<i>June 4, 2020</i>
7. Proposal Evaluation	Evaluation Committee	June 9 to June 12, 2020
8. Selection of Finalists	Evaluation Committee	June 12, 2020
9. Best and Final Offers From Finalists	Offerors	June 17, 2020
10. Oral Presentation and/or Product Demonstrations by Finalists	Offerors	June 25-26, 2020
11. Finalize Contract	HSD/Offeror	July 7, 2020
12. Contract Award	HSD	July 17, 2020
13. Protest Deadline	Other Offers	15 Days after the Contract Award
14. Effective Date of Contract (Approximately)	HSD	August 1, 2020

* All dates except items one (1) and six (6) are approximate. The Procurement Manager will make every effort to adhere to the following schedule but reserves the right to change the schedule at her discretion.

CHANGES ON PAGES 24

From:

III. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

Offerors shall submit only one proposal in response to this RFP.

B. NUMBER OF COPIES

1. Hard Copy Responses

Offeror's proposal must be clearly labeled and numbered and indexed as outlined in **Section III.C. Proposal Format**. Proposals must be submitted as outlined below. The original copy shall be clearly marked as such on the front of the binder. Each portion of the proposal (technical/cost) must be submitted in separate binders and must be prominently displayed on the front cover. Envelopes, packages or boxes containing the original and the copies must be clearly labeled and submitted in a sealed envelope, package, or box bearing the following information:
Offerors must deliver:

1. **Technical Proposals** – One (1) ORIGINAL, four (4) HARD COPIES, and one (1) copy on thumb drive of the proposal containing ONLY the Technical Proposal; ORIGINAL and COPY shall be in separate labeled binders. **The electronic version/copy can NOT be emailed.**
 - Proposals containing confidential information **must** be submitted as two separate binders:
 - **Unredacted** version for evaluation purposes
 - **Redacted** version (information blacked out and not omitted or removed) for the public file
2. **Cost Proposals** – One (1) ORIGINAL, four (4) HARD COPIES, and one (1) copy on thumb drive of the proposal containing ONLY the Cost Proposal; ORIGINAL and COPY of Cost Proposal shall be in separate labeled binders from the Technical Proposals. **The electronic copy can NOT be emailed.**

The electronic version/copy of the proposal **must** mirror the physical binders submitted (i.e. One (1) **unredacted usb**, one (1) **redacted usb**). **The electronic version can NOT be emailed.**
3. The original, hard copy and electronic copy information **must** be identical. In the event of a conflict between versions of the submitted proposal, the Original hard copy shall govern.

Any proposal that does not adhere to the requirements of this Section and **Section III.C.1 Response Format and Organization**, may be deemed non-responsive and rejected on that basis.

To:

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Offerors must deliver:

1. **Technical Proposals** – One (1) ORIGINAL Hard Copy and four (4) COPIES on corresponding flash drives. **Submissions can NOT be emailed and must be delivered according to section I. D. of the RFP.**
 - Proposals containing confidential information **must** be submitted as two separate binders:
 - **Unredacted** version for evaluation purposes
 - **Redacted** version (information blacked out and not omitted or removed) for the public file may be submitted on a separate flash drive and not via hard copy.
2. **Cost Proposals** – One (1) ORIGINAL Hard Copy and one (1) COPY on a flash drive. **Submissions can NOT be emailed and must be delivered according to section I. D. of the RFP.**

The electronic version/copy of the proposal **must** mirror the physical binders submitted (i.e. One (1) **unredacted flash drive**, one (1) **redacted flash drive**). **Submissions can NOT be emailed and must be delivered according to section I. D. of the RFP.**
3. The original and copies **must** be identical. In the event of a conflict between versions of the submitted proposal, the Original hard copy shall govern.

Any proposal that does not adhere to the requirements of this Section and **Section III.C.1 Response Format and Organization**, may be deemed non-responsive and rejected on that basis.

CHANGES ON PAGE 25

From:

C. PROPOSAL FORMAT

All proposals must be submitted as follows:

Hard copies must be typewritten on standard 8 ½ x 11 inch paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within binders with tabs delineating each section.

Organization of folders/envelopes for hard copy proposals and copy on thumb drive or CD proposals:

1. Proposal Content and Organization

Direct reference to pre-prepared or promotional material may be used if referenced and clearly marked. Promotional material should 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 (Binder 1):

- A. Signed Letter of Transmittal
- B. Table of Contents
- C. Proposal Summary
- D. Response to Contract Terms and Conditions
- E. Offeror's Additional Terms and Conditions
- F. Response to Specifications (**except cost information which shall be included in Cost Proposal/Binder 2 only**)
 1. Organizational Experience
 2. Organizational References
 3. Other Administrative Responsibilities
 4. Quality Assurance and Program Integrity
 5. Random Moment Sampling
 6. Administrative Claiming
 7. Information Systems Capacity and Reports
 8. Customer service
 9. Financial Stability
 10. Signed Campaign Contribution Form
 11. New Mexico Preferences (If applicable)
- G. Signed Campaign Contribution Form
- H. Suspension and Debarment Requirement Form
- I. Other Supporting Material (If applicable)

To:

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 6. Administrative Claiming
 7. Information Systems Capacity and Reports
 8. Customer service
 9. Financial Stability
 10. Signed Campaign Contribution Form
 11. New Mexico Preferences (If applicable)
- G. (Not applicable)
- H. Suspension and Debarment Requirement Form
- I. Other Supporting Material (If applicable)

CHANGE ON PAGE 36

From:

5. Cost

Offerors must complete the Cost Response Form in Appendix H. The offeror should indicate a total cost per state fiscal year for implementation of their service. The cost should be inclusive of completing all of the specifications related Random Moment Surveys and Administrative Claiming. All charges listed on Appendix D must be justified and evidence of need documented in the proposal.

To:

5. Cost

Offerors must complete the Cost Response Form in Appendix D. The offeror should indicate a total cost per state fiscal year for implementation of their service. The cost should be inclusive of completing all of the specifications related Random Moment Surveys and Administrative Claiming. All charges listed on Appendix D must be justified and evidence of need documented in the proposal.