

MEMORANDUM



MISSISSIPPI DIVISION OF
MEDICAID

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

From: Office of Procurement

Date: January 10, 2023

Re: Amendment #3 to IFB #20221110, RFX #3160005306, Payment Methodology Services, Clarifications

Invitation for Bid #20221110, RFX #3160005306, Payment Methodology Services is amended as follows:

1. Section 1.8.3 Capability to Provide Services (Attachment C: Addendum 2) first sentence is modified as follows:

In order for a bid to be deemed ~~Responsible~~-**responsive**, Bidder shall provide written descriptions that clearly demonstrate its capability to meet the requirements as outlined in Section 2: Scope of Services, as a narrative addendum to Attachment C entitled, "Attachment C: Addendum 2: Capability to Provide Services".

2. Section 2.2.6 Hour Pool

Bidder shall provide sufficient, qualified staffing for other ad-hoc payment method projects as requested by DOM or as proposed by Bidder and approved by DOM during the term of the contract. Bidder shall describe its ability to dedicate an annual pool of Not-to-Exceed 2,000 hours at a blended rate for each year of the contract to support DOM ad-hoc payment method projects. Use of the pool hours must be supported with a project plan developed by the Bidder and must receive approval by the Deputy Administrator. **Any unused hours from any year of the contract may be utilized at DOM's discretion for subsequent contract years.**

3. Section 2.2.7 Staffing Requirements, amended as follows:

(1)b. Employ a dedicated Project Manager who shall have day-to-day authority to manage the Payment Methodology Program and is responsible for overseeing the implementation and support of the Contract requirements. The Project Manager must have at least a bachelor's degree issued by an accredited college or university. Project Manager must also possess knowledge of Medicaid programs with relevant experience navigating similar complex projects with minimum experience of seven (7) years managing and/or working with Medicaid is required. **DOM will accept an experienced Project Manager with 10 years of experience in lieu of a bachelor's degree and minimum seven (7) years experience.** The experience may be with a State Medicaid Agency or with the similar provision of services to a Medicaid agency for the Bidder. The Project Manager shall be available to DOM during regular business hours of DOM operation and should **commit to day-to-day management and oversee the contract requirements**

~~work on DOM's project no less than 20 hours per week.~~ The Bidder shall not hire a new Project Manager without prior approval from DOM.

4. Section 2.2.7 Staffing Requirements, amended as follows

(1)c. Employ a full-time Assistant Project Manager to assist in overseeing all functions related to the Payment Methodology Program, with minimum experience of five (5) years managing and/or working with Medicaid or other government health plans is required. DOM expects the Assistant Project Manager to dedicate 40 hours per week to this contract. The Bidder shall not hire a new Assistant Project Manager without prior approval from DOM. **DOM will accept two Assistant Project Managers in place of one Assistant Project Manager, each with minimum experience of five (5) years managing and/or working with Medicaid or other government health plans. One Assistant Project Manager should be assigned as the dedicated Assistance Project Manager. Each to be committed to an average of 20 hours per week.**

5. Section 2.2.8.1 Data Exchange is modified as follows:

Item #1 DOM maintains the Medicaid MMIS that contains recipient and provider information, including benefit plans and claims data. The Bidder shall be able to receive data and other information necessary to maintain all necessary systems, from DOM or its designee, ~~on a daily basis.~~

Item #7 The Bidder shall ensure that only authorized personnel can process transactions or access recipient information. ~~The Bidder shall provide administrative support through a browser-based administrative terminal that conforms to DOM security protocols.~~

6. Section 3.5.6 Bid Submission Format is modified as follows:

A coversheet identifying each attachment with the Bidder's name, should be placed before each attachment and one coversheet for any/all amendments. All information must be presented in the same order and format as described below. One combined PDF file should be uploaded in SharePoint with the file name: BIDDER'S NAME_Payment Methodology Services.

The PDF should be in the following format:

1. Attachment A – Bid Cover Sheet,
2. Attachment C – Bid Form, with Staffing Plan
 - a. Attachment C: Addendum 1: Minimum Qualifications,
 - b. **Attachment C: Addendum 1a: Additional Supporting Documentation, not required**
 - c. Attachment C: Addendum 2: Capability to Provide Services,
 - d. **Attachment C: Addendum 3: Report and/or Training Examples,**
3. Attachment E – References,
4. Attachment F – DHHS Certification Drug-Free Workplace,
5. Attachment G – Certification Debarment, Suspension, and Other Responsibility Matters, and
6. Amendment Acknowledgments (if applicable)
7. **Attachment H - Financial Statements**

Electronic files shall not be password protected and shall be capable of being copied to other media including Microsoft Word or Adobe Acrobat.

Each page of the bid and all attachments shall be numbered and identified with the name of the Bidder in the header, **with the exception of financial statements and other pre-existing documents.** Failure to submit a bid on the bid form provided may be considered just cause for rejection of the

bid. Modifications or additions to any portion of the procurement document may be cause for rejection of the bid. DOM reserves the right to decide, on a case by case basis, whether to reject a bid with modifications or additions as nonresponsive. As a precondition to bid acceptance, DOM may request the Bidder to withdraw or modify those portions of the bid deemed non-responses that do not affect quality, quantity, price, or delivery of the service.

7. Section 4.2.1 Liquidated Damages, first line item in the table is modified as follows:

IFB Section Reference Number	IFB Requirement	Liquidated Damages
2.2.1 through 2.2.4; 2.2.5; and 2.2.8.2	Failure by Contractor to deliver Reporting, Calculations, Simulations, and/or Analyses as set forth in this IFB, including but not limited to timeliness of delivery and accuracy of data.	Liquidated damages up to \$5,000.00 per occurrence, per calendar day until sufficiently provided to and accepted by DOM.

8. Section 4.3.17.1. (8) Contractor Responsibilities

#8. Promptly transfer all information necessary for the reimbursement/**payments** of any outstanding claims **and or invoices**;

9. The Attachment C Bid Form is modified and replaced with **Appendix A - Revised Bid Form**, to this Amendment #3. **This REVISED Bid Form should replace the original Bid Form, in the Bidders response to this IFB.**

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 3 Acknowledged:

(Signature)

(Printed)

(Title)

(Company)