# YH24-0041 H2O Program Administrator RFP

## OVERVIEW OF THE EVALUATION and SCORING PROCESS

The evaluation team is comprised of internal subject matter experts who will have a role on a scoring team or as a non-scoring technical advisor. The scoring methodology was developed through the collaboration of the executive sponsor, lead subject matter experts and the procurement team.

**EVALUATION TEAM MEMBERS:**
**Scoring Team Members:** Elizabeth De Costa, David Rudnik and Christina Quast
**Non-Scoring SME's/Technical Advisors:** Joshua Worley, Katelyn Murphy, Alisa Randall, Lisa Sherrill, Dan Lippert, Samantha Williams, Jon Leatherwood, Vanessa Templeman

The Scoring Team will be required to independently review the proposal(s). The scoring team will then convene and discuss the proposal(s) as it relates to the requirements listed in the RFP and come to a consensus for each proposal. **Any individual scores or notes developed outside the consensus scoring meetings are designated draft/working records, that will be replaced by the final consensus record.** The consensus meetings will be chaired by one or both members of the procurement team.

The scoring team will meet several times over a period of weeks in order to decide the final consensus scores and make the award recommendation.

**POINT DISTRIBUTION:**

| | Max Points |
|---|---|
| *REQUIREMENTS TRACEABILITY MATRIX (B1)* | *400* |
| *METHOD OF APPROACH NARRATIVE PROPOSAL (B2, B3)* | *250* |
| *EXPERIENCE AND EXPERTISE (B4, B5, B6)* | *200* |
| *COST PROPOSAL (B7)* | *150* |
| **TOTAL MAX POINT** | **1000** |

**B1 - REQUIREMENTS TRACEABILTY MATRIX (RTM)**
The maximum point value for this category is 400. Submission requirements considered in this category are included in Exhibit B of the RFP, wherein 12 separate categories of mandatory requirements are described, and the Offeror shall enter if their proposal adheres to each requirement by selecting "Meets Requirement", "Meets with Enhancements", or "Does Not Meet" indication on the spreadsheet along with notes to explain.

The procurement team, or designee, will review each Offeror's submitted RTM and tally the Offerors' responses in the Adherence to Mandatory Requirements column. The procurement team, or designee, will then assign preliminary points as follows:

- 2 points to each "Meets Requirement" response

- 1 point to each "Meets with Enhancement" response
- 0 points to each "Does Not Meet" response

This tally and preliminary points total will be shared with the evaluation team members prior to the consensus meetings in order to inform and focus the discussions during the meeting. In the consensus meetings the evaluation team will discuss and ultimately adjust the preliminary scores of 0, 1 or 2 according to the importance of the requirement as well as the feasibility of any proposed enhancement or notes provided by the Offeror. The final tally of the points will then be compared by a relative scaled score. (Offeror's Points ÷ Highest Points) x Max Points = Awarded Points.

For example, if Offeror A earns the highest points at 525, and Offeror B earns 367 points, then:

Offeror A (525/525)*400 = 400
Offeror B (367/525)*400 = 280

**METHOD OF APPROACH**

The maximum point value for this category is 250. Submission requirements considered in this category include:

| | Max Points |
|---|---|
| *B2 METHOD OF APPROACH NARRATIVE PROPOSAL* | *100* |
| *B3 METHOD OF APPROACH DETAILED IMPLENTATION/PROJECT PLAN* | *150* |
| **TOTAL MAX POINT** | **250** |

**EXPERIENCE AND EXPERTISE**

The maximum point value for this category is 200. Submission requirements considered in this category include:

| | Max Points |
|---|---|
| *B4 EXPERIENCE/EXPERTISE NARRATIVE* | *125* |
| *B4 EXPERIENCE/EXPERTISE RESUMES OF KEY PERSONNEL* | *55* |
| *B4 EXPERIENCE/EXPERTISE Org Chart* | *20* |
| **TOTAL MAX POINT** | **200** |

**COST SCORING**

The maximum point value available for this category is 150.

| | Max Points |
|---|---|
| **TOTAL MAX POINT** | **150** |

Offerors are required to submit a Fixed Price for the scope of work over the 5 year contract term (three years for initial award and 2 optional extension years). Offerors are also required to submit a per claim cost proposal for each year over the 5 year contract term (three years for initial award and 2 optional extension years). The proposed claim cost will be multiplied by an anticipated number of claims (320,000) to calculate a total 5 year proposed cost. The 5 year Fixed Price cost will be added to the 5 year claim cost for a total proposed price. This total proposed price will then be compared by a relative scaled score. (Lowest Price ÷ Price Offered) x Max Points = Awarded Points.

**Awarded Points for this category may be adjusted up or down at the discretion of the evaluation team and AHCCCS based on information listed in the "Assumptions" box of the Cost Proposal.**

**Note:**
This scoring methodology applies to proposals that are evaluated by the scoring team and excludes those determined to be not susceptible for award or rejected. At any point prior to being submitted to the scoring team for evaluation, or during the scoring evaluation process, a proposal may be determined not susceptible for award and/or rejected in accordance with the RFP and/or applicable procurement rules, regulations, or policies, at which point the evaluation of the proposal shall end.