January 22, 2019

Your company is on the Bidders List to receive notices of state bidding opportunities; however, we do not have an email address for your company. If you provide an email address, you could receive these notices immediately when the solicitation is issued. Simply fill out the information on the next page of this letter and send it back to the State Procurement Office to update your bidder profile.

The state of North Dakota has issued the following opportunity:

Solicitation Number: 325-18-415-030  
Type: Request for Proposal  
Title: Nursing Facility, Basic Care Facility, and Psychiatric Residential Treatment Facility Cost Report Desk Rates and Field Audits  
Issuing Agency: North Dakota Department of Human Services  
Issued: January 22, 2019  
Deadline for Questions: January 31, 2019 at 4:00 PM, CT  
Closes: February 15, 2019 at 4:00 PM, CT

PROCUREMENT OFFICER: LeeAnn Thiel  
EMAIL: lthiel@nd.gov  
PHONE: 701-328-4893  
TTY Users call: 7-1-1  
FAX: 701-328-1544

Short Description: To procure a vendor to calculate cost-based desk rates annually and conduct periodic field audits of the North Dakota Nursing Facility, Basic Care Facility, and Psychiatric Residential Treatment Facility Cost Reports.

This is the only notice you will receive. This solicitation and all related documents can be obtained from the link: https://www.nd.gov/omb/vendor. Select “Bidding Opportunities.”

Please contact the Procurement Officer if you have any questions or are unable to obtain the documents from the website.

Thank you for your interest in doing business with the state of North Dakota!

LeeAnn Thiel  
Procurement Officer
Your company does not have a valid email or fax number on the North Dakota Bidders List. If you provide an email address, you will receive notices immediately when the solicitation is issued.

Please provide updated contact information and we’ll update your bidder profile.

**Bid Contact Information** – Person designated to receive solicitation notices.

<table>
<thead>
<tr>
<th>Vendor Name</th>
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</thead>
<tbody>
<tr>
<td>Contact Name</td>
</tr>
<tr>
<td>Business Email</td>
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Does this Bid Contact Information replace an existing bid contact?
- [ ] No
- [x] Yes – Name of Contact To Be Deleted from Bidder Profile:

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>ZIP Code</th>
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</thead>
<tbody>
<tr>
<td>Signature of Authorizing Agent</td>
<td>Date</td>
<td>Telephone Number</td>
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Printed Name | Title
---|---

**Additional Contacts:**

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<tr>
<th>Contact Name</th>
<th>Telephone Number</th>
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**Return information by mail to:**
State Procurement Office
14th Floor Capitol Tower
600 East Boulevard – Dept. 012
Bismarck ND 58505-0310

**Contact:** 701-328-2773

**Return information by email to:**
Email: [infospo@nd.gov](mailto:infospo@nd.gov)
Fax: 701-328-1615