



GOVERNMENT OF PUERTO RICO
Department of Health Auction Office

Invitation to Formal Auction
Hiring Professional Services
October 28, 2022
SP-2022-2023-014-MEDICAID

Description	Professional Services for the Printing and Mailing Services for the Puerto Rico Medicaid Program
Deadline	December 2, 2022, until 4:00 PM

In compliance with the principles of sound administration and transparency in the process of selection and award of Professional Services contracts, the Department of Health requests, Professional Services for the Printing and Mailing Services for the Puerto Rico Medicaid Program.

Any proposal submitted must comply with at least the following parameters:

The PRMP seeks to engage a contractor to provide printing and mailing services for Medicaid beneficiary notices.

The printing and mailing services vendor will support the PRMP by providing at a minimum the following services:

- Validation of beneficiary mailing information
- Proactive flagging of incorrect beneficiary mailing information and return to the PRMP
- Printing of beneficiary mailing material
- Mailing of beneficiary materials through the USPS
- Initial collection, triaging, and decommissioning of returned beneficiary mail
- Reporting on printing and mailing quality performance as needed and as defined by the deliverables included in the Deliverables Dictionary
- Meeting or exceeding the outcomes specified in the OTM

For more details, please request the Specifications of this call in subastas@salud.pr.gov You can also find the direct link to download the Specification next to the announcement on the Department of Health Page.

Period of services is subject to the formalization of a contract between the DS and Proponent, and the availability of funds.

To clarify any doubts or questions about it, you can send an email to: subastas@salud.pr.gov, no later than **November 11, 2022, until 4:00 PM AST**. The Department will have until **November 23, 2022, until 4:00 pm** to answer any doubts or questions.

The DS, through its Secretary or through the personnel designated by the Secretary, shall review the requests received and determine whether any of them are capable of entering into a professional services contract with the agency concerned of the Government of Puerto Rico.

All proposals will be accompanied by the Single Certificate of Suppliers (RUP) issued by the General Services Administration of the Government of Puerto Rico (ASG), through which it accredits its inclusion in the Single Registry of Professional Service Providers, as provided in Law No. 73-2019, as amended, known as "Law of the Administration of General Services for the Centralization of Purchases of the Government of Puerto Rico of 2019".

The Proposer must submit the proposal accompanied by all the required documentation at the Auction Office located in Building H, second floor office 223. **You must deliver 1 original, 1 copy and a digital copy on a USB (PDF format), on or before December 2, 2022, until 4:00 PM.**

The selection of the potential contractor will be notified by email.

By submitting a solution pursuant to this Notice, the proposer acknowledges that:

1. All the information submitted is true and verification may be requested.
2. The proposal contains any false or incorrect information will be discarded immediately.
3. In its sole discretion, the DS or its designee may communicate with individuals and / or companies that submit solutions to clarify any doubts or coordinate an interview and presentation in person or virtual, without requiring the presence of the other proponents.
4. The purpose of this notice is to disseminate that the Government of Puerto Rico has a need for service that will potentially result in a contracting of professional services.
5. As a result of this process, no type of right is generated that results in obliging the Government of Puerto Rico to sign a professional services contract.
6. It has the power to be bound and comply with all the parameters and requirements applicable to the government contracting of professional services.
7. As part of the consideration of the request for proposal, the signing of a non-disclosure agreement may be required.

Calendar and Information

Applicant Unit:	Department of Health Puerto Rico Medicaid Program
Contact Information	Denise Marrero Santana 787-765-2929, ext. 4475
Application Number:	SP-2022-2023-014-MEDICAID
Application Name:	Professional Services for the Printing and Mailing Services
Service Category (Technology, Management Consulting, Etc.):	Professional Services Request
Date of Publication of the Application:	October 28, 2022, until 4:00 PM
Deadline for submitting questions:	November 11, 2022, until 4:00 PM
Deadline to answer questions:	November 23, 2022, until 4:00 PM
Submit Proposal to the Auction Office	Department of Health Auction Office, Building H, Office 223, Second floor.
Deadline for Submitting Proposals:	December 2, 2022, until 4:00 PM
Request form and related documentation request it to:	subastas@salud.pr.gov