

**UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES
SOLICITATION #DHHS91155**

Invitation for Applications

PART 1: OVERVIEW

Purpose: The Utah Department of Health and Human Services (“DHHS”) is issuing this Invitation for Applications (“IFA”) to seek qualified providers to provide fiscal management services, including payroll processing for Persons receiving self-administered services.

Background: Contracts issued under this solicitation are intended to replace contracts that expire on June 30, 2024, issued pursuant to DHS90778.

Solicitation Number: The solicitation number for this IFA is DHHS91155. Providers should include this solicitation number on all correspondence and documentation relating to this IFA.

PART 2: IFA REQUIREMENTS AND SUBMISSION INSTRUCTIONS

IFA Period: This solicitation is an open-ended invitation and does not have a set closing date. DHHS will evaluate applications as they are received.

Submission by Email only:

Providers must submit DHHS91155 application materials via email to: kwilling@utah.gov.

The email subject line should state “IFA DHHS91155” and the provider’s business name. Applications submitted by any method other than email will not be considered.

*****DO NOT SUBMIT APPLICATIONS IN UTAH PUBLIC PROCUREMENT PLACE *****

Qualification Requirements: To be awarded a contract, providers must demonstrate that they meet the requirements found on the Scoresheet and submit the documents specified on the DHHS91155 Submission Instructions and Checklist.

Payment Rate: DHHS intends to award contracts at pre-established, DHHS-mandated rates, as listed on the DHHS91155 Rate Table posted with this solicitation.

Documentation Requirements: Forms are located at: <https://dhhs.utah.gov/dhhs purchasing/dhhs91155/>. Submit the requirements documents listed on the Submission Instructions document posted with this IFA.

Pricing: Providers should not submit pricing for this solicitation. Pricing for contracts awarded pursuant to this solicitation are based on rates established by DHHS. Rates are subject to change based upon legislative appropriations or DHHS budgetary action.

No Guarantee of Use: A contract award is not a guarantee that the contractor will be requested to provide any services.

Provider Questions: Questions regarding this solicitation must be submitted through U3P. Questions may include notifying DHHS of any ambiguity, inconsistency, excessively restrictive requirement, or other errors in this IFA. Questions are encouraged. Answers from DHHS will be posted on U3P and may modify requirements. Providers should review questions and answers prior to submitting an application. It is the provider’s responsibility to submit their application as required by this solicitation, including any modified requirements contained in an answered question or addendum.

Addenda: Providers are encouraged to check the DHHS Purchasing site <https://dhhs.utah.gov/dhhs purchasing/dhhs91155/> for addenda. Any modification to this IFA will be made by addendum published on the DHHS Purchasing site. Addenda to this IFA may change the Scope of Work, the schedule, the qualification requirements, the criteria, or other requirements of this IFA.

Protected Information: Any provider requesting that a record be protected must include with its application a completed Claim of Business Confidentiality form (<https://purchasing.utah.gov/wp-content/uploads/Business-Request-for-GRAMA-Business-Confidentiality-Claim.pdf>) including a redacted copy of the application for public release that is clearly labeled "REDACTED COPY FOR PUBLIC RELEASE". An entire application cannot be identified as confidential and if submitted as such, will not be considered unless the provider removes the designation.

PART 4: APPLICATION EVALUATION

Evaluation: The evaluation criteria and any score thresholds are found on the DHHS91155 Score Sheet. Upon receipt of an application submitted in response to this IFA, DHHS will evaluate the application to determine if the provider meets the qualifications listed on the Score Sheet and DHHS91155 Submission Instructions.

Contracting: DHHS anticipates awarding contracts to all qualified providers. Contracts issued under DHHS91155 will be perpetual and have no termination date.

PART 5: GENERAL TERMS

Debarment: By submitting an application, the provider certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the provider cannot so certify, it must attach a written explanation for review by DHHS.

Utah Tax Liens: By submitting an application, the provider certifies that it does not have any outstanding tax liens in Utah which would prevent it from responding to this IFA under UCA § 63G-6a-905 or, if it does, it will notify the procurement officer.

Costs: All costs incurred by a provider in the preparation and submission of an application are the responsibility of the provider and will not be reimbursed.

Service Changes: DHHS may change service elements during the term of any contract resulting from the IFA in accordance with the Utah Procurement Code.
