

# **APPENDIX F-1 MANDATORY REQUIREMENTS CHECKLIST**

This appendix identifies the mandatory requirements for the Technical and Cost bids. Failure, in whole or in part, to respond to a specific mandatory requirement shall result in rejection of either bid during the evaluation phase.

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**APPENDIX F-1  
MANDATORY REQUIREMENTS CHECKLIST**

<b>MANDATORY RESPONSIVENESS REQUIREMENTS CHECKLIST</b>	<b>RESULTS</b>	
<b>TECHNICAL BID</b>	<b>Pass (Yes)</b>	<b>Fail (No)</b>
1. Was the bid received by the State of Oklahoma’s Department of Central Services on the date and time as specified at ITB Sub-section 4.1?		
2. Are there separate Technical and Cost Bids?		
3. Was a Transmittal Letter submitted with the Technical Bid?		
4. Were one (1) original and thirteen (13) copies of the Technical Bid submitted?		
5. Is the Technical Bid comprised of the following 8 separate sections: <ul style="list-style-type: none"> <li>o Section A - Transmittal Letter?</li> <li>o Section B – Mandatory Bid Submission Requirements Checklist?</li> <li>o Section C – Executive Summary?</li> <li>o Section D – Project Management Plan?</li> <li>o Section E – MMIS Technical and Functional Capabilities?</li> <li>o Section F – Staff Qualifications and Experience?</li> <li>o Section G – Firm Past Performance and Qualifications?</li> <li>o Section H - Corporate Stability and Resources?</li> </ul>		
6. Is there an absence of costs specified in the Technical Bid?		
7. Have the page limits been adhered to? Excess pages will be removed during the Mandatory Requirements review.		
8. Was the Transmittal Letter signed by an individual authorized to legally bind the company to the proposed work?		
9. Does the Transmittal Letter include all of the items listed at		

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	Pass (Yes)	Fail (No)
<b>TECHNICAL BID</b>		
ITB Sub-section 4.2.1.1?		
10. Was a completed Mandatory Bid Submission Checklist included in the proposal?		
11. Are all formal certifications and declarations included in the proposal? Are there six (6) copies of each?		
12. Does the Mandatory Bid Submission Checklist indicate that any of the requirements was not met?		
13. Are the three (3) items specified at ITB Sub-section 4.2.3 included in the Executive Summary, Technical Bid Section C?		
14. Does the Project Management Plan, Technical Bid Section D, contain the required elements specified at ITB Sub-section 4.2.4?		
15. Does the MMIS Technical and Functional Capabilities, Technical Bid Section E, contain the required elements specified at ITB Sub-section 4.2.5?		
16. Does the Staff Qualifications and Experience, Technical Bid Section F, contain the required elements specified at ITB Sub-section 4.2.6?		
17. Does the Firm Past Performance and Qualifications, Technical Bid Section F, contain the required elements specified at ITB Sub-section 4.2.6?		
18. Does the Corporate Stability and Resources, Technical Bid Section G, contain the required elements specified at ITB Sub-section 4.2.7?		
19. Was a State of Oklahoma "Invitation to Bid" form, signed in ink by the bidder (or an officer of the bidder who is legally authorized to bind the bidder to the proposal) and notarized by a notary public, submitted?		

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	Pass (Yes)	Fail (No)
<b>TECHNICAL BID</b>		
20. Did bidder attend Mandatory Pre-Bid Conference on April 19, 2000?		
21. Was a proposal bond in the amount of one-hundred thousand dollars (\$100,000) submitted in the required format?		
22. If subcontractors are proposed, has each subcontractor submitted a statement, on official letterhead, signed by an individual authorized to legally bind the subcontractor to perform the scope of work?		
23. Does the Transmittal Letter (see ITB Sub-section 4.2.1.1) explicitly identify and explain where the bid deviates, in any way whatsoever, from the detailed specifications and requirements in the ITB? (Oklahoma Medicaid reserves the right to reject any bid containing such deviations or to require modification and/or clarification before acceptance.)		

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	Pass (Yes)	Fail (No)
<b>COST BID</b>		
1. Is there a signed and completed Pricing Schedule A?		
2. Are there signed and completed Pricing Schedules B?		
3. Are there signed and completed Pricing Schedules C?		
4. Is there a signed and completed Pricing Schedule D?		
5. Is there a signed and completed Pricing Schedule E?		
6. Is there a signed and completed Pricing Schedule F?		
7. Is there a signed and completed Pricing Schedule G?		
8. Are all the calculations shown on the various pricing schedules accurate?		

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