

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department of Health Care Finance**



**Office of the Director**  
**Office of Contracts and Compliance**

**DATE: August 5, 2009**

**AMENDMENT NO.: 002**

**TO: Offerors**

**TITLE: Administrative Services Organization (ASO)**

**SOLICITATION NO.: DHCF-HCOA-2009-P-0001**

This amendment is issued to the above solicitation to all Offerors that will receive a copy of the solicitation. The Solicitation is amended as follows:

1. Subject Solicitation is hereby extended from “Wednesday, August 12, 2009, by 1:00 p.m. EST” to “MONDAY, AUGUST 17, 2009, by 1:00 p.m. EST.”
2. Section B, Supplies or Services and Price, delete in their entirety, “B.4.2.1 Cost Reimbursable Component” and “B.4.2.2” and insert in lieu thereof the following:

“B.4.2.1 Cost Reimbursable Component

The Reimbursable Costs component shall consist of costs reflective of remittance provided to Contractor on successfully paid claims, based on remittance advice reconciliation and actual payments received by the provider. The Contractor shall bill on a monthly basis providing supporting detail including, but not limited to: beneficiary ID, beneficiary name, date of service, amount billed, provider name and claim ID from MMIS.”

“B.4.2.2 Offerors shall submit a price proposal in accordance with the chart below that reflects total development costs for all Partner Agencies. Please provide Base Year and four (4) option years. In addition offeror shall provide a billing rate to DHCF for successfully paid claims to be considered the reimbursable component.

<b>Contract Line Item No. (CLIN)</b>	<b>Item Description</b>	<b>Cost</b>
001A	Planning and Feasibility Tasks (C.3.2)	\$
001B	Definition Tasks (C.3.3)	\$
001C	Design Tasks (C.3.4)	\$
001D	Development Tasks (C.3.5)	\$
	<b>Total Cost for CLIN 1: Design &amp; Development (C.3.1.1.1)</b>	<b>\$</b>
002A	Implementation Tasks (C.3.6)	\$
002B	Operations Tasks (C.3.9)	\$
	<b>Total Cost for CLIN 2: Implementation (C.3.1.1.2)</b>	<b>\$</b>
	<b>TOTAL COST FOR CLINs 1 AND 2</b>	<b>\$</b>

3. Section C; add the following to the Contents Page “C.4 DHCF Responsibilities.”
4. Section C, add the following new paragraph:

**“C.4 DHCF RESPONSIBILITIES**

DHCF, COTR and/or staff as assigned shall provide to Contractor required approvals within ten (10) business days of Contractor’s submission of required documentation for review and/or approval. The Contractor shall presume “no comment” and proceed if comment is not provided within ten (10) business days of required approval.”

5. Section C, Paragraph C.3.5.3.3, delete “5 months” and insert in lieu thereof “3 months.”
6. Section F, “Paragraph F.3.5.1” delete “...within fifteen (15) business days ...” and insert in lieu thereof “... within ten (10) business days...”
7. Section F, “Paragraph F.3.5.3”, add the following new paragraph:  
  
“F.3.5.3 Deliverable due dates are subject to change during the contract period as determined by the COTR on an as needed basis.”
8. Section G.3, Payments, delete paragraphs G.3.1 through G.3.2 in their entirety insert in lieu thereof the following:

### “G.3.1 Payment Schedule

G.3.1.1 During the Design and Development segment, Contractor will be paid as follows:

G.3.1.1.1 Twenty percent (20%) upon acceptance of completed Planning and Feasibility Tasks as described in Section C.3.2;

G.3.1.1.2 Twenty percent (20%) upon acceptance of completed Definition Tasks as described in Section C.3.3;

G.3.1.1.3 Twenty percent (20%) upon acceptance of completed Design Tasks as described in Section C.3.4; and

G.3.1.1.4 Twenty percent (20%) upon acceptance of completed Development Tasks, which evidence the successful processing of a claim as described in Section C.3.5.

G.3.1.2 During the Implementation segment, Contractor will be paid as follows:

G.3.1.2.1 Twenty percent (20%) upon acceptance of completed Implementation Tasks as described in Section C.3.6 as well as acceptance of a completed Turnover Plan as described in C.3.7.1 and C.3.7.3; and

G.3.1.2.2 During the Operations Tasks of the Implementation segment (as described in Section C.3.9) Contractor shall bill DHCF within a range of one dollar and twenty five cents (\$1.25) and two dollars (\$2.00) per successfully paid claim, including remittance advice reconciliation and actual payment received by the provider. Contractor will bill on monthly basis providing supporting detail including, but not limited to: beneficiary ID, beneficiary name, date of service, amount billed, provider name and claim ID from MMIS. “

9. Section L, Paragraph L.3.1.1.1.13 delete reference to “Section C.2.2.3” and insert in lieu thereof “Section C.2.5.”
10. Section L, Paragraph L.3.1.1.1.16 delete reference to “Section C.3.5.3.3.4” and insert in lieu thereof “Section C.3.5.3.4”.
11. Section K; add the following paragraphs K.13 through K.16: Submit all documents as required with Proposal

### “K.13 PROSPECTIVE CONTRACTOR’S RESPONSIBILITY

In order to receive an award under this RFP, the Contracting Officer must determine that the prospective Contractor has the capability in all respects to

perform fully the contract requirements. To be deemed responsible, a prospective Contractor must establish that it has:

- (1) Financial resources adequate to perform the contract, or the ability to obtain them;
- (2) Ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
- (3) A satisfactory record of performance;
- (4) A satisfactory record of integrity and business ethics;
- (5) The necessary organization, experience, accounting and operational control, and technical skills, or the ability to obtain them;
- (6) Compliance with the applicable District licensing, tax laws, and regulations;
- (7) The necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and
- (8) Other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.

The District reserves the right to request from prospective Contractor information necessary to determine the prospective Contractor's responsibility. Information is to be submitted upon the request of the District within the time specified in the request. Failure of an Offeror to comply with a request for information may subject the Offeror's proposal to rejection on responsibility grounds. If a prospective Contractor fails to supply the requested information, the District's Contracting Officer shall make the determination of responsibility or non-responsibility based on available information. If the available information is insufficient to make a determination of responsibility, the District's Contracting Officer shall determine the Offeror to be non-responsible.

By signing below the Contractor certifies that it is in compliance with all of the requirements of a responsible contractor described in #1-8 above.

\_\_\_\_\_  
Signature Date

**“K.14 APPOINTMENT OF ATTORNEY**

By submitting a proposal in response to this solicitation, the Bidder:

A. irrevocably designates and appoints the Clerk of the District of Columbia Superior Court and his successors in office as the true and lawful attorney of the Contractor for the purpose of receiving service of all notices and processes issued by any court in the District of Columbia, as well as service of all pleadings and other papers, in relation to any action or legal proceeding arising out of or pertaining to this solicitation and any contract that may be awarded as a result of it, or the work required or performed hereunder, and

B. expressly agrees that the validity of any service upon the said Clerk as herein authorized shall not be affected either by the fact that the Bidder was personally within the District of Columbia and otherwise subject to personal service at the time of service upon said Clerk or by the fact that the Contractor failed to receive a copy of such process, notice or other paper so served upon the said Clerk provided the said Clerk shall have deposited in the United States mail, registered and postage prepaid, a copy of such process, notice pleading or other paper addressed to the Contractor at the address stated in this contract.

**K.15 CONTRACTOR REGISTRATION/PAYMENT IDENTIFICATION NUMBER**

The District of Columbia has an automated Contractor database used to process payments. Firms are indexed in the database by DUNS numbers issued by the Dun and Bradstreet Corporation. Individuals doing business with the District are indexed by their social security numbers. DUNS numbers may be obtained free of charge by telephoning B&B, toll-free, at 1-800-333-0505.

*Application forms are available on the Internet at <http://www.dnb.com/dbis/aboutdb/dunsform.htm>.*

No payments can be processed under any contract resulting from this RFP without the following information:

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DUNS or Social Security Number

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Legal Name of Entity (or name of individual) under which above number was obtained

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Street or Mailing Address associated with above given number

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Type of Business

**K.16 PENDING LEGAL CLAIMS AGAINST THE DISTRICT**

The Offeror must disclose any pending legal claims against the District. Pending legal claims includes, but is not limited to, Federal and District court litigation, administrative actions such as contract appeals or protests, claims for money damages from the District, and any other type of action (court or administrative) against the District. Offerors with pending legal claims against the District are

not automatically precluded from contract award. If Offeror does not have any pending legal claims against the District, please indicate this below.

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\_\_\_\_\_  
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The Contractor hereby certifies that the information provided above is true, correct and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**All other terms and conditions remain unchanged.**

Offerors shall acknowledge receipt of this amendment with their proposals by signature and date as required below.

Failure to acknowledge receipt of this amendment by the date and time specified for receipt of proposals may remove Offeror from consideration.

**Offeror acknowledges receipt of this Amendment by signature and date as follows:**

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