

DATE: January 29, 2018

TO: RFP YH19-0001 Offerors

FROM: Meggan Harley, AHCCCS Chief Procurement Officer,
Division of Business and Finance

SUBJECT: Oral Presentation Schedule and Instructions

As required in the AHCCCS Complete Care RFP YH19-0001, Section H, Instructions to Offerors, Paragraph 19 Submission Requirements, Sub-Section Oral Presentations:

Offerors shall participate in a scheduled oral presentation pertaining to key areas of the Program. The duration of the oral presentation session will be limited to three hours, which shall include allotted time for discussion and preparation. All presentations will be scheduled to occur during the weeks of February 12 and February 19. Presentations will be audio-taped by AHCCCS for the Agency's use in the evaluation process. Audio-taped oral presentations will be published to the AHCCCS website once the Contract awards have been made. AHCCCS will notify each Offeror of its scheduled presentation date and time within three business days of RFP Proposal due date (by 5:00 pm Arizona Time on January 30, 2018).

The Offeror shall bring no more than six individuals to the meeting. All participants must be employees of the Offeror; no consultants may participate. For purposes of this Section, employee includes an employee of an affiliate, parent company, and/or subsidiary, or employee of a subcontracted Management Service company. The Offeror must anticipate that these employees will be substantially involved in the ongoing operation of the Contract, if awarded.

For the six participating employees, the Offeror shall include persons with expertise in:

- Medical/Clinical Management
- Behavioral Health
- Offeror's Operations

Per RFP Section H, Instructions to Offerors, Paragraph 19 Submission Requirements, the Offeror was required to submit with its Proposal a list of names and titles along with resumes of the participating individuals.

Please plan on dedicating up to three hours to complete the Oral Presentation process for each presentation. The Offeror will not be permitted to bring electronic devices into the room, including but not limited to, laptops, cellular or smart phones, smart watches, and tablets. Outside communication will be prohibited, including but not limited to, use of cell phones, telephones or text messaging. The Offeror will not be permitted to distribute previously-prepared presentations or materials to AHCCCS. The Offeror will be permitted to utilize any hard copy reference material brought with them, including

copies of policies and procedures to assist with preparing for the presentation. AHCCCS will provide a white board or flip charts and markers for Offeror use in preparing for the Oral Presentation.

AHCCCS will have a proctor present in the room for the duration of the Oral Presentations to ensure compliance with these requirements.

Oral Presentation Schedule

Please plan to arrive early as the meeting will begin promptly at the start time noted below.

OFFEROR: **UnitedHealthcare Community Plan**

Date of Oral Presentation: **February 21st, 2018**

Time of Oral Presentation: **9:30 A.M. Arizona Time**

Location of Oral Presentation: AHCCCS
801 E Jefferson St.
Bldg. 801
Arizona Room, Fourth Floor
Phoenix, Arizona 85034

If you have any questions regarding this letter please contact Meggan Harley, AHCCCS Chief Procurement Officer at (602) 417-4538.

Sincerely,



Meggan Harley, CPO, MSW
AHCCCS Chief Procurement Officer