**ATTACHMENT FIVE**

**TECHNICAL NARRATIVE QUESTIONS**

The Technical Narrative Questions are designed to help OHCA learn about the technical capabilities of the proposed solution. The responses to each of the questions in this section will be evaluated and the score will be one component of the selection criteria.

Answer each narrative question clearly and completely. Any unclear or incomplete answers will be deemed non-responsive, disregarded, and will receive a zero score. Be sure that the response provides sufficient detail to objectively evaluate the response, while not providing irrelevant information. Use separate pages and clearly reference the question number. References to websites or other external materials in lieu of a response as defined above may be deemed non-responsive and accordingly receive a score of zero.

**1. Indicate Bidder’s organizational characteristics including, but not limited to, the date established, years of experience providing the services selected from Table 2 of the RFP document, and number of employees.**

Click here to enter text.

2. Answer each of these questions as a simple statement of as “x” number of years. Do not include text and discussion in the answer. Do not include experience of partners and subcontractors.

**Describe the most recent experience implementing the items selected on Table 2.**

Click here to enter text.

**State the total number of years of experience implementing items selected on Table 2.**

Click here to enter text.

**3. Please discuss your experience ~~performing~~ identifying social care and health needs of individuals and connecting those individuals with the relevant community resources.**

Click here to enter text.

**4. Discuss how the Bidder shall remain current on Federal and Oklahoma State law, rules, and regulations ~~that affect Medicaid Management Information System services.~~**

Click here to enter text.

**5. The Vendor must provide at least three (3) past performance examples of similar functional services in other states within the past five (5) years. For each referenced project, the Vendor shall provide a description of the work performed, the time of the project or contract, the staff months required, and the project amount.**

Click here to enter text.

**6. The Vendor must provide a sample Vendor staffing plan and some minimum qualifications for the individuals listed.**

Click here to enter text.

**7. Please discuss the staffing model you would propose. Please discuss how you would staff multiple projects occurring simultaneously.**

Click here to enter text.

**8. Describe an experience with CMS corrective action for a project.**

Click here to enter text.

**9. Describe the Bidder’s quality control process.**

Click here to enter text.

**10. Describe the Bidder’s change management model in relation to scope requirements, system requirements, etc.**

Click here to enter text.

**11. Describe the training model used to ensure Bidder staff perform job duties with a high efficiency and accuracy rate.**

Click here to enter text.

**12. Provide a high-level overview of how the Bidder proposes to assist the OHCA in meeting the goals identified in Section A, including the Bidder’s strategy and performance standards.**

Click here to enter text.

**13. Discuss any limitation on the Project Director’s availability.**

Click here to enter text.

**14. If Bidder intends to use partners or subcontractors in accomplishing the work under this RFP, discuss the relevant experience of partners or subcontractors.**

Click here to enter text.

**15. The Bidder must list the individuals who are proposed to perform the work under this RFP. The individuals listed in this section must be those who will actually do the work if the Contract is awarded to the Bidder. Substitutions after award will require notification to the OHCA within thirty (30) days of the event, with OHCA having the option of requesting different staff members. The entities/individuals whose names should be listed for this RFP are as follows:**

|  |  |
| --- | --- |
| Bidder’s Name: |       |
| Name of Project Director: |       |
| Name of Project Manager: |       |
| Name of Trainer: |       |
| Subcontractor Name (if any): |       |
| Subcontractor Manger (if any): |       |

*If the Bidder plans to use a major subcontractor’s employee in one of the key positions listed above, (another company who will provide more than 35% of the work on this contract) list the name of the subcontractor’s employee on the line for the key positions and provide a resume for the subcontractor’s employee. If the person is also the subcontractor’s project lead, list eh name on both lines.*

**16. Potential Value-Added Services:**

Click here to enter text.