

TECHNICAL RESPONSE PACKET
710-24-076

RESPONSE SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION			
Company:			
Address:			
City:		State:	Zip Code:
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation	<input type="checkbox"/> Public Service Corp <input type="checkbox"/> Nonprofit
Minority and Women Owned Designation*:	<input type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Women-Owned		
	<input type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander American		
	AR Certification #: _____ * See <i>Minority and Women-Owned Business Policy</i>		
PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
<i>Provide contact information to be used for solicitation related matters.</i>			
Contact Person:		Title:	
Phone:		Alternate Phone:	
Email:			
CONFIRMATION OF REDACTED COPY			
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested.			
<i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Solicitation Terms and Conditions for additional information.</i>			
ILLEGAL IMMIGRANT CONFIRMATION			
By signing and submitting a response to this <i>Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants and shall not employ or contract with illegal immigrants during the term of a contract awarded as a result of this solicitation.			
ISRAEL BOYCOTT RESTRICTION CONFIRMATION			
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel and shall not boycott Israel during the term of a contract awarded as a result of this solicitation.			
<input type="checkbox"/> Prospective Contractor does not and shall not boycott Israel.			

An official authorized to bind the Prospective Contractor to a resultant contract shall sign below.

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Solicitation* may cause the Prospective Contractor's response to be rejected.

Authorized Signature: _____ Title: _____

Printed/Typed Name: _____ Date: _____

PROPOSED SUBCONTRACTORS FORM

• **Do not** include additional information relating to subcontractors on this form or as an attachment to this form.

PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.

Type or Print the following information

Subcontractor's Company Name	Street Address	City, State, ZIP

PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.

SECTIONS 1 – 4: VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation.

Authorized Signature: _____

Printed/Typed Name: _____ Date: _____

VENDOR CONTACT INFORMATION

- *Provide primary and secondary contact information to be used by DHS during maintenance and administration of the resulting contract.*

	Primary Contract	Secondary Contract
Name		
Title		
Phone		
Email		

INFORMATION FOR EVALUATION

- Provide a response to each item/question in this section. Prospective Contractor may expand the space under each item/question to provide a complete response.
- **Do not** include additional information if not pertinent to the itemized request.

	Maximum RAW Score Available
E.1 General Experience	10
A. Elaborate on the experience of assigned staff listed on #3 of the Client History Form. Describe each assigned qualified staff's direct experience related to the description including a description of project(s).	5 points
B. Provide resume and narrative for all proposed key personnel including proposed subcontractors (if applicable), who will be performing project activities. Resumes and narrative must include description of qualifying experience and/or projects, length of service for all qualifying experience, as well as education and/or certifications.	5 points
E.2 Medicaid Enterprise System Experience	15
A. Describe the Prospective Contractor's experience assisting with procurements related to Medicaid Enterprise Systems.	5 points
B. Describe the Prospective Contractor's and proposed subcontractors (if applicable) subject matter expertise specifically related to the procurement of Medicaid programs.	5 points
C. Describe the Prospective Contractor's and proposed subcontractor's (if applicable) subject matter expertise specifically related to the procurement of Medicaid programs and information technology systems.	5 points
E.3 Procurement Experience	40
A. Describe the Prospective Contractor's and proposed subcontractor's (if applicable) subject matter expertise specifically related to Arkansas Procurement Law.	5 points
B. Describe the Prospective Contractor's and proposed subcontractor's (if applicable) subject matter expertise specifically related procurement planning and research.	5 points
C. Describe the Prospective Contractor's and proposed subcontractor's (if applicable) subject matter expertise specifically related to Public Procurement Probity.	5 points
D. Describe the Prospective Contractor's and proposed subcontractor's (if applicable) subject matter expertise specifically addressing Protests for high-cost state or federal solicitations.	5 points
E. Describe the Prospective Contractor's and proposed subcontractor's (if applicable) subject matter expertise, specifically negotiations.	5 points
F. Describe the Prospective Contractor's and proposed subcontractor's (if applicable) subject matter expertise specifically related to facilitating demonstrations, oral presentations, and/or interviews.	5 points
G. Describe the Prospective Contractor's and proposed subcontractor's (if applicable) subject matter expertise specifically related to evaluations.	5 points
H. Describe the Prospective Contractor's and proposed subcontractor's (if applicable) subject matter expertise specifically related to writing and executing complex procurements.	5 points
E.4 Approach and Methodology	45
A. One service objective of DHS is to reduce the number of hours spent by DHS subject matter experts and executive staff in developing scopes of work and associated solicitation materials. The Awarded Contractor will participate in high level discussions around service limitations and objectives and receive historical contract documents, requirement matrices, and other written materials as an initial artifact archive. Describe the approach and methodology of how the Prospective Contractor will utilize this archive and/or materials researched by the Prospective Contractor to draft solicitation documents with a minimal draw on DHS staff hours.	5 points

B. A service objective for DHS is to receive timely, well-informed, and project- specific initial recommendations for procurement strategies. For each project, the awarded Contractor will meet with subject matter experts, executive staff, and procurement staff for a high-level discussion of project limitations and objectives. Describe the approach and methodology of how the Prospective Contractor will mobilize their expertise, experience, research resources to identify and recommend an initial project procurement strategy.	5 points
C. Describe how the Prospective Contractor’s approach and methodology to procurement strategy incorporates predictive or progressive analysis to reduce risk for project-specific, downstream concerns.	5 points
D. A service objective for DHS is to receive ongoing recommendations to manage risk associated with emergent issues, such as revisions in Federal guidance or regulation, market changes, or shifts in business needs that may occur throughout the solicitation process. Describe the Prospective Contractor’s approach and methodology for monitoring, identifying, and defining, emergent issues. Describe how the Prospective Contractor designs project-specific solutions to manage risk associated with those emergent issues.	5 points
E. A service objective of DHS is to establish effective targeted communications between the Prospective Contractor and DHS stakeholders. The Contractor will coordinate multiple agency stakeholders during the solicitation posting to award process. How will the Prospective Contractor approach communicating with internal DHS stakeholders including the OP team to coordinate successful processes from solicitation posting to award. Specifically, what targeted methods will be used to avoid standing meetings and dead time associated with them?	5 points
F. Contracts established from designated solicitation projects must include key performance metrics and associated financial penalties for insufficient performance. As part of the solicitation documentation, the Contractor will develop the key performance indicators for each project. Describe the Prospective Contractor’s approach and methodology to identify, track, define, prioritize, and draft these metrics and measures of key performance indicators while developing scope of work requirements.	5 points
G. Describe the Prospective Contractor’s approach to managing and monitoring requirement updates as changes occur. These projects may include multiple divisions throughout DHS.	5 points
H. Describe the Prospective Contractor’s approach to managing and monitoring remote personnel to ensure high productivity.	5 points
I. Describe what mitigation tactics will be used when a project is delayed, or tasks are not completed as expected.	5 points
E.5 Sample Note: The sample solicitation provided in support of the section below may have any identifying information anonymized or redacted but should retain as much of the original document as possible for evaluation purposes.	40
A. Provide a sample solicitation and relevant associated materials produced by the Respondent meeting the following criteria: <ul style="list-style-type: none"> • Established a service contract with a total (multi-year) contract value of more than \$50 million dollars (\$50,000,000) • The established contract received funding through a partnership with a federal agency using an Advanced Planning or equivalent process. 	
Note: The following criteria are specific to the sample provided and will be scored in comparison to the sample.	
B. Describe how the initial procurement strategy was identified for the solicitation.	5 points
C. Describe how this procurement addressed concerns identified in the initial solicitation strategy discussions.	5 points
D. Describe the processes and techniques used to collect and prioritize information.	5 points
E. Describe challenges and limitations throughout the development of the solicitation and what tactics were used to overcome them.	5 points
F. Describe what project management methodologies and tools were used to ensure project success.	5 points
G. Describe experience, roles, and responsibilities in negotiations including any required expertise and testimony for this sample.	5 points
H. Describe how Prospective Contractor maintained compliance with all federal funding requirements including IAPD, APD, or similar, submissions and timeline for this sample.	5 points

I. Provide an example of a protest in which the Prospective Contractor had to coordinate including a summary of your responsibilities/involvement, basis of the protest, and outcome. If no protest occurred in the course of the sample solicitation provided, a protest from another project is acceptable.	5 points
E.6 Project Management and Reporting	25
A. Explain how the Prospective Contractor will ensure there are enough experienced and qualified personnel dedicated to each project to ensure successful completion.	5 points
B. Describe the Prospective Contractor's experience with creating a comprehensive project plan. Provide an outline of the approach which describes the Prospective Contractor's ability to be flexible to adjust changes in priorities and your company's network of expertise to leverage changes.	5 points
C. Define how the Prospective Contractor plans to utilize their company resources and expertise to provide procurement support services for each project.	5 points
D. Describe the Prospective Contractor's plan for managing and providing oversight for all phases of the procurement for each project.	5 points
E. Describe the Prospective Contractor's experience in providing reporting to stakeholders, executive leadership and State and Federal agencies. How will this apply to an engagement with Arkansas?	5 points