



May 11, 2018

**SUBJECT: Request for Proposal (RFP) 13-17, Medicaid Management Information Systems 2020 Platform Project – Information Technology Consulting and Quality Assurance Services**

Dear Prospective Offeror:

You are invited to submit a proposal for the above subject RFP for the Commonwealth of Pennsylvania, Department of Human Services in accordance with the attached Request for Proposal (RFP) 13-17.

All proposals must be submitted as follows:

Hardcopy:

- Technical Submittal: one (1) original and eight (8) copies;
- Potential Optional Future Services Technical Submittal: one (1) original and eight (8) copies;
- Cost Submittal: one (1) copy (sealed separately from the Technical, Potential Future Services Technical and SDB/SB Submittals); and
- Small Diverse Business/Small Business (SDB/SB) Participation Submittal: two (2) copies (sealed separately from the Technical, Potential Future Services Technical and Cost Submittals).

CD-ROM/Flash Drive:

- Two (2) separate CD-ROM/Flash Drives containing complete and exact copies of the proposed submittals; in Microsoft Office or Microsoft Office compatible format and a PDF copy of the Technical (excluding Financial Capability), Cost, and SDB Submittals.

Proposals must be submitted to the Pennsylvania Department of Human Services, Division of Procurement and Contract Management, Room 402, Health and Welfare Building, 625 Forster Street, Harrisburg, PA 17120. **Proposals must be received at the above address no later than two o'clock P.M. (2:00 PM.) on July 2, 2018. Late proposals will not be considered regardless of the reason.**

All questions should be directed to Michelle Smith, Project Officer, Department of Human Services, Office of Administration, Bureau of Financial Operations via e-mail [RA-pwrfpquestions@pa.gov](mailto:RA-pwrfpquestions@pa.gov) **no later than May 31, 2018.** Offerors will be provided with answers to questions asked by any one Offeror.

In addition, a Pre-Proposal Conference will be held on Thursday, May 31, 2018 at 10:00 AM at:

Keystone Building – Forest Room  
400 North Street



**pennsylvania**  
DEPARTMENT OF HUMAN SERVICES

Harrisburg, PA 17120

Proposals **must** be signed by an official authorized to bind the vendor to its provisions. Also, please include on the cover sheet of the proposal your Federal Identification Number, SAP Vendor Number and the Point of Contact's e-mail address. Evaluation of proposals and selection of vendors will be completed as quickly as possible after receipt of proposals.

Sincerely,

A handwritten signature in black ink that reads "Tina L Long". The signature is enclosed in a dashed rectangular border.

Tina Long, Director  
Bureau of Financial Operations

Attachments