



**NORTH DAKOTA**  
*Department of*  
**HUMAN SERVICES**

January 9, 2006

Dear Prospective Bidders:

The State of North Dakota Department of Human Services is pleased to announce the release of our Request for Proposal, (RFP) # 325-06-10-002 soliciting bid proposals for Independent Verification and Validation (IV&V) services on our Medicaid Systems Project. This component will provide the State with quality-focused support for the Project to replace the three current Medicaid systems: Medicaid Management Information System (MMIS), Pharmacy Point of Sale (POS) system, and Decision Support System / Data Warehouse (DSS/DW). You are invited to submit Bid Proposals in accordance with our Request for Proposal, (RFP) # 325-06-10-002. This RFP may be downloaded in Adobe PDF and Microsoft Word format from The Department of Human Services' (DHS) website at:

<http://www.state.nd.us/humanservices/info/mmis.html>

and clicking on the IV&V Request for Proposal link.

As described in the RFP, DHS will select one contractor to provide verification and validation services for this Project. Bidders must offer a Bid Proposal for the entire IV&V effort as described in the RFP.

A Bidders' Conference will not be held in relation to this RFP. For the purpose of clarifying the RFP's contents, scope of work, contract phases, *etc.*, questions must be submitted through the DHS website noted above, and accessed by clicking on the *RFP Vendor Question Submission Application* link. In order for a vendor to submit questions the vendor must first register for a Login ID by clicking on the *Register Now* link on the Login web page of the *RFP Vendor Question Submission Application*.

Each bidder must also submit to DHS a Letter of Intent to Bid as described in Section 2.2 of the RFP. Per Section 2.2, this Letter of Intent to Bid must be received by DHS no later than 3:00 PM CT on January 18, 2006. The Letter of Intent to Bid must include the vendor Login ID used in registering the vendor on the DHS *RFP Vendor Question Submission Application*. Upon receipt of the Vendor Login ID, DHS will authorize the vendor to use the RFP Vendor Question Submission Application. Once authorized, DHS will notify the vendor via e-mail of the approval to submit questions.

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General procurement process questions may be submitted to the Procurement Officer at the contact addresses shown below.

In order to submit a Bid Proposal, potential vendors to the State of North Dakota must be registered with the State of North Dakota's State Procurement Office (SPO) as an "approved vendor", per Section 1.6.4 of the RFP. As the vendor registration process can be lengthy, each vendor is urged to begin the process as soon as possible. Please note that creation of a vendor ID on the *RFP Vendor Question Submission Application* does **NOT** constitute registration with the SPO.

**All Bid Proposals must be received by the DHS Procurement Officer listed below by January 16, 2006, at or before 3:00 p.m. Central Time:**

Geoff Lowe, Procurement Officer  
RFP# 325-06-10-002  
Information Technology Services  
Department of Human Services  
600 E. Boulevard Ave., Dept. 325  
Bismarck, ND 58505-0250  
e-mail: glowe@state.nd.us

Late bid proposals will not be considered and will be disqualified regardless of the reason for being late. Evaluation of Bid Proposals and selection of bidders will be completed as quickly as possible after receipt of responses.

Please note that, due to the planned Project start date of April 3, 2006, this procurement will be on a "fast track" schedule. It is our intent to provide prospective bidders with as much flexibility as possible within State law and rules, and your cooperation and understanding in this process are greatly appreciated. DHS looks forward to receiving your Bid Proposals.

Sincerely,

Maggie Anderson  
Director, Medical Services  
Department of Human Services  
600 E. Boulevard Ave., Dept. 325  
Bismarck, ND 58505-0250