

## MEMORANDUM

**TO:** Doug Racine, Secretary of Agency of Human Services (AHS)  
**FROM:** Mark Larson, Commissioner, Department of Vermont Health Access (DVHA)  
**RE:** GMMB, Inc Contract #21446 Duration: 2/10/2012 – 11/15/2012 Value: \$669,700

This contract is one of several that the Department of Vermont Health Access (DVHA) will execute to assist with the second year of planning, designing, and developing Vermont's Health Benefits Exchange under the Affordable Care Act (ACA). DVHA applied for and received a Level 1 Exchange Establishment Grant from the federal Department of Health and Human Services (HHS) to further its Exchange planning and development efforts.

Under this contract GMMB Inc. will:

- Develop certification criteria for Navigators, differentiating between Navigators serving individuals and those serving small businesses
- Develop a certification process for Navigators
- Develop a training program for Navigators, including a curriculum and training materials
- Develop the RFP and model contract for Navigators
- Assist with Exchange Advisory Group meetings
- Develop a comprehensive outreach and education campaign for the Exchange

DVHA issued an RFP in early October to solicit proposals from vendors for the work described above. Six vendors submitted proposals for work under this section of the RFP. Proposals were reviewed by a team of DVHA managers and representatives from other relevant departments, and team members gave each proposal a score based on previously developed rating criteria. GMMB was selected as the vendor receiving the highest score for this section of the RFP.

The funding for this contract will be covered by the 100% Federal Funding Participation for the term of the contract. This contract complies with all mandatory provisions of AOA Bulletin 3.5. DVHA looks forward to approval of this contract.