

RFP Services: EQRO/QIO

RFP Number: 8070001252

Section D Evaluation and Award Instructions

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# D.1. Evaluation Process

1. Following the closing of the RFP, an administrative review and evaluation process will be conducted to determine the responsiveness and priority of the received proposals, and to identify minor deficiencies or informalities.
	1. Minor deficiency or minor informality means an immaterial defect in a bid or variation in a bid from the exact requirements of a solicitation that may be corrected or waived without prejudice to other bidders. A minor deficiency or informality does not affect the price, quantity, quality, delivery or conformance to specifications and is negligible in comparison to the total cost or scope of the acquisition.
	2. The OHCA may waive minor deficiencies or informalities in a bid if the deficiencies or informalities do not prejudice the rights of other bidders, or are not a cause for bid rejection.
	3. The OHCA may ask the Bidder to provide supporting documentation or clarifications for any information in the proposal before the meeting or at any time until Contract Award. Coordination prior to award may also include other meetings and teleconferences as needed.
	4. Clarifications take place prior to final scoring. The evaluation team must mutually agree upon clarification requests. The evaluation team will submit clarification requests to the contract officer, who will obtain required information from the bidder and return those vendor responses to the evaluation team.
2. This Contract will be awarded to the Bidder whose response is deemed best value in accordance with the three-stage process outlined below:
	1. Stage 1 - Mandatory Requirements
		1. Stage 1 of the evaluation process will be an administrative review conducted in order to verify that proposal is complete and to determine compliance with the general guidelines, not-to-exceed pricing, and format requirements of this RFP as outlined in Section C.
		2. All responses passing Stage 1 of the review process will move on to Stage 2 – Best Value Evaluation.
	2. Stage 2 – Best Value Evaluation
3. Stage 2 of the evaluation process will consist of a Best Value evaluation of the received responses, conducted by an evaluation team comprised of various subject matter experts knowledgeable in their respective fields.
4. The following submittals will be reviewed and evaluated during Stage 2 of the review process.
	* + 1. Responses to Attachment 3b – SoonerCare EQRO-QIO Reference
			2. Responses to Attachment 4 – Key Personnel
			3. Responses to Attachment 5a – Technical Narrative and related attachments (5b and 5c) and forms (security certification, security specifications and hosting agreement)
	1. Stage 3 – Scoring of Attachment 6 – Staffing and Pricing shall be conducted separately using a predetermined method of calculation. The scoring shall be distributed to the evaluation team during this stage of the evaluation.
	2. Stage 4 – Bidder Demonstrations / Interviews
5. Stage 4 of the evaluation process will consist, at the OHCA’s option, of an evaluation of Bidder Demonstrations in which selected Bidders will be required to demonstrate the technical capabilities of the organization. Bidders will be provided a demonstration script prior to the scheduled date of the Bidder Demonstrations and will be expected to adhere to this script in order to provide a comprehensive demonstration of their proposal. The evaluation team, consisting of various subject matter experts, will review and score the demonstrations based upon adherence to demonstration guidelines, demonstrated capabilities to meet the OHCA’s requirements and the Bidder’s understanding of the OHCA’s business and technical environment.
6. Stage 4 of the evaluation process also may include interviews. Interviews are not guaranteed to be conducted, and the Bidder shall not expect that the OHCA will request interviews to give the Bidder an opportunity to strengthen the Bidder’s submitted proposal.
7. The OHCA may invite some or all Bidders to participate in demonstrations and/or interviews. If only some Bidders are invited, the OHCA will invite Bidders with the highest evaluation scores from Stage 2 and Stage 3.
	1. Upon completing the final Stage of the evaluation, OHCA will determine final scores and may invite the highest scoring Bidder to proceed to contract negotiations prior to final contract award.

# D.2. Competitive Negotiations of Proposals

1. In accordance with Oklahoma Statutes, Title 74 subsections 85.5, the OHCA of Oklahoma reserves the right to negotiate with one, selected, all or none of the Bidders responding to this RFP to obtain the best value for the OHCA. Negotiations could entail discussions on products, services, pricing, Contract terminology or any other issue that mitigate the OHCA’s risks. The OHCA will consider all issues negotiable and not artificially constrained by internal corporate policies. Negotiation may be with one or more Bidders, for any and all items in the Bidder’s proposal.
2. Bidders that contend they lack flexibility because of their corporate policy on a particular negotiation item will face a significant disadvantage and may not be considered. If such negotiations are conducted, the following conditions shall apply:
3. Negotiations may be conducted in person, in writing, or conference call. Negotiations conducted in person and conference call shall be documented in writing.
4. Negotiations will only be conducted with potentially acceptable proposals. The OHCA reserves the right to limit negotiations to those proposals that received the highest rankings during evaluation Stages 2 and 3.
5. Terms, conditions, prices, methodology, or other features of the Bidder’s proposal may be subject to negotiations and subsequent revision. As part of the negotiations, the Bidder may be required to submit supporting financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
6. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the OHCA determines that a change in such requirements is in the OHCA’s best interest.
7. BEST and FINAL – the OHCA may request best and final offers if deemed necessary, and will determine the scope and subject of any best and final request. However, the Bidder shall not expect that the OHCA will ask for best and final offers to give the Bidder an opportunity to strengthen the Bidder’s submitted proposal. Therefore, the Bidder must submit the best offer based on the terms and condition set forth in this RFP.

# D.3. Contract Approval

In order to ensure OHCA’s goal of securing enhanced Federal Financial Participation (FFP) and OHCA matching funds, any contract award may be contingent upon Federal, Oklahoma State, and OHCA review and approval. Every effort will be made by OHCA, both before and after selection, to expedite the approval procedure.

# D.4. Notice of Award

A notice of award in the form of a purchase order or other contract documents resulting from this RFP shall be furnished to the successful Bidder and shall result in a binding Contract.

Notification of award shall also be posted on the OHCA website.