**General.** Extension of printing/notices contract through 2016 open enrollment.

**Background.** Allison Payment Systems (APS) is the contractor currently in place to print and mail all HBX and DHS notices to consumers when they apply for coverage through DC Health Link; when additional documentation is required to verify the information a consumer provides to DC Health Link; when changes are made to a consumer’s account, among other things. The contract is managed by DHS, and HBX has a purchase order for all HBX-related tasks performed by APS. The current purchase order is set to expire on September 30, 2015. HBX is requesting approval to allow us to continue to use APS to meet our printing and mailing needs throughout this year’s open enrollment period. Upon conclusion of open enrollment, HBX plans to issue an RFP for these services. Authorization to continue to use APS will allow us to maintain continuity and ensure no interruption in the mailing of required notices to consumers while we simultaneously develop the RFP and evaluate potential new vendors.

**Scope.** The scope of work under the APS extension will include:

* Mailing of a series of three renewal notices to IVL consumers (must be completed by mid-November 2015)
* Mailing of all 1095-A notices to IVL consumers (must be completed by late January 2016)
* Continue mailing current notices around enrollment and documentation requirements (through April 30, 2016)

**Price:** If approved, the purchase order for HBX will be not to exceed $180,000 to cover the above tasks for FY 2016. DHS will have its own PO.