

OVERVIEW OF RFP EVALUATION PROCESS

For the ALTCS E/PD Contractor RFP YH24-0001, AHCCCS will use a scoring methodology using a Consensus Evaluation Process comprised of an evaluation of:

- Programmatic Submission Requirements
 - B4-B11 Narrative Submission requirements
 - Oral Presentations (Oral Presentation 1 and Oral Presentation 2)
- Financial Submission Requirements
 - C1 – Agreement Accepting Capitation Rates (RFP Section H Instructions to Offerors)
 - C2 – Administrative Cost Component Bid (RFP Section H Instructions to Offerors)
 - C3 – Case Management Cost Component Bid (RFP Section H Instructions to Offerors)
 - C4 – Actuarial Certification(s) (RFP Section H Instructions to Offerors)

Additional submissions required of Offerors that are not separately scored items:

Part B:

- B1 – Executive Summary (RFP Section H Instructions to Offerors)
- B2 – Cite Contracts (RFP Section H Instructions to Offerors)
- B3 – Health Equity Requirement (RFP Section H Instructions to Offerors)
- B12 – Oral Presentation Information (RFP Section H Instructions to Offerors)

Part D:

- D1 – Intent to Provide Insurance (RFP Section H Instructions to Offerors)
- D2 – Disclosure of Information Instructions and Attestation (RFP Section H Instructions to Offerors)
- D3 – Boycott of Israel Disclosure (RFP Section H Instructions to Offerors)
- D4 – Moral or Religious Objections (RFP Section H Instructions to Offerors)
- D5 – State Only Pregnancy Terminations Agreement (RFP Section H Instructions to Offerors)

All Scoring documents were locked down prior to October 2, 2023.

Consensus Evaluation

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

Each submission requirement will be evaluated by an Evaluation Team. 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 Programmatic or Financial 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 in accordance with the Instructions to Offerors. 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.

OVERVIEW OF OVERALL SCORING TOOL

This document describes the process whereby the ALTCS E/PD RFP #YH24-0001 submission requirements are scored.

Scoring Process

Each Offeror will be scored based on required submissions for the Programmatic and Financial submissions detailed in RFP Section H, Instructions to Offerors. The Programmatic and Financial submissions are scored on a statewide basis.

Each Offeror can earn points as follows:

STATEWIDE	
SUBMISSION	MAXIMUM POINTS
Narrative Submission Requirements	610
Oral Presentations	290
Capitation Agreement/Administrative and Case Management Cost Components Bid	100
Total	1000

Each of these submission requirements can be awarded a maximum of the following points:

PROGRAMMATIC SUBMISSION REQUIREMENTS	
NARRATIVE SUBMISSION	MAXIMUM
B1	0 (Not Scored)
B2	0 (Not Scored)
B3	0 (Not Scored)
B4	75
B5	145
B6	40
B7	75
B8	145
B9	75
B10	35
B11	20
Total	610

ORAL PRESENTATION	MAXIMUM
Oral Presentation 1	145
Oral Presentation 2	145
Total	290

FINANCIAL SUBMISSION REQUIREMENTS	
COST BID	MAXIMUM
Part C C1 Agreement Accepting Capitation Rates; C2 Administrative Cost Component Bid; C3 Case Management Cost Component Bid; C4 Actuarial Certification	100
Total	100

The most favorable rank (1) is given to the best submission the next most favorable rank (2) is given to the second most favorable submission. The ranking process continues in this same manner until all Offerors are ranked.

The ranks are provided to the DBF Finance Team from the DHCS Contract and Policy Administrator for each submission requirement for input into the Ranking Summary tab in the ALTCS E/PD Overall Scoring Tool file. If an Offeror failed to submit a requirement, "X" is entered into the table to identify the omitted requirement. If an Offeror withdraws from the bidding process, the Offeror's name will be replaced with "OFFEROR WITHDREW." In addition, for the Non-Benefit Cost Bid, a drop-down menu has been provided to indicate if a Best and Final Offer (BAFO) process was utilized.

The ALTCS E/PD Overall Scoring Tool file utilizes an Excel model for computing overall RFP scores and contains the Ranking Summary, and a Scores Statewide worksheet. The worksheet has a column for each Offeror and a series of rows for each submission requirement. The rows for each submission requirement are programmed to retrieve and display each Offeror's rank from the Ranking Summary tab and calculate the score for the specific submission requirement.

The formula that calculates the score for each submission requirement is as follows:

$$\text{Maximum Points} / \text{Number of Offerors} * \text{Offeror's Inverse Rank} = \text{Score}$$

The formula counts the number of Offerors. The maximum points for each submission requirement are then divided by the number of Offerors. The quotient is multiplied by the Offeror's inverse rank resulting in each Offeror receiving a proportion of the points. All points are rounded to the second decimal place. For example, if there were 10 Offerors and a particular question was worth 900 points, points would be awarded as follows:

$$900 \text{ points} / 10 \text{ Offerors} = 90$$

RANK		INVERSE RANK	DISTRIBUTION OF POINTS
1	First best ranked response	10	10 * 90 = 900
2	Second best ranked response	9	9 * 90 = 810
3	Third best ranked response	8	8 * 90 = 720
4	Fourth best ranked response	7	7 * 90 = 630
5	Fifth best ranked response	6	6 * 90 = 540
6	Sixth best ranked response	5	5 * 90 = 450
7	Seventh best ranked response	4	4 * 90 = 360
8	Eighth best ranked response	3	3 * 90 = 270

	RANK	INVERSE RANK	DISTRIBUTION OF POINTS
9	Ninth best ranked response	2	2 * 90 = 180
10	Tenth best ranked response	1	1 * 90 = 90

In the event of a tie in the rank scores, points are awarded equal to the average points of all impacted ranks. For example, in the event of a two-way tie for the second best ranked response, the points for the second and third best ranked responses, 810 and 720, respectively, would be added together and divided by two resulting in an award of 765 points to each Offeror for this particular submission requirement. In the event of a three-way tie for the eighth best ranked response, the points for the eighth, ninth and tenth best ranked responses, 270, 180 and 90, respectively, would be added together and divided by three resulting in an award of 180 points to each Offeror for this particular submission requirement. In an extreme case for illustration purposes, all Offerors can be tied for first place. The total points for all ranks combined, 4,950, are divided by 10 resulting in 495 points being awarded to each Offeror for this particular submission requirement.

The formula also tests for omitted submission requirements. If, in the example above, an Offeror fails to submit a submission requirement, the Offeror will receive zero points for that submission requirement (this is indicated by entering a value of "X" on the Ranking Summary tab for that Offeror). The other Offerors will receive their scores without adjustment to the distribution of points as follows:

	RANK	INVERSE RANK	DISTRIBUTION OF POINTS
1	First best ranked response	10	10 * 90 = 900
2	Second best ranked response	9	9 * 90 = 810
3	Third best ranked response	8	8 * 90 = 720
4	Fourth best ranked response	7	7 * 90 = 630
5	Fifth best ranked response	6	6 * 90 = 540
6	Sixth best ranked response	5	5 * 90 = 450
7	Seventh best ranked response	4	4 * 90 = 360
8	Eighth best ranked response	3	3 * 90 = 270
9	Ninth best ranked response	2	2 * 90 = 180
10	Tenth best ranked response	Not ranked	0

The worksheet calculates a total for its respective submission by Offeror by summing the points for all submission requirements.

In the event an Offeror withdraws from the bidding process, the formula adjusts to count the Number of Offerors to the number of Offerors remaining. If, in the example above, an Offeror withdraws, the Offeror will receive zero points for all submission requirements (this is indicated by replacing the Offerors name with "OFFEROR WITHDREW" on the Ranking Summary tab). The other Offerors will receive their scores with an adjustment to the distribution of points as follows:

900 points / 9 Offerors = 100

	RANK	INVERSE RANK	DISTRIBUTION OF POINTS
1	First best ranked response	9	9 * 100 = 900
2	Second best ranked response	8	8 * 100 = 800
3	Third best ranked response	7	7 * 100 = 700
4	Fourth best ranked response	6	6 * 100 = 600
5	Fifth best ranked response	5	5 * 100 = 500
6	Sixth best ranked response	4	4 * 100 = 400
7	Seventh best ranked response	3	3 * 100 = 300
8	Eighth best ranked response	2	2 * 100 = 200
9	Ninth best ranked response	1	1 * 100 = 100
10	OFFEROR WITHDREW	Not ranked	0

Best and Final Offer

If the BAFO process is utilized, the Offerors will be re-evaluated and re-ranked by the Evaluation Team(s). The revised ranks will be provided to the DBF Finance Team from the DHCS Contract and Policy Administrator for entry into the ALTCS E/PD Overall Scoring Tool file.

Total Score

A worksheet in the ALTCS E/PD Overall Scoring Tool file labeled Overall Points All Offerors retrieves the submission totals statewide by Offeror from the Scores Statewide worksheet in the ALTCS E/PD Overall Scoring Tool file and calculates a Total Score statewide by Offeror. The Offerors and ranks for each submission requirement are also electronically populated in the Ranking Summary All Offerors worksheet of the ALTCS E/PD Overall Scoring Tool file. The Overall Final Score worksheet retrieves the total points by Offeror from the Overall Points All Offerors worksheet and a formula arranges the total points by Offeror in descending order.