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Authorizing Utah Code: 62a-5-103	Rule: R33	
Issue Date: 12/04	Revision Date: n/a	
Form(s): BCM RFP & Contract boilerplates	Guideline(s): Monitoring Handbook for Performance Based Contracts	

PROCEDURE

Start RFP

1.   The Request for Proposal (RFP) process should begin approximately 6 months prior to the termination of the Provider's current contract with the Division. Contracts involving the DD/MR and ABI Medicaid Waivers shall require initiation of 12 months prior to the termination of the contract.

2.   The Contract Administrator shall send the Leadership Team a list of upcoming RFPs for the next 6 months to provide opportunity to discuss possible changes to services or rates ahead of time.

3.   The Technical Writer shall send the Division Director, Associate Directors, Region Directors, and Contract Analysts a written notification that development will begin for an RFP on a specified date. The notification will request information for the following:
       a.   Any outstanding issues relating to service descriptions, rates, etc., in the current contract that should be remedied in the new RFP.
       b.   Program specialists and other staff from the Regions or State Office that the administration recommends should be involved.
       c.   New budget guidelines.
       d.   New waiver requirements.
       e.   Rate changes or additions.

4.   The Technical Writer shall begin research in the following areas to ensure all aspects of the RFP are accurately represented in the Scope of Work:
       a.   Rates (i.e. accuracy, billing limitations, how they are built, etc.).
       b.   Accurate service descriptions, including the implementation of any program changes.
       c.   Administrative Rule.
       d.   Waiver requirements.

5.   If needed, the Technical Writer can initiate a Request for Information (RFI) during the research process to assist in developing appropriate rates and service descriptions.

6.   The Technical Writer is responsible for including the appropriate Division and Region staff in the development of the RFP by setting up meetings and asking questions to resolve all issues listed in #3 and #4.

Draft RFP

1.   Once all information is compiled, the Technical Writer shall prepare a draft RFP using the Bureau of Contract Management (BCM) boilerplates for Open-Ended or Close-Ended RFPs. Drafts shall be sent to all staff members participating in the RFP process, including Program Specialists, Contract Analysts, Region Directors, Division Director, and Associate Directors (the Team).
       a.   Each member of the Team must review the RFP and respond to the Technical Writer with their approval or suggested changes. Responses shall be maintained in the administrative file along with the historical versions of the RFP.

      b.   Multiple requests for review shall be sent to the Team as the drafting and editing process progresses.

2.   During the editing process, the Technical Writer shall use the *Track Changes* option in Microsoft Word to assist in maintaining an accurate record of changes and for convenience to the Team during review.

RFP Approval

1.   After final approval from the Team and the Associate Director, the Technical Writer shall forward the RFP to BCM for processing.

2.   BCM shall assign the RFP an RFP number and determine the closing and publication dates. The RFP is returned to the Technical Writer to enter the new information and make any additional changes, if needed.
      a.   If changes are voluminous or substantive, the drafting process may need to be repeated and the RFP returned to BCM for final approval.

3.   The Technical Writer shall forward the approved RFP to the Contract Administrator to prepare for publication and mailing.

4.   The Contract Administrator shall provide BCM with the following:
      a.   A current mailing list.
      b.   Copies of the RFP for mailing by BCM.
      c.   Specify newspapers where the RFP should be published.

5.   The Contract Administrator shall send current Providers a service specific cover letter detailing any changes to services that may affect the Providers, depending on the services offered.

6.   The Contract Administrator shall identify the evaluators and provide a list to BCM.

7.   The Contract Administrator shall organize a Pre-Proposal Meeting. The meeting shall be a forum in which Providers can voice questions or concerns about the RFP.
      a.   The Team members involved in the preparation of the RFP shall attend the Pre-Proposal Meeting in order to answer the Providers' questions.

8.   If needed, the RFP shall be reissued with an addendum if it is determined that clarification is necessary.

Evaluate Proposals

1.   Offerors send 5 copies of their proposals to BCM, 4 of which are forwarded to the Division's Contracts Administrator. The proposals are logged into the Division database and a copy of the Offerors List is given to the Quality Management Administrator.

2.   The Contract Administrator shall obtain signed Conflict of Interest forms from all of the evaluators and forward them to BCM for review.

3.   The evaluators are trained in the following areas:
      a.   Evaluation criteria.
      b.   Time constraints.
      c.   Confidentiality of the evaluation process.

4.   The proposals are scored (pass/fail) for required documents (i.e. W-9, Code of Conduct, etc.) by the Contracts staff.

5.   Proposals are issued to the evaluators to score for services provided.

6.   The Contract staff shall summarize the proposal scores and send a summary document to BCM for award of contracts.

7.   The DHS Purchasing Agent awards the contract to the Provider.

8.   The Contract Administrator shall send a Notification Letter to the Providers. The letter shall indicate acceptance or rejection of the Provider's proposal. In cases of rejection, the areas of deficiency will be outlined. Acceptance Notification Letters shall contain the following information:
        a.   Services awarded.
        b.   Timeline.
        c.   Medicaid requirements.
        d.   Insurance requirements.
        e.   Certification process.

Create Contract

1.   In cases where multiple contracts are awarded, the Contracts Administrator shall write one contract using BCM's EZ form. The Scope of Work and Service Descriptions in the RFP shall be incorporated into this document.
        a.   This one contract shall be forwarded to BCM for approval and all other contracts shall be based on this approved contract.
        b.   Upon approval, the remaining contracts shall be sent to BCM, along with the W-9, Conflict of Interest and sub-recipient forms.

2.   BCM is responsible for the following:
        a.   Assign a log number to each contract.
        b.   Audit information.
        c.   Add boilerplate.
        d.   Print draft contract.
        e.   Return draft contract to the Division's Contract Administrator.

3.   The Contract Administrator shall proof the draft and return it to BCM to be finalized. Once the contract is finalized, BCM shall return the document to the Division to obtain signatures.
        a.   The Contract Administrator shall obtain the signed, Medicaid Application and/or Attachment A.

4.   After the appropriate signatures are obtained, the contracts are forwarded to BCM for final approval and signature.

5.   BCM shall assign a contract number to each contract and enter that information into USSDS.

6.   The Region Contract Analysts shall initiate the Certification and Licensing Process and visit Provider locations.
        a.   The Contract staff shall ensure that all Providers are certified or licensed, as necessary, prior to rendering services.

7.   The Contracts staff shall enter site, insurance, and certification information into USSDS and the Division database.

8.   The Contracts staff emails information on open contracts and Providers to all Regions.
        a.   Contract Analysts shall enter budget information into USSDS.

9.   Once all information is entered into the system, services are available to consumers.
        a.   The Contract Administrator shall notify the Quality Management Administrator of active
                contracts to be monitored.