



ADDENDUM #1
RFA-2020-DPHS-10-INSUR
Insurance Benefit and Medical Claims Management for
Clients Living with Human Immunodeficiency Virus

On March 6, 2020, the New Hampshire Department of Health and Human Services published a Request for Proposals, soliciting applications for the provision of insurance benefit and medical claims management services to process payments on behalf of individuals living with Human Immunodeficiency Virus (HIV) who are enrolled in the New Hampshire CARE program (NH CARE).

The Department is publishing this addendum to:

1. Delete and replace Section 9, Application Process, Subsection 9.1 Overview, with the following:

9.1. Overview

- 9.1.1. Application documents must be presented in the order indicated below.
- 9.1.2. Applications must conform to all instructions, requirements and contents indicated below.

2. Delete and replace Section 9, Proposal Process, Subsection 9.2, Application Submission with the following:

9.2. Overview

- 9.2.1. Applications must be submitted electronically to the Contract Specialist at the email address specified in Paragraph 3.3.2 with a copy of the email submitted to Dorinda.Downing@dhhs.nh.gov and contracts@dhhs.nh.gov
 - 9.2.1.1. The subject line must include "RFA-2020-DPHS-10-INSUR (email xx of xx)"
 - 9.2.1.2. The maximum size of file attachments per email is 10 MB. Applications with file attachments exceeding 10 MB must be submitted via multiple emails.
- 9.2.2. The Department must receive the proposal by the time and date specified in 10.1.2. below and in the manner specified or it will be rejected as noncompliant. In limited circumstances where a deviation is minor, explainable, and has no material impact on the competition between the proposers, a deviation may be waived by the Department.



9.2.3. Late submissions that are not accepted will remain unopened. Disqualified submissions will be discarded. Delivery of the Application shall be at the Applicant's expense.

3. **Delete and replace Section 10, Procurement Timetable, Subsection 10.1 Schedule of Events, with the following:**

10.1 Schedule of Events

<u>Procurement Timetable</u>		
(All times are according to Eastern Time. DHHS reserves the right to modify these dates at its sole discretion.)		
Item	Action	Date
1.	Release RFP	March 6, 2020
3.	RFA Questions Submission Deadline	March 18, 2020 11:59 PM
4.	DHHS Response to Questions Published	March 26, 2020
5.	Proposal Submission Deadline	April 13, 2020 3:00 PM