



COMMONWEALTH of VIRGINIA

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
600 East Broad Street, Suite 1300
Richmond, VA 23219

August 5, 2009

ADDENDUM No. 1 TO VENDORS:

Reference Request for Proposal: RFP 2009-04
Dated: July 22, 2009
Due: August 19, 2009

See Attachment 1 for the Department of Medical Assistance Services response to questions/inquiries as submitted by potential Offerors.

Note: A signed acknowledgment of this addendum must be received by this office either prior to the due date and hour required or attached to your proposal response. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Sincerely,

Christopher M. Banaszak

DMAS Contract Manager

Name of Firm: _____

Signature and Title: _____

Date: _____

**Attachment 1
RFP 2009-04, Addendum 1
Questions and Responses**

Question Number	RFP Cite	Vendor Question	DMAS Response
1.		I would like to request the name of the current vendor	The current DMAS mass mailing vendor's business name is Commonwealth Mailing Systems, Inc.
2.		Dollars spent in the past 12 months on this contract?	The fiscal year 2009 DMAS expenditures paid to the Mass Mailing Contractor were \$1,149,646
3.		Copy of a recent invoice for service.	Please see the attached Exhibit A. for a copy of a recent DMAS mass mailing invoice.
4.	RFP 2009-04. Per RFP Section IV, Statement of Needs, Number 10, Geographic Location	I just wanted to verify that the geographical location does in fact have to be within a 40 mile radius of Richmond as that would prohibit us from submitting a proposal as we are located in Norfolk.	Per RFP Section IV, Statement of Needs, Number 10, Geographic Location, you are correct to assume that the services and operation performed under this contract must be performed within a 40 miles radius of DMAS.
5.	RFP 2009-04. Per RFP Section VII Proposal Preparation and submission requirements. Number 11, Technical Proposal and Attachment B, Cost Proposal.	I would like to know if we are able to see a sample of a Technical Proposal and The Cost Proposal to make sure will fill out the paper work properly.	The RFP 2009-04 provides the format, structure, and detailed information required for the technical and cost proposal submission. No additional information will be made available other than what is included in the RFP 2009-04.

Attachment 1
RFP 2009-04, Addendum 1
Questions and Responses

6.	RFP 2009-04. Per RFP Section IV, Statement of Needs, Number 10, Geographic Location	Is DMAS open to removing the 40 mile radius requirement?	Please refer to the response for question number 4 listed above.
7.		Are the services currently being performed by in-house or outsourced operations?	The services listed under this contract are currently performed by an outsourced contractor. Please refer to the answer for question 1.

EXHIBIT A
RFP 2009-04 Addendum 1

System ID: 2CMPRM

Invoice Proof Listing

For Invoice Dates: 7/16/2009 to 7/16/2009
 Displaying All Invoices
 Summary Recap Level - By Department
 Sort By: Invoice Date
 Page Break: None

Invoice Id: 1933 ✓ Invoice Desc: 241 B MED2 CVA, TID & WST 6/09 Client: 40
 Project: 209 - DMAS 021609 Job: 2902 - 241 B MED2 CVA, TID & WST 6/09 Invoice Date: 07/16/2009

Quantity	Description	Price	Other Charges	Extended Price
	241B Med2 CVA, TID, WST 6/09 Cost Center 28		\$0.00	
8,158	Laser Code Each Group Groups: CVA, TID & WST Load File Household and Presort Duplex Laser Letter Fold Insert (3) Meter/Seal, Sort and Tray Mail First Class Presort Paper, 8 1/2 x 11, 60# WOS Postage Used		\$0.00	
			\$0.00	\$4,003.92
Invoice Total:				\$4,003.92

Invoice Id: 1934 ✓ Invoice Desc: 241B MED2 NSW 6/09 Client: 40
 Project: 209 - DMAS 021609 Job: 2901 - 241B MED2 NSW 6/09 Invoice Date: 07/16/2009

Quantity	Description	Price	Other Charges	Extended Price
	241B Med2 NSW 6/09 Cost Center 28		\$0.00	
1,487	Load File Household Duplex Laser Letter & Provider List Hand Insert (5) Meter First Class Paper, 8 1/2 x 11, 60# WOS Postage Used		\$0.00	
			\$0.00	\$1,976.32
Invoice Total:				\$1,976.32

Invoice Id: 1935 ✓ Invoice Desc: 241B MED2 NVA & WIN 6/09 Client: 40
 Project: 209 - DMAS 021609 Job: 2895 - 241B MED2 NVA & WIN 6/09 Invoice Date: 07/16/2009

Quantity	Description	Price	Other Charges	Extended Price
	241B Med2 NVA & WIN 6/09 Cost Center 28		\$0.00	
3,002	Load File Household and Presort Duplex Laser Letter Fold Insert (3) Meter/Seal, Sort and Tray Mail First Class Presort Paper, 8 1/2 x 11, 60# WOS Postage Used		\$0.00	
			\$0.00	\$1,543.36
Invoice Total:				\$1,543.36

Invoice #
 Cost Center
 FIN #
 Contract

Postage Total 7,523.60
 \$7,523.60