December 12, 2025

Procurement Contingency: This Request for Quote (RFQ) is released with the understanding that this service or application is part of a larger Medicaid Management Information System which is still under development. The Health Care Authority may, at its sole discretion, postpone, modify, extend, or cancel this RFQ or the ensuing contract award. Factors that may require this action include, but are not limited to, changes in federal funding or policies for funding, state budget fluctuations, technical developments, contractor performance issues, or other relevant factors.

New Mexico (NM) Statewide Price Agreement (SWPA) Contractors
Federal GSA Contractors
Santa Fe, New Mexico 87507

Subject: Request for Quote (RFQ) – OmniCaid Operations, Maintenance, and Enhancements

The New Mexico Health Care Authority (HCA) is requesting technical service quotes (RFQ) for an information technology project to transfer its Medicaid claims processing and adjudication services and financial services application (OmniCaid) to a standalone environment as part of a modular Medicaid Management Information System(MMIS) that will support State and federally funded programs, including but not limited to, Medicaid Managed Care, Medicaid Fee-for-Service, Mi Via, and other financial supports.

Currently, New Mexico Health Care Authority (HCA) Medicaid Management Information System (MMIS) is a massive, fully integrated, highly complex modular ecosystem composed of applications, processes, call center, mainframe computers, and datacenter infrastructure used in support of the New Mexico Medicaid delivery system.

Respondents are advised that this Solicitation timeline assumes minimal time and effort to configure HCA's solution and establishing full operational readiness of HCA's solution

Participation:

This RFQ is open to contractors who:

(1) hold a current New Mexico State-Wide Price Agreement (SWPA) for the provision of Information Technology (IT) Professional Services with appropriate categories that support this work, and/or

(2) Federal GSA or NASPO contractors who may extend their rates and terms to the HCA, and/or

(3) Any affiliated contractors who will have met any of the above conditions by the expected award date and/or

(4) Contractors that are in good standing with the State of New Mexico and/or referring state agencies.

Services Requested:

Contractor must move the system, set it up, connect it, and maintain it as part of modular MMIS.

1. **Transition**
2. **Operations**
3. **Medicaid Information Technology Architecture (MITA)**

1. Transition

Transition refers to the activities performed by the Contractor after the Contract Effective Date to prepare systems and resources for Operations. Transition activities include merging and transferring data. Transition requires intense focus on

knowledge transfer (i.e., sharing or dissemination of knowledge) of all claims and financial functions identified, to ensure that designated personnel acquire sufficient understanding of the services under the OmniCaid claims processing and adjudication and financial services solution's functionality to achieve a successful and seamless transition. Transition includes everything from logistical arrangements and security protocols for Contractor's staff, to the development of conversion and transition plans with an accompanying project plan, and an ongoing strategy for Operations. Additional transition activities include but are not limited to: migrating data from the existing systems; creating and providing all "train-the-trainer" manuals and training; and providing end user documentation. Contractor must ensure that stakeholders do not experience any adverse impact during the transition of Services to Contractor or during Operations.

2. **Operations**

   Operations do not commence until after (1) HCA determines that the Contractor has successfully completed all Transition activities, and (2) HCA provides written notice to the Contractor to proceed with the commencement of Operations services. Operations services include all Contract requirements for ongoing functions to process and pay New Mexico Medicaid claims and conduct all financial activities.

3. **MITA Maturity Level**

   The Centers for Medicare & Medicaid Services (CMS) require New Mexico Medicaid Enterprise System (MES) service providers to meet all applicable CMS Conditions and Standards, and states must strive to continually improve the MMIS's MITA maturity level. As part of the New Mexico MMIS modernization, the State's goal is to gain measurable improvements in supporting Medicaid business processes and information and demonstrate the progress to CMS during the Contract Term. The CMS Conditions and Standards for modularity and interoperability require acquisition of loosely coupled solutions with open, documented interfaces. MITA includes a well-documented set of open interfaces that allows for a Contractor's's independent integration of solutions into an overall state's Medicaid Enterprise System.

Requirements

Contractor requirements for this Solicitation have been separated into functional groupings in the following sub-sections. Each functional grouping will have associated service level agreements (SLAs) and liquidated damages specific to that functional group. Responding to the solicitation includes thorough specifications on how the respondent will meet these requirements.

1. **OmniCaid Deliverable Requirements**
2. **Schedule Requirements**
3. **Staffing Requirements**
4. **Communication Requirements**
5. **Transition Requirements**
6. **Document Management Requirements**
7. **Claims Management Requirements**
8. **Data Management Requirements**
9. **Reporting Requirements**
10. **System Requirements**
11. **Disaster Recovery and Business Continuity Requirements**
12. **Interface Requirements**
13. **Testing Requirements**
14. **Training Requirements**
15. **Financial Service Requirements**

16. **Security Requirements**
17. **Certification Requirements**

Requirements Detail

1. OmniCaid Deliverable Requirements

The OmniCaid application is a Medicaid claims payment system compliant with Centers for Medicare and Medicaid Systems (CMS) and State of New Mexico Medicaid Enterprise System information system requirements.

HCA will supply the full support contract and system documentation in a separate document. HCA has stored the ongoing operations documents in a document library located at the HCA website. These should be referenced to evaluate the technical requirements to transition the application to tie into the NM MMIS modular system. HCA will provide this during the bid process to active respondents and during the question and answer period.

The Deliverables must include most of the plans and documentation necessary to prepare for, implement, management and maintain the requirements that must be performed by the contractor. The contractor must maintain professional relationships within HCA, other module contractors, external partners, including timeliness and accuracy of responses.

2. Schedule Requirements

The Contractor must propose and submit a schedule for all phases, transitions, operations and MITA maturity level. Provide detailed schedule information to be included in the enterprise master schedule (EMS), facilitate delivery of the EMS by the delivery date in HCA approved SOW. Elements necessary for the EMS include: a. Start and end dates of major tasks; b. Key project milestones; c. Integration points; d. Cross services provider dependencies; and e. Sufficient information to support HCA reporting requirements within this Solicitation.

3. Staffing Requirements

The Contractor must provide all staff resources necessary to perform the Services described in this SOW, unless specifically stated as the responsibility of HCA or another entity. This section identifies the Contractor's Key Personnel and certain other staff where specific requirements must be met. The requirements include providing qualified, knowledgeable, trained, professional staff to install, configure, manage, and maintain the Contractor's solution.

4. Communication Requirements

The contractor shall ensure that the Communications tasks and activities are designed to promote clear, comprehensive, and effective communication between Contractors, Other Module Contractors, Trading Partners, Clients, Providers, and HCA.

5. Transition Requirements

Transition is defined as those activities that must be completed between the time of Contract Effective Date and Operations Start Date. The Contractor shall coordinate activities and functions between HCA and the outgoing New Mexico Medicaid Enterprise System (MES) services provider to transition the claims processing and adjudication services and financial services included in the Contract on a schedule approved by HCA.

HCA places great emphasis on operational readiness and will be evaluating the Contractor's capabilities and performance during the Transition period. Periodic assessments will be performed before a formal operational readiness assessment is conducted. HCA may include Providers in the operational readiness assessment. Provider participation could include providing sample claims and other documents to be processed by the Contractor.

6. Document Management Requirements.

The Contractor will pertain to capturing, storing, and retrieving information daily. Document management activities provide document security, access control, centralized storage, audit trails, and streamlined search and retrieval. HCA currently utilizes Hyland OnBase for its Electronic Content Management system, which is configured and maintained by Databank for the document storage process and respondents must integrate with this system. All documentation developed or stored by the Contractor on behalf of HCA becomes the property of the HCA. This RFQ includes Identifying current processes and systems, aligning on project goals and requirements, and project timeline and budget considerations. Topics of survey discussions will include capture methods, defining needs around backfile capture, and defining methods necessary for indexing. Taxonomy discussions will include identifying document types, keywords, and EDMS functions. Discussions will also occur on security, authentication, user groups, and additional security requirements. The RFQ process may also discover requirements for designing electronic forms and workflow lifecycles, queues, and tasks. The Contractor must participate fully in these sessions in good faith.

7. Claims Management Requirements

The Contractor must perform all processes involved in paying claims submitted or denying them after comparing claims to the benefit or coverage requirements specific to HCA approved business rules. The claims processing requirements include but are not limited to Adjudication, Business Rules (including Edits/Audits), Pricing and Payment, and Reprocessing/Adjustments.

Process and administer managed care encounter data through the claims systems.

8. Data Management Requirements

The Contractor will include principles like: data policy; data ownership, and responsibilities for ensuring legislative compliance; data documentation and metadata compilation; data quality, standardization and harmonization; data lifecycle control; data stewardship; data access and dissemination; and data audit.

Data management strategy shall include the following concepts: a. Data integrity (data cannot be modified undetectably); b. Data availability (access is not inappropriately blocked or denied); c. Data authenticity (validation of transactions); d. Data security (encryption and HCA approved security protocols; and processes); and e. Non-repudiation of data (parties to a transaction cannot deny their participation in the transaction).

9. Reporting Requirements

The Contractor will Create, maintain, and deliver a suite of HCA -defined on-line standardized reports in a format and content approved by HCA, that allow users to choose from pre-built defined parameters (e.g., time period, Provider number, procedure code, date of service) to generate customized reports. Generate reports on the HCA-defined schedule, State and Federal (CMS) required reports, and provide electronic, searchable access to stored reports. Reports must be maintained for the Contract Term.

10. System Requirements

The system requirements encompass the tasks and activities the Contractor must perform, including claims and transaction processing; reporting-cycle services for HCA programs; establishment and maintenance of internal controls; and routine backup of systems, tables, and files.

11. Disaster Recovery and Business Continuity Requirements

The Contractor will be built to help HCA determine if the Contractor is prepared to take all the steps necessary to fully recover HCA data from the effects of a Disaster and to achieve Complete Recovery from such Disaster within HCA specified timeframes.

12. Interface Requirements

The Contractor Quote shall include how the contractor will meet HCA interface requirements and prove interoperability among systems.

13. Testing Requirements

The Contractor will describe the procedures to be used to perform and complete all testing of the Contractor's solution to attain all required system functionality and HCA approval prior to initial deployment and any subsequent change. Testing requirements

include using HCA testing protocols (Currently JIRA and JAMA), testing for compatibility, operational, and system functionality with HCA, all partners, and HCA approved Trading Partners.

14. Training Requirements

The Contractor must provide training documentation and "train-the-trainer" sessions for other modules and NEW MEXICO MEDICAID ENTERPRISE SYSTEM service providers. The Contractor **shall** coordinate training activities, supply materials and coordinate schedules with the enrollment contractors and related service providers as required.

15. Financial Service Requirements

The financial services procedures use the output of claims processing adjudication for analyzing and evaluating financial functions, while financial processing produces the detailed information used for Provider checks, remittance advice (RA) statements, and financial reports. The Contractor must provide a measure of assurance to HCA that financial activities and processes are performed accurately, expeditiously, and in accordance with Federal and State requirements allowing for the appropriate disbursement of State funds for the payment of claims, the proper application of State and Federal post-payment transactions, and clear and comprehensive reporting. These requirements must include the administrative and infrastructure tasks and activities to perform daily Operations in support of the financial services function, including monitoring and tracking performance toward meeting those requirements.

16. Security Requirements

The Contractor shall comply with appropriate State of New Mexico and Federal IT Security and privacy requirements.

17. Certification Requirements

CMS has begun to transition its systems certification process to one that evaluates how well Medicaid information technology systems support desired business outcomes while reducing the burden on states. This streamlined, outcomes-based approach, or "Outcomes-Based Certification (OBC)," is designed to ensure that systems that receive federal financial participation are meeting the business needs of the state and of CMS. The Contractor must obtain federal certification and rely on the cooperation of HCA and its Trading Partners, including all Contractors and Subcontractors whose products and/or ancillary services interface with the modernized MMIS.

Time Schedule:

This RFQ is released on the date per this email, and responses are due **by noon 2/12/2026 (60 days),** to the email address listed under Contact Information. The agency has the option to extend the due date or request a second round of quotes.

Questions submitted will be answered and posted to our website 1/10/2026 (Three weeks) every Friday up until 1/10/2026.

Any amendments will be posted on Fridays up until 1/10/2026.

Contact Information:

For questions or other information, contact:

Jerid Ortiz
Business Manager
New Mexico Health Care Authority
Jerido.ortiz2@hca.nm.gov

Attachments to this RFQ:

We will post a draft NM Professional Services Agreement for State Contractors holding an NM Statewide Price Agreement or a draft GSA Agreement for Federal Contractors.

General Guidelines:

These are the general guidelines used to distribute this RFQ. They may be modified contingent on state procurement rules or federal requirements.

1. This notice is being distributed to contractors identified in the NM State Price Agreements listing or federal GSA MRAS service at the time of this procurement.
2. The HCA will evaluate and select contractors based on meeting or exceeding Department requirements (attached to this RFQ), cost, and how advantageous the proposed quote supports our efforts to meet our mission. We may also reject contractor submissions based on procurement policies or requirements. Our selection is not limited to the lowest cost quote – it is based on the most advantageous offer to meet the state's goals and objectives.
3. We fully expect you will leverage artificial intelligence resources to complete this project. In doing so, our requirement for your organization is to document its use of artificial intelligence (AI) tools in the development of these project deliverables to include identification of the human reviewers and their roles, and identification of content created by AI or your staff.
4. The HCA may negotiate final pricing or modify the scope of work based on its internal ability (or inability) to furnish or complete any related work. It may also adjust pricing based on internally available resources, technologies, or standing licenses.
5. The Department is interested in a fixed price contract but may include variable pricing for technology or service functions not readily identified.
6. The Department may amend the contract for other related services in the future based on strategic needs of meeting its goal(s) to meet its client service needs which may include services not currently requested.
7. Due to federal funding requirements, contractors submitting quotes must confirm they meet or comply with the federal Clean Air and Clean Water Acts.
8. For efficiency, we may grant access to contractor staff to include an agency email address and SHAREPOINT access. Staff with state system access to be required to complete certain agency security courses and agree to comply with our security and privacy rules. Background checks may be required for certain roles.
9. Any contract awarded will be reviewed by the Centers for Medicare and Medicaid Services, NM State Purchasing Division (SPD) and the Department of Information Technology (DoIT). Their review may result in requests for changes to the Terms and Conditions or SOW. In some cases, based on federal funding, federal review may be required. The Department and the selected contractor will review any requested changes before acceptance.
10. Our agency Project Management Office will have oversight into coordinating resources to support the project. Their reporting requirements include use of MS Project and monthly status reports. You may also be requested to report on project status to an executive steering committee.
11. Our agency will require a "Security Hosting Exception Questionnaire" to profile and better understand your security and privacy controls prior to project work.
12. Your quote should be created in one secure PDF no larger than 20MB and not in zip format. Your supporting document can follow in a separate email. Please confirm with us it was received.
13. Your quote should confirm pricing for the term of the contract plus four years.
14. Note that some of our questions are included to better facilitate a Purchase Order and Contract if your organization is selected.

15. Due to the Inspection of Public Records Act, if asked we are required to release information related to this procurement to the public. You may submit a redacted version of your quote to protect trade secrets or proprietary information, but we may be required to release the full quote. Assume your full quote will be released under IPRA.
16. This procurement is governed by the laws of the State of New Mexico, and we may cancel or modify this procurement at any time. Federal contracting requirements also apply to facilitate federal matching funds.
17. If awarded to you, your quote will be incorporated by reference into the contract. The pricing must be firm for 180 calendar days after the due date for receipt of quotes.
18. Based on our technology or other internal resources, we may accept or reject your quote, take the option to only accept a portion of your services, or organize several contracts to meet our needs. We may consider other contractors supporting this work in parallel with any contract awarded. All responses submitted to this RFQ, including all contractor provided documents, shall become the property of HCA and subject to the New Mexico Inspection of Public Records Act. Any contract resulting from this RFQ may be terminated or modified in the event that sufficient appropriations or authorizations are not made available or are reduced.

Contract Notes:

The procurement document for this RFQ will be a New Mexico state approved IT contract.

New Mexico Price Agreements-

The State Purchasing Division ***30-00000-23-00080*** **XX series price agreements** will follow a modified Professional Services Agreement Template. Other items of note:

1. Please review the sample contract document before submitting quotes to confirm the terms are acceptable. The standard terms are amended due to HCA security, privacy, and federal regulatory requirements.
2. The contract uses “fixed price deliverables” as the basis for reimbursement. Fixed price must include all costs as well as NM GRT.
3. We may extend the contract term due to extenuating circumstances. The term of the contract will not extend beyond the procurement statute limit. Per SPD, once price agreements expire, affiliated contracts may not be amended.
4. If awarded a contract, per state procurement requirement, contractor will disclose (1) any prior state campaign contributions for past year and (2) determination if that contractor is owned or has an interest by a current or past state of NM employee or legislator.
5. Remember that professional services are subject to the NM Gross Receipts Tax. This must be factored in your quote for delivery of service to Santa Fe, NM.

Federal GSA Contractors-

Our agency has the option to award a contract to a GSA contractor under the following conditions:

1. The GSA contractor forwards a letter extending its GSA services and rates to the HCA.
2. The HCA will file a request with the NM State Purchasing Division to issue a price agreement to the GSA contractor.
3. If the request is approved, SPD will issue a price agreement to the GSA Contractor. Once signed, then the HCA will award its contract to the GSA contractor.
4. GSA contractors are reminded that they must obtain an NM Business Tax Identification Number and a Contractor Number. Since NM uses a Gross Receipts Tax (GRT), GSA contractors must determine which tax rules apply to its services.

Regarding Selection:

Minimum Qualifications

Respondents must meet the minimum qualifications listed below. Failure to meet any of the minimum qualifications below will result in disqualification without the opportunity to remedy any discrepancies. Respondents should ensure they are providing adequate documentation to meet the requirements below upon submission of the Solicitation Response.

a. The Respondent must have a minimum of five (5) years' experience operating and maintaining a healthcare claims processing and payment system or the Principals/Owners must have five (5) years of recent ownership or executive management experience in a company that provided Services for projects of similar size and scope;

b. Each Respondent must submit at least three (3) references from projects performed within the last five (5) years that demonstrate the Respondent's ability to perform the SOW described in the Response;

c. Respondents must be financially solvent and adequately capitalized, as determined solely by HCA based on a review of documentation submitted; and

d. Respondents have submitted the Solicitation Response including all documents in accordance with RFQ.

Furthermore, Solicitation Responses that appear unrealistic in terms of technical commitment, that show a lack of technical competence, or that indicate a failure to comprehend the risk and complexity of a potential contract may be rejected, at the sole discretion of HCA.

Solicitation Responses that meet the minimum qualifications will be submitted to the HCA evaluation team ("evaluation team") for review and scoring. Each member of the evaluation team will receive a copy of each responsive Solicitation Response.

We will evaluate the quotes submitted based on the following with scoring that is based off 100 possible points:

a. Overall Service Approach, Statement of Work (SOW), Schedule, and Responses to the Requirements Section (Max: 30 points possible)

b. Transition Planning (Max:20 points possible)

c. Total Cost (Max: 30 points possible)

d. Relevant Qualifications, Past Performance, and Experience (Max: 20 points possible)

Quote Submission Requirements

The following is the outline for creating and submitting your quote.

Cover Letter

In letter format, on your corporate letterhead, submit the following information following the listed headings and instructions. Scan the document for electronic submission in pdf. This may require several pages.

1. Confirmation that your organization holds a current state or other price agreement, the number of the agreement(s), its expiration date, and (if federal or other) that your organization will extend these rates to the HCA. If your organization holds more than one, list them all and note which will apply to this quote.
2. Your organization has reviewed the state contract attached and can agree to any required terms and conditions and will offer options for any terms or conditions that are an issue.

3. Your organization has reviewed the RFQ requirements documents and is quoting systems that essentially meet or exceed these requirements.
4. Your organization has the appropriate internal or contracted/available resources to evaluate and manage any products delivered to our state agency and confirm these products meet state and federal security and privacy regulations or standards.
5. Your organization's named officer or employee signing the cover letter is authorized to submit the quote and/or future proposed contract. Include email addressed to facilitate contract processing.
6. The name and contact of the person in your organization for direct contact by our staff in case of questions.
7. List your primary contact details including phone number and email.
8. List of three prior clients (government or similar installation) as references to be called if your organization is a contender for contract award (only the organization, not the direct contact).
9. Disclose any breached or defaulted government contracts or situations where you were assessed for liquidated damages or were required to complete any corrective action plans over the past 5 years. Most important, list the outcome and your steps to recover and correct the problem.
10. Your organization is not in violation of the federal Clean Air and Clean Water Acts.
11. As a public body, quotes received for this project are subject to public release per the "Inspection of Public Records Act." Please consider this in submitting your quote as the Department may be asked to provide quotes for inspection.

Two Page Summary Profile

Write a two-page summary profile of your organization, its experience with financial claiming systems and Medicaid and any other information establishing your organization as a good fit to complete this work.

General Approach to Quote

The following table outlines the sections required for submitting a quote.

Heading	Description	Limit
Organization	List your organization name, address, and contact information. List NM Business Tax Information Number (BTIN) and Contractor Number. List the price agreement number for this quote.	One page
Organization Profile	A profile of your organization, how it's structured, how it manages projects and development. Include any unique service or project management approaches that differentiate your organization. Please address how your organization flexes resources in order to meet project resource issues. Please include a short profile of the senior management team.	Two pages
Experience	A summary of applicable experience, either direct or indirect to this procurement, that supports your ability to meet our requirements. If possible, please include short examples of project situations in which an external condition negatively impacted on the project and how your organization resolved the situation. The summary should include the contact information of the client organization for reference verification.	Two pages per project identified
Organization	An organizational chart of the intended project organization to address this project. It should also include a two-page description explaining the structure as well as identifying external partners or subcontractors.	Chart with no more than two pages of detail
Staffing	The than one responsibility or other project.	Three pages
Project Assumptions	List any assumptions related to the success of this project and your project or pricing methodology. This may be related to technology platforms, applications, agency resource provisions, etc.	One page
Requirements Sections	Respond to each of the 17 functional areas in the requirements section of the RFQ with 1-2 pages max for each function area.	34 pages max
Project Methodology	A general description of your project or development methodology explaining HOW your organization achieves its project outcomes.	Two Pages
Artificial Intelligence Resources	A general description of how your organization can leverage artificial intelligence in completing this project as well as following our AI policies as they apply to IT and this project.	One page
Risk Control	Please describe the proposed approach for managing risk for a project of this type. Explain how your organization approaches risk mitigation or contingencies related to schedules, technical issues, or other issues.	Three pages
Site References	Provide 3 to 5 references site reflecting prior engagements. We will request reference contact information under separate communication.	One page

Heading	Description	Limit
Quote Assumptions	Document any technical, systems, or business assumptions related to pricing the quote. This may include addressing issues related to late start, performance of other contractors or resources, how pricing was developed or special consideration for amounts quoted. Also, if your organization has other supporting work that will enable the project to proceed with less risk or improved schedule performance, please include the explanation in this section.	May vary
Quote and Budget	Any background or consideration related to your pricing page.	May vary
Additional Tasks	This section is open for any additional activities or tasks that support the completion of the project in a more efficient manner.	May vary
Appendix	Information may be included in the appendix to clarify information related to the above responses or may include other information to support your organization's quote.	Unlimited

Staffing Model

We are required to list positions and rates to be assigned to the contract. Include a one-page listing of the positions approved through your price agreement with the price agreement rate and your quoted rate. For other price agreements that may be transferred to NM, use the approved positions and rates in your specific price agreement.

You may include a list of your organization's other technical or supporting resources (management team, other experts, other internal subject matter experts) who will support your project team in this effort. Additionally submit a comprehensive staffing model that delineates proposed staff, roles, and resource allocations for each project phase, the Transition period, and ongoing Operations.

Use the table below as a model – sample roles are listed:

No	Title (your organization)	State or GSA Price Agreement Category	Experience Level	Onsite/ Offsite	Price Agreement Rate	Quote Rate
1	*Technical Business Analyst*	*IT Project Management, Planning, & Analysis Services*	*Senior*	*Offsite*	*[PA Hourly Rate]*	*[Quote Hourly Rate]*
…						
…	*Technology Implementation Manager*	*IT Business and Process Consulting Services*	*Senior*	*Onsite*	*[PA Hourly Rate]*	*[Quote Hourly Rate]*
…						

Pricing Model / Quote

Use the following table to price your quote. It's formatted with several generic development steps in order to allow us to compare pricing across multiple quotes. A second table is available to you for other services your organization considers necessary to meet the goal of this project. List any assumptions at the start to help clarify your pricing. Remember to include NM GRT for each deliverable.

Assumptions:

Indicated any assumptions related to delivering services under this quote.

1. Address Technical Assumptions related to environment, software, applications, tools, licensing, or other IT implementation work.
2. Address Process Assumptions related to meeting with management, change requests, sign off processes, content migration, etc.
3. Address General Assumptions such as any functions or activities required to complete the work.

Quoted Services:

Quote the services that would be required to complete the project.

Deliverable	General Description	Fee
	Total	

Total Fee:

Deliverable	General Description	Fee
Quoted Services Total		
Other Services (Services that may be required to complete the project)		
	Total	

Submission

Organize your documents into the following to be emailed to the HCA Project Manager:

1. Cover Letter. Your cover letter in pdf format signed by person authorized to issue this quote.
2. Two-page Summary Profile. As listed above, a summary of how your organization can meet our needs.
3. General Quote. As listed above, based on the sections requested, a general explanation of how your organization can support and deliver this work.
4. Staffing Model Page. As listed above, the positions are expected a comprehensive staffing model that delineates proposed staff, roles, and resource allocations for each project phase, the Transition period, and ongoing Operations..
5. Price Quote Page. As listed above, a separate page detailing your quote.