All information should be clearly identified to correspond with the Worksheet questions and include necessary exhibits.

The information may be listed:

- within the acquisitions planning worksheet,
  -- or --
- some or all of the information may be attached separately to the worksheet.

Below describes typical information requested of an agency for attachment to an ePro requisition.

A. **Purpose**

1. Provide a few sentences below to explain the need for the Contract.
   
   Example: this Contract is for SoonerCare waitlist management services. [Add context if desired]

B. **Contract Term**

1. What is the initial term of the Contract?
   
   Examples: * one year
              * through June 30, 2020

2. When is the effective date of the Contract?
   
   Examples: * the date of last signature
             * [a particular date]

3. Number of options to renew, if any?

4. What is the time period of any optional renewals?
   
   Examples: * one year
             * two years

C. **Sensitive Data**

List all categories of sensitive data that will be accessed, processed, stored or transmitted by the Supplier.

Examples:
• HIPAA
• FERPA
• CJIS
• Federal Tax Information
• Personally identifiable information of individuals
• Critical infrastructure information
• Information relating to relationship of IT devices, configurations, schematics, etc.

D. **Bid Evaluation**

1. Provide the criteria that will be used to score Bids.
   
   Examples:
   
   • Technical specifications
   • Price and cost
   • Financial responsibility

2. Attach the evaluation tool which should match the criteria listed above.

3. Identify the evaluation team members.

E. **Bid Information and Requirements**

1. Provide any desired historical usage, context, background information, etc.

2. Identify Mandatory Bid Requirements.

3. Identify Non-Mandatory Bid Requirements.

3. Provide details of other information to be included in the Bid, e.g., business references; value-added services; a required pricing structure.