

MANDATORY REQUIREMENTS CHECKLISTS

This appendix includes the following checklists:

- Mandatory Technical Proposal Requirements Checklist
- Mandatory Business Proposal Requirements Checklist

Offerors must complete the column labeled “Acknowledgement” and include completed signed form in proposal. DOM will verify each Offeror’s submission.

Mandatory Technical Proposal Requirements Checklist

	RFP Requirement	Acknowledgement	DOM Verification
1.	General Requirements		
1.1	Offeror's Proposal was received by DOM no later than March 21, 2014, 5:00 p.m. CST.		
1.2	Proposal is sealed and labeled on the outside of the package "SEALED BID" and shows the title, "RFP #20131025, Technical Proposal" and includes the name of the Offeror.		
1.3	Technical Proposals and Business Proposals are sealed in separate sealed cover. Each Proposal is clearly marked "Technical Proposal" or "Business Proposal".		
1.4	<p>Number of Copies- Technical Proposal includes:</p> <p>One (1) original hard copy with original signatures and is clearly marked as the "Original Technical Proposal" in a three-ring binder</p> <p>Ten (10) hard copies of the original each in a three-ring binder</p> <p>Twenty (20) portable media (CD—ROM or USB drive) in Microsoft Word or Adobe Acrobat (PDF) format that contain financial statements.</p> <p>One (1) original of all Financial Statements in a separate three-ring binder</p> <p>One (1) paper copy of sample deliverables in a separate, clearly marked binder</p> <p>One (1) electronic copy of sample deliverables that is separate from the electronic version of the Offeror's Technical Proposal</p>		
1.5	Paper/Font Size – Technical Proposal is printed on 8½ X 11 inch paper (larger paper is permissible for charts, spreadsheets, etc.)		
1.6	Proposals are clearly page numbered on the bottom of each page and submitted in three-ring binders.		
1.7	All pages have one-inch (or more) margins at the top, bottom, and left and right sides of each page.		

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1.8	Font is at least 11-point Times New Roman with 1.15 line spacing. A smaller font may be used for RFP text, graphics, tables, and Microsoft Project WBS text.		
1.9	<p>Order/Tabs – Technical Proposal is ordered and includes tabs for the following sections:</p> <p>Tab 1: Transmittal Letter</p> <p>Tab 2: Executive Summary</p> <p>Tab 3: Corporate Background and Experience</p> <p>Tab 4: Project Initiation</p> <p>Tab 5: Project Management and Control</p> <p>Tab 6: Design</p> <p>Tab 7: Development</p> <p>Tab 8: Implementation</p> <p>Tab 9: Maintenance and Operations Phase</p> <p>Tab 10: Enhancements</p> <p>Tab 11: Certification Phase</p> <p>Tab 12: Turnover Phase</p> <p>Tab 13: Work Plan and Schedule</p> <p>Tab 14: Scope of Work: Functional Requirements Narrative</p> <p>Tab 15: Scope of Work: Operational Requirements Narrative</p> <p>Tab 16: Scope of Work: Technical Requirements Narrative</p> <p>Tab 17: Scope of Work: Functional Requirements</p> <p>Tab 18: Scope of Work: Operational Requirements</p> <p>Tab 19: Scope of Work: Technical Requirements</p> <p>Tab 20: Appendix B: Proposal Exceptions</p>		
1.10	Technical proposal includes a response (either “ACKNOWLEDGED”, “WILL COMPLY”, or “AGREED”) for each section of the RFP.		
2	Transmittal Letter (Tab 1)		
2.1	Transmittal Letter is submitted as Tab 1 on official business letterhead and contains the firm’s name and address.		

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2.2	Transmittal Letter is signed in ink on the “Original Technical Proposal” by the individual authorized to commit the Offeror to the proposed scope of work and clearly indicates the name and title.		
2.3	The Transmittal Letter contains a statement indicating that the Offeror is a corporation or other legal entity.		
2.4	The Transmittal Letter contains a statement confirming that the Offeror is registered to do business in the State of Mississippi and providing its corporate charter number to work in the State of Mississippi.		
2.5	The Transmittal Letter contains a statement identifying the Offeror’s federal tax identification number.		
2.6	The Transmittal Letter contains a statement that the Offeror agrees that any lost or reduced federal matching money resulting from unacceptable performance of an Offeror task or responsibility, as defined in this RFP, shall be accompanied by reductions in State payments to the Offeror.		
2.7	The Transmittal Letter contains a statement identifying any prior project where the Offeror was terminated before the final solution was operational.		
2.8	The Transmittal Letter contains a statement that no attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit a proposal.		
2.9	The Transmittal Letter contains a statement that the Offeror has or has not retained any person or agency to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or other contingent arrangement except as disclosed in the Offeror’s proposal.		
2.10	The Transmittal Letter contains a statement that the Offeror has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 of the Mississippi PSCRB.		

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2.11	The Transmittal Letter contains a statement of Affirmative Action, that the Offeror does not discriminate in its employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or disability.		
2.12	The Transmittal Letter contains a statement that no cost or pricing information has been included in the Transmittal Letter or any other part of the Technical Proposal.		
2.13	The Transmittal Letter contains a statement identifying by number and date all amendments to this RFP issued by DOM that have been received by the Offeror. Verify that the signed Amendment Acknowledgement Form is included in Tab 1.		
2.14	The Transmittal Letter contains a statement that the Offeror has read, understands, and agrees to all provisions of this RFP without reservation.		
2.15	The Transmittal Letter contains certification that the Offeror's offer will be firm and binding for 210 days from the proposal due date.		
2.16	The Transmittal Letter contains a statement naming any outside firms responsible for writing the proposal.		
2.17	The Transmittal Letter contains a statement that the Offeror and all subcontractors agree to execute a Business Associate Agreement (Appendix E), if awarded the Contract.		
2.18	The Transmittal Letter contains a statement that the Offeror and all subcontractors have included a signed Drug Free Workplace Certificate (Appendix D). Verify that the signed Drug Free Workplace Certificate for the Offeror and all subcontractors is included in Tab 1.		

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2.19	The Transmittal Letter contains a statement that the Offeror has included the signed HHS Certification Regarding Debarment, Suspension, and Other Responsibility Matters for Primary Covered Transactions (Appendix C). Verify that the signed HHS Certification Regarding Debarment, Suspension, and Other Responsibility Matters for Primary Covered Transactions is included in Tab 1.		
2.20	The Transmittal Letter contains a statement that the Offeror has acknowledged and accepts the terms found in the DOM Security Standards for Third Parties (Appendix S).		
2.21	The Proposal contains certifications by the secretary, or other appropriate corporate official other than the corporate official signing the Technical Proposal, that the corporate official signing the Technical Proposal has the full authority to obligate and bind the corporation to the terms, conditions, and provisions of the Technical Proposal.		
2.22	Proposal includes a statement that the Offeror presently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of services under this Contract, and it shall not employ, in the performance of this Contract, any person having such interest.		
2.23	The Transmittal Letter identifies and explains any proposal deviations from the detailed specifications and requirements of this RFP.		
2.24	The Transmittal Letter contains a statement that the Offeror has included the signed Mandatory Requirements Checklist (Appendix L) with the Transmittal Tab (Tab 1). Verify that the signed Mandatory Requirements Checklist is included in Tab 1.		
2.25	The Transmittal Letter must contain an itemized list of confidential material under a section referenced "Request for Confidential Treatment of Information" if applicable.		

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2.26	<p>The Transmittal Letter contains documentation for indicating</p> <ul style="list-style-type: none"> The Offeror has not been sanctioned by a state or federal government within the last 10 years; Experience in providing the type of contractual and systems services described in the RFP The Offeror’s proposed solution is CMS certified or actively pending CMS certification; Provides all required components and deliverables as detailed in the Scope of Work; and Any previous contracts for which the Offeror was terminated before the final solution was operational (if applicable) 		
2.27	<p>The Transmittal Letter contains a certification that the Offeror has obtained the required Proposal Security described in Sections 6.5.1 and Section 9.2.1 of the RFP, along with written documentation from the third party issuing the Proposal Security. The written documentation confirms only the existence of the Proposal Security and does not disclose the amount of the Proposal Security.</p>		
3	Executive Summary (Tab 2)		
3.1	<p>The Technical Proposal includes an Executive Summary as Tab 2 of the Technical Proposal.</p>		
3.2	<p>The Executive Summary identifies those sections and pages of the proposal that contain trade secrets or proprietary data, if applicable.</p> <p>NOTE: This information may also be placed in Transmittal Section, either is acceptable.</p>		
4	Corporate Background and Experience (Tab 3)		
	<p>Offeror includes the following sections as Tab 3 of the Technical Proposal:</p>		

	RFP Requirement	Acknowledgement	DOM Verification
4.1	The Technical Proposal includes Corporate Background and Experience as Tab 3 of the Technical Proposal and includes Corporate Background, Experience and Financial Statements.		
4.2	Offerors should provide a list of all current or recent Medicaid or related projects as described in Section 5.4.3, detailing only those Medicaid and related projects that are of equal scope and complexity.		
4.3	Offerors are to provide a total of three (3) corporate references that can provide details of prior Medicaid project experience equal in scope and complexity within the past five (5) years (including phone numbers and email addresses).		
4.4	Financial statements for the contracting entity are provided for each of the last five (5) years.		
5	Project Initiation (Tab 4) Offeror includes the following sections as Tab 4 of the Technical Proposal:		
5.1	The Technical Proposal includes Project Initiation information as Tab 4 of the Technical Proposal		
5.2	Resumes for all proposed key management and key staff personnel (including subcontractors) in the template outlined in Appendix I.		
5.3	Three (3) staff references for each proposed key personnel.		
5.4	Offeror has submitted any agreements to be executed between the Offeror and any subcontractor(s) (if applicable)		
6	Project Management and Control (Tab 5)		
6.1	The Technical Proposal includes Project Management and Control as Tab 5 of the Technical Proposal		
7	Design Phase (Tab 6)		
7.1	The Technical Proposal includes Design Phase as Tab 6 of the Technical Proposal.		
8	Development Phase (Tab 7)		

	RFP Requirement	Acknowledgement	DOM Verification
8.1	The Technical Proposal includes Development Phase as Tab 7 of the Technical Proposal.		
9	Implementation Phase (Tab 8)		
9.1	The Technical Proposal includes Implementation Phase as Tab 8 of the Technical Proposal.		
10	Maintenance and Operations Phase (Tab 9)		
10.1	The Technical Proposal includes Operations Phase as Tab 9 of the Technical Proposal.		
11	Enhancements Phase (Tab 10)		
11.1	The Technical Proposal includes Enhancements Phase as Tab 10 of the Technical Proposal.		
12	Certification Phase (Tab 11)		
12.1	The Technical Proposal includes Certification Phase as Tab 11 of the Technical Proposal.		
13	Turnover Phase (Tab 12)		
13.1	The Technical Proposal includes Turnover Phase as Tab 12 of the Technical Proposal.		
14	Work Plan and Schedule (Tab 13)		
14.1	The Technical Proposal includes Work Plan and Schedule as Tab 13 of the Technical Proposal.		
15	Scope of Work – Functional Requirements Description (Tab 14)		
15.1	The Technical Proposal includes Functional Requirements Description as Tab 14 of the Technical Proposal.		
16	Scope of Work – Operational Requirements Description (Tab 15)		
16.1	The Technical Proposal includes Operational Requirements Description as Tab 15 of the Technical Proposal.		
17	Scope of Work – Technical Requirements Description (Tab 16)		

	RFP Requirement	Acknowledgement	DOM Verification
17.1	The Technical Proposal includes Technical Requirements Description as Tab 16 of the Technical Proposal.		
18	Scope of Work – Functional Requirements (Tab 17)		
18.1	The Technical Proposal includes the Completed Functional Requirements Matrix (hard and electronic copy) as Tab 17.		
19	Scope of Work – Operational Requirements (Tab 18)		
19.1	The Technical Proposal includes the Completed Operational Requirements Matrix (hard and electronic copy) as Tab 18.		
20	Scope of Work – Technical Requirements (Tab 19)		
20.1	The Technical Proposal includes the Completed Technical Requirements Matrix (hard and electronic copy) as Tab 19.		
21	Proposal Exceptions (Tab 20)		
21.1	The Technical Proposal includes the Proposal Exceptions Form as Tab 20.		

Mandatory Business Proposal Requirements Checklist

#	RFP Requirement	Acknowledgement	DOM Verification
1	General Requirements		
1.1	Offeror's Proposal was received by DOM no later than March 21, 2014, 5:00 p.m. CST.		
1.2	Proposal is sealed and labeled on the outside of the package "SEALED BID" and shows the title, "RFP #20131025, Business Proposal" and includes the name of the Offeror.		
1.3	Technical Proposals and Business Proposals are sealed in separate sealed cover. Each Proposal is clearly marked "Technical Proposal" or "Business Proposal".		
NOTE: The following will be verified only if the Offeror has met the required threshold to proceed to Phase 4 of the Proposal Evaluation process.			
1.4	<p>Number of Copies- Business Proposal includes: One (1) original hard copy with original signatures and is clearly marked as the "Original Business Proposal" in a three-ring binder One (1) copy submitted on portable media in Microsoft Word or Adobe Acrobat (.PDF) format. The Pricing Schedule is provided with the portable media copy in Microsoft Excel® 2007.</p>		
1.5	Paper/Font Size – Business Proposal is printed on 8½ X 11 inch paper (larger paper is permissible for charts, spreadsheets, etc.)		
1.6	<p>Order/Tabs – Business Proposal is ordered and includes tabs for the following sections: Tab 1: Transmittal Letter Tab 2: Pricing Schedule Tab 3: Bond Tab 4: Proposal Exceptions Form</p>		
2	Transmittal Letter (Tab 1)		
2.1	Transmittal Letter is submitted as Tab 1 on official business letterhead and contains the firm's name and address.		

#	RFP Requirement	Acknowledgement	DOM Verification
2.2	Transmittal Letter contains affirmative statements for the following: <ul style="list-style-type: none"> • Costs related to DD&I Milestones • Costs related to Hardware • Costs related to Software • Costs related to Facilities • Costs related to Labor Rates • Costs related to Operations 		
2.3	Transmittal Letter contains statement binding upon the Offeror for a period of 210 days following the proposal due date.		
2.4	Transmittal Letter contains certification by the secretary or corporate official (different from signer of business proposal) that the corporate official signing the Business Proposal has the authority to obligate and bind the corporation to the terms, conditions, and provisions of the Business Proposal.		
2.5	Transmittal Letter should include the annual support increase ceiling		
3	Price Sheets (Tab 2)		
3.1	The Proposal Price Sheet uses the Microsoft Excel 2007 Workbook provided as Appendix G in the RFP and amended by Response to RFP Questions – Release 01/21/2014		
3.2	The Business Proposal includes the following Price Sheets: <ul style="list-style-type: none"> • DD&I Phases; • Hardware; • Software • Labor Rates; • Operational; and • Summary 		
4	Bond (Tab 3)		

#	RFP Requirement	Acknowledgement	DOM Verification
4.1	Includes a Bid Proposal Bond or proposal guarantee in the form of a cashier's check, certified check, bank draft, treasure's check, or bond payable to DOM in an amount equal to five percent (5%) of the total DD&I price		
5	Proposal Exceptions (Tab 4)		
5.1	Proposal Exceptions Form		

Signature

Title