



EVALUATION OF PROPOSAL RUBRIC

RFP#: 2021-003

The Wabanaki Public Health and Wellness Procurement Department will conduct the Evaluation of Proposal in close collaboration with Wabanaki Healing and Recovery. The evaluation will be scored out of two hundred (200) possible points.

1. Qualifications and Experience (Appendix C) - 40 Points

The Bidder's Qualifications and Experience (Appendix C) should demonstrate the Bidders' overall qualifications to fulfill the requirements of RFP#: 2021-003.

2. Implementation Approach (Appendix C) - 40 Points

Describe the approach to be taken on this project using past projects as examples. Provide the steps and actions you will take to accomplish the project described in RFP#: 2021-003. Provide a proposed schedule for delivery of the significant task milestones and indicate a management approach to address critical issues of the project. This timeline need not include specific implementation dates but should consist of the time required for each implementation phase. Proposals should also describe the resources of both the Bidder and Wabanaki Healing and Recovery staff to ensure a successful implementation.

3. Key Personnel Qualifications (Appendix C) - 20 Points

Identify Key Personnel and provide their qualifications and experience related to the requested services:

- (1) Names of Key persons (s) who will perform the work and their responsibilities.
- (2) Extent of Key Person(s) involvement in this project.
- (3) Names of other people who will have substantial involvement with the project.

4. Customer References (Appendix C) - 30 Points

The Bidder must detail three (3) separate past projects within the last five (5) years where the Bidder implemented the same or a similar service as described in RFP#: 2021-003, including contact names telephone numbers.

The Bidder and any subcontractor(s) must state if they have been sanctioned, suspended, or debarred by any authorities or oversight entities within the last three (3) years and the reason for the sanction, suspension, or debarment (Appendix B).



5. Security (Appendix C) - 10 Points

Bidders should describe how their product and services address the security, privacy, confidentiality, and HIPAA issues and concerns associated with projects as described in RFP#: 2021-003.

6. Training and Support (Appendix C) - 20 Points

Bidder should describe their approach to training and support regarding their services and/or products based on previous projects.

7. Fee Schedule and Pricing Information (Appendix D) - 40 Points

Bidders must provide a comprehensive cost proposal that includes:

- (1) Cost of implementing and maintaining a new EMR system at Wabanaki Healing and Recovery.
- (2) Cost associated with the number of patient claims processed on a monthly, quarterly, or annual basis.
- (3) Cost of training and ongoing support for the new system.
- (4) Cost of ongoing maintenance of the new system – including responding to the system's problems, annual maintenance, and upgrade costs.
- (5) Any and all other costs associated with the Bidders product or service.

Wabanaki Public Health and Wellness and Wabanaki Healing and Recovery reserve the right to negotiate services and prices.