

Overview of RFP Evaluation Process

For the AHCCCS Complete Care Contractor RFP YH19-0001, AHCCCS will use a scoring methodology using a Consensus Evaluation Process comprised of an evaluation of:

- Capitation – Non-Benefit Costs (including Administrative Bid and Underwriting Gain),
 - Signed Agreement accepting capitation rates
 - Non-Benefit Costs Bid Submission workbook
 - Actuarial Certification(s), and
- Programmatic Submissions (including narrative submission requirements and oral presentations)

Additional submissions required of Offerors that will not be scored include:

- Executive Summary
- Disclosure of Moral and Religious Objections
- A.R.S. §35-393.01 Attestation
- Affiliated Organization Attestation
- State Only Pregnancy Terminations Agreements
- Narrative submission requirement #1

Consensus Evaluation

The general steps in the consensus evaluation process are described below:

Each submission requirement will be evaluated by an Evaluation Team consisting of a maximum of three individuals. These individuals are referred to as team members. A Facilitator will be assigned to each Team to assist the Team in discussions of the submission requirement and to assist the Team in reaching consensus. Each team member will first individually evaluate the Offeror's response to the designated Capitation – Non-Benefit Costs or Programmatic submission requirement. All team members will then be convened to participate in a consensus evaluation meeting(s) for the particular submission requirement, led by a Facilitator. Through the consensus evaluation meeting(s), the Team will establish a consensus ranking for each submission requirement which is approved by each and every member of the Team and incorporated into a consensus ranking document. The consensus ranking documents represent the rank of each submission requirement for each Offeror. Once the consensus ranking documents are completed, they will be submitted to the Finance Team for inclusion in the overall scoring methodology. A Consensus Rationale document will also be completed which specifies the ranking of each Offeror and reason(s) for the ranking of each submission requirement. All working documents used in the evaluation process will be destroyed.

During the Consensus Evaluation Process, team members shall only consider the information submitted by the Offeror for the specific submission requirement. Information that is not received as part of the Offeror's bid submission for that specific requirement shall not be considered. For a specific submission requirement, team members shall only consider information that is provided within the allotted page limit and permitted attachments, if any. When reviewing a specific response to an individual submission requirement, team members will not consider information that is outside the allotted page limit and permitted attachments and any information elsewhere in the Proposal. A policy, brochure, or reference to a policy or manual does not constitute an adequate response and will not be given any weight during the scoring evaluation process. An Offeror's use of contingent language such as "exploring" or "taking under consideration" will not be given any weight during the scoring evaluation process.