



**STATE OF ARKANSAS**  
**OFFICE OF STATE PROCUREMENT**  
1509 West 7th Street, Room 300  
Little Rock, Arkansas 72201-4222

## **MEMO**

TO: Vendors Addressed  
FROM: Stephanie Cellers, Buyer  
DATE: October 11, 2019  
SUBJECT: SP-20-0005 SHIIP and MIPPA Medicare Beneficiary Assessment Services

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The items listed below are intended to aid in Prospective Contractors understanding of RFQ SP-20-0005. Refer also to *Addendum 1* and *Revised Response Packet dated 10/11/2019* on the OSP Bid Opportunities website: [https://www.arkansas.gov/dfa/procurement/bids/bid\\_info.php?bid\\_number=SP-20-0005](https://www.arkansas.gov/dfa/procurement/bids/bid_info.php?bid_number=SP-20-0005).

1. **Qualified Vendors List (QVL)**

A QVL will result from RFQ SP-20-0005.

- a. The QVL will replace all of AID's current QVLs and contracts for SHIIP and MIPPA Medicare Beneficiary Assessment Services.
  - i. A QVL is a list of pre-qualified vendors who have been approved as suitable to provide the services specified in the RFQ.
  - ii. Being listed on the QVL is not a guarantee to the vendor that they will be contacted to provide the services, however, AID intends to issue contracts to multiple vendors listed on the QVL.
  - iii. A contract constitutes AID's acceptance of a response and signifies the Contractor's knowledge and acceptance of all terms and conditions set forth in the RFQ. It is not authority to provide services. A separate purchase order will be issued.
- b. The anticipated starting date for the QVL is January 1, 2020. The initial term of the QVL will be for three (3) years. The State may renew a Contractor's qualification status for up to four (4) additional one-year terms or portions thereof, not to exceed a total aggregate QVL term of seven (7) consecutive years.

2. **RFQ Clarifications**

Submit any questions requesting clarification of information contained in the RFQ in writing via email to [Stephanie.Cellers@dfa.arkansas.gov](mailto:Stephanie.Cellers@dfa.arkansas.gov) by October 15, 2019 at 4:00 p.m., Central Time using *Response Template O-1 Written Questions*. Written questions will be consolidated and responded to by the State. The State's consolidated written response is anticipated to be posted to the OSP website by the close of business on October 18, 2019.

3. **Submission of Response Packet(s) – On or Before Response Opening Date and Time**

Deliver *Response Packets* for this RFQ to the Office of State Procurement on or before the Response Opening: October 30<sup>th</sup> at 9:00 a.m., Central Time.

Prospective Contractors **shall** submit separate *Response Packets* for each program they propose to provide services under. For example, if a Prospective Contractors wishes to provide services under both SHIIP + MIPPA (or SHIIP MINI and MIPPA), the Prospective Contractor **shall** submit separate *Response Packets* tailored to each program. Refer to *RFQ Section 1.7 Response Documents* and *RFQ Section 1.8 Organization of Response Documents* for additional *Response Packet* instructions.

4. **Submission of Response Packet(s) – After Response Opening Date and Time**

As approved by AID, qualified Contractors may be added to the QVL after the issuance of the QVL award; however, AID and OSP strongly encourage Prospective Contractors to submit *Response Packet(s)* on or before the specified response opening date and time.

AID's review of *Response Packets* received after the response opening date and time has not yet been determined. Instructions for being added to the QVL will be posted to AID's website following the issuance of the QVL award.