



DEPARTMENT OF  
BUDGET & MANAGEMENT

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Deputy Secretary

November 1, 2005

**Request for Proposals (RFP)**  
**Behavioral Health and EAP Benefit Administration Services RFP # F10R6200070**  
**Addendum #3**

Ladies/Gentlemen:

**PROPOSAL DUE DATE IS CHANGED TO NOVEMBER 16, 2005 AT 2:00 P.M.**

This Addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been double underlined and marked in bold (i.e., **word**) and language deleted has been marked with a strikeout (i.e., ~~word~~).

1. Revise, Closing Date (page ii)

Change ~~Wednesday, November 9~~ to **Wednesday, November 16**, 2005

2. Revise, Section 1.10 Proposals Due (Closing) Date:

An unbound original and seven (7) bound copies of each proposal (technical and financial) must be received by the Procurement Officer, at the address listed in Section 1.6, no later than 2:00 PM (local time) on ~~Wednesday, November 9~~ **Wednesday, November 16**, 2005 in order to be considered.

Requests for extension of this date or time will not be granted. Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Except as provided in COMAR 21.05.03.02, proposals received by the Procurement Officer after the due date, on ~~November 9~~, **November 16**, 2005 at 2:00 PM (local time) will not be considered.

3. Delete, Attachment H-1 Census File Layout

A new Census File Layout has been created and it was distributed with each Census File CD. Additionally, the Census File Layout is included electronically as the initial file on the census CD.

4. Revise, Attachment L-5: Current and Proposed Behavioral Health Plan Designs with this Clarification to Table on both pages of L-5.

Replace the last sentence,

~~When Medicare is primary, the State's outpatient coinsurance amounts are applied.~~

with:

**When Medicare is primary for outpatient visit services, the State's outpatient visit coinsurance amounts are not applied to the Medicare balance.**

~Effective Resource Management~

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5. Revise, Attachment L-6: Compliance Checklist by adding the below six checklist items.

**CC-129 -The Offeror/Contractor agrees to perform billing audits of a minimum number of bills submitted by providers for outpatient services for payment by the State plan on a regular basis. Describe your minimum billing audit plan in Attachment L-4: Explanation..**

**CC-130 -The Offeror/Contractor agrees to perform billing audits of a minimum number of bills submitted by providers for medication maintenance services for payment by the State plan on a regular basis. Describe your minimum billing audit plan in Attachment L-4: Explanation.**

**CC-131 -The Offeror/Contractor agrees to perform billing audits of a minimum number of bills submitted by providers for partial in-patient services for payment by the State plan on a regular basis. Describe your minimum billing audit plan in Attachment L-4: Explanation.**

**CC-132 -The Offeror/Contractor agrees to perform billing audits of a minimum number of bills submitted by providers, for intensive outpatient services, for payment by the State plan on a regular basis. Describe your minimum billing audit plan in Attachment L-4: Explanation.**

**CC-133 -The Offeror/Contractor agrees to perform billing audits of a minimum number of bills submitted by providers, for inpatient services/facility-based program services, for payment by the State plan on a regular basis. Describe your minimum billing audit plan in Attachment L-4: Explanation.**

**CC-134 -The Offeror/Contractor agrees to perform billing audits of a minimum number of bills submitted by providers, for readmissions within 90-days of release from inpatient/facility-based programs, for payment by the State plan on a regular basis. Describe your minimum billing audit plan in Attachment L-4: Explanation.**

Note: There will be no revised Attachment L-6. For CC-129 through CC-134, offerors are to provide in Attachment L-4: Explanation of their proposal both a Yes/No response to each CC item and their explanation to each CC item.

Should you require clarification of the information provided in this addendum, please contact me at (410) 260-7662 as soon as possible.

Date Issued: November 1, 2005

By \_\_\_\_\_

Edward Bannat  
Procurement Officer