



---

**DEPARTMENT OF HEALTH  
AND SOCIAL SERVICES**

Division of Management Services

---

**DATE:** February 15, 2018

**ISSUED BY:** Terrell Copeland  
**DIVISION OF MANAGEMENT SERVICES**

**SUBJECT:** AWARD NOTICE  
**Contract No. HSS13 023**  
**Administrative Fair Hearing Officer Services**

---

**1. CONTRACT PERIOD**

Each vendor's contract shall be valid from October 1, 2013 through September 30, 2014. Each contract may be renewed for four (4) additional one (1) year period(s) through negotiation between the contractor and Division of Health and Social Services. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

- Extension 1 contract term: October 1, 2014 through September 30, 2015.
- Extension 2 contract term: October 1, 2015 through September 30, 2016.
- Extension 3 contract term: October 1, 2016 through September 30, 2017.
- Extension 4 contract term: October 1, 2017 through September 30, 2018.

The State reserves the right to extend the contract on a month-to-month basis for a period of up to three months after the term of the full contract has been completed.

**2. VENDOR(S)**

MSG Group  
120 Lemonton Way  
Wayne, PA 19087  
Michael Steinberg  
610-825-4121  
[dispute@hearingofficers.com](mailto:dispute@hearingofficers.com)

MAXIMUS Federal Services, Inc.  
1891 Metro Center Drive  
Reston, VA 20190  
Mary Guida  
703-720-5877  
[maryguida@maximus.com](mailto:maryguida@maximus.com)

Mary Higgins, Esq.  
University Office Plaza/ Commonwealth Building  
260 Chapman Road, Suite 201  
Newark, DE 19702  
302-525-6607  
[mary.higgins@letsbelegal.com](mailto:mary.higgins@letsbelegal.com)

### 3. **PRICING**

Prices will remain firm for the initial term of the contract. Specific pricing can be obtained from the cognizant Contract Manager.