**MEMORANDUM**

**To:** Vendors Responding to IFB #20221110 for the Mississippi Division of Medicaid

**From:** Office of Procurement

**Date:** November 23, 2022

**Re:** Amendment #1 to IFB #20221110, RFX #3160005306, Payment Methodology Services

The Clarion Ledger advertisement published on November 10, 2022, and November 17, 2022, omitted the language “RFX number 3160005306” for the Invitation for Bid (IFB). As a result, the Mississippi Division of Medicaid is re-advertising the solicitation on November 25, 2022, and December 2, 2022. The following sections of IFB #20221110, RFX 3160005306, are amended as a result to re-advertising.

Amend Cover Sheet to show new Bid Deadline.

**Closing Date & Time:**

Bids shall be received by 2:00 p.m., ~~Friday, January 6~~ Wednesday, January 25, 2023

## Section 1.4 Public Opening

The Office of Procurement shall hold a public opening of sealed bids at **3:00 p.m., ~~Friday, January 6~~  Wednesday, January 25, 2023.** Bidders are invited to attend in person or virtually.

## Section 1.5 Anticipated Timeline

|  |  |
| --- | --- |
| **Date**  | **Process** |
| 11/10/2022 | Release IFB |
| ~~11/30/2022~~ 12/13/2022 | Deadline for Written Questions |
| ~~11/30/2022~~ 12/13/2022 | Mandatory Letter of Intent |
| ~~12/20/2022~~ 01/10/2023 | Response to Questions Posted |
| ~~01/06/2023~~ 01/25/2023 | Bid Deadline |
| ~~01/06/2023~~ 01/25/2023 | Public Bid Opening  |
| ~~01/20/2023~~ 02/13/2023 | Notice of Intent to Award |
| ~~01/27/2023~~ 02/21/2023 | Debriefing Request Deadline |
| ~~01/31/2023~~ 02/22/2023 | Protest Deadline |
| ~~03/02/2023~~ 04/05/2023 | Contract Start (Implementation begins) |
| 07/01/2023 | Contract Operational Phase Begins |

## Section 1.10 Procedure for Submitting Questions

Questions shall be submitted no later than **2:00 p.m. Central Standard Time Zone, ~~November 30~~ December 13, 2022**, using the Question and Answer template found at <https://medicaid.ms.gov/resources/procurement>. Questions must be submitted using the referenced template and sent via e-email to: procurement@medicaid.ms.gov, with the subject line: **Payment Methodology IFB – Questions and Answers.** Written answers shall be available no later than 5:00 p.m. Central Standard Time Zone, ~~December 20, 2022~~ January 10, 2023 via DOM’s procurement Website, <https://medicaid.ms.gov/resources/procurement/> and the Mississippi Contract/Procurement Opportunity Search portal website, <https://www.ms.gov/dfa/contract_bid_search/Bid?autoloadGrid=False>. Questions and answers shall become part of the final contract as an attachment. Written answers provided for the questions are binding. DOM’s responses to questions will be treated as amendments to the IFB and will require acknowledgment.

Section 3.2 Mandatory Letter of Intent

To be eligible to submit a Bid, Bidders are required to submit **Attachment B: Mandatory Letter of Intent**. The Mandatory Letter of Intent is due by **2:00 p.m. CST, ~~November 30~~ December 13, 2022**. The Letter of Intent must be signed by an individual authorized to commit the Bidder to the work proposed.

Section 3.5.6 Bid Submission Format

All bid submissions, including all files, must be received by DOM no later than **2:00 p.m. Central Standard Time (CST), on ~~January 6~~ January 25, 2023.** After the deadline, the Bidder’s access to SharePoint will expire. No exceptions will be made. DOM is not responsible for bids that are uploaded into SharePoint and system timestamped after the 2:00 p.m. submission time. Please allow for the timely delivery of files/bids into SharePoint. Any attempts to submit a bid or any modifications after the deadline will be considered late and will not be considered for award. No late submissions will be accepted.

# Attachment A – Bid Cover Sheet IFB #: 20221110

DOM is seeking to establish a contract for Payment Methodology Services. Bids are to be submitted on or before **2:00 pm, CST, ~~Friday, January 6~~ Wednesday, January 25, 2023**.

# Attachment B – Mandatory Letter of Intent

The Bidder must submit this document, via email in PDF format, no later than **2:00 p.m.** **CST**, **~~Friday, November 30, 2022~~ Tuesday, December 13, 2022,** to email address: procurement@medicaid.ms.gov. The Bidder bears all risk of delivery and all responsibility for submitting the Letter of Intent timely. Failure to timely submit the Letter of Intent will disqualify the Bidder from participating in this IFB.

Amend fourth bullet on Attachment B – Mandatory Letter of Intent

* The Bidder understands that the IFB must be submitted via SharePoint no later than 2:00 p.m. CST, ~~January 6~~ January 25, 2023. The Bidder understands that it bears all risks of timely delivery. The Bidder understands that failure to timely submit its Bid will disqualify the Bidder from participating in the solicitation.

## 3.3 Multi-Term Contracts

This solicitation provides for a multi-term contract. This contract for services may be entered into for a period of time not to exceed three years and ~~four~~ three months with two optional one-year renewals, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contracting. Note: The four months is for the implementation period. See also Section 4.3. Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds.

## 4.3 Term of Contract

The initial term of the contract shall commence on , ~~March 2,~~  April 5, 2023 and shall expire June 30, 2026. DOM reserves the right, under the same terms and conditions as existing contract, an option for two (2) one-year contract extension periods, provided that DOM obtains approval for the Public Procurement Review Board (PPRB) to allow an extension period. The initial term may include an Implementation Period and an Operational Period. The Implementation Period of the initial term shall be for a ~~four (4)~~ three (3) month period beginning ~~March 2~~ April 5, 2023 and ending June 30, 2023. The Operational Period of the initial term shall thereafter begin on July 1, 2023 and end on June 30, 2026.

The Letter of Intent and Questions shall be submitted no later than 2:00 p.m. CST on December 13, 2022. The new bid deadline will be January 25, 2023, at 2:00 p.m. CST. Bidders can find all documents related to the IFB at: <https://medicaid.ms.gov/resources/procurement/> and on Mississippi Transparency at:<https://www.ms.gov/dfa/contract_bid_search/Bid?autoloadGrid=true>.

This Amendment must be signed and submitted as a part of any bid to be considered for this procurement. Failure to submit signed acknowledgement at time of bid due date may result in the bid submitted by Bidder being eliminated from further consideration.

If you have any questions concerning the information above or if we can be of further assistance, please contact Jeanette Crawford at 601-359-2664.

Receipt of Amendment Acknowledged:

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Company)