



SOLICITATION AMENDMENT #1		
YH 16-0013 Medicaid School-Based Claiming	Solicitation Due Date: February 24, 2016 3:00 pm Arizona Time	Procurement Officer: Jennifer Roberts jennifer.roberts@azahcccs.gov

A signed copy of this amendment must be returned with the proposal and received by the State of Arizona on or prior to the Solicitation due date and time.

- A. The Exhibits listed below and attached hereto are hereby added to Solicitation YH16-0013 and incorporated as part of this solicitation amendment.
 - 1. EXHIBIT G: List of Key Personnel
 - 2. EXHIBIT H: Resumes for Key Personnel
 - 3. EXHIBIT I: Financial Disclosure
 - 4. EXHIBIT J: Performance Bond Form

- B. EXHIBIT F: Offeror’s Checklist is hereby REMOVED IN ITS ENTIREY and REPLACED with EXHIBIT F: Offeror’s Checklist attached hereto and is hereby added to Solicitation YH16-0013 and incorporated as part of this solicitation amendment.

- C. The Scope of Work, title: 12. “FINANCIAL AUDIT” is hereby REMOVED and REPLACED with the title: 12. “AUDITS” and the following is hereby added to 12. “AUDITS” of Solicitation YH16-0013:
 - 12.3 The Contractor shall provide documentation of its data control and security systems to enable AHCCCS to evaluate the adequacy of such systems, as evidenced by an annual audit (SSAE 16) by an outside firm, approved in advance by AHCCCS, of the security of its systems and stored data. The Statement on Standards for Attestation Engagements No. 16 (SSAE 16) is a widely recognized auditing standard developed by the American Institute of Certified Public Accounts (AICPA). Please see the following website for details:
<http://www.aicpa.org/Research/Standards/AuditAttest/Pages/SSAE.aspx>

OFFEROR HEREBY ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THIS SOLICITATION AMENDMENT.	THIS SOLICITATION AMENDMENT IS HEREBY EXECUTED ON THIS DAY, IN PHOENIX, AZ.
SIGNATURE OF AUTHORIZED INDIVIDUAL:	SIGNATURE: SIGNATURE ON FILE
TYPED NAME:	TYPED NAME: Meggan Harley, CPPO, MSW
TITLE:	TITLE: Procurement and Contracts Manager
DATE:	DATE: January 15, 2016

EXHIBIT G: List of Key Personnel

YH16-0013 MEDICAID SCHOOL-BASED CLAIMING

KEY PERSONNEL

NAME OF KEY PERSON	TITLE

NOTE: Attach a resume for each individual, as required in the Special Instructions to Offerors.

EXHIBIT H: Resumes for Key Personnel

YH16-0013 MEDICAID SCHOOL-BASED CLAIMING

1. Complete a separate resume for each key person who will be proposed to provide the services as required in the Scope of Work. Each resume should, at a minimum, contain at least the following information:
 - 1.1 Name of person;
 - 1.2 Proposed position for contract service;
 - 1.3 Position currently held in Offeror's firm;
 - 1.4 Number of years with Offeror's firm;
 - 1.5 Number of years' experience providing services being procured by this solicitation;
 - 1.6 Job related training;
 - 1.7 Education;
 - 1.8 Qualifications;
 - 1.9 Previous related experience with large local, state or federal government agencies;
 - 1.10 Certifications;
 - 1.11 Membership in professional organizations;
 - 1.12 Primary functions person will fulfill under this Contract;
 - 1.13 If person will not be assigned exclusively to this Contract, what percentage of time will person be assigned to this Contract, and
 - 1.14 Any additional information which would substantiate the key person possesses the experience, expertise and knowledge to provide the proposed services.

EXHIBIT I: Offeror's Financial Disclosure

YH16-0013 MEDICAID SCHOOL-BASED CLAIMING

OFFEROR'S FINANCIAL DISCLOSURE

Instructions: Complete each item, using attachments where necessary. If attachments are used, indicate the item number and question being referenced as it appears below.

	<u>YES</u>	<u>NO</u>
A. Does the Offeror's organization prepare a public annual financial statement? If so, please provide a copy of the most recent audited annual financial statement. If unaudited, provide a copy of the most recent unaudited financial statement.	_____	_____
B. Is your organization audited by an independent auditor? If yes, answer 1 through 4.	_____	_____
1) How often are audits conducted? _____		
2) By who are they conducted? _____		
3) Are management letters or internal controls issued by the auditing firm?	_____	_____
4) Does your organization have any uncorrected audit exceptions?	_____	_____
C. Are there any suits, judgments, tax deficiencies or claims pending against your organization? If yes, answer 1 and 2.	_____	_____
1) What is the dollar amount? _____		
2) In which state(s)? _____		
D. Has the Offeror's organization ever gone through bankruptcy?	_____	_____

EXHIBIT J: Performance Bond Form

YH16-0013 MEDICAID SCHOOL-BASED CLAIMING

KNOW ALL MEN BY THESE PRESENTS:

THAT _____

(hereinafter called Principal), as Principal, and _____

_____, a corporation organized and existing under the laws of the

State of _____ with its principal office in the City

of _____

(hereinafter called the Surety), as Surety, are held and firmly bound unto the State of Arizona, (hereinafter called the Obligee) in the

amount of _____ (Dollars) (\$ _____), for the

payment whereof, the said Principal and Surety bind themselves and their heirs, administrators, executors, successor assigns, jointly and

severally firmly by these presents.

WHEREAS, the Principal has entered into a certain written contract with the Obligee, dated the _____

day of _____, 20_____ for the material, service or construction

described as _____

which contract is hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said Principal shall faithfully perform and fulfill all the undertakings, covenants, terms, conditions and agreements of said contract during the original term of said contract and any extension thereof, with or without notice to the Surety and during the life of any guaranty required under the contract, and shall also perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of any and all duly authorized modifications of said contract that may hereafter be made, notice of which modifications to the Surety being hereby waived; then the above obligations shall be void, otherwise to remain in full force and effect.

The prevailing party in a suit on this bond shall recover as part of his judgment such reasonable attorneys' fees as may be fixed by a judge of the Court.

Witness our hands this _____ day of _____ 20_____

Principal Seal

By _____

Surety Seal

By _____

Agency of Record

EXHIBIT F: Offeror's Checklist

YH16-0013 MEDICAID SCHOOL-BASED CLAIMING

Note to Prospective Offerors: This page is added to the RFP as a convenience to Offerors. It is believed to be a complete listing of all submission requirements pursuant to this RFP. However, if a requirement is stated anywhere in the RFP text, yet does not appear in the Offeror's Checklist, the text statement takes precedence over the omission of that requirement in the Offeror's Checklist. **Provide the page number where this item is located within your proposal, in the right hand column. All items must be included and in this order.**

	SUBMISSION REQUIREMENTS	OFFEROR'S PROPOSAL Page #
1	Six (6) Hard Copies of the proposal 1 marked ORIGINAL, 5 marked COPY, 1 Electronic Copy on a CD	na
2	Submittal Cover Letter	
3	Offeror's Checklist (this page)	
4	Completed and Signed Offer and Acceptance page	
5	Signed Solicitation Amendments, if any (signature page only)	
6	Exceptions to the terms, conditions or scope of work (If any) <i>NOTE: Any exceptions may negatively impact an Offeror's susceptibility for award. Exception to material requirements, or excessive exceptions, may (and most likely will) result in offer being rejected.</i>	
7	Method of Approach - Written narrative	
8	Experience and Expertise of the Firm and Key Personnel: <u>Written Narrative</u> <ul style="list-style-type: none"> • Successful and reliable experience in related past performance • Organizational Chart Experience and Expertise of the Firm and Key Personnel: <u>Exhibits</u> <ul style="list-style-type: none"> • List of Key Personnel (Exhibit G) • Resumes for Key Personnel (Exhibit H) 	
9	Pricing Schedule (see Exhibit A)	
10	References - minimum of three (3) (see Exhibit B)	
11	Offeror's Financial Disclosure (see Exhibit I)	
12	Performance Bond Form (see Exhibit J)	
13	Statement of Intent to provide Certificate of Insurance	
14	Detailed Legal Analysis (If any portions are requested to be kept confidential or proprietary). If any pieces of your proposal are being requested to be kept confidential, and withheld from public viewing , please submit an additional redacted copy of the proposal ON A SEPARATE CD. Our office does not require a hard copy of the redacted proposal, only an electronic copy. This will ensure that our office is crystal clear on which version of your proposal is acceptable for public viewing.	