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. **<u>Bid Evaluation</u>**

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. **<u>Bid Information and Requirements</u>**

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.