



















- C. Documentation regarding the Provider's number of years' relevant experience with professional and/or case reviews, experience adjudicating proceedings, and providing professional testimony (e.g. a written summary to supplement the résumé and curriculum vitae).
- D. Exhibit B - Contractor's Affirmations
- E. Exhibit C - Federal Assurances;
- F. Exhibit D - Lobbying Certification; and
- G. Exhibit E - Security Privacy and Inquiry (SPI) form
- H. Respondent Profile, if applicable (see section 4.1.1).

### 5.3.2 **Submission**

- A. Applicant must submit one electronic copy of all required documents as scanned versions (.pdf) in searchable portable document format (.pdf) via email to [OIG\\_ProcurementResponses@hhsc.state.tx.us](mailto:OIG_ProcurementResponses@hhsc.state.tx.us). Applicants must ensure there are no encryptions on their response documents, so as to prevent the OIG from opening the documents.
- B. Submission of an Application does not execute a contract.
- C. The completed Application, including the documents identified in section 5.3.1 of this OE must be submitted to:

**[OIG\\_ProcurementResponses@hhsc.state.tx.us](mailto:OIG_ProcurementResponses@hhsc.state.tx.us)**

- D. The subject line on the submission should state: "Open Enrollment for Physician Reviewers."

5.3.3 Applicant's failure to periodically check the HHS Enrollment Opportunities page will in no way release the Applicant from "addenda or additional information" resulting in additional costs to meet the requirements of the Open Enrollment.

5.3.4 All questions and comments regarding this OE should be sent to the OIG Point of Contact identified in Section 1.2 of this OE. Questions must reference the appropriate OE page and section number. HHSC will post subsequent answers to questions to the HHS Enrollment Opportunities page as appropriate. HHSC reserves the right to amend answers prior to the OE closing date.

5.3.5 Applicants must notify HHSC of any ambiguity, conflict, discrepancy, omission or other error in the OE.

## 5.4 **DELIVERY OF NOTICES**

5.4.1 Any notice required or permitted under this announcement by one party to the other party must be in writing and correspond with the contact information noted in Section 1.2 of this Open Enrollment. At all times, Applicant will maintain and monitor at least one active email address for the receipt of application-related communications from HHSC. It is the Applicant's responsibility to monitor this email address for application-related information.



