



# HEALTH CARE AUTHORITY

New Mexico Health Care Authority Official Responses  
to Questions Submitted by Potential Offerors  
in the Procurement for the  
Behavioral Health Assessment and Feasibility Study

**RFP # 26-630-8000-0004**

RFP Release Date: July 1, 2025

Proposal Due Date: July 31, 2025

Responses Issued: July 18, 2025

## Health Care Authority (HCA) Responses to Submitted Questions for Behavioral Health Assessment and Feasibility Study RFP # 26-630-8000-0004

Offeror Question #	RFP Section Reference	Page	Offeror Question	HSD Responses
1.	General	N/A	Would the Health Care Authority consider extending the deadline to allow for at least seven business days between receipt of answers to questions and the proposal submission date, if the responses to questions are delayed past July 18?	No, as responses were published in accordance with Section II.A.4.
2.	I. Introduction, B. Background Information	1	Is the Total Computable budget for this study up to \$2,000,000 with State and Federal funds?	No, the New Mexico Legislature appropriated \$1,000,000 to HCA in state funds for the purpose of the study. Federal funds will not be used.
3.	I. Introduction, B. Background Information	1	The RFP noted that \$1M has been appropriated by the legislature for this project. Does this represent the total project budget or will the total budget also include additional federal matching dollars?	The New Mexico Legislature appropriated \$1,000,000 to HCA in state funds for the purpose of the study. Federal funds will not be used.
4.	I. Introduction, B. Background Information	1	Is \$1,000,000 the ceiling amount for this opportunity, or does the Health Care Authority have another figure in mind?	The New Mexico Legislature appropriated \$1,000,000 to HCA in state funds for the purpose of the study. Federal funds will not be used.
5.	I. Introduction, C. Scope of Procurement	2	We understand that assessment and study must be completed prior to New Mexico's 2026 Legislative session. Is there flexibility for certain components of the scope to extend beyond January 2026?	No, refer to Sections I.C, IV.A.6, and Appendix D.

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			For example, the workforce capacity evaluation may require additional time beyond January 2026.	
6.	II. Conditions Governing the Procurement, B. Explanation of Events, 5. Submission of Proposal	16	Can the proposal include appendices for resumes, work samples, or additional documentation?	Refer to Section III.B.1.8.
7.	II. Conditions Governing the Procurement, C. General Requirements, 4. Subcontractors/Consent	18	The section states that the use of subcontractors is not allowed but continues to describe an approval process. Please clarify whether the Prime contractor may propose the use of subcontractors with relevant skills and expertise.	The use of subcontractors is permitted. Refer to Section II.C.4 for further guidance.
8.	II. Conditions Governing the Procurement, C. General Requirements, 4. Subcontractors/Consent	18	In Section G, item 4 “Subcontractors/Consent” reads: “The use of subcontractors is not allowed. The prime contractor shall be wholly responsible for the entire performance of the contractual agreement whether or not subcontractors are used. Additionally, the prime contractor must receive approval, in writing, from the agency awarding any resultant contract, before any subcontractor is used during the term of this agreement.” (page 18) Can HCA please confirm whether the use of subcontractors is permitted?	The use of subcontractors is permitted. Refer to Section II.C.4 for further guidance.

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9.	II. Conditions Governing the Procurement, C. General Requirements, 4. Subcontractors/Consent	18	Does the State seek a Prime contractor with the desired specialty experience without reliance on subcontractor qualifications (“behavioral health services, federal waivers (e.g., Section 1115 demonstrations, 1915c Home and Community-Based), Medicaid State Plans, data analysis and trending, statistics, and economics with actuary expertise in health care service array, financing, and finance modeling”)?	The use of subcontractors is permitted. Refer to Section II.C.4 for further guidance.  Refer to Section I.A and C, and Section IV.A and B.1 and 3 for further expectations.
10.	II. Conditions Governing the Procurement, C. General Requirements, 4. Subcontractors/Consent	18	If the Prime contractor is allowed to propose subcontractors, can you please clarify whether there are any specific submission requirements that must be included in the response for the subcontractors?	The use of subcontractors is permitted. Refer to Section II.C.4 for further guidance.
11.	II. Conditions Governing the Procurement, C. General Requirements, 4. Subcontractors/Consent	18	There is a clause within the RFP that excludes the use of subcontractors. To be clear, does this mean that having any subcontractor on a team is prohibited, or does it mean that a subcontractor can be included, but that the responsibility of managing the contract rests solely on the prime contractor?	The use of subcontractors is permitted. Refer to Section II.C.4 for further guidance.
12.	II. Conditions Governing the Procurement, C. General Requirements, 4. Subcontractors/Consent	18	If subcontractors are not allowed, are independent contractors (1099s) that would be part of the prime contractor’s organization acceptable?	The use of subcontractors is permitted. Refer to Section II.C.4 for further guidance.

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13.	II. Conditions Governing the Procurement, C. General Requirements, 4. Subcontractors/Consent	18	The RFP indicates that subcontractors are not permitted and suggests that a single entity must complete the entire scope (p2, I.C. and p. 18, C.4). However, RFP also indicates a pathway to allowing subcontractors with approval of HCA (p18, C.4). Can HCA clarify if subcontractors are permitted to be a part of a bidder's proposal?	The use of subcontractors is permitted. Refer to Section II.C.4 for further guidance.
14.	II. Conditions Governing the Procurement, C. General Requirements, 4. Subcontractors/Consent	18	<p>On page 18, the RFP states:            "4. Subcontractors/Consent – The use of subcontractors is not allowed. The prime contractor shall be wholly responsible for the entire performance of the contractual agreement whether or not subcontractors are used. Additionally, the prime contractor must receive approval, in writing, from the agency awarding any resultant contract, before any subcontractor is used during the term of this agreement."</p> <p><b>Question:</b> Our organization is interested in participating as a subcontractor to a prime contractor. Could the Health Care Authority clarify the process by which a prime contractor may receive approval for the use of a subcontractor? Specifically, must this approval be obtained prior to proposal submission, or can it occur following contract award?</p>	The use of subcontractors is permitted. Refer to Section II.C.4 for further guidance.

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15.	III. Response Format and Organization, B. Proposal Content and Organization, 9. Suspension and Debarment Requirement Form	29	Can the State please provide Appendix G Suspension and Debarment Requirement Form? It is not included in the solicitation or in the portal. Will this form be required to be submitted as a separate PDF in the portal, like the other forms?	HCA inadvertently included this provision in the RFP. An Appendix G is not required.
16.	III. Response Format and Organization, B. Proposal Content and Organization, 10. Lobbying	29	Can the State please provide Standard Form LLL, "Disclosure Form to Report Lobbying"? It is not included in the solicitation or in the portal. Will this form be required to be submitted as a separate PDF in the portal, like the other forms?	This form is not required as federal funds will not be used for the study; however, the Campaign Contribution Disclosure Form (Appendix B) is required.
17.	IV. Specifications, A. Detailed Scope of Work, Project Overview	30	Can HCA please confirm that the feasibility study of a new Medicaid waiver should address the needs of youth and adults with behavioral health and/or brain injury needs?	Refer to Section IV.A.
18.	IV. Specifications, A. Detailed Scope of Work, Project Overview	30	The RFP states that the New Mexico Legislature appropriated \$1 million dollars for this study. Is the total budget for this study \$1 million dollars? Or does the Health Care Authority expect to receive a federal match to increase the budget (e.g., budget up to \$2 million dollars)?	The New Mexico Legislature appropriated \$1,000,000 to HCA in state funds for the purpose of the study. Federal funds will not be used.
19.	IV. Specifications, A. Detailed Scope of Work	31, 45, 50	New Mexico Medicaid indicates that they expect the project to kick off in September, 2025 with the Comprehensive Assessment of Current Service Array	HCA will initiate the appropriate agreements during the finalization of contractual agreements. Refer to

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			completed by the end of September. Does this timeframe account for entering into Data Use Agreements with the state?	Section II.A.8 and 9 for the Sequence of Events.
20.	IV. Specifications, A. Detailed Scope of Work, 1. Comprehensive Assessment of Current Service Array	31	How much of the data required for the Inventory & Catalog process will the State provide the vendor upon contract signing? If not able to be provided, how many data sources are expected to be inventoried and analyzed through public sources?	Refer to Section I.G, and Sections IV.A 4.7.3, 5, and 11.
21.	IV. Specifications, A. Detailed Scope of Work, 1. Comprehensive Assessment of Current Service Array	31	How and when will the State grant data access to the vendor, given the timelines for finishing the feasibility study (e.g. November 2025)?	Refer to Section I.G, and Sections IV.A 4.7.3, 5, and 11.
22.	IV. Specifications, A. Detailed Scope of Work, 1.2.2	36	The SOW requires the Contractor to “Identify and document any federal authorities, block grant, or trust requirements to...” Please clarify what “trust” means in the context of this requirement.	Refer to Section IV.A., 4.7 and 11.
23.	IV. Specifications, A. Detailed Scope of Work, 2. Engagement	37	Is there a required number of engagement meetings per each of the six different engagement groups?	Refer to Section IV.A.2 and 4.7.
24.	IV. Specifications, A. Detailed Scope of Work, 2. Engagement	37	Will HCA provide compensation for Medicaid beneficiary participation, or should that be included in the offeror’s proposed budget? (p37, 2.1)	HCA will not provide compensation for participation.

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25.	IV. Specifications, A. Detailed Scope of Work, 2. Engagement	37	We want to know whether the HCA wants the offerors to conduct public meetings of stakeholders, such as government officials, potential providers and/or potential users of the services, included in the proposal?	Refer to Sections IV.A., Scope of Services, IV.A.2 and 4.7, 4.8, 6, 10, and 11, Appendix D.
26.	IV. Specifications, A. Detailed Scope of Work, 2. Engagement	40	Does the Health Care Authority expect the bidder to engage NM Tribal Nations (Pueblos) as a stakeholder group? If so, please describe the state process by which the bidder can engage tribal stakeholders within the outlined timeframe.	Refer to Section IV.A.2, 4.7, and 11.
27.	IV. Specifications, A. Detailed Scope of Work, 3. Feasibility Study	42	To what extent is NM Medicaid seeking the Offeror to draft a federal waiver application during the contract period? When does the Offeror intend to submit a federal waiver application?	Refer to Sections IV.A.3, 3.6, 4, 6, 7, and 9.
28.	IV. Specifications, A. Detailed Scope of Work, 3. Feasibility Study	42	For Items 3.1.3.1-3.1.3.12 of the Feasibility Study, is NM Medicaid asking the Offeror to assess the feasibility of different design options during the contract period <b>or</b> to develop design recommendations during the contract period?	Refer to Sections IV.A.3, 3.6, 4, 6, 7, and 9.
29.	IV. Specifications, A. Detailed Scope of Work, 3. Feasibility Study	44	Does HCA have Medicaid enrolled behavioral health and BI providers in mind for structured interviews?	Refer to Section IV.A.2 and 4.7.4.



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30.	IV. Specifications, A. Detailed Scope of Work, 3. Feasibility Study	45	Is the vendor expected to draft waiver language and/or complete any budget neutrality documentation or templates?	Refer to Sections IV.A.3, 3.6, 4, 6, 7, and 9.
31.	IV. Specifications, A. Detailed Scope of Work, 3.6.2, 4.8.10.9, and 7.5	45,48,51	Please confirm whether the actual application(s) for federal authorities are (1) included as part of this scope of work and (2) if so, whether they are included in the December 2025 deliverables.	Refer to Sections IV.A.3, 3.6, 4, 6, 7, and 9.
32.	IV. Specifications, A. Detailed Scope of Work, 4. Deliverables	45	<p>In section A, under item 4. Deliverables, the RFP states the following:</p> <ul style="list-style-type: none"> <li>The offeror is responsible for “Identify[ing] New Mexico Medicaid staff responsible for providing data and information that cannot be obtained through website resources. Offeror is expected to first review and obtain all resources available on New Mexico Medicaid’s website and other internet resources to meet the objectives of the entire assessment and feasibility study, then conduct surveys/interviews with New Mexico Medicaid staff for the collection of additional data and information.” (item 4.7.3, p. 46)</li> <li>NM Medicaid will “Provide access to necessary data and materials when Offeror has exhausted all resources.” (item 11.2, p. 52)</li> </ul>	Refer to Section I.G, and Sections IV.A 4.7.3, 5, and 11.

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			Can NM HCA confirm what state data will be available to the awarded contractor to address the quantitative elements of the feasibility study (e.g., current utilization rates of services)? What should the contractor expect in terms of the amount of time required to access such data?	
33.	IV. Specifications, A. Detailed Scope of Work, 4. Deliverables	46	What data will HCA provide, and what would the vendor need to provide or gain access to? Is there any data in the scope that HCA doesn't have at this time? (p.46 4.7.3)	Refer to Section I.G, and Sections IV.A 4.7.3, 5, and 11.
34.	IV. Specifications, A. Detailed Scope of Work, 4. Deliverables	46	Will HCA identify participants, coordinate outreach and logistics, and promote the required focus groups, or will the selected vendor lead these tasks? (p.46 item 4.7.4)	Refer to Section IV.A.2, 4.7, and 11.
35.	IV. Specifications, A. Detailed Scope of Work, 4. Deliverables	46	Does HCA have access to national data sets to complete program benchmarking? (p.47 4.8.8.1.3)	Refer to Section I.G, and Sections IV.A 4.7.3, 5, and 11.
36.	IV. Specifications, A. Detailed Scope of Work, 4. Deliverables	48	Will HCA provide logistical support for stakeholder meetings or public forums?	HCA will not provide logistical support. Refer to Section IV.A.10 and 11 for further guidance.
37.	IV. Specifications, A. Detailed Scope of Work, 4.9 Educational Materials	49	When are the Educational Materials described in 4.9 due?	Refer to Section IV.A.4.7 and 6.
38.	IV. Specifications, A. Detailed Scope of Work, 4.9 Educational Materials	49	What is the timeline for the development of the educational materials?	Refer to Section IV.A.4.7 and 6.
39.	IV. Specifications, A. Detailed Scope of Work,	50	When in September 2025 does the Health Care Authority expect the work to start?	Refer to Section II.A for the Sequence of Events.

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	6. Timeline			
40.	IV. Specifications, B. Technical Specifications	52-54	In Section B, the RFP specifies page limits for the “Organizational Experience” and “Mandatory Specification” sections of the Technical Proposal (page 52-54), suggesting a combined maximum of 62 pages. Can HCA confirm page limits for sections within the Technical Proposal?	Refer to Section III.
41.	IV. Specifications, B. Technical Specifications	52	We want to know what criteria the HCA will use to evaluate the proposals and what scoring system/criteria HCA will use to rate the respective strengths of the proposals? Please provide those criteria.	Refer to Sections IV.B and V.A-C.
42.	IV. Specifications, B. Technical Specifications, 1. Organizational Experience	52	Please confirm that the relevant experience and years must pertain to the respondent Organization and not the prior experience of individual(s) obtained while with other Organizations.	Refer to Section IV.B.
43.	IV. Specifications, B. Technical Specifications, 1. Organizational Experience	52	May experience where the Offeror is operating as a subcontractor be included?	Refer to Section IV.B.
44.	IV. Specifications, B. Technical Specifications, 1. Organizational Experience	53	Please confirm that relevant individual experience, which is separate and distinct from the Organization’s experience, should be provided in the detailed bios for key personnel.	Refer to Section IV.B.1.b.c.
45.	IV. Specifications, B. Technical Specifications,	54	If a client reference is not willing to complete a survey due to a blanket rule	Refer to Section IV.B.2.

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	2. Organizational References		on not providing references for vendors, is it permissible to include a reference name and contact information so that NM may outreach them directly?	
46.	IV. Specifications, B. Technical Specifications, 2. Organizational References	54	May the bidder use references from the New Mexico Health Care Authority employees or other New Mexico State employees?	Refer to Sections IV.B.2, V.A.B.2, Appendix C.12, and Appendix F.
47.	IV. Specifications, B. Technical Specifications, 3. Mandatory Specification	54	Please clarify how the information provided by the bidder in response to the Mandatory Specifications should differ from information provided on similar topics in response to IV.B.1.a and IV.B.1.b on page 52-53 (particularly on the topic of Behavioral Health and Feasibility and Fiscal Analysis).	Refer to Section IV.B.1 and 3 for differences.
48.	IV. Specifications, C. Business Specifications, 1. Financial Stability	54	Regarding the Audited Financial Statements, can we provide a URL in our response instead of full copies of the financial statements, as it would result in a large file?	Refer to Sections III and IV.C.
49.	IV. Specifications, C. Business Specifications, 1. Financial Stability	54	As a small private business, we do not have audited financial statements; however, we have statements prepared by an accounting firm that will provide documentation of their soundness and accuracy. Is that acceptable?	Refer to Sections III and IV.C.
50.	IV. Specifications, C. Business Specifications, 4. Cost	55	Please confirm the second and third sentences are relevant to this proposal.	HCA inadvertently included the third sentence. Refer to Section III and Appendix D for further guidance.

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51.	Appendix C – Draft Contract	64	Does New Mexico Medicaid expect the contractor will need to enter a Data Use Agreement with the state in order to analyze the Medicaid data required for the utilization and cost analysis, or does the state anticipate the successful contractor will have an existing Data Use Agreement?	HCA will initiate the appropriate agreements during the finalization of contractual agreements. Refer to Section II.A.8 and 9 for the Sequence of Events.
52.	Appendix C – Draft Contract	64	Given the variability in time it takes to enter a Data Use Agreement, is there any flexibility in the period of performance end date of January 31, 2026?	No. Refer to Sections I.C, IV.A.6, and Appendix D.  HCA will initiate the appropriate agreements during the finalization of contractual agreements. Refer to Section II.A.8 and 9 for the Sequence of Events.
53.	Appendix C – Draft Contract	68	Does the State consider Organizations contracted with existing New Mexico Medicaid MCOs, Medicaid providers, or provider associations as potential Conflicts of Interest?	Refer to Appendix C.12.
54.	Appendix C – Draft Contract	68	Suppose a company has a current contract with the New Mexico Legislative Finance Committee (LFC) to provide economic support for the State Legislature concerning Medicaid. Does that pose a conflict of interest?	Refer to Appendix C.12.
55.	Appendix D – Cost Response Form	80	Please confirm that payment under the awarded contract shall be the fixed monthly fees included in the Cost	Refer to Appendix D.

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			Proposal. Alternatively, please clarify whether payment will be based on actual hours performed or the acceptance of defined deliverables.	
56.	Appendix D – Cost Response Form	80	Will the Offeror’s costs associated with the payment of New Mexico’s Gross Receipts Tax, which currently ranges from 4.875% to 8.9375%, be added to the proposed monthly costs? Or should the proposed monthly costs include this expense?	Refer to Section IV.A.10 and Appendix D.
57.	Appendix D – Cost Response Form	80	Will oral presentations or interviews be part of the evaluation process?	No.
58.	Appendix D – Cost Response Form	80	Please confirm whether the monthly cost for each row (row a through row e) in the table provided should be for a single month that corresponds to the timeline for the activities on pg. 50-51(e.g., September 2025 through January 2026).	Monthly cost does not correspond directly to the timeline of activities. Refer to Section IV.A, Scope of Services.