

SECTION 4: BID SUBMISSION REQUIREMENTS

This section presents the requirements for submission of Technical and Cost Bids. **Bids should be prepared in a straight forward and brief manner in order to ensure the most effective and equitable evaluation of all materials received. The State of Oklahoma discourages the submission of marketing material with any bid. Any material received from a vendor that in the opinion of Oklahoma state staff is considered to be marketing material will be counted toward the page limits outlined in this section of the ITB.**

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4.1 GENERAL BID REQUIREMENTS

Bids shall be submitted in two (2) separate and distinct parts: a Technical Bid and a Cost Bid. The format and content of each part are specified in Subsections 4.2 and 4.3 of this ITB. The bidder shall confirm, in the Transmittal Letter submitted with the Technical Bid, that the entire bid is valid for a minimum of nine (9) months from the bid due date. Bids are due no later than 11:00 A.M. (CT) on May 10, 2000.

Bids submitted in response to this ITB are to be delivered in person or by certified mail to:

Oklahoma Department of Central Services
Will Rogers Building, First Floor
2401 North Lincoln Blvd., Suite 116
Oklahoma City, OK 73105

An original and thirteen (13) copies of the Technical Bid shall be submitted under separate sealed cover and be labeled on the outside as follows:

STATE OF OKLAHOMA OKLAHOMA HEALTH CARE AUTHORITY MMIS RE-PROCUREMENT ITB TECHNICAL BID FULL NAME AND BIDDER ADDRESS BID REQUISITION NUMBER BID CLOSING DATE AND TIME
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An original and six (6) copies of the cost bid must be submitted under separate sealed cover and be labeled on the outside as follows:

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STATE OF OKLAHOMA OKLAHOMA HEALTH CARE AUTHORITY

MMIS RE-PROCUREMENT ITB
COST BID

FULL NAME AND BIDDER ADDRESS

BID REQUISITION NUMBER

BID CLOSING DATE AND TIME

Submission of a bid shall constitute recognition, understanding, acceptance, and consent by the bidder to adhere (without any reservation or limitation whatsoever) to the requirements, terms, and conditions of this ITB, including any ITB addenda. This consent to adhere to requirements shall also apply to the use of all pricing schedules contained in Appendix H to this document to present the Cost Bid and all related cost information.

Failure, in whole or in part, by a bidder to respond to a specific mandatory requirement, as defined in Appendix F of this ITB, may result in a request for corrective action during the evaluation process or rejection of the bid.

The Authority reserves the right to amend this ITB at any time prior to the bid due date by issuing written addenda. Should this occur, the Authority may revise the bid due date, based upon the timing and magnitude of the amendment.

Brochures or other presentations, beyond that sufficient to present a complete and effective bid, are not desired. Audio and/or videotapes are not allowed. Elaborate art work or expensive paper is not necessary.

System demonstrations may be requested at the option of state.

The original copy of each technical and cost bid should be clearly marked as such. Bidders should also reference the procurement guidelines outlined in ITB subsection 1.3, discussions of the procurement process in ITB subsection 1.2, pay particular attention to the anticipated schedule presented in ITB subsection 1.2.2, and comply with Central Purchasing ITB Form #2. A description of the evaluation process and methodology is presented in ITB Section 5.

4.2 TECHNICAL BID REQUIREMENTS

The Technical Bid shall include eight (8) separate sections (with named tabs) presented in the following order.

- o Section A - Transmittal Letter,
- o Section B – Mandatory Bid Submission Requirements Checklist,
- o Section C - Executive Summary,

- o Section D - Project Management Plan,
- o Section E - MMIS Technical and Functional Capabilities,
- o Section F - Staff Qualifications and Experience,
- o Section G - Firm Past Performance and Qualifications, and
- o Section H - Corporate Stability and Resources.

The format and contents for the material to be included under each of these headings is described below. Each subsection within the Technical Bid must include all items listed under a heading because evaluation of the bids shall be done on a section-by-section or functional area basis.

No reference to, or inclusion of, cost information shall appear in any section of the Technical Bid or the Transmittal Letter. Such inclusion can be reason for rejection of the Bid.

All **mandatory** bid submission requirements are included on the Mandatory Bid Submission Checklist included in Appendix F of this ITB. This checklist must be completed, as described in subsection 4.2.2. **Failure to adequately meet any one mandatory requirement may cause the entire bid to be deemed non-responsive and it may be rejected from further consideration.** However, the state reserves the right to waive minor irregularities and minor instances of non-compliance. In addition, as described in subsection 4.2.5, all bidders are required to complete the MMIS Requirements List, also included in Appendix F of this ITB, as a component of their technical bid, Section E: MMIS Technical And Functional Capabilities.

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A maximum page limit has been set for the Executive Summary. Bidders are also cautioned that a maximum page limit has been set for the Sections D, E, F, G and H in total. These sections, taken together, can total no more than 150 pages. Bidders are required to respect these page limits to facilitate a timely and responsive evaluation. Pages in excess of these limits will be removed during the Mandatory Requirements Phase of the evaluation process and will not be evaluated.

4.2.1 TRANSMITTAL LETTER - TECHNICAL BID SECTION A

The following describes the contents of what is required for the Technical Bid, Section A.

4.2.1.1 The Transmittal Letter

The Transmittal Letter shall be submitted on official business letterhead by the prime contractor and shall be signed by an individual authorized to legally bind the company to the scope of work proposed. It shall be part of the Technical Bid (with named and numbered tabs). The letter is to identify all material and enclosures being submitted in response to the ITB.

The Transmittal Letter shall include the following statements in the order given:

- o an itemization of all materials and enclosures being forwarded in response to the ITB;
- o a reference to all ITB amendments received by the bidder (by amendment issue date), to warrant that the bidder is aware of all such amendments in the event that there are any; if none have been received by the bidder, a statement to that effect must be included;
- o a statement of agreement that system enhancements proposed 1) will meet the specifications set forth in the ITB, 2) will meet HCFA certification requirements, and 3) that all contract performance standards set forth in the ITB will be met.
- o a statement which warrants that pricing was arrived at without any collusion or conflict of interest;
- o a statement that identifies who the bidder is that will be the prime contractor and the name of the corporation or other legal entity submitting the bid. It shall also include a statement identifying any and all subcontractors. The bidder will assume sole and exclusive responsibility for all of the contractor responsibilities and work indicated in the ITB (including any and all ITB addenda);
- o identity of the Federal tax identification number of the prime contractor and all subcontractors;
- o a statement of compliance with Affirmative Action and Equal Employment Opportunity regulations, confirming that the bidder does not discriminate in employment practices with regard to race, color, ancestry, physical condition, creed, religion, age, sex, marital status, developmental disability, arrest record or conviction, sexual orientation, national origin, or handicap;
- o confirmation that no cost or pricing information has been included in this letter or the Technical Bid;
- o an expression of the bidder's willingness to enter into an agreement with the state which includes the terms and conditions of the contract included in Section 6 of this ITB including an itemized list of any desired variances from or negotiation of these terms;
- o Acknowledgement and acceptance that all requirements included in the ITB are mandatory.
- o Confirm the name of the individual who attended the mandatory Bidders' Conference.

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If the bid deviates from the detailed specifications and requirements of this ITB, the Transmittal Letter shall identify and explain these deviations. OHCA reserves the right, at its sole discretion, to reject any bid containing such deviations or to require modifications and/or clarifications before acceptance.

An original of the Transmittal Letter shall be submitted in a separate, sealed envelope inside the package containing the Technical Bids. All other copies of the Transmittal Letter shall be bound into the copies of the Technical Bid.

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The bidder shall also sign and submit the certifications and declarations described in the following paragraphs as an attachment to the Transmittal Letter.

4.2.1.2 Bidder Certifications and Declarations

Appendix L of this ITB contains the formal certifications and declarations each bidder shall submit as part of the Technical Bid. The certifications shall be attached to the Transmittal letter, adhere to the format shown in Appendix L, and be signed and dated by the appropriate party. Six (6) separate certification forms and a declaration form from each proposed subcontractor shall be submitted, including:

- o certification that the Technical Bid and Cost Bid are valid for a minimum of nine (9) months from the bid submission date; see Appendix L.1;
- o certification that the bidder declares that the prices proposed have been arrived at independently and that the bidder, through its duly authorized representatives, has in no way entered into any arrangement or agreement with any other bidder or competitor for the purpose of restricting competition regarding any matter related to this bid, such as prices; and that, unless otherwise required by law, the prices quoted shall not be knowingly disclosed, directly or indirectly, by the bidder prior to award to the bidder or to any competitor; see Appendix L.2;
- o certification that the person signing this bid is authorized to make decisions on behalf of the bidder's organization as to the prices quoted and that the person has not participated and will not participate, in any action contrary to the above statement; see Appendix L.3;
- o certification that the bidder has not employed anyone, other than a bona fide employee working solely for the bidder's firm, in soliciting or securing this contract; see Appendix L.4;
- o certification that no Federal funds have been paid, or will be paid, to any person for purposes of influencing certain persons in connection with the awarding of any Federal contract; a separate form should be completed if Federal funds have been paid for this purpose; see Appendix L.5;
- o certification that the bidder, and any subcontractors, will maintain a drug-free workplace; see Appendix L.6;
- o completion by the bidder of the form provided in Appendix L.7 regarding the use of subcontractors; all proposed use of subcontractors shall be limited to

an aggregate total of no more than forty percent (40%) of the total work to be performed; and

- o a declaration from each proposed subcontractor that describes its project functions and the names and titles of individuals who will be responsible for the subcontractor's effects; see Appendix L.8

Bidders may not place any conditions, reservations, limitations, or substitutions in their bid with regard to the contract language found in ITB Section 6 and Appendix L. The bidder selected under this ITB may request non-substantive changes to the contract language in its Transmittal Letter, but OHCA reserves the sole right to accept or reject any requested changes.

4.2.2 BID SUBMISSION REQUIREMENTS CHECKLIST - TECHNICAL BID SECTION B

Appendix F of this ITB contains the **Mandatory** Bid Submission Requirements Checklist each bidder must submit as part of the Technical Bid. The completed Mandatory Bid Submission Requirements Checklist must be included in this section of the bid. Agreement or acknowledgement of a requirement is shown by a check mark (3) or "X" next to the requirement and a signature at the bottom of the checklist. **Failure to adequately meet any one submission requirement may cause the entire bid to be deemed non-responsive and it may be rejected from further consideration.** However, the state reserves the right to waive minor instances of non-compliance.

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4.2.3 EXECUTIVE SUMMARY - TECHNICAL BID SECTION C

The Executive Summary section will condense and highlight the contents of the Technical Bid in such a way as to provide the Evaluation and Selection Committees with a broad understanding of the entire Technical Bid. The length of the Executive Summary is limited to a total of 20 pages. Bidders should address the following three (3) items in their response to this section:

- o summarize your overall approach and the commitments that you are offering to OHCA in this bid. Specifically, discuss the quality proposed in your approach to:
 - transfer of the MMIS,
 - design, modification, and implementation of needed enhancements,
 - design, development and implementation of the DSS/Data Warehouse, and
 - ongoing MMIS Contractor operations and responsibilities,
- o describe any risks that you have identified with OHCA's approach to transferring an MMIS, taking into consideration the schedule defined for accomplishing this effort. Include your specific plans for controlling such risks or suggestions to improve this approach; and

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- o highlight the bidder's corporate resources, including previous relevant experience, staff, computer facilities, financial stability, and corporate commitment to performing this contract.

4.2.4 PROJECT MANAGEMENT PLAN (TECHNICAL BID SECTION D)

The Project Management Plan shall describe the bidder's overall plan and activities required to successfully complete this project within budget and the defined schedule. The Project Plan administration activities include the set-up of all the internal management processes for the contractor and its subcontractors, as well as the implementation of all department and contractor management processes and reporting requirements. The objective of these controls is to ensure the smooth administration of the project. Bidders must propose an approach to project administration that includes and describes the activities that shall be in effect throughout the life of the project for each of the major project phases.

This section of the bid must contain the following:

- o a detailed workplan, which includes all information that is required by ITB Subsection 3.5.1.4.1;
- o a description of how the workplan will be maintained;
- o formal status reporting procedures and schedules;
- o issue identification, tracking, and reporting procedures, including an automated tracking and management system with the information captured and tracked to be subject to the state's approval;
- o change control and configuration management procedures;
- o software development metrics utilized;
- o management of subcontractor relationships, to ensure high quality performance of all subcontractor functions;
- o the vendor's approach to securing all space and facility requirements;
- o personnel management functions, including hiring and firing and employee relocation;
- o a discussion of the bidder's approach to contract management during the Development and Implementation Tasks which addresses:
 - a proven system development methodology;
 - how the bidder will achieve project milestones and key dates and ensure the timely completion of tasks;
 - a detailed description of the bidder's approach to requirements definition, design, development, conversion, testing, and implementation;
 - how the bidder will ensure that all security requirements are established, monitored, and maintained;

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- how the bidder will identify any equipment (hardware and software) needs;
 - how the bidder will participate in and ensure federal certification of the MMIS;
 - how the bidder will ensure the quality of work performed and that all requirements are met;
 - how staffing and completion time estimates are developed;
 - plans for back-up staffing support;
 - how the bidder proposes to interface with state staff;
 - the bidder's approach to status meetings and written status reports;
 - the bidder's approach to deliverable completion;
 - use of walkthroughs and joint reviews of deliverables or test results;
 - the bidder's approach to certifying operational readiness;
 - coordination of design decisions across all functional areas;
 - reporting relationships; and
 - key personnel, by name, estimates of staffing for other positions, and project organization charts which show the staff to be assigned to various positions.
- o a discussion of the bidder's approach to project management during operations, maintenance, modification, and turnover which addresses:
- use of performance monitoring tools and project management procedures to support ongoing operations;
 - how staffing estimates are developed;
 - procedures for back-up staff or additional staffing support;
 - the bidder's approach to status meetings and written reports;
 - how problems are identified, communicated to state and contractor staff, and resolved;
 - a description of the approach to meeting the maintenance requirements including, staffing, activities, and responsibilities;
 - a description of the approach to meeting the modification requirements including, staffing, activities, and responsibilities;
 - reporting relationships and decision-making authority;
 - approach to management of the documentation update process;
 - quality assurance plan for claims processing and data entry;
 - a description of the production control processes that will be utilized;
 - inventory management tools and approach;

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- key functions displayed on organization charts;
 - the bidder's approach to contractor responsibilities;
 - use of key personnel; and
 - state responsibilities during operations, maintenance, modification, and turnover.
- o a discussion of the bidder's project management approach for planning, organizing, and managing the staff and activities throughout the life of the project.
 - o responses to each of the ITB requirements identified for Technical Bid Section D, including the discussion points identified and in the order identified on MMIS Requirements List contained in Appendix F.

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The MMIS Requirements List is a detailed listing of every general, technical, functional, operational responsibilities, and performance requirement. For all requirements, the bidder must address each of the discussion points identified for that requirement on the MMIS Requirements List contained in Appendix F. This MMIS Requirements List also provides direction on the technical bid section in which the various requirements and their corresponding response are to be included. The key to the discussion points included in the MMIS Requirements List is also contained in Appendix F, Key to Discussion Points/Instructions for Bid Submission Response.

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Rather than include duplicate information throughout the bid, bidders may give specific reference to another location within the bid that contains the response information. Each bidder must complete the bid cross-reference column for each ITB requirement on the MMIS Requirements List to notate the site where it is addressed in its bid. In addition, the bidder must complete the modification evaluation column on the MMIS Requirements List to include their evaluation of the level of modification necessary to the transfer system/component necessary to meet the specific Oklahoma requirement. Instruction on the scale to use for the modification evaluation is contained in Appendix F, Instructions for Modification Evaluation.

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4.2.5 MMIS TECHNICAL AND FUNCTIONAL CAPABILITIES (TECHNICAL BID SECTION E)

This section of the Technical Bid shall present the bidders proposed system solutions and approaches to meeting the state's general, technical, and functional requirements for a new MMIS. Much of this material shall be submitted in a narrative description as instructed on the MMIS Requirements Response List contained in Appendix F.

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This section of the bid must contain the following:

- o a narrative overview of the overall system architecture which addresses:

- which base transfer system or which component parts of systems are being proposed for Oklahoma,
- bidder experience and working knowledge of the transfer system or components,
- any equipment or other constraints,
- caveats, constraints, or other limitations on the system capabilities; and
- proposed enhancements to system requirements sufficiently explained to demonstrate that the enhancements are features beyond specified requirements, and
- responses to each of the ITB requirements identified for Technical Bid Section E, including the discussion points identified and in the order identified on MMIS Requirements List contained in Appendix F.

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The MMIS Requirements List is a detailed listing of every general, technical, functional, operational responsibilities, and performance requirement. For all requirements, the bidder must address each of the discussion points identified for that requirement on the MMIS Requirements List contained in Appendix F. This MMIS Requirements List also provides direction on the technical bid section in which the various requirements and their corresponding response are to be included. The key to the discussion points included in the MMIS Requirements List is also contained in Appendix F, Key to Discussion Points/Instructions for Bid Submission Response.

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Also as part of the bid evaluation process, the state may ask for oral presentations or a demonstration of some or all of the proposed system capabilities. The system demonstration may be held in Oklahoma or on-site at a location of the bidder's choice. In this section, the bidder shall specify the preferred site for a system demonstration, if so required by the state. The bidder shall bear in mind that more of the selection/evaluation team can observe a system demonstration held in Oklahoma. The bidder must bear the cost and preparation time for such a demonstration, except for any required travel by the designated state evaluators.

Any bidder who refuses a request for or does not honor an appointment for an oral presentation, key personnel interview, or system demonstration, will be deemed non-responsive and shall be disqualified.

4.2.6 STAFF QUALIFICATIONS AND EXPERIENCE (TECHNICAL BID SECTION F)

Bidders shall submit a staff skill matrix in their own format to summarize relevant experience of the proposed staff. Additionally, bidders shall provide a narrative description of experience each key staff member has in the areas relevant to this project. Bidder and subcontractor staff experience shall be shown separately. These descriptions will be scored and should focus on the areas listed below:

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- o knowledge of Medicaid programs;
- o MMIS or other medical claims processing experience;
- o large-scale system experience, including experience with on-line systems and proposed system software;
- o large systems development and implementation experience;
- o database experience;
- o DSS/Data Warehousing experience;
- o experience in managing large-scale government funded projects for transfer, implementation, operations, and/or turnover;
- o other data processing experience;
- o education and training;
- o hardware experience in general;
- o network experience in general;
- o experience with prime contractor (or any subcontractors);
- o general management experience with the bidder; and
- o staffing level requirements for maintenance and modifications.

Resumes are strictly limited to three (3) pages each and shall be submitted for all personnel named in the bid including the following key personnel (or the equivalent titled personnel):

- o Project Manager/Account Manager,
- o Implementation Task Manager,
- o Conversion Task Manager,
- o Implementation/Claims Processing Manager,
- o Operations/Claims Processing Manager,
- o Modifications Task Manager,
- o DSS/Data Warehouse Manger, and
- o Programmer/Analysts and Other Modification Task Team Members at the Oklahoma Site.

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In addition to assessing the experience of specific individuals, the state will consider the offered resumes as a key indicator of the bidder's understanding of the skill mixes required for each essential staffing area.

If project management or other listed key person responsibilities are assigned to more than one individual during the project (for example, management may be changed following implementation), resumes must be provided for each person proposed.

The resumes of all personnel, which are strictly limited to three (3) pages each, shall include and will be scored on the following:

- o experience in Medicaid system transfer, modification, implementation and operations;
- o experience relevant to the position ~~the individual is proposed to fill;~~
- o experience in large-scale database and transaction processing systems; including experience with large system transfers; modification and development efforts; training and implementation tasks; operations and maintenance;
- o other data processing experience;
- o relevant education and training, including college degrees, dates, and institution name and location;
- o references to previous projects; each project reference in a resume shall include both the client name and the time period of the project with beginning and ending dates for specific experience, as well as a brief description of the project; the project descriptions shall identify the role and responsibilities of the individual; and
- o names, positions, titles, and current phone numbers of a minimum of three references, at least two of whom are outside clients, who can give information on the individual's experience and competence to perform projects similar to the Oklahoma MMIS.

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Additional scored resume requirements for proposed managers include experience with:

- o managing government-funded Medicaid system transfer and/or development projects;
- o MMIS and/or other medical claims processing;
- o managing a large-scale system transfer and/or development staff;
- o managing a large-scale system operations and/or maintenance staff;
- o management of subcontractor arrangements;
- o similar system architecture and hardware;

- o systems and/or facility turnover situations;
- o training users of a large system;
- o developing training plans; and
- o Medicaid related programs, including how the knowledge was obtained and any projects to which it was applied.

Also as part of the evaluation of the staff qualifications and experience, the state may ask for oral presentations or interviews with key personnel. The oral presentations or interviews with key personnel will be held in Oklahoma City, Oklahoma.

Any bidder who refuses a request for or does not honor an appointment for an oral presentation or key personnel interview will be deemed non-responsive and shall be disqualified.

4.2.7 FIRM PAST PERFORMANCE AND QUALIFICATIONS (TECHNICAL BID SECTION G)

In this section of the bid, the bidder shall describe its corporate experience within the last five (5) years directly related to the proposed contract, including all relevant MMIS experience, other large-scale government database and transaction processing systems, and systems transfer and development experience. Project and contract descriptions shall be organized into the experience categories shown below.

4.2.7.1 MMIS And Other Claims Processing Contract Experience

Bidders must provide the state with information on its experience with MMIS design, transfer, development, and operations that are similar to the Oklahoma MMIS project in size, scope and complexity. Additionally, the bidder should describe other relevant projects that it believes will establish its ability to successfully complete the requirements of the ITB.

4.2.7.2 DSS/Data Warehouse Contract Experience

Bidders must provide the state with information on its experience with DSS/Data Warehouse design, transfer, development, and operations that are similar to the Oklahoma DSS/Data Warehouse component in size, scope and complexity. Additionally, the bidder should describe other relevant projects that it believes will establish its ability to successfully complete the requirements of the ITB.

4.2.7.3 Summary Information Sheet of the Bidder's Corporate Experience

Bidders shall provide a summary information sheet(s) that lists each MMIS project performed during the past five years and all current MMIS contracts and other relevant corporate experience. Any proposed subcontractor experience shall be presented separately. The required summary information sheet must include the following information:

- o the name of the customer;

- o the name of the project;
- o a brief narrative description of the scope of the work performed;
- o role, prime or subcontractor;
- o the time period of the project;
- o the staff months expended;
- o the contract cost;
- o the scheduled and actual completion dates for transfer, development, implementation, and operations tasks;
- o disclosure of liquidated or punitive damages imposed since January 1995, excluding the circumstances and amounts involved;
- o computer hardware, systems software, and programming languages used;
- o the bidder's overall responsibilities indicating involvement with development or transfer and any responsibilities for training, telecommunications networks, and system turnover, and so forth; and
- o a customer reference (including name, address, and current telephone number of the responsible project administrator or manager who is familiar with the bidder's performance).

The state will conduct reference checks to verify the accuracy of submitted materials and to ascertain the quality of past performance. The state reserves the right to pursue any references which may assist in completing the Technical Bid evaluation. Reference checks shall be used in scoring this and previous sections of the ITB.

Additionally, as part of the evaluation of the corporate experience, the state may ask for oral presentations or interviews with key personnel. The oral presentations or interviews with key personnel will be held in Oklahoma City, Oklahoma.

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Any bidder who refuses a request for or does not honor an appointment for an oral presentation or key personnel interview will be deemed non-responsive and shall be disqualified.

4.2.8 CORPORATE STABILITY AND RESOURCES (TECHNICAL BID SECTION H)

In this section of the bid, the bidder shall have the opportunity to describe its corporate stability and resources that will allow it to complete a project of this scale and meet all of the requirements contained in this ITB. The bidder's demonstration of its financial solvency and sufficiency of corporate resources is dependent upon whether the bidder's organization is publicly held or not:

- o if the bidder is a publicly held corporation, enclose a copy of the corporation's most recent three years of audited financial reports and financial statements (including all notes, appendixes, and so forth) related to the

financial statements), a recent Dun and Bradstreet credit report, and the name, address, and telephone number of a responsible representative of the bidder's principle financial or banking organization; include this information with copy of the Technical Bid and reference the enclosure as the response to this subsection; or

- o if the bidder is not a publicly held corporation, the bidder may either comply with the preceding paragraph or describe the bidding organization, including size, longevity, client base, areas of specialization and expertise, a recent Dun and Bradstreet credit report, and any other pertinent information in such a manner that the bid evaluator may reasonably formulate a determination about the stability and financial strength of the bidding organization; also to be provided is a bank reference and a credit rating (with the name of the rating service); and
- o disclosure of all judgments, pending or expected litigation, or other real or potential financial reversals, which might materially affect the viability or stability of the bidding organization; or warrant that no such condition is known to exist.

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4.3 COST BID REQUIREMENTS

The Cost Bid shall contain the following pricing schedules:

- o Pricing Schedule A – Total Evaluated Price;
- o Pricing Schedule B – Pricing Schedule for Development and Implementation;
- o Pricing Schedules B.1 – B.5 – Pricing Schedules for Design Subtask, Development Subtask, Conversion Subtask, Acceptance Test Subtask, and Implementation Subtask;
- o Pricing Schedules C.1 – C.5 – Pricing Schedules for Operations;
- o Pricing Schedule D – Optional Pricing Schedules for DDI Modification Staff;
- o Pricing Schedule E – Optional Pricing Schedules for Operations Modification Staff;
- o Pricing Schedule F – Optional Pricing Schedule for the tasks associated with all activities necessary to implement the DSS/Data Warehouse; and
- o Pricing Schedule G.1 – G.5 – Optional Pricing Schedule for the operation of the DSS/Data Warehouse.

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Where a signature block is indicated, pricing schedules must be signed and dated by an appropriate corporate official.

The Pricing Schedules are included in Appendix H. Instructions for completing each schedule and the declaration form are given in the following sections. If any variations exist between the summary schedules and the other schedules and no clarification can be obtained, the detailed pricing schedules will prevail.

4.3.1 PRICING SCHEDULE A

Pricing Schedule A summarizes the total prices bid for all contractor activities during the contract period, including transfer, development, implementation, and all five (5) base years of operations.

The bidder must specify a firm fixed price for the Development and Implementation activities and for each year of operations for the MMIS. The prices shown on Schedule A should equal those shown on Schedules B, and C.1-C.5.

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The Total Evaluated Price on Schedule A will be the sum of the prices bid for all tasks, and all years of operation, excluding amounts bid for optional enhancements.

4.3.2 PRICING SCHEDULE B

Pricing Schedule B includes all design, development, and implementation costs and shows the firm fixed price for the Development and Implementation. The bidder must show the total costs for bringing the Oklahoma MMIS from transfer to operational readiness, for obtaining state approval, and for obtaining federal certification as addressed in ITB subsection 3.2.7.

4.3.3 PRICING SCHEDULES B.1 – B.5

Pricing Schedules B.1 – B.5 include the costs for the milestones for the Design, Development, Conversion, Acceptance Test, and Implementation subtasks. The total costs for each of these subtasks must be reflected on Pricing Schedule B, Pricing Schedule for Development and Implementation.

4.3.4 PRICING SCHEDULES C.1 – C.5

The bidder must specify a firm fixed price to perform all contractor services for each of the five (5) base years of operations under this contract. Reimbursement to the contractor will be made on a monthly firm fixed price for all functions, services, and staffing based on the estimated yearly claim volume. The definition of a claim is defined in ITB Subsection 6.4.4. Additionally, the bidder should also propose a per claim charge for processing any claims in excess of the claim threshold for each of the five contract Base Years.

All costs (computer time, personnel, and documentation support) for modification and maintenance support, as well as operations, are to be included in this fixed price bid for each year. Bidders must not include costs for postage during the Operations Task since this is a reimbursement basis cost as specified in ITB Subsection 6.4.11.1. Any anticipated costs for the turnover task should be included on Pricing Schedule C.6 for the last year of operations.

If, after five (5) years, the contractor is granted one (1) or more of the four (4) year contract extensions, the state and contractor will negotiate a firm fixed price bid for those additional years of operation.

4.3.5 PRICING SCHEDULE D

The bidder will indicate the all-inclusive hourly rate for staffing the modification team that may be utilized by the State during the Implementation Task to address new initiatives on Pricing Schedule D.

4.3.6 PRICING SCHEDULE E

The bidder will indicate on Pricing Schedule E the all-inclusive hourly rate for staffing the modification team that may be utilized by the State during the Operations Task to address any initiatives beyond those addressed by the base modification staff (4,800 hours each month).

4.3.7 PRICING SCHEDULE F

The bidder will indicate on Pricing Schedule F the costs associated with the implementation of the DSS/Data Warehouse.

4.3.8 PRICING SCHEDULE G

The bidder will indicate on Pricing Schedules G.1 – G.5 the costs associated with the operation of the DSS/Data Warehouse.