



pennsylvania

DEPARTMENT OF HUMAN SERVICES

SOLICITATION ADDENDUM

Date: **March 1, 2024**
Subject: **Community HealthChoices**
Solicitation Number: **RFA 31-22**
Due Date/Time: **April 1, 2024, 12:00:00 PM**
Addendum Number: **4**

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Applications).

List any and all changes:

- Please find attached the final question and response document pertaining to the formal inquiries submitted through February 8, 2024.
- The due date to submit applications has been extended from March 15, 2024 to April 1, 2024 by 12:00:00 PM.
- The following appendices have been revised and replaced in eMarketplace. Please disregard the previous versions of these appendices posted prior to the issuance of this Addendum 4. Applicants should use the revised appendices for preparation and submission of their applications.
 - Revised Appendix E, Work Statement Questionnaire
 - Revised Appendix I, Small Diverse Business Participation Form
 - Revised Appendix J, Veteran Business Enterprise Participation Form
- The following are exempt from compliance with Section 508 of the Rehabilitation Act of 1973:
 - Table of Contents;
 - Audited financial documents;
 - Forms or other documents required to be submitted in their original format (such as organizational charts, IT systems or MIS diagrams and attachments, Commonwealth-created forms, sample performance monitoring reports);
 - Schematics; and



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- Workflows (including the PERT and work plan requested in Section III-6 of the RFA).
- The following language of Section III-5.B.1 of the RFA is revised as set forth in red text below:

Audited financial statements for the ~~two~~ **three** most recent fiscal years for which statements are available. The statements must include a balance sheet, statement of revenue and expense, and a statement of cash flow. Statements must include the auditor's opinion and the notes to the financial statements submitted by the auditor to the Applicant. If audited financial statements are not available, explain why and submit unaudited financial statements.

- The following sentence of Section III-4.A is revised as set forth in red text below:

The Applicant should describe its corporate identity, **and** legal status ~~and forms~~, including the name, address, telephone number, and email address for the legal entity that is submitting the application.

- The following language is added to Section III-4.A:

All disclosures requested in this section are for all Applicant lines of business. The Applicant should include the same disclosures for all affiliates and subsidiaries, as well as any proposed subcontractor that is being used to meet the qualifications and requirements of this RFA.

- All documents submitted to the Department, including applications and reference questionnaires, must be submitted as e-mail attachments. The Department **will not** open links.

Respectfully,

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