



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: February 4, 2011

HSS-11-048

Recovery Audit Contractor

for

Division of Medicaid and Medical Assistance

Date Due: March 21, 2011

By 11:00 AM Local Time

ADDENDUM # 1 – Bidder Eligibility

The forms referenced herein **MUST** be received by the date and time indicated for a firm to be considered eligible to submit a proposal

**PLEASE NOTE:**

**THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE MENTIONED RFP.**

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Bruce Krug  
Procurement Administrator  
302-255-9290

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Denise Dugan  
Division of Medicaid & Medical Assistance

To be considered eligible to submit a proposal in response to RFP HSS 11 048 / Recovery Audit Services, an interested firm MUST complete and submit the attached Letter of Interest.

Additionally, there is a need for eligible bidders to be provided with information from the DHSS Information Resource Management unit. To facilitate receipt of this information, bidders must return the completed signature pages of the Biggs Non Disclosure Form (Addendum 1A) and the DTI Acceptable Use Policy (Addendum 1B)

The three (3) forms must be sent in a manner requiring signature on receipt and must be received no later than February 18, 2011 at 12:00 PM Local Time.

Submitters bear all risk of delivery.

Letters of Interest should be sent to:

BRUCE KRUG  
Delaware Health and Social Services  
Herman M. Holloway Sr. Campus  
Procurement Branch  
Main Administration Bldg, Sullivan Street  
Second Floor, Room #257  
1901 North DuPont Highway, New Castle, Delaware 19720

RFP Number HSS-11-048 **Must** appear on the outside of the mailing envelope.

**Only those bidders whose 1) Letter of Interest, 2) signed Biggs Non-Disclosure Form, and 3) signed DTI Acceptable Use Policy have been received by February 18, 2011 at 12:00pm local time will be qualified to submit a proposal for this RFP.**



**Delaware Health and Social Services**  
**Request for Proposal**

**Letter of Interest**

The following information must be filled out for firms intending to submit a response to this RFP. This letter has a strict submission deadline date prior to the submission of a proposal. Proposals submitted without prior submission of this letter will not be opened.

<b>RFP #</b>	HSS 11-048
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<b>Vendor Name</b>	
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<b>Email Address</b>	
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Authorized Vendor Representative

<b>Printed Name</b>	
<b>Signature</b>	