

PACE Application Submission and Bid Submission Guidance

Actions	Application Calendar Quarters	Submission Dates/ Deadlines
NOIA submission for new PACE organizations to ensure timely access to CMS systems, including HPMS.	1 st quarter	January 1 to January 31, 2020
	2 nd quarter	April 1 to April 30, 2020
	3 rd quarter	July 1 to July 31, 2020
	4 th quarter	October 1 to October 31, 2020
Request HPMS access as a new user	1 st quarter	January 1 to January 31, 2020
	2 nd quarter	April 1 to April 30, 2020
	3 rd quarter	July 1 to July 31, 2020
	4 th quarter	October 1 to October 31, 2020
Initial and SAE Application Submission Dates -- Please note that when submitting an application an applicant must hit “Final Submit” on the quarterly submission deadline by 8:00 pm ET for the application to be considered by CMS.	1 st quarter	March 27, 2020
	2 nd quarter	June 26, 2020
	3 rd quarter	September 25, 2020
	4 th quarter	December 28, 2020

Initial Applications

The applicant may be required to submit two bids. If the anticipated effective date is *prior* to the first Monday in June (the annual bid submission deadline), the applicant must submit only one bid for the following Contract Year by the first Monday in June. If the anticipated effective date is *after* the bid submission deadline, the applicant must submit two bids: one for the current Contract Year and one for the following Contract Year. To help applicants determine whether they will be required to submit one or two bids, they should consider the timeframes allotted to CMS for review including the time to respond to a request for additional information (RAI). (See regulatory provisions at 42 CFR §460.20.)

When responding to their RAI, initial applicants should submit a Part D bid and supporting documentation in HPMS.

SAE Applications

The applicant will submit one bid (renewal). If the anticipated effective date is *prior* to the annual bid submission deadline (first Monday in June), the bid should include the additional service area. If the anticipated effective date is *after* the bid submission deadline, the bid *should not* include the pending service area for the following year.

Part D Bids

Part D bids are submitted in the HPMS bid submission module. .If an applicant intends to use a formulary to administer their Part D benefit, they must submit a formulary and complete a formulary crosswalk via the HPMS Formulary Submission Module when submitting their bid. Please refer to the Bid Submission and Formulary Submission User Manuals located within HPMS for more information.