

BID BOARD POSTING

Request for Quotation

#778-0-9298-01

This is a Small Business Set Aside Request for Quotation prepared in accordance with FAR Part 13. THIS ANNOUNCEMENT CONSTITUTES THE ONLY SOLICITATION; A SEPARATE WRITTEN SOLICITATION WILL NOT BE ISSUED. QUOTES ARE BEING REQUESTED. The Centers for Medicare & Medicaid Services intends to award, under Simplified Acquisition Procedures (Dollar Threshold for Simplified Acquisitions \$100,000.00) a fixed price purchase order to a contractor to provide consulting services for the development of the FY 2011 President's Budget. Detail information is provided in the attached Statement of Work and the Deliverables. The period of performance will be October 19, 2009 to March 31, 2010.

Your quote should include the following additional information:

1. Company Name, Address
2. Contact Person, name, Telephone Number, Fax Number, E-Mail Address
3. Business Size Classification, i.e. Small Disadvantaged, 8(a), Woman Owned
4. DUNS Number
5. Tax ID NO.

Note: You must be registered and the registration current in the CCR Central Contractor Register, in order to receive a federal government award.

All quotes must be received by October 14, 2009 no later than 11:00am.

Questions should be referred to : Phillip.Harrell@cms.hhs.gov, or fax# (410)786-9088.

Quotes can be E-Mailed to: Phillip.Harrell@cms.hhs.gov or sent in hard copy to Phillip Harrell, Centers for Medicare and Medicaid Services, Office of Acquisition and Grants Management, 7500 Security Blvd., Baltimore, MD 21244.

Statement of Work-Service
Formulation of the FY 2011 President's Budget

The contractor shall, in collaboration with the CMS Division of Budget Formulation (DBF) managers and staff, participate in various activities related to the development and presentation of the FY 2011 President's Budget. These activities are complex and require in-depth knowledge on the Federal budget process, Office of Management and Budget Circulars, including A-11, the OMB MAX budget data entry system, the CMS budget account structure, particularly the Health Insurance and Supplementary Medical Insurance Trust Funds, appropriations language development, the impact of proposed law on various accounts and quantitative analysis using Excel Spreadsheets, including the CMS Budget Control Table.

The following are specific tasks which should be performed to accomplish the work during the FY 2011 President's budget formulation.

1. Prior Year Account Reconciliation

Upon beginning work, the contractor shall assist account analysts within the DBF in reviewing CMS accounting reports and Treasury reports to develop consistent displays of actual expenditures and translating this data into MAX prior to OMB-imposed deadlines. In addition, the contractor shall assist account analysts on data concepts, MAX data entry and related budget concepts, as well as resolution of MAX system-generated data edits for prior-year, budget-year and out-year projections.

2. Coaching/Training DBF Analysts

The contractor shall provide analytical assistance and training to new DBF analysts and other DBF staff as needed. This will include, but is not limited to, preparing MAX schedules and assisting with MAX data entry.

3. Analyzing Appropriations Language

The contractor shall assist DBF staff with the development of appropriations language and related concepts. This requires understanding various budget policy goals for the budget year, as well as the ability to present the associated dollars in various budget schedules, used by CMS, HHS and OMB.

4. Proposed Law Analysis

The contractor shall track and analyze the Administration's proposed law assumptions and coordinate the scoring and interaction between various CMS accounts.

5. Reviewing the Congressional Justification

The contractor shall review the FY 2011 Congressional Justification for consistency with the Administration's proposed law assumptions, approved appropriations language and numerical consistency with the CMS baseline in MAX and the OMB Passback.

6. Development of Standard Operating Procedures

The contractor shall develop documentation of various budget account management processes, including the Part A Trust Fund.

Schedule of Deliverables for Period of Performance September 2008 thru July 2009

Task 1	Prior Year Account Reconciliation	November 2009
Task 2	Coaching/training DBF analysts	November 2009 thru March 2010
Task 3	Appropriations language analysis	December 2009 thru February 2010
Task 4	Proposed law analysis	December 2009 thru February 2010
Task 5	Reviewing the Congressional Justification	January 2010
Task 6	Development of Standard Operating Procedures	November 2009 thru March 2010

