

ATTACHMENT S –PROPOSAL SUBMISSION CHECKLIST

RFP	Requirement	Y/N ~ Remarks		
4.2.1	For each Functional Area proposed, was Volume I sealed separately from Volume II but submitted simultaneously?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.2.1	Were an unbound original and six (6) bound copies of the Volume I - Technical Proposal and an unbound original and two (2) bound copies of the Volume II – Financial Proposal submitted for each proposed functional area?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.2.1	Were the electronic media labeled with the RFP title/number, Functional Area identified, name and address of the Offeror, and appropriate Volume Number (I or II)?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.2.1	Did each sealed package include the RFP title & number, name/address of Offeror, Volume number, appropriate Functional Area, and closing date/time on the outside of the package?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.2.2	Were three (3) electronic versions of Volume I, (submitted in Microsoft Word format), enclosed with the original copy of the Technical Proposal for each proposed functional area?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.2.2	Were three (3) electronic versions of Volume II, (submitted in Microsoft Excel format), enclosed with the original copy of the Financial Proposal for each proposed functional area?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.4.3.1	Did the Technical Proposal begin with a title page bearing the name and address of the Offeror and the name and number of the RFP, followed by a table of contents for the Technical Proposal?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.4.3.2	Was any confidential information within the Proposal identified as such, after the title page of the Technical Proposal, before the Table of Contents?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>

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4.4.3.3	<p>Was a Transmittal Letter included with the Technical Proposal, along with the following?:</p> <ul style="list-style-type: none"> • Name and address of Offeror; • Name, title, e-mail address, and telephone number of primary contact for Offeror; • Solicitation Title and Solicitation Number that Proposal is in response to; • Signature, typed name, and title of an individual authorized to commit Offeror to its Proposal; • Federal Employer Identification Number (FEIN) of the Offeror, or if a single individual, their Social Security Number (SSN); • Identification of the functional area(s) (DHMO-FI, DPPO-FI and/or DPPO-SF) being proposed; • Offeror’s eMM number; • Offeror’s MDOT MBE Certification Number (if applicable); • Acceptance of all State RFP and Contract terms and conditions (see Section 1.24); if any exceptions are taken, they are to be noted in the Executive Summary (see Section 4.4.3.4); • Location(s) from which services will be provided (see Section 1.34); and • Acknowledgement of all addenda to this RFP. 	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.4.3.4	Was an executive summary included, which condenses and highlights the contents of the Technical Proposal? Does the executive summary identify the legal entity(s) responsible for submitting the proposal?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.4.3.4	Does the executive summary identify any exceptions the Offeror has taken to the requirements of the RFP, the Contract (Attachment A), or any other attachments? If there are no exceptions, does the executive summary so state? (Warning - Exceptions may result in proposal being rejected)	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.4.3.4	Does the executive summary identify any additional/optional services being offered at no additional charge? Any additional Performance Guarantees being offered?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>

eMM No. _____
Certification No. _____

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4.4.3.6.1(A) 4.4.3.6.1(B)	(A) Did the Offeror address each applicable criterion in the Technical Response to the RFP Requirements (Sections 3.3-3.5; 3.7 and 3.9-3.11); and (B) complete the Excel files for each proposed functional area (Attachment FA1 T for DHMO-FI; Attachment FA2 T for DPPO-FI; Attachment FA3 T for DPPO-SF)?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.4.3.6.1(B)	Does the Offeror delineate any deviations for each proposed functional area (Attachment FA1 T-2 for DHMO-FI; Attachment FA2 T-2 for DPPO-FI; Attachment FA3 T-2 for DPPO-SF)?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.4.3.6.2 (a-c)	Did the Offeror provide a Proposed Work Plan?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.4.3.6.2(d)	Did the Offeror provide a response to the Security Requirements?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.4.3.6.2(e)	Did the Offeror provide a written draft problem escalation procedure to include names, titles, telephone numbers and email addresses?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.4.3.6.2(f)	Did the Offeror provide a response to the SOC 2, Type II Audit Report Requirements?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.4.3.7	Did the Offeror provide the Experience and Qualifications of its proposed staff?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.4.3.8	Did the Offeror provide its Corporate Qualifications and Capabilities?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.4.3.9	Did the Offeror provide at least 3 references?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.4.3.10	Did the Offeror provide a List of Current or Prior State Contracts?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.4.3.11	Did the Offeror submit evidence that the Offeror has the financial capacity to provide the services encompassed within this RFP (financial statements, P&L statements, balance sheets from the past two years)?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.4.3.12	Did the Offeror provide its current Certificate(s) of Insurance?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>

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4.4.3.13	Did the Offeror identify subcontractors, including MBEs and VSBES, and the roles these subcontractors will have in the performance of the contract? Were responses to Attachments FA1 T-8 for DHMO-FI, Attachment FA2 T-8 for DPPO-FI, and Attachment FA3 T-8 for DPPO-SF included with the Technical Proposal?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.4.3.14	Did the Offeror provide a Legal Action Summary?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.4.3.15	Did the Offeror address economic benefit factors?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.4.4	<p>For each proposed Functional Area, were required additional technical submissions included (only with the original copy of the Technical Proposal)?</p> <ul style="list-style-type: none"> - Geo-Access Report(s)® GeoNetworks® -Management Reporting Package -Claims Appeals Protocols -Certificates of Insurance, including Errors and Omissions and Commercial General Liability -Provider Satisfaction Survey -Sample Member Letter – Provider Termination -Dental Director Resume -Implementation Team Organizational Chart -Implementation Plan -Account Management Team Organizational Chart -Account Management Support including Resumes -Completed Bid/Proposal Affidavit -Completed Certified MBE Utilization and Fair Solicitation Affidavit -Completed MBE Pro-Ration Calculation Worksheet (D-1 Supplement) -Completed Living Wage Affidavit of Agreement -Completed Veteran-Owned Small Business Enterprise Utilization Affidavit and Subcontractor Participation Schedule -Completed Veteran-Owned Subcontractor Project Participation Statement -Completed Location of the Performance of Services Disclosure -Completed Investment Activities in Iran Certification -Current copy of Certificate of Authority (issued by MIA) or evidence of acknowledgement of receipt of application for Certificate of Authority by Go-Live Date (January 1, 2015) 	<u>FA1</u> (4.4.4.1)	<u>FA2</u> (4.4.4.2)	<u>FA3</u> (4.4.4.3)

RFP	Requirement	Y/N ~ Remarks		
4.5.1	Was a Transmittal Letter included, accompanying the Financial Proposal, acknowledging the receipt of any addenda? Was the letter signed by an individual authorized to commit the Offeror to all the services identified in the Offeror's Technical Proposal at the prices of the services identified in the Offeror's Financial Proposal for all requirements as stated in the RFP?	<u>FA1</u>	<u>FA2</u>	<u>FA3</u>
4.5.2	For each proposed Functional Area, did the Financial Proposal contain all cost information in the format specified in Attachment F(FA1) for DHMO-FI, Attachment F(FA2) for DPPO-FI, Attachment F(FA3) for DPPO-SF and the related Exhibits, as appropriate?	<u>FA1</u> (4.5.2.1)	<u>FA2</u> (4.5.2.2)	<u>FA3</u> (4.5.2.3)