# SECTION A: SOLICITATION AND OFFER PAGE

**Chief Procurement Officer**

Meggan Harley, CPPO, MSW

Chief Procurement Officer Telephone: (602) 417-4538

AHCCCS E-Mail: [ICRFPYH19\_Questions@azahcccs.gov](mailto:ICRFPYH19_QuestionstoRFP@azahcccs.gov)

701 E. Jefferson, MD5700 Issue Date: November 2, 2017

Phoenix, Arizona 85034

**LOCATION**: **ARIZONA HEALTH CARE COST CONTAINMENT SYSTEM ADMINISTRATION (AHCCCS)**

Procurement Office (First Floor)

701 E. Jefferson, MD 5700

Phoenix, AZ 85034

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| **DESCRIPTION**: | **AHCCCS COMPLETE CARE PROGRAM CONTRACT FOR CONTRACTORS** | | |
| **PROPOSAL DUE DATE**: | **January 25, 2018** | **AT 3:00 P.M. ARIZONA TIME** | |
|  | A Pre-Proposal Prospective Offerors’ Conference has been scheduled for Wednesday, November 8, 2017 starting at 9:00A.M. Arizona Time. The Conference will be held in the following location:  **AHCCCS**  **Gold Room, Third Floor**  **701 E. Jefferson Street**  **Phoenix, AZ 85034** | |  |
| **QUESTIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED TO THE PROCUREMENT OFFICER NAMED ABOVE, IN WRITING, VIA E-MAIL, AS SPECIFIED IN SECTION H, INSTRUCTIONS TO OFFERORS. QUESTIONS MUST BE SUBMITTED ON THE RFP YH19-0001 QUESTIONS AND RESPONSE TEMPLATE LOCATED IN THE BIDDERS’ LIBRARY. ANSWERS TO QUESTIONS WILL BE POSTED IN THE AHCCCS WEBSITE IN THE FORM OF A SOLICITATION AMENDMENT FOR THE BENEFIT OF ALL POTENTIAL OFFERORS.** | | |  |

In accordance with A.R.S. 36-2906, which is incorporated herein by reference, competitive sealed Proposals will be received by AHCCCS in accordance with the instructions in this solicitation document until the time and date cited. Proposals received by the correct time and date will be opened and the name of each Offeror will be publicly read.

Proposals must be in the actual possession of AHCCCS on or prior to the time and date in accordance with the instructions in this Solicitation document.

**Late Proposals shall not be considered.**

All Proposals must be typewritten. Additional instructions for preparing a Proposal are included in this solicitation document.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the person named above. Requests should be made as early as possible to allow time to arrange the accommodation.

**OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION**

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| **OFFER** | | | | | | | | |
| The undersigned Offeror hereby agrees to provide all services in accordance with the terms and requirements stated herein, including all exhibits, amendments, and final Proposal revisions (if any). Signature also certifies Small Business Status. | | | | | | | | |
| NPI No. (*optional*) | | | |  | | For clarification of this offer, contact: | | |
|  | | | |  | | Name: | |  |
| Federal Employer Identification No.: | | | |  | |  | | |
|  | | | |  | | Title: | |  |
| Dun and Bradstreet  E-Mail Address: | | (DUN) No. | |  | | Phone: | |  |
|  | | | |  | | |  | |
| Company Name | | | | |  | Signature of Person Authorized to Sign Offer | | |
|  | | | |  | | |  | |
| Address | | | | |  | Printed Name | | |
|  | | | |  | | |  | |
| City | State | | Zip | |  | Title | | |

**CERTIFICATION**

By signature in the Offer section above, the Offeror certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices.
2. The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 2009-09 or A.R.S. §§41-1461 through 1465.
3. The Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.  Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer.  Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. The Offeror   \_\_ \_\_   \_ is     /      \_\_\_\_\_\_\_ is not     a small business with less than 100 employees or has gross revenues of $4 million or less.
5. The Offeror is in compliance with A.R.S. §18-132 when offering electronics or information technology products, services, or maintenance; and
6. The Offeror certifies that it is not debarred from, or otherwise prohibited from participating in any contract awarded by federal, state, or local government.

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| |  | | --- | | **ACCEPTANCE OF OFFER (to be completed by AHCCCS)** | | Your offer, including all exhibits, amendments and final Proposal revisions (if any), contained herein, is accepted. The Contractor is now bound to provide all services listed by the attached Contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor’s Offer as accepted by AHCCCS. The Contractor is cautioned not to commence any billable work or to provide any material or service under this Contract until Contractor receives written notice to proceed.  This Contract shall henceforth be referred to as Contract No. \_\_\_\_\_\_\_\_\_\_\_\_\_YH19-0001 \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Award Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **MEGGAN HARLEY, AHCCCS Chief Procurement Officer** | |