



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFO NUMBER  
 BMS80640

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 ROBERTA WAGNER  
 304-558-0067

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BUREAU FOR MEDICAL SERVICES  
 ROOM 251  
 350 CAPITOL STREET  
 CHARLESTON, WV  
 25301-3709 304-558-1737

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/10/2007				
BID OPENING DATE: 09/25/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1 1. PLEASE NOTE BID OPENING HAS BEEN MOVED FROM 9/20/2007 TO 9/25/2007. 2. QUESTIONS AND ANSWERS ARE ATTACHED. 3. ADDENDUM ACKNOWLEDGEMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID. END OF ADDENDUM NO. 1						
EXHIBIT 10						
REQUISITION NO.: BMS80640						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO.'S:						
NO. 1 .....						
NO. 2 .....						
NO. 3 .....						
NO. 4 .....						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS**  
**REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

**SIGNED BID TO:**

Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130



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 Department of Administration  
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BID OPENING DATE: 09/25/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	NO. 5					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>..... SIGNATURE</p> <p>..... COMPANY</p> <p>..... DATE</p>						
	REV. 11/96					

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 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
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 BUREAU FOR MEDICAL SERVICES  
 ROOM 251  
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 CHARLESTON, WV  
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001		JB		920-20		
		1		REQUEST FOR PROPOSAL		
***** THIS IS THE END OF RFQ BMS80640 ***** TOTAL:						

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Question No.	Page No.	Section No.	Questions / Answers
1			What is the name of the incumbent contractor? Answer: There is no incumbent contractor.
2			What is the estimated total value of the contract to be awarded, as well as the contract type (firm-fixed price, ect) and period of duration? Answer: The estimated total value is not available at this time. This is an open-ended contract. Refer to Part 1 19.10 Term of Contract & Renewals for the period of duration.
3			Is 'MMIS Re-procurement Support' work part of the MMIS Re-procurement? Answer: Yes. Refer to Part 3.2, Scope of Work and Part 4 Section IV Cost for details.
4			Is there a third additional procurement anticipated for 'MMIS Re-procurement Support' efforts? Answer: No.
5			Is 'MMIS Re-procurement Support' work part of the project management contract? Answer: Yes. Refer to Part 3.2 Scope of Work and Part 4 Section IV Cost for details.
6			If 'MMIS Re-procurement Support' is part of the MMIS Project Manager contract, how many additional staff does the State anticipate including? Answer: Participation of state staff will be determined after contract award.
7			I am trying to determine if the MMIS Fiscal Agent Services will be encompassed in the MMIS system RFP or whether a separate RFP will be released? Answer: The MMIS Fiscal Agent services will be included in the MMIS Re-procurement RFP which will be released at a later date.
8		General Question	Would the State be willing to reconsider that the awarded vendor for this Project Management RFP be precluded from bidding on the RFP for Quality Assurance Implementation monitoring? Answer: No. Refer to Part 1.2 Project for details.
9	N/A	General Question	Vendor Office Space. Please clarify if BMS intends to provide Office space for vendor staff onsite at the BMS office in Charleston? If so, how many concurrent staff can/will be accommodated? Answer: Refer to Part 3.1.1.6.
10	Instruc. To Bidders	Item #3	Bidders are instructed to complete all sections of the quotation form. 1. Please advise if price information is to be included in the "Amount" column of the Request for Quotation form. 2. Please advise where (e.g., into what section) we should insert the quotation form pages in the proposal response. Answer: 1. No, the price information is not to be included in the "Amount Column" of the RFQ form. 2. The actual Cost Proposal (Attachment I) must be sealed separately from the technical proposal. Refer to Part 1.9.4 and Page 19 Cost Proposal (Separately Sealed).
11	1	1.2	Will the State be asking for a replacement system or will the re-procurement be focused on the Fiscal Agent only? Answer: This question is not relevant to this RFP and will be determined after contract award.
12	1	1.2	What role(s) do you anticipate the Quality Assurance (QA) Implementation Monitor playing during the implementation process? Answer: This question is not relevant to this RFP and will be determined after contract award.
13	1	1.2	What is the estimated release date of the MMIS Re-Procurement RFP? Answer: This will be determined after contract award.
14	1	1.2	What is the length of time being budgeted for the design, development, and implementation of the re-procured MMIS? Answer: This will be determined after contract award Refer to Part 1.19.10 Term of Contract & Renewals for the period of duration.
15	1	1.4	What is the contact information for the program manager? Answer: The only contact person during this phase of the RFP is Roberta Wagner with the Department of Administration. Refer to Part 1.4 Inquiries.

Question No.	Page No.	Section No.	Questions / Answers
16	1 & 6	1.9.3	Ship to address is different on multiple pages of the RFQ/RFP. In several places the address includes a PO Box and in other sections the PO Box is not listed. Please confirm the exact address to which the bid must be submitted. There are address discrepancies between the RFQ pages and the RFP.
Answer			All proposals are to be directed to the following address: Purchasing Division, 2019 Washington Street, East, P.O. Box 50130, Charleston, WV 25305-0130. Refer to Part 1.9.3 for details.
17	9	1.19.15	The RFP states: "Vendor agrees that liquidated damages shall be imposed at the rate of one-thousand dollars (\$1,000) per day for failure to provide deliverables, meet mile stones identified to keep the project on target, or failure to meet specified deadlines." Can the language be clarified to specifically state that the delay in meeting milestones etc., is due solely to vendor-caused delays and is not due to delays caused by BMS or other State Stakeholders out of vendor's control?
Answer			The vendor will not be responsible for delays caused by BMS or other State Stakeholders out of the vendor's control.
18	10	2.2.1	Does BMS also interact with Beneficiaries? What agency is responsible for Medicaid Member Services?
Answer			This question is not relevant to this RFP.
19	10	2.2.1 2nd Para. Last Sent.	The RFP states that the MMIS also processes claims for two (2) waiver programs and several State funded eligibility programs. What are the two (2) waiver programs and other State funded eligibility programs for which the Medicaid MMIS also processes claims?
Answer			This question is not relevant to this RFP.
20	11	3.1.2	Who will the Project Manager report to at the state?
Answer			After contract award the Project Manager will report to Pat Miller, MMIS Director for the Bureau for Medical Services.
21	11	3.1.2.1	Will the State consider modifying the requirement for PMP certification such that MMIS Implementation Project Management Experience can be considered in lieu of strict PMP certification?
Answer			No.
22	12	3.2 3rd Para.	For the three-year base contract period, please confirm that the Project Manager cannot work on any project for any client other than those within the scope of this RFP.
Answer			The PMP is dedicated solely to the MMIS Re-procurement project during the life of the awarded contract. The PMP assigned to the MMIS Re-procurement project cannot serve as a Project Manager to a second project. Refer to Part 3.2.1 and Part 3.2.7.
23	12	3.2.1 1st Para.	Based on our understanding of the RFP, there are several components to this project: 1. MITA SSA Assistance 2. APD Development 3. RFP development 4. RFP Evaluation Support 5. Project Management of the MMIS Implementation 6. Additional Services requested by BMS. a). Please clarify if the Lead Project Manager for the Overall Project must be a Certified PMP or if that requirement is limited strictly to Component #5 listed above? b). Specific to the language in the RFP, please clarify the last part of the sentence that says "...and staff with appropriate experience in Medicaid policy and Medicaid claims processing to serve as the Project Manager. Could this statement be modified to read "and staff with appropriate experience in Medicaid policy and Medicaid claims process to support the Project Manager"?
Answer			a). The PMP will serve as Project Manager for the entire MMIS Re-procurement project (components 1 through 5) b). All assigned staff will support the Project Manager.
24	12-14	3.2.6	The list of Vendor deliverables does not list System Integration Testing (SIT) but does list User Acceptance Testing (UAT). Does BMS anticipate a System Integration Testing phase prior to UAT?
Answer			Yes.

Question No.	Page No.	Section No.	Questions / Answers
25	13	3.2.1.11-3.2.1.17	Section 3.2.1 begins with a discussion on project staffing and proceeds to list the skill sets that are desired by BMS (3.2.1.1 – 3.2.1.10), it then moves to what appear to be tasks and deliverables that are required. Is there RFP text missing that should be associated with 3.2.1.11-3.2.1.17?  Answer: The successful bidder will follow an existing RFP process defined by the West Virginia Department of Health and Human Resources, Purchasing Division.
26	13	3.2.1.14	Please clarify what is envisioned in the outreach plan.  Answer: The Outreach Plan will be used to keep all stakeholders informed of the project.
27	13	3.2.2	For the MITA State Self-Assessment, will the selected consulting firm conduct the “as is” and “to be” assessment for all 78 defined MITA processes?  Answer: Yes.
28	14	3.2.4	Is it the responsibility of the successful bidder of this RFP to ensure the distribution and availability of the final approved MMIS Re-procurement RFP documents to prospective MMIS Re-procurement bidders, or is this the responsibility of the state?  Answer: This is the responsibility of the state.
29	14	3.2.4 1st Para.	Please clarify “selected business processes.” Does the State want the selected firm to review and develop requirements for all MMIS-related business processes or a specific set of processes?  Answer: All MMIS related business processes.
30	15	3.2.4.8	For clarity, please define what the RFP means by the term “decision documents”; additionally, please provide an example of when and how they are used.  Answer: This will document any outstanding decisions that need to be made to move the project ahead.
31	15	3.2.5	Is the State contemplating one RFP and one MMIS procurement/contract negotiation process or multiple RFPs for different business areas? If it is unknown at this time, can we assume that there will be one RFP issued for the purpose of estimating costs in our proposal?  Answer: The assumption is that one RFP will be issued for the MMIS Re-procurement.
32	15	3.2.5	Since the selected firm will be serving as a Subject Matter Expert and providing feedback during the proposal evaluation meetings, are consulting firms that have relationships with prospective fiscal agent firms that may propose on the MMIS RFP precluded from bidding on this project?  Answer: No.
33	15	3.2.5 2nd to last sentence	To clarify scope, please explain the extent of coordination expected from the vendor. Will the vendor manage/coordinate an already existing evaluation process, or is the vendor expected to develop and implement an evaluation process?  Answer: The successful bidder will manage an existing RFP/evaluation process defined by the West Virginia Department of Health and Human Resources, Purchasing Division.
34	15	3.2.5 B.	To clarify scope, is the vendor expected to independently score each proposal or simply provide general feedback for each proposal?  Answer: The vendor will not score the proposals. The vendor will coordinate the evaluation process and provide general feedback.
35	15	3.2.6	Does the State expect the vendor to bid a full time team in addition to the Project Management Professional (PMP) as the Project Manager?  Answer: A decision to bid a full time team should be determined by the vendor. Refer to Part 4.1-Section IV Cost and Page 20 Cost Proposal Item 5 Project Management Professional (PMP) for the MMIS Re-procurement Project for details.

Question No.	Page No.	Section No.	Questions / Answers
36	15	3.2.6	1. Is our understanding that Section 3.2.6 represents the period beginning after the award of the MMIS Re-procurement contract and continuing through the completion of the MMIS certification correct? 2. If the successful bidder of this RFP will be engaged after the MMIS Re-procurement contract award (during the MMIS design, development, implementation, and certification activities), do you anticipate the bidder to be involved on a full-time basis, or for specific tasks that occur during the period only? 3. After MMIS Re-procurement contract award, will the bidder work directly with the Quality Assurance Implementation Monitoring contractor, and if so, in what capacity?
Answer			1. Yes. 2. The Project Manager is a full-time position 3. No.
37	15	3.2.6.1	To clarify scope, what type of options does the state envision including in the RFP?
Answer			This will be determined after contract award.
38	15	3.2.6.3	User Acceptance Testing. Please clarify vendor responsibility regarding the following: 1. Who is responsible for developing test cases, test scenarios, and gathering test data? 2. Who is responsible for UAT test execution and analysis?
Answer			1. This will be a joint development effort between the Project Manager and the state. 2. The Project Manager and Fiscal Agent with assistance from the state.
39	16	3.2.6.5	Please clarify exactly what activities the vendor is expected to be responsible for vs. those the State will be responsible for during Post Implementation Wrap-Up including Certification Activities.
Answer			The Project Manager will manage the activities performed by the state and the Fiscal Agent during certification and post-implementation wrap-up.
40	18	4.1 Section I	Does the State intend that Section I of the proposal contain the bidder's detailed responses to the Scope of Work tasks identified in RFP Section 3.2? If not, where should the Scope of Work narratives be located?
Answer			Yes.
41	18	4.1 Section I	The vendor is required to provide a statement that they will meet the desired deadlines for the project, yet the RFP does not appear to contain a desired timeline for the services. Is there a defined timeframe to complete each of the tasks and major deliverables? Should the vendor make recommendations regarding timelines for the overall project?
Answer			a). No there is not a defined time line in the RFP. b). The vendor should create reasonable time lines to accompany their scope of work narratives. c). The vendor will provide a statement attesting they will meet desired deadlines.
42	18-19	4.1 & Section IV	Part 4.1 provides the following instructions: • The Technical Proposal will contain no cost information • The proposal must be formatted in the same order and provide the same information identified in Section 4.1. • The cost proposal must be separately sealed. Per Part 4.1 on page 19, Section IV of the Technical Proposal is "Cost." Since the Technical Proposal cannot contain cost information, will the State please clarify what information should be provided in Section IV?
Answer			This is an informational statement to indicate that "Cost" will be a part of the final Evaluation Criteria. The actual Cost Proposal (Attachment I) must be sealed separately from the technical proposal. Refer to Part 1.9.4, Page 19 Cost Proposal (Separately Sealed) and Part 4.3.



SIGN IN SHEET

Request for Proposal No. BMS80640

PLEASE PRINT

RECEIVED

Date: 08/29/2007

\* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME

MAILING ADDRESS

PROPOSAL DIVISION  
STATE OF WY

TELEPHONE & FAX NUMBERS

Company: <u>West Virginia Medical Institute</u>	<u>3001 Chestnut Hill Place</u>		
Rep: <u>John L. Maas Jr.</u>	<u>Charleston WV 25334</u>		
Email Address: <u>jmaas@wvmi.org</u>			
Company: <u>Fox Systems</u>	<u>907 COMCAST BL</u>		
Rep: <u>FRED HINDS</u>	<u>CHARLESTON WV 25314</u>		
Email Address: <u>FRED.HINDS@FOXSYS.COM</u>			
Company: <u>N.L. Kennedy &amp; Assoc.</u>	<u>1826 Glenville Blvd</u>	<u>#201</u>	
Rep: <u>Nelson L. Kennedy</u>	<u>Dickinson VA 23138</u>		
Email Address: <u>NKennedy@comcast.net</u>			
Company: <u>Four Thought Group, Inc.</u>	<u>112 N. Central Ave. Ste 700</u>		
Rep: <u>Heevis Bridgewater</u>	<u>Phoenix AZ 85004</u>		
Email Address: <u>KBridgewater@4tgroup.com</u>			
Company: _____			
Rep: _____			
Email Address: _____			

304. 348. 9862 vt. 227

PHONE 304. 348. 9863  
TOLL FREE

PHONE (304) 444-4426  
TOLL FREE

PHONE 804. 754. 8833  
TOLL FREE

PHONE 602-340-8452  
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FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>DeLoatch Consulting</u> Rep: <u>Deborah Phillips</u> Email Address: <u>dphillips@corndelagency.com</u>	<u>117 Summers St.</u> <u>Blair, WY 83801</u>	PHONE <u>307-349-1200</u> TOLL FREE FAX <u>307-342-1294</u>
Company: <u>STATE OF IDAHO</u> Rep: <u>PATTI GREGGALO</u> Email Address: <u>pgregg@p.ehwa.idaho.gov</u>	<u>3276 ELDER</u> <u>BOISE, ID</u>	PHONE <u>208-332-7965</u> TOLL FREE FAX
Company: <u>State of Idaho</u> Rep: <u>Nic Moore</u> Email Address: <u>smoore@idwr.idaho.gov</u>	<u>3276 ELDER</u> <u>BOISE, ID</u>	PHONE <u>208-374-4826</u> TOLL FREE FAX
Company: <u>Berry Dawn McNeil Parker</u> Rep: <u>Maret Freeman</u> Email Address: <u>mfreeman@bdmp.com</u>	<u>100 Middle St</u> <u>Portland ME 04103</u>	PHONE <u>207-891-2255</u> TOLL FREE FAX
Company: <u>BDMP</u> Rep: <u>Sharrissa Davis</u> Email Address: <u>sharris@bdmp.com</u>	<u>W</u>	PHONE <u>207-541-2256</u> TOLL FREE FAX

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FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Oleen Binaede Healthcare Consulting</u>		
Rep: <u>Marsha Collins</u>	<u>8484 Georgia Ave</u>	PHONE <u>240 638 4449</u>
Email Address: <u>mcollins@oleen.com</u>	<u>Silver Spring MD 20910</u>	TOLL FREE
Company: <u>James River Consulting Group</u>	<u>P.O. Box 70623</u>	FAX <u>301 589 7299</u>
Rep: <u>Scott Sirolo</u>	<u>Richmond, VA 23255</u>	PHONE <u>804-683-8231</u>
Email Address: <u>scott.sirolo@jrcg-inc.com</u>		TOLL FREE
Company: <u>Qualin Health - Outlook Assoc</u>	<u>17804 E. 17th St. Suite 207</u>	PHONE <u>714.689.9986</u>
Rep: <u>Everett Irving</u>	<u>Tustin CA 92780</u>	TOLL FREE
Email Address: <u>evirving@outlook-associates.com</u>		FAX <u>714.505-6148</u>
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX

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SIGN IN SHEET

FIRM & REPRESENTATIVE NAME

MAILING ADDRESS

TELEPHONE & FAX NUMBERS

Company:	BDMP	100 Middle St	PHONE 207 775-2387
Rep:	Tom Masse	Portland, ME 04104-1106	TOLL FREE
Email Address:	tomasse@bdmp.com		FAX 207 774-2375
Company:	Deloitte Consulting	2500 One Park Place	PHONE 304 685-2947
Rep:	Kenneth J Smith	Pittsburgh, PA 15220	TOLL FREE
Email Address:	kensmith@deloitte.com		FAX 412 402 5857
Company:	Deloitte Consulting	2500 One Park Place	PHONE 304-516-3228
Rep:	Keith Kaloznik	Pittsburgh, PA 15220	TOLL FREE
Email Address:	kkaloznik@deloitte.com		FAX 412-402-8983
Company:			PHONE
Rep:			TOLL FREE
Email Address:			FAX
Company:			PHONE
Rep:			TOLL FREE
Email Address:			FAX