

AMENDMENT #01

THE NEW MEXICO HUMAN SERVICES DEPARTMENT

REQUEST FOR PROPOSALS (RFP)

**Random Moment Sampling, Medicaid and Title IV-E
Administrative Claiming**



RFP# 25-630-8000-0001

Amendment Date: February 28, 2024

RFP Release Date: February 14, 2024

Proposal Due Date: March 14, 2024

ELECTRONIC-ONLY PROPOSAL SUBMISSION

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

CHANGE ON PAGE 11-12

SECTION I.F. PROCUREMENT LIBRARY

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

F. 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 or by contacting the Procurement Manager and scheduling an appointment. The library contains information listed below:

Procurement Regulations and Request for Proposal – RFP instructions:

<https://www.generalservices.state.nm.us/state-purchasing/resources-and-information/#BestValueProcurementGuide>. 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 Policy Manual (See Chapters 300 & 302). Available on website: <http://www.hsd.state.nm.us/providers/rules-nm-administrative-code/>
2. Description of New Mexico Medicaid Eligibility Categories. Available on website: <https://www.hsd.state.nm.us/wp-content/uploads/MAD-222-2023-2024-1.pdf>
3. Procurement Code NMSA 1978, Section 13. Available on website: <https://nmonesource.com/nmos/nmsa/en/item/4378/index.do#!fragment/zoupio-Toc157178777/BQCwhgziBcwMYgK4DsDWszIQewE4BUBTADwBdoAvbRABwEtsBaAfX2zgEYBWAdg54AcPYQEoANMmylCEAIqJCuAJ7QA5KrERCYXAnmKV6zdt0gAynlIAhFQCUAogB17ANQCCA0QDC9saTAARtCk7CliQA>
4. 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/Procurement-Code-Regulations-Chapter-4-Part-1.pdf>
5. Health Care Authority Medicaid Administrative Claiming Guides <https://www.hsd.state.nm.us/lookingforinformation/open-rfps/>
6. Health Care Authority contracts with State Agencies <https://www.hsd.state.nm.us/lookingforinformation/open-rfps/>

7. State Agency sample invoices
<https://www.hsd.state.nm.us/lookingforinformation/open-rfps/>
8. CYFD Public Assistance Cost Allocation Plan (PACAP)
<https://www.hsd.state.nm.us/lookingforinformation/open-rfps/>

CHANGE ON PAGE 28-29

SECTION III.C.1. PROPOSAL CONTENT AND ORGANIZATION

Proposal Content and Organization is hereby amended to include Standard Form LLL, “Disclosure Form to Report Lobbying”. Subsequent Items have been renumbered.

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. 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 only**)
 1. Organizational Experience
 2. Organizational References
 3. Other Administrative Responsibilities
 4. Quality Assurance and Program Integrity
 5. Medicaid Random Moment Sampling
 6. Medicaid Administrative Claiming
 7. Information Systems Capacity and Reports
 8. Customer Service
 9. CYFD Title IV-E Random Moment Sampling
 10. CYFD Title IV-E Claiming
 11. Financial Stability
 12. New Mexico Preferences (If applicable)
- G. Signed Campaign Contribution Form
- H. Suspension and Debarment Requirement Form
- I. **Standard Form LLL, “Disclosure Form to Report Lobbying”**
- J. **Other Supporting Material (If applicable)**

ADDITION on PAGE 84

APPENDIX H – Standard Form LLL, “Disclosure Form to Report Lobbying” has been added for completion by all offerors.

Offerors should complete the Standard Form LLL, “Disclosure Form to Report Lobbying” located on the US General Services Administration website [Standard Form LLL - Disclosure of Lobbying Activities \(gsa.gov\)](https://www.gsa.gov/standard-form-lll-disclosure-of-lobbying-activities). If no lobbying activities have occurred, Offeror can complete the form with N/A.

All other items in the RFP remain the same.