



MISSISSIPPI DIVISION OF  
**MEDICAID**

**AMENDMENT #4**  
**External Medical Review Consulting**  
**IFB #20251031**  
**Issued December 24, 2025**  
**Revised IFB – Re-submission of**  
**IFB Bids**

**RE-SUBMISSION DUE DATE: Friday, January 16, 2026, by 2:00 p.m.**

This Amendment serves as formal notice that the Mississippi Division of Medicaid (DOM) is providing a new submission deadline for Invitation for Bid (IFB) #20251031 for External Medical Review Consulting services due to various submission deficiencies. Only bidders that submitted a Letter of Intent by the original deadline of November 14, 2025, are eligible for this re-submission of bid allowance.

Pursuant to Section 3.10 of the IFB, DOM expressly reserves the right to reject any and all bids, in whole or in part, when it is determined to be in the best interest of the agency. To ensure fair and open competition, DOM has elected to reject all bids and allow for re-submission of responses to the IFB.

As further clarification, DOM has revised Attachment H, Bidder's IFB Response Checklist to further assist bidders with preparing their bid submission.

To be a responsive and responsible bidder, the following conditions must apply:

- Bidders must adhere to **all** required formats, minimum qualifications, and submission requirements as stated in the IFB and its amendments.

In accordance with PPRB Section 5.7.3, DOM will not retain the original bid submissions in the Agency Procurement files. All original bids will be deleted. Only enough information necessary to support the decision to reject the bids will be retained. Therefore, bidders are free to make any adjustments they would like for the new submission deadline.

Please refer back to IFB and all Amendments before submitting bid responses.

Failure to submit a responsive bid may result in the rejection of the bid.

**Bidder's SharePoint access will be reinstated until the revised IFB submission deadline of *Friday, January 16, 2026, by 2:00 p.m.***

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This Amendment must be signed and submitted as a part of any bid to be considered for this procurement. The following sections of IFB #20251031 have been amended for the following:

1. COVER PAGE is modified as follows: Bid Response Deadline: ~~Friday, December 12<sup>19</sup>, 2025~~, **Friday, January 16, 2026**, at 2:00 p.m. CST.
2. 1.3 Procurement Timeline: Figure 1.1: Procurement Timetable is modified as follows:

Date	Process
10/31/2025	Release of Invitation for Bid
11/14/2025	Mandatory Letter of Intent (by 2:00 p.m.)
11/17/2025	Pre-Bid Conference (10:00 a.m.)
11/19/2025	Written Questions Deadline (by 2:00 p.m.)
11/26/2025	Anticipated Date of Posting Written Answers (by 5:00 p.m.)
<del>12/12/2025</del> <del>12/19/2025</del> <b>1/16/2026</b>	Bid Deadline (by 2:00 p.m.)
<del>1/02/2025</del> <b>1/30/2026</b>	Anticipated Date of Notice of Intent to Award
<del>2/04/2026</del> <b>3/4/2026</b>	Public Procurement Review Board meeting date (proposed)
<del>2/09/2026</del> <b>3/9/2026</b>	Anticipated Contract Start

3. 1.6 Bid Submission Requirements is modified as follows:

Bids shall be submitted electronically through a **SharePoint site ONLY** maintained by DOM by **2:00 p.m. CST, ~~Friday, December 12<sup>19</sup>, 2025~~ Friday, January 16, 2026.**


4. Attachment A – Bid Cover Sheet IFB #: 20251031 is modified as follows:

Bids shall be submitted electronically through a **SharePoint site ONLY** maintained by DOM by **2:00 p.m. CST, ~~Friday, December 12<sup>19</sup>, 2025~~ Friday, January 16, 2026.**

5. Attachment H – Bidder's IFB Response Checklist is modified to further clarify submission requirements and emphasize the importance of completing a fully compliant IFB response.

## Attachment H – Bidder's IFB Response Checklist

Please review this checklist to ensure that you have properly followed the instructions. Many proposals are rejected due to respondents simply failing to comply with the required preparation and submission requirements. All Attachments are to remain unmodified.

<b>BIDDER NAME:</b>			N/A
<b>MANDATORY LETTER OF INTENT</b>			
1	IFB Attachment I - Mandatory Letter of Intent (Signature Required) submitted to <a href="mailto:procurement@medicaid.ms.gov">procurement@medicaid.ms.gov</a> . <del>On or before due date: Friday, November 14, 2025, by 2:00 p.m. CST</del> <b>Only vendors who submitted the Mandatory Letter of Intent by the original deadline are permitted to participate in this re-submission of the IFB.</b>		
<b>SHAREPOINT REGISTRATION VERIFICATION</b>			
2	<del>Bidder verifies receipt of previous SharePoint registration for Bid Submission and has accessed the site.</del> <b>Bidder's SharePoint access will be reinstated until the revised IFB submission deadline of</b>		

		<b>Friday, January 16, 2026, 2:00 p.m.</b> (Assistance must have been requested at least two (2) business days prior to due date.)		
<b>BID SUBMISSION PACKET</b> <b>Due Date Friday, January 16, 2026, by 2:00 p.m. CST</b>				
3	a	Attachment A – Bid Submission Cover Sheet (Signature Required) <ul style="list-style-type: none"> <li>A cover page is required for each Attachment subsection. The cover page for each subsection of the Bid must include the IFB#, the name of the Bidder and the Attachment letter and title. All information must be presented in the same order and format as described in section 3.4.14 Bid Submission Format.</li> </ul>		
	b	Attachment B – Bid Form (Signature Required) <ul style="list-style-type: none"> <li>All pages of the Bid Form must be submitted and signed by an authorized person. All six questions regarding your company must be answered and included with Bid response. Refer to pages 25-28 of the IFB.</li> </ul>		
	c	Attachment B – Addendum 1: Minimum Qualifications Adhere to required information to be submitted and submission format. <ul style="list-style-type: none"> <li>For the Minimum Qualifications, the header of each page should indicate the corresponding element to which the page is responsive. For instance, Addendum 1: Minimum Qualifications, 1.10.2(1) Bidder Experience Requirement.</li> <li>For Minimum Qualification 1.10.2 (2) - Amendment #2 – Clarification: DOM will require the Contractor to hold URAC Accreditation – Independent Review Organization (Comprehensive Review).</li> <li>Ensure that all lists, narratives and/or attestations for each of the four (4) minimum qualification elements are answered or provided.</li> </ul>		
	d	Attachment C – Contract Draft Acknowledgement <ul style="list-style-type: none"> <li>By signing the acknowledgement to Attachment C, the Bidder affirms acceptance of Appendix 3 – Contract draft; including the terms, conditions, and obligations set forth therein, and agrees to be bound by the provision on the contract as finalized. As noted in the Bid Form the bidder has read, understands and agrees to all provisions of this IFB without reservation and without expectation of negotiation.</li> </ul>		
	e	Attachment D – DHHS Certification Drug-Free Workplace (Signature Required) <ul style="list-style-type: none"> <li>All pages of Attachment D form must be included in bid response. No modifications are allowed.</li> </ul>		
	f	Attachment E – DHHS Certification Debarment, Suspension, and Other Responsibility Matters (Signature Required) <ul style="list-style-type: none"> <li>All pages of Attachment E form must be included in bid response. No modifications are allowed.</li> </ul>		
	g	Attachment F – Proprietary Information Form (Signature Required) If redacted copy is submitted, it is clearly marked “Public Copy”. Submitted in searchable format and not password protected. Provide the required indication for Public Records release. <ul style="list-style-type: none"> <li>Bidder’s providing a redacted copy of response must properly answer the questions on this form and provide a separate redacted copy of the bid response adhering to the submission format used for confidential information, as stated on Attachment F.</li> </ul>		
	h	Attachment G – References You must provide references and DOM must be able to contact at minimum two (2) references within 3 days of bid opening. <ul style="list-style-type: none"> <li>For Minimum Qualification 1.10.2 (2) Amendment 2 – Clarification: From the list of engagements provided at IFB Section 1.10.2 (1), the Bidder shall provide reference contacts for 6-8 clients which should include current and/or past clients within the last five years that may be contacted as references.</li> </ul>		
	i	Attachment H – Bidder’s IFB Response Checklist (Signature Required) <ul style="list-style-type: none"> <li>Amended. Must be signed and returned with bid re-submission.</li> </ul>		
	j	Attachment I – All Amendments (if applicable) must be acknowledged and returned with bid submission.		

		<ul style="list-style-type: none"> <li>Acknowledgement to Amendment 1, 2, 3 and 4 must be signed and returned with bid re-submission.</li> </ul>		
	k	<p><b>Follow the bid submission format for all required documents.</b> Ensure each page of the bid and attachments are numbered and identified as detailed in 3.4.14.</p> <ul style="list-style-type: none"> <li>All required IFB documents must be re-submitted with response.</li> </ul>		
4		<p>Unredacted and redacted bid responses (if vendor submits a redacted copy) <b>MUST</b> be submitted via <b>SharePoint ONLY</b> as separate PDF files. Both files must be in a searchable format and must not include any embedded web links. Bid submissions must be received by the due date and time. Email submissions will not be accepted.</p> <p>Submission Due Date and Time: <del>Friday, December 12, 2025, by 2:00 p.m. CST.</del> <b>Friday, January 16, 2026, by 2:00 p.m.</b></p>		

Bid Submitted By: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Receipt of Amendment #4 Acknowledged:**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_