

**CENTRAL FLORIDA BEHAVIORAL HEALTH
NETWORK, INC.**



Collaborating for Excellence

INVITATION TO NEGOTIATE (ITN)

For a Voucher Application

ITN #192001Voucher

Release Date: January 6, 2020

Contact Person:

Andrea Butler Fernandez, Senior Contract Manager

719 South US Highway 301

Tampa, FL 33619

Procurement@cfbhn.org

Solicitation of Responses

1. Introduction

1.1. Statement of Need

Central Florida Behavioral Health Network, Inc. (CFBHN) is issuing this solicitation for the purpose of obtaining a **voucher application** for the behavioral health field. Potential end users of this product will be Florida behavioral health providers that specialize in inpatient and outpatient services. The selected vendor will provide a certified voucher application to CFBHN that meets all criteria of meaningful use and supports behavioral health inpatient and outpatient programs. The vendor must have knowledge of vouchering and the associated services around them. This includes the provisions listed in this document, specifically in **Sections 7, 8, and 9**.

1.2. Term of Contract and Renewal

The contract will become effective when signed by duly authorized representatives of both parties and will continue in effect, unless terminated as provided below, until completion of services.

Services included in the ITN may be amended, added to and/or deleted during the contract negotiations.

1.3. General Information

CFBHN will request, receive and evaluate detailed voucher application responses, hereinafter referred to as the “response,” from the qualified applicants that have been identified as successfully meeting all eligibility requirements. CFBHN reserves the right to re-bid this ITN if it is determined to be in the best interest of the Suncoast Region. At any time during the ITN process, CFBHN may reject any or all responses, and may modify its statement of services sought, tasks to be performed, or the project description.

1.4. Contract Amount

The amount of the contract resulting from this ITN will be negotiated with the winning bidder and is subject to the availability of funds. Any renewal shall be in writing and shall be subject to the same terms and conditions as set forth in the initial contract.

1.5. Definitions

- **CAFÉ** – Contract and Finance Exchange, the billing system used by CFBHN, which is based on the Microsoft SQL Server Platform.
- **Certified electronic health record technology** – A qualified electronic health record that is certified pursuant to s. 3001(c)(5) of the Public Health Service Act as meeting standards adopted under s. 3004 of such act which are applicable to the type of record involved, such as an ambulatory electronic health record for office-based physicians or an inpatient hospital electronic health record for hospitals.

- **FASAMS** – The Financial and Services Accountability Management System, which is the reporting system for the Florida Department of Children and Families (DCF or the Department), which is based on the Microsoft SQL Server Platform.
- **Health record** – Any information, recorded in any form or medium, which relates to the past, present, or future health of an individual for the primary purpose of providing health care and health-related services.
- **Identifiable health record** – Any health record that identifies the patient or with respect to which there is a reasonable basis to believe the information can be used to identify the patient.
- **Managing Entity** – The Florida Department of Children and Families contracts for behavioral health services through regional systems of care called Managing Entities (MEs). These entities do not provide direct services; rather, they allow the department’s funding to be tailored to the specific behavioral health needs in the various regions of the State.
- **Patient** – An individual, who has sought, is seeking, is undergoing, or has undergone care or treatment in a health care facility or by a health care provider.
- **Patient representative** – A parent of a minor patient, a court-appointed guardian for the patient, a health care surrogate, or a person holding a power of attorney or notarized consent appropriately executed by the patient granting permission to a health care facility or health care provider to disclose the patient’s health care information to that person. In the case of a deceased patient, the term also means the personal representative of the estate of the deceased patient; the deceased patient’s surviving spouse, surviving parent, or surviving adult child; the parent or guardian of a surviving minor child of the deceased patient; the attorney for the patient’s surviving spouse, parent, or adult child; or the attorney for the parent or guardian of a surviving minor child.
- **Qualified electronic health record** – An electronic record of health-related information concerning an individual which includes patient demographic and clinical health information, such as medical/behavioral health history and problem lists, and which has the capacity to provide clinical decision support, to support physician order entry, to capture and query information relevant to health care quality, and to exchange electronic health information with, and integrate such information from, other sources.
- **SAFE** – System and File Exchange, CFBHN’s internally developed behavioral health data system, which is based on the Microsoft SQL Server Platform.
- **Voucher application** – An electronic system that issues and manages the entire vouchering process. The voucher application will consist of three major pieces: authorization (clinical), claims (financial) and administration.
 - The authorization portion of the application will include: online entry of the voucher by the provider, a supplemental voucher for incidentals, online upload of electronic documentation, online approval/rejection by managing entity, online re-application, online pending approval list, online notification of over-allocation, email notification of approval or rejection by CFBHN and email notification of submitted or resubmitted authorization requests.



- The claims portion of the application will include: online list of approved vouchers, online claim entry for approved vouchers, online list of claims historically submitted, online claim approval/rejection by CFBHN, online voucher pending list for approval/ rejection by CFBHN and online notification of over-claimed authorized dollar amount.
- The administrative portion of the application will include: online ability to create a provider agency matrix of available funders, services, programs and cost rate by provider agency by managing entity, online ability to create, modify or deactivate funders and funder programs, by managing entity, online ability to create, modify and deactivate funder specific services, service codes and universal cost rates by managing entity, online ability to create, modify and deactivate email lists for voucher notifications by managing entity, online ability to modify voucher amounts, start dates, end dates, funder, program and service by managing entity, ability to close out multiple vouchers in a batch by managing entity and online ability to batch approved claims by managing entity. Provide the ability to integrate with other systems (e.g.: CAFÉ, state data system, other internal data systems).

1.6. Posting

All Official Notices, decisions and intended decisions and other matters relating to the procurement will be electronically posted on Central Florida Behavioral Health Network's website at <https://www.cfbhn.org/contracting-procurement/>.

1.7. Vendor Disqualification

Failure to have performed any contractual obligations with CFBHN or the Department, in a manner satisfactory to CFBHN or the Department, will be sufficient cause for disqualification. To be disqualified as a provider under this provision, the provider must have:

- Previously failed to satisfactorily perform in a contract with the Department or CFBHN, been notified by the Department or CFBHN of the unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of the Department or CFBHN; or
- Had a contract terminated by the Department or CFBHN for cause; or
- Not met all of the mandatory requirements specified in **Section 2.3.4**.

1.8. Limitations on Contacting CFBHN Personnel

All communications with CFBHN employees as they relate to this ITN are prohibited during the time period in which the ITN is released and throughout the end of the 72-hour period following CFBHN's posting of the notice of intended award. The aforementioned 72-hour period excludes Saturdays, Sundays, and state holidays. Vendors may only communicate via electronic communications to the Senior Contract Manager, also referenced in this ITN as the "Procurement Manager" or as provided in the solicitation documents. **Violation of this provision may result in provider being disqualified from this procurement.**

1.9. Schedule of Events and Deadlines

Any document submitted after **January 31, 2020, 12:00 PM** (CFBHN's clock) will not be accepted.

Activity	Date	Time	Address
ITN Posted	01/06/2020	5:00 PM	CFBHN's website: https://www.cfbhn.org/contracting-procurement/
Vendor Solicitation Conference	01/09/2020	3:00 PM	Conference Call Info: Dial-In: 1-877-273-4202 Conference Room ID: 4880564
Submission of Written Inquiries Due	01/10/2019	12:00 PM	Emailed to: Andrea Butler Fernandez, Senior Contract Manager Procurement@cfbhn.org The subject line of the email should be: "ITN #192001Voucher – Inquiries"
Posting of CFBHN's Response to Inquires	01/13/2020	09:00 AM	CFBHN's website: https://www.cfbhn.org/contracting-procurement/
Notice of Intent Due	01/13/2020	12:00 PM	Emailed to: Andrea Butler Fernandez, Senior Contract Manager Procurement@cfbhn.org
Evaluator Team Meeting	TBD	TBD	CFBHN 719 South US Highway 301 Tampa, FL 33619
Sealed Responses Must be Received by CFBHN	01/31/2020	12:00 PM	Andrea Butler Fernandez, Senior Contract Manager 719 South US Highway 301 Tampa, FL 33619
Opening of ITN (s)	01/31/2020	1:00 PM	CFBHN 719 South US Highway 301 Tampa, FL 33619
Posting of Qualified Vendors (Shortlist)	01/31/2020	5:00 PM	CFBHN's website: https://www.cfbhn.org/contracting-procurement/
*Debriefing Meeting of the Evaluators and Ranking of the Responses	02/10/2020	TBD	CFBHN 719 South US Highway 301 Tampa, FL 33619
Posting of Response Scores and List of Top 3 Vendors	02/11/2020	5:00 PM	CFBHN's website: https://www.cfbhn.org/contracting-procurement/
Demonstrations by Top 3 Vendors	02/17/2020 To 02/21/2020	TBD	CFBHN – Richard Brown Conference Center 8920 Brittany Way Tampa, FL 33619
*Debriefing Meeting of the Evaluators to Rank Demonstration Responses	02/17/2020 To 02/21/2020	Immediately Following Demos	CFBHN – Richard Brown Conference Center 8920 Brittany Way Tampa, FL 33619
Posting of Demonstration Scores and Notice of Intent to Award the Contract	02/21/2020	05:00 PM	CFBHN's website: https://www.cfbhn.org/contracting-procurement/
72-Hour Protest Period	02/21/2020 To 02/26/2020	05:00 PM	N/A
Anticipated Posting of Intended Contract Award	02/26/2020	05:00 PM	CFBHN's website: https://www.cfbhn.org/contracting-procurement/

Anticipated Negotiation Period	03/02/2020 To 03/06/2020	TBD	CFBHN 719 South US Highway 301 Tampa, FL 33619
Anticipated Effective Date of Contract	03/09/2020	N/A	N/A
Anticipated Delivery of System to CFBHN	To Be Negotiated	N/A	N/A
All vendors are hereby notified that the meetings noted with an asterisk above () are public meetings open to the public as provided in Chapter 119, Florida Statutes, and may be electronically recorded by any member of the audience. Although the public is invited, no comments or questions will be taken from vendors or other members of the public (except for the Vendor Solicitation Conference, in which comments and questions will be taken from vendors).			
All times in the Schedule of Activities are local times for the Eastern Time Zone.			

1.10. Notice of Intent

All vendors who are interested in responding to this ITN must submit a Notice of Intent to submit a response by the deadline outlined in **Section 1.9**.

Should CFBHN only receive one Notice of Intent, CFBHN may, at our option, exercise the right to modify this procurement process.

1.11. Withdrawal of Response

A written request for withdrawal, signed by the provider, may be considered if received by CFBHN within 72 hours after the opening time and date indicated in the Schedule of Events and Deadlines (**Section 1.9**). A request received in accordance with this provision may be granted by CFBHN upon proof of the impossibility to perform, based upon an obvious error on the part of the provider.

1.12. Notice of Contract Award

CFBHN intends to award the contract to the responsive Vendor that the evaluation team determines, based on the selection criteria set forth in this ITN.

CFBHN may consider any information or evidence which comes to its attention and which reflects upon a provider's capability to fully perform the contract requirements and/or the provider's demonstration of the level of integrity and reliability which CFBHN determines to be required to assure performance of the contract.

2. Instructions to Vendors

2.1. General Instructions to Respondents

Vendors shall submit the items identified as mandatory requirements in **Section 2.3.4**, as well as a response to the following items identified in **Section 3 through Section 9**:

- Mandatory Requirements (**Section 2.3.4**.)
- Written Response (**Section 3 through Section 9**)

The Procurement Manager will determine whether the provider meets the Mandatory Requirements specified in **Section 2.3.4**. A response that fails to meet all of the Mandatory Requirements will be deemed non-responsive and will not be evaluated. An initial determination that a response meets the Mandatory Requirements does not preclude a subsequent determination of non-responsiveness. Responsive submissions will then be scored by an evaluation team, based on the criteria outlined in **Section 3 through Section 9**.

CFBHN may reject any or all responses, and may modify the statement of services sought, tasks to be performed, or the project description and re-bid these services or re-negotiate, if it is in the best of interest to CFBHN.

2.2. How to Submit a Response

Any response must be received by CFBHN by the deadlines set forth in the Schedule of Events and Deadlines (**Section 1.9**). Responses not received at either the specified place or by the specified date and time, will be rejected and returned unopened to the vendor by CFBHN.

Vendors may choose, and be responsible for, the method of delivery to CFBHN (mail or hand-delivery), except that facsimile or electronic transmissions will not be accepted at any time.

2.2.1. Number of Copies Required and Format for Submittal

Vendors shall submit one (1) original and seven (7) hard copies of the Response (and attachments). If the original has any color other than black and white, the copies must also contain the same colors. The original responses submitted to CFBHN must contain original signatures of an official who is authorized to bind the vendor to its response. Two (2) electronic copies (on non-rewritable CD-R or DVD-R) of the response, identical to the hard copies, must also be submitted with the hard copies.

2.2.2. Responses to be in Sealed Envelopes

All original, hard copies and electronic copies must be submitted in sealed envelopes and must be clearly marked with the title of the response, the ITN number (“ITN #192001Voucher”), the vendor's name, identification of enclosed documents and whether it is an original or a copy. Place only one original or one copy of the response in each envelope.

Each envelope must be sealed and addressed as indicated above. The original must be marked as such and the copies identified and numbered (i.e., Original, Copy 1 of 7, etc.).

2.2.3. Hard Copy Response Format

Responses must be typed, double-spaced, on 8½” x 11” paper, and submitted in binders. The required font is Arial, size 12, with a 1 inch margin. Pages must be numbered in a logical, consistent fashion. Figures, charts and tables should be numbered and referenced by number in the text. No staples, permanent binders or rubber bands are permitted.

2.2.4. Electronic Copy Response Format

The required electronic format of the responses must be on non-rewritable CD-R OR DVD-R. The software used to produce the electronic files for the Response must be searchable Adobe Portable Document Format (“pdf”), version 6.0 or higher. Responses must be able to be opened and viewed by CFBHN utilizing Adobe Acrobat, version 9.0.

The electronic copies must be identical to the original response submitted, including the format, sequence and section headings identified in this ITN. The electronic media must be clearly labeled in the same manner as the hard copies and submitted with the corresponding hard copies. The hard copy marked “original” shall take precedence over the electronic version(s) of the response and all non-“original” hard copy versions of the response in the event of any discrepancy. If a discrepancy is found between the hard copy response marked “original” and any of the electronic versions submitted on CD-R or DVD-R, CFBHN reserves the right, at its sole discretion, to reject the entire response.

2.3. Required Content of the Response

2.3.1. TITLE PAGE

The first page of the response shall be a Title Page that contains the following information:

- ITN Number
- Title of the Response
- Vendor’s Legal Name (person, organization, firm)
- Federal Tax Identification Number (FEID)
- Current Primary Business Address
- Country and state of incorporation
- Name, Title, Phone Number, Fax Number, Mailing Address and E-Mail Address of the person who can respond to inquiries regarding the response
- Name of the vendor’s Project Director (if known)

2.3.2. CROSS REFERENCE TABLE

All responses must include a cross-reference between the ITN requirements and the response. The cross-reference table must be directly behind the title page in the response. All cross-reference tables must be formatted as follows.

VENDOR’S CROSS REFERENCE TABLE					
ITN			RESPONSE		
Page	Section	Subject	Page	Section	Mandatory Criteria?
9	2.3.1.	Title Page			
9	2.3.2.	Cross Reference Table			
TAB 1 – VENDOR PROFILE INFORMATION					
10	2.3.3.1.	Company History			
10-11	2.3.3.2.	Profiles of Key Staff			
11	2.3.3.3.	Client Reference List			
11	2.3.3.4.	Potential Conflicts of Interest			
11	2.3.3.5.	Subcontractors			
11	2.3.3.6.	Supplemental Information			
11	2.3.3.7.	Product Data Sheets			
11	2.3.3.8.	Programming Services			
TAB 2 – ITN MANDATORY CRITERIA					
12	2.3.4.	Acceptance of Contract Terms and Conditions form			YES

12	2.3.4.	Certificate of Signature Authority form or corporate resolution/other duly executed certification			YES
12	2.3.4.	Certification of a Drug-Free Workplace Program form			YES
12	2.3.4.	Certification of Non-Conviction of Public Entity Crimes form			YES
12	2.3.4.	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Contracts/Subcontracts form			YES
12	2.3.4.	Certification Regarding Lobbying form			YES
12	2.3.4.	Statement of Assurances form			YES
12	2.3.4.	Statement of No Contract Termination form			YES
12	2.3.4.	Statement of No Involvement form			YES
12	2.3.4.	Vendor Certification Regarding Scrutinized Companies Lists form			YES
12	2.3.4.	References			YES
TAB 3 – RESPONSE					
13	2.3.5.1.	Executive Summary			
13-15	2.3.5.2; 3	Technical Requirements			
13; 16-21	2.3.5.3.; 4-7	Application Requirements			
13; 21-23	2.3.5.4; 8	Support Requirements			
13; 23-24	2.3.5.5.; 9	Cost Summary			

2.3.3. TAB 1 – VENDOR PROFILE INFORMATION

This section contains key information of the vendor’s company, product information, implementation, and customer support. This section can include information outlining the benefits of the company and product that the vendor believes is relevant or that makes the response unique and is not covered elsewhere.

2.3.3.1. Company History

The vendor should complete this section by providing a concise overview of the company’s history. Topics to be covered include:

- The formation of the company
- Past and projected growth
- Number of employees including staffing by business area and experience levels
- Year of incorporation/first year of business
- Describe your company’s primary business. Do you have a parent company or other subsidiaries?
- Description of experience relevant to the proposed system
- Evidence of your company’s commitment to the health care and mental health fields
- Evidence of HIPAA certification and other certifications (and from whom)

2.3.3.2. Profiles of Key Staff

The vendor should provide profiles of the principles of the company and of all key employees that potentially will be involved in this project. For implementation personnel, indicate sites similar to CFBHN where they have been involved and indicate responsibilities.

2.3.3.3. Client Reference List

- Describe how many implementations your company has completed with the proposed software in production. Describe how many were there 3 years ago and 5 years ago.
- Describe the type of business each customer is in. Describe how many are Behavioral Health organizations or managers of behavioral health services, especially substance abuse.
- List your closest implementations to Tampa, Florida.
- Identify how many implementations are in Florida.
- Identify the other states represented by your clients.
- Identify how many new customers you have implemented in the last 12 months.
- Identify how many customers, if any, have you lost/have stopped using your software in the last 24 months and why.

2.3.3.4. Potential Conflicts of Interest

The vendor should state clearly any potential conflicts of interest along with any current or past business relationships with CFBHN.

2.3.3.5. Subcontractors

Any subcontractor(s) the vendor will employ in the course of this project should be clearly documented along with organizational information as requested above.

2.3.3.6. Supplemental Information

The vendor should feel free to supply additional information regarding their products and services. However, this information must be clearly marked as such and cannot be referenced in the response. This information is simply additional information not specific to the response that identifies the vendor's products and services. None of the information in this section will be considered as part of the evaluation process.

2.3.3.7. Product Data Sheets

This section is reserved for the vendor to provide CFBHN with any additional information that the vendor feels is relevant, but is not specifically requested. The vendor should provide data sheets or documentation regarding the system functions and features that will be delivered with the system and are therefore included in the costs proposed.

2.3.3.8. Programming Services

Information regarding programming services that could be purchased and the related billing rates is also desired.

2.3.4. TAB 2 – MANDATORY CRITERIA

The mandatory requirements are described as **MANDATORY CRITERIA** on the ITN Mandatory Criteria Checklist (**APPENDIX I**). Failure to comply with all mandatory requirements will render a proposal non-responsive and ineligible for a qualitative evaluation. An initial determination that a response meets the mandatory requirements does not preclude a subsequent determination of non-responsiveness. These mandatory requirements have no point value associated with their inclusion as their inclusion is a mandatory criterion that must be met before the evaluation team receives responses to score.

The **MANDATORY CRITERIA** are:

Mandatory Requirements
<ul style="list-style-type: none"> The response is received by the Procurement Manager by the time and date and at the location specified in the Invitation to Negotiate. (Section 1.9.)
<ul style="list-style-type: none"> Acceptance of Contract Terms and Conditions form
<ul style="list-style-type: none"> Signed Certificate of Signature Authority form or corporate resolution/other duly executed certification
<ul style="list-style-type: none"> Signed Certification of a Drug-Free Workplace Program form
<ul style="list-style-type: none"> Signed Certification of Non-Conviction of Public Entity Crimes form
<ul style="list-style-type: none"> Signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Contracts/Subcontracts form
<ul style="list-style-type: none"> Signed Certification Regarding Lobbying form
<ul style="list-style-type: none"> Signed Statement of Assurances form
<ul style="list-style-type: none"> Signed Statement of No Contract Termination form
<ul style="list-style-type: none"> Signed Statement of No Involvement form
<ul style="list-style-type: none"> Signed Vendor Certification Regarding Scrutinized Companies Lists
<ul style="list-style-type: none"> Provide references for at least three client installations that are similar in scope and have been implemented in the past three years. The provider should be willing to allow CFBHN to contact these clients as references. At least two of these reference sites should have passed Go-Live in their implementation. <i>Specific information on each client should include at a minimum: Customer Name (Company Name); Customer Contact (Name and Title); Address; Phone Numbers; Email address; Number of Users; Nature of Contract; Software Modules Implemented; Implementation Time Line (Proposed and Actual); Explanation of any outstanding issues with Client.</i>

*CFBHN has the right to require any additional information it requires to validate any attestations made in a procurement response or presentation.

For those mandatory criteria that are listed above which require the completion of a form, the forms can be found in **APPENDIX II – APPENDIX XI** and on CFBHN’s website at:

<https://www.cfbhn.org/contracting-procurement/>

2.3.5. TAB 3 – RESPONSE

2.3.5.1. Executive Summary

The vendor shall include an Executive Summary highlighting the offer and outlining the benefits of the company and product (software, hardware, services, etc.) proposed therein.

2.3.5.2. Technical Requirements (Section 3)

This section should cover areas that concern all technical applications of the system. At a minimum it should address hardware and operating systems, data communication and network environment, software licensing, system interfaces, system and data security, and data purging and archiving.

2.3.5.3. Application Requirements (Sections 4 - 7)

This section should be identified through the checklists provided in the ITN. Additional explanations or capabilities should be described in writing or in supplemental brochures at the end of this section.

2.3.5.4. Support Requirements (Section 8)

This section should describe the level of assistance the vendor can provide in such areas as site preparation, installation, documentation, implementation, training, and ongoing hardware and software support. Examples of checklists and explanatory information should be included in your response to these specifications.

2.3.5.5. Cost Summary (Section 9)

This section identifies the overall financial investment by combining the system costs, one-time costs, and annual operating costs, including, but not limited to, software maintenance, and what it includes. The vendor must use these forms to summarize all costs. Additional details may be submitted to support the proposed costs, if needed. A copy of all contracts that will be required must also be included.

3. Technical Requirements

When presenting the proposed solution, it is important that the vendor assures that the products and services mentioned in the narrative solution are included in the cost section of this response. Any required system hardware and software will be physically located in the CFBHN data center. For the purposes of this ITN, the following assumptions must be followed when making system configuration decisions:

- Must run in a Microsoft Server / Workstation platform
- Utilizes Active Directory for authentication



- Run in a standard Ethernet environment
- Be able to communicate with MS SQL database

3.1. Hardware and Operating System

The vendor must respond to the specific requirements identified and then provide a detailed overview of the technical solution that is being proposed.

- 3.1.1. Describe what hardware platforms and operating system(s) may be used. Describe the configuration you recommend for successful operation of the product.
- 3.1.2. Describe any third party software applications or utilities that are necessary to operate the product being proposed.
- 3.1.3. Proprietary hardware and software components should be avoided whenever possible. Identify any and all components of your product that are not readily available on the open market.
- 3.1.4. Provide specifications of all hardware needed for normal operation of the product. This should include specifications for PCs such as processor, disk, memory, etc.
- 3.1.5. The product should be web-enabled or web-based. Identify your implementation for integration with the existing SaFE web application. The product should allow for other application software products to run concurrently with the proposed applications. The vendor must be specific regarding any limitations that exist with the hardware and operating system being proposed that would limit the use of other application software.
- 3.1.6. Identify any known compatibility issues with 3rd party applications or system based utilities (i.e., antivirus, antispysware, remote desktop management, active directory enforced policies, etc.).
- 3.1.7. Describe what routine functions are required and estimated down-times:
 - Daily
 - Weekly
 - Monthly
 - Annually
 - Routine maintenance

3.2. Data Communications and Network Environment

The system must operate within the network environment provided by CFBHN and comply with the following standards at a minimum:

- TCP/IP LAN environment
- CISCO routers
- Ethernet (Gigabit) to LAN workstations
- T1 network

- 3.2.1. Describe and specify any third party software that will be required to implement the product in the CFBHN environment(s) being used.

3.3. Product Interfaces



3.3.1. Identify any aspects of the proposed product that are interfaced, rather than being fully integrated.

3.3.2. Describe the system capabilities to integrate with 3rd party applications.

3.4. System and Data Security

Security and protection of client confidentiality is extremely important in the design and implementation of the system. The system must meet all HIPAA security and confidentiality requirements including Standards for Privacy of Individually Identifiable Health Information. Given the complication of the geographic distribution of facilities and the variety in types of programs with multiple populations served, having robust tools to address security needs is critical. In addition, CFBHN will provide integration to active directory accounts within the SaFE application.

3.4.1. System Auditing

3.4.1.1. Describe the available functions and reports to facilitate user activity audits including update and access.

3.4.1.2. Describe the ability of the system to track updates to Protected Health Information (PHI) to the user level.

3.4.1.3. Describe the ability of the system to track access to PHI to the user level.

3.4.1.4. Describe the ability of the system to track changes to system and user security levels auditable.

Security Incident Prevention

3.4.1.5. Describe the vendor's commitment to endorsing security patches released by the operating system manufacturer within 24 hours of release. If not 24 hours, describe the vendor's commitment in this regard.

3.4.1.6. Describe the standards by which the vendor develops security related features and functionality, such as HIPAA.

3.4.1.7. Describe how the product prevents users from using the back arrow to access the previous web page whether they are logged into the system or have just logged out.

Additional Security Features

3.4.1.8. Describe the flexibility in setting and changing the available security options.

3.5. Development Environment and Access to Source Code

The vendor must provide an overview of the development tool(s) used to create the product. Give an overview of the design and structure of the product.

The vendor must, at a minimum, provide CFBHN access to source code for all components (database structure, data dictionary, screens, batch processes and report programs) of the product.

4. Application Requirements

This section describes the functional requirements that should be addressed in the response in order to meet the business needs of CFBHN. This section is not a specification listing, but rather a business need/requirement listing. The vendor should respond to each of these requirements with an explanation of how the solution being proposed meets these business needs.

The vendor's responsibilities are to understand the business issues presented, respond to the specific points, and clearly indicate whether their application satisfies each requirement listed. When appropriate, the vendor should provide a more detailed explanation on how the solution specifically meets the desired need.

4.1. General System Functions

CFBHN expects any proposed system will meet the following general functional specifications.

- 4.1.1. Ease of Use – An important component of the system evaluation will be based on the Graphical User Interface (GUI) of the software. It is essential that the user interface is simple and intuitive for the users.
- 4.1.2. Integration – The system has a high degree of integration. Redundant data entry is not required. Once information is entered into the system, it is available to all users who require it, subject only to assigned security access.
- 4.1.3. Availability – The entire system is available to all users at all times (subject to security access).
- 4.1.4. Growth Potential – The proposed software of the product are expandable. CFBHN will be able to continue to use the system during periods of organizational growth.
- 4.1.5. Software Expandability – The software can accommodate additional functionality.

4.2. Technology Requirements

- 4.2.1. Regarding the version of the software upon which this response is based, please describe where this is in your planned solution platforms and releases. Please be specific in identifying any planned/anticipated sunsetting or next generation products.
- 4.2.2. Programming language(s): The proposed application programs are written in VB.Net and ASP.Net web forms.
- 4.2.3. Database: The application utilizes an industry-standard relational database (MSSQL) that has the scalability and flexibility to meet the current and future needs of CFBHN. The product should be able to communicate with SQL Server.
- 4.2.4. System Architecture: The system architecture will be provided by CFBHN for development of the product.

4.3. Software Design Requirements

- 4.3.1. Required Fields: The product allows CFBHN to decide whether a data element is required and should be entered before the system will accept an input form, or can

be bypassed during data entry. The product has built-in data integrity edits to stop the user when incorrect data is entered.

- 4.3.2. Graphical User Interface: The software is presented in an environment that supports “Ease-of-use” and will allow the user to easily move from one function to another with limited keyboard interaction. The software allows for multiple windows to be open simultaneously and also uses color and graphics effectively.
- 4.3.3. Standard User Interface: All forms use substantially the same metaphors for saving data, updating data, moving to other parts of the form, creating forms, etc.
- 4.3.4. Reminder/Notification System: The product can email staff when a voucher is submitted, approved, or denied. On-line Documentation and Help: The product has on-line user documentation that can be used for training staff as well as offering on-line help.

4.4. Quality Assurance Requirements

- 4.4.1. Enhancements: CFBHN has the approval authority on any and all changes to the software that will impact the system’s functionality.
- 4.4.2. Testing/Training System: CFBHN has the ability to maintain a complete test and training system that will allow CFBHN to participate in input of data into the testing process, review test results, and formally accept an application change or enhancement prior to placing the change or enhancement into an operational status. This product shall be a mirror of the production system with the ability to update in both directions – test to production and production to test.
- 4.4.3. Problem/Change Request Process: The vendor can demonstrate and maintain a fully documented procedure enabling CFBHN to report processing problems and to control and monitor product change requests. This should include a process for reporting back the status of all such requests, the setting of priorities for the request by CFBHN, and a schedule for their completion provided by the vendor.
- 4.4.4. Software “Bugs”: It shall be the vendor’s responsibility to correct all product problems resulting from program errors inherent in the product or due to improperly implemented program changes. These corrections should be given a high priority by the vendor so as to be completed per a CFBHN approved schedule.
- 4.4.5. Internal Controls: The application should provide the ability to balance, through access to appropriate reports and controls totals, each production cycle. For example, establish contract monthly balances, reconcile master file update activities, etc.

4.5. Performance Standards

- 4.5.1. Response Time: Best practices should be followed regarding response time: simple functions should have a response time of less than 1 second, whereas more complex functions should take less than 5 seconds. The product’s software shall maintain an average response time that is reasonable during CFBHN’s standard business hours, Monday-Friday, 8:00AM-5:00PM.

- 4.5.2. Field Defaults: The product provides users with defined default values.
- 4.5.3. Data Outputs: The product is capable of dumping all on-screen displays to printer or file.



5. Vouchering Application Requirements

Authorization application requirements presented in checklist form.

Functions 5.1.1. – 5.1.10.	Available Now (3 points)	Custom Programming (2 points)	Under Development (1 point)	NOT Available (0 points)
1. Online entry of voucher requests by provider agencies.				
2. Online entry of supplemental voucher information for reasons, goals, explored alternatives, family unit, and family income of the request by provider agencies.				
3. Online upload of electronic documentation to support voucher requests by provider agencies.				
4. Online entry of vendor information for voucher requests by provider agencies (Agency paid to provide the service).				
5. Online approval and rejection by managing entity staff with notation.				
6. Online re-application of rejected vouchers by provider agencies.				
7. Online voucher pending list for review, approval, and rejection by managing entity staff.				
8. Online notification of over-authorization request of budgeted dollar amount by provider agencies.				
9. Email notification of approved or rejected vouchers to provider agency staff by managing entity staff.				
10. Email notification of submitted or re-submitted voucher authorization requests from the provider agencies to managing entity staff.				

6. Financial Application Requirements

Claims application requirements presented in checklist form.

Functions 6.1.1. – 6.1.6.	Available Now (3 points)	Custom Programming (2 points)	Under Development (1 point)	NOT Available (0 points)
1. Online list of approved vouchers for batch claim entry by provider agencies.				
2. Online claim entry for approved vouchers by provider agencies.				
3. Online list of voucher claims historically submitted.				
4. Online claim approval and rejection by managing entity staff with notation.				
5. Online voucher pending list for review, approval, and rejection by managing entity staff.				
6. Online notification of over-claim of authorized dollar amount by provider agencies.				

7. Administrative Application Requirements

Vouchering administration application requirements presented in checklist form.

Functions 7.1.1. – 7.1.9.	Available Now (3 points)	Custom Programming (2 points)	Under Development (1 point)	NOT Available (0 points)
1. Online ability to create provider agency matrix of available funders, services, programs, and cost rate for provider agency by managing entity staff.				
2. Online ability to create, modify, or deactivate funders by managing entity staff.				
3. Online ability to create, modify, or deactivate funder programs by managing entity staff.				
4. Online ability to create, modify, and deactivate funder-specific services, service codes, and universal cost rates by managing entity staff.				
5. Online ability to create, modify, and deactivate email lists for voucher notifications by managing entity staff.				
6. Online ability to modify voucher amounts, start dates, end dates, funder, program, and service by managing entity staff.				
7. Online ability to close out multiple vouchers in a batch by managing entity staff.				
8. Online ability to batch approve claims by managing entity staff.				
9. Provide the ability to integrate with other systems (e.g.: CAFÉ).				

8. Support Requirements

The successful operation of the proposed product will require an excellent working partnership between the vendor and CFBHN. The vendor will provide information specifying the support functions as they relate to the following requirements. Examples should be included wherever appropriate. Additional services offered, but not requested in this section, should also be described. Costs for these services



should be reported in the Cost Summary section.

It is extremely important that the vendor submit a recommended Implementation Schedule inclusive of key target dates.

Management planning between the vendor and both the CFBHN senior management team and the program or component directors should precede and be prerequisite to the start of the project.

Approval by CFBHN's management is necessary for each section below.

8.1. Site Planning Guidance

CFBHN will require expert assistance to identify physical facility modifications, if any, to satisfy proposed system requirements. The vendor is not expected to perform the work indicated by this consultation. Rather, guidance from experienced site preparation professionals is the only necessary outcome. CFBHN will be responsible for locating and directing contractors to perform the actual work. The checklist in the table below has been provided to identify areas that may need recommendations from experienced vendors.

8.1.1. – 8.1.4.	This Service IS Available	This Service IS NOT Available
1. Copy application software and demonstration files onto installed equipment		
2. Demonstrate application software for acceptance testing		
3. Provide application software and operating system security instruction and documentation		
4. Develop plan of action to complete software install		

8.2. Documentation Requirements

The vendor will include examples of documentation that will be delivered in the response.

8.2.1. – 8.2.5.	Answer or Attach List
1. Is the user documentation in electronic format? If yes, what type of data file (.doc, .wpd, .pdf, html, etc.)?	
2. Is there technical documentation included? Table layouts for the database, keys, and scripts?	
3. Is documentation online, and context sensitive within the application?	
4. List the documentation provided with the proposed product.	
5. Provide screen prints of the key standard screens.	

8.3. Training Requirements

CFBHN will require sufficient training for its staff to reach a level of proficiency necessary for the successful operation of the product. Training should stress "hands on" experience in procedures that are used on a daily operational basis.

8.4. System Support Requirements

The vendor will be required to provide sufficient software support after the installation to keep product functioning effectively. The minimum support services needed are listed in the checklist below.

CFBHN's IT department will provide ongoing software, hardware, and network support outside of the usual and customary vendor support as contracted.

8.4.1. – 8.4.8.	Answer or Attach List
1. Telephone consultation from 8 a.m. to 9 p.m. (Eastern Time), Monday through Friday	
2. Provider current practices and information regarding regular software enhancements and updates	
3. Clear, understandable instructions for applying all updates	
4. 4-hour or less response to inquiries	
5. Formal method of recording suggestions and requests for improvements and enhancements	
6. Procedures for continuous communication to resolve all open inquiries and to inform CFBHN of news	
7. Consulting services	
8. Programming services	

9. Cost Summary

The objective of this section is to identify all initial investment and on-going costs of operation associated with the proposed system. In the response, the vendor should summarize these costs and supply appropriate detailed documentation in the vendor's standard manner to support all proposed costs.

9.1. One-Time Costs

Items that are necessary to satisfy the needs as specified in the ITN must be identified in this section. These costs should include expenditures that will be made during the initial acquisition.

9.1.1. – 9.1.4.	Answer or Attach List
1. Software or implementation assistance	
2. Training	
3. Installation	
4. Other one-time cost	

9.2. Contracts

The vendor must include copies of all contracts (hardware and/or software purchase agreement contracts, maintenance agreement contracts, etc.), including a recommended or anticipated implementation schedule with target dates to fully satisfy the requirements of this ITN.

9.3. Payment Schedule

Payment will be made over a twelve month period on a quarterly basis or throughout implementation, whichever is longer.

10. Evaluation Methodology, Criteria and Rating Sheet

The components of this section can be found throughout the ITN and in APPENDIX XII. Each item identified in **Section 3 through Section 9** above will be scored as detailed in APPENDIX XII.

The top 3 scoring vendors (including ties) of the ITN response will be invited to CFBHN for live demonstrations. Vendors must be prepared to demonstrate the functions outlined in the **APPENDIX XII** in a live environment of their own software. Vendors have 3 (three) hours for their demonstration, including set up and shut down.

CFBHN intends to award the contract to the vendor (of the top 3) who receives the highest score on the demonstrations. CFBHN will issue a notice of intent to award this funding and, following a brief protest period, move into negotiations.

11. Supplemental Reference Protocols

The items contained within this document are supplemental requirements related to any procurement posted by Central Florida Behavioral Health Network, Inc. (CFBHN) from September 26, 2018 and forward. It is incorporated by reference, and is posted on CFBHN's website at:

<https://www.cfbhn.org/contracting-procurement/>

APPENDIX I

MANDATORY REQUIREMENTS CHECKLIST



MANDATORY CRITERIA CHECKLIST			
ITN #:	192001Voucher		
Print Vendor's Name:			
Print Name of CFBHN Reviewer:			
Signature of CFBHN Reviewer:		Date:	
Print Name of CFBHN Witness:			
Signature of CFBHN Witness:		Date:	
<p>1. Was the proposal received by the date and time specified in the ITN and at the specified address?</p> <p><input type="checkbox"/> YES = Pass <input type="checkbox"/> NO = Fail</p> <p>Comments:</p>			
<p>2. Did the proposal include the following?</p>			
a. Vendor's signed Acceptance of Contract Terms and Conditions form (APPENDIX II)	<input type="checkbox"/> YES = Pass	<input type="checkbox"/> NO = Fail	
b. Vendor's signed Certificate of Signature Authority form or corporate resolution/other duly executed certification (APPENDIX III)	<input type="checkbox"/> YES = Pass	<input type="checkbox"/> NO = Fail	
c. Vendor's signed Certification of a Drug-Free Workplace Program form (APPENDIX IV)	<input type="checkbox"/> YES = Pass	<input type="checkbox"/> NO = Fail	
d. Vendor's signed Certification of Non-Conviction of Public Entity Crimes form (APPENDIX V)	<input type="checkbox"/> YES = Pass	<input type="checkbox"/> NO = Fail	
e. Vendor's signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Contracts/Subcontracts form (APPENDIX VI)	<input type="checkbox"/> YES = Pass	<input type="checkbox"/> NO = Fail	
f. Vendor's signed Certification Regarding Lobbying form (APPENDIX VII)	<input type="checkbox"/> YES = Pass	<input type="checkbox"/> NO = Fail	
g. Vendor's signed Statement of Assurances form (APPENDIX VIII)	<input type="checkbox"/> YES = Pass	<input type="checkbox"/> NO = Fail	
h. Vendor's signed Statement of No Contract Termination form (APPENDIX IX)	<input type="checkbox"/> YES = Pass	<input type="checkbox"/> NO = Fail	
i. Vendor's signed Statement of No Involvement form (APPENDIX X)	<input type="checkbox"/> YES = Pass	<input type="checkbox"/> NO = Fail	
j. Vendor's signed Vendor Certification Regarding Scrutinized Companies Lists form (APPENDIX XI)	<input type="checkbox"/> YES = Pass	<input type="checkbox"/> NO = Fail	



APPENDIX II

ACCEPTANCE OF CONTRACT TERMS AND CONDITIONS



Acceptance of Contract Terms and Conditions	
ITN #:	192001Voucher
Print Vendor's Name:	
Print Name of Authorized Representative:	
<p>I, as an authorized representative of the above named vendor, certify that we accept CFBHN's requirements, terms and conditions as specified in this Invitation To Negotiate.</p>	
Signature of Authorized Representative:	
Title:	
Date:	



APPENDIX III

CERTIFICATE OF SIGNATURE AUTHORITY



CERTIFICATE OF SIGNATURE AUTHORITY

Check below and complete Section A or Section B

Vendor is not a sole proprietorship (Complete Section A)

Vendor is a sole proprietorship (Complete Section B)

Section A

I, _____ (name), hold the office or position of _____ (title) with _____ (legal name of Vendor) and have authority to make official representations by said Vendor regarding its official records and hereby state that my examination of the Vendor's records show that _____ (name) currently holds the office or position of _____ (title) with the Vendor and currently has authority to make binding representations to CFBHN and sign all documents submitted on behalf of the above-named Vendor in response to ITN # _____, and, in so doing, to bind the named Vendor to the statements made therein.

NOTE: The Vendor shall submit a corporate resolution or other duly executed certification issued in the Vendor's normal course of business to prove signature authority of the named Authorized Representative.

Dated:

Signature:

Printed Name:

Title:

Section B

I, _____ (name) am a sole proprietor, personally doing business in the name of _____ (name of Vendor), and will be personally bound by the Proposal submitted in response to ITN # _____.

Dated:

Signature:

Printed Name:

APPENDIX IV CERTIFICATION OF A DRUG-FREE WORKPLACE PROGRAM



Certification of a Drug-Free Workplace Program	
ITN #:	192001Voucher
Print Vendor's Name:	
Print Name of Authorized Representative:	
<p>I, as an authorized representative of the above named vendor, hereby certify that my agency currently maintains a drug-free workplace environment in accordance with Chapter 112.0455, Florida Statutes, and will continue to promote this policy through implementation of that section.</p>	
Signature of Authorized Representative:	
Title:	
Date:	



APPENDIX V

CERTIFICATION OF NON-CONVICTION OF PUBLIC ENTITY CRIMES



PUBLIC ENTITY CRIME

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to State of Florida Department of Children and Family Services

by _____
[print individual's name and title]
for [print institution's name and business address]

and (if applicable) its Federal Employer Identification Number (FEIN)

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

2. I understand that a "**public entity crime**" as defined in Paragraph 287.133(1)(g), F.S., means a violation of any state or Federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "**convicted**" or "**conviction**" as defined in Paragraph 287.133(1)(b), F.S., means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any Federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a Jury Verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "**affiliate**" as defined in Paragraph 287.133(1)(a), F.S., means:

a. A predecessor or successor of a person convicted of a public entity crime; or

b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "**affiliate**" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "**person**" as defined in Paragraph 287.133(1)(e), F.S., means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "**person**" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

PUBLIC ENTITY CRIME

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order.]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH I (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, F.S., FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

_____ [signature]

State of _____
 County of _____

Sworn to and subscribed before me this _____ day of _____, 20__.

Personally known _____

OR Produced identification _____ Notary Public - State of _____
 (type of identification) My Commission Expires: _____

 (Printed, typed or stamped commissioned name of notary public)



APPENDIX VI

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION CONTRACTS/SUBCONTRACTS



Attachment IV

Contract No. _____

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
CONTRACTS/SUBCONTRACTS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, signed February 18, 1986. The guidelines were published in the May 29, 1987 Federal Register (52 Fed. Reg., pages 20360 - 20369).

INSTRUCTIONS

1. Each provider whose contract/subcontract equals or exceeds \$25,000 in federal moneys must sign this certification prior to execution of each contract/subcontract. Additionally, providers who audit federal programs must also sign, regardless of the contract amount. The Department of Children and Families cannot contract with these types of providers if they are debarred or suspended by the federal government.
2. This certification is a material representation of fact upon which reliance is placed when this contract/subcontract is entered into. If it is later determined that the signer knowingly rendered an erroneous certification, the Federal Government may pursue available remedies, including suspension and/or debarment.
3. The provider shall provide immediate written notice to the contract manager at any time the provider learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "debarred", "suspended", "ineligible", "person", "principal", and "voluntarily excluded", as used in this certification, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the department's contract manager for assistance in obtaining a copy of those regulations.
5. The provider agrees by submitting this certification that, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this contract/subcontract unless authorized by the Federal Government.
6. The provider further agrees by submitting this certification that it will require each subcontractor of this contract/subcontract, whose payment will equal or exceed \$25,000 in federal moneys, to submit a signed copy of this certification.
7. The Department of Children and Families may rely upon a certification of a provider that it is not debarred, suspended, ineligible, or voluntarily excluded from contracting/subcontracting unless it knows that the certification is erroneous.
8. This signed certification must be kept in the contract manager's contract file. Subcontractor's certification must be kept at the provider's business location.

CERTIFICATION

- (1) The prospective provider certifies, by signing this certification, that neither he nor his principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract/subcontract by any federal department or agency.
- (2) Where the prospective provider is unable to certify to any of the statements in this certification, such prospective provider shall attach an explanation to this certification.

Signature Date

Name (type or print) Title

CF 1125

Effective July 2015

(CF-1125-1516)



APPENDIX VII CERTIFICATION REGARDING LOBBYING



CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: _____ Date: _____

Application or Contract ID Number: _____

Name of Authorized Individual Application or Contractor: _____

Address of Organization: _____

CF 1123

Effective July 2015

(CF-1123-1516)



APPENDIX VIII STATEMENT OF ASSURANCES



STATEMENT OF ASSURANCES	
ITN #:	192001Voucher
Print Vendor's Name:	
Print Name of Authorized Representative:	
The vendor assures the following requirements and conditions will be met.	Initials
1. The vendor will be able to achieve/deliver the required voucher application by the identified date in Section 1.9.	_____
2. The vendor has the personnel/capacity to deliver the voucher application in accordance with this ITN.	_____
3. The vendor agrees to maintain the confidentiality of all records, as required by law or administrative rule, to be protected from disclosure.	_____
4. The vendor agrees to hold CFBHN and the Department harmless from any claim or damage, including reasonable attorney's fees and costs, or from any fine or penalty imposed as a result of an improper disclosure by the selected vendor of confidential records, whether public record or not, and promises to defend CFBHN and the Department against the same at its' expense.	_____
5. The vendor agrees to comply with activities related to information systems in compliance with the Department's PAM 155-2.	_____
6. The vendor assures that the products and services mentioned in the narrative solution are included in the cost section of this response.	_____
7. The vendor assures that it has the competence and capacity to deliver all requirements of this ITN.	_____



APPENDIX IX

STATEMENT OF NO CONTRACT TERMINATION



Statement of No Contract Termination	
ITN #:	192001Voucher
Print Vendor's Name:	
Print Name of Authorized Representative:	
<p>I, as an authorized representative of the above named vendor, hereby certify that my agency has never had a contract terminated for not meeting performance measures or for cause.</p>	
Signature of Authorized Representative:	
Title:	
Date:	



APPENDIX X STATEMENT OF NO INVOLVEMENT



Statement of No Involvement	
ITN #:	192001Voucher
Print Vendor's Name:	
Print Name of Authorized Representative:	
<p>I, as an authorized representative of the above named vendor, hereby certify that no member of this firm, nor any person having interest in this firm, has been awarded a contract by the Department of Children and Families or Central Florida Behavioral Health Network, Inc. on a non-competitive basis to:</p> <ol style="list-style-type: none"> 1. Develop this procurement document; 2. Perform a feasibility study concerning the scope of work contained in this procurement document; or 3. Develop a program similar to what is contained in this procurement document. 	
Signature of Authorized Representative:	
Title:	
Date:	



APPENDIX XI

VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LISTS



**VENDOR CERTIFICATION REGARDING
SCRUTINIZED COMPANIES LISTS AND BUSINESS OPERATIONS IN CUBA OR SYRIA**

Respondent Vendor Name: _____ Vendor FEIN: _____ Vendor's Authorized Representative Name and Title: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone Number: _____ Email Address: _____

Pursuant to section 287.135, Florida Statutes, a company that is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes is prohibited from submitting a proposal for, or entering into or renewing a contract with an agency or local governmental entity, for goods or services for any amount. A company that is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or are engaged in business operations in Cuba or Syria is prohibited from submitting a proposal for, or entering into or renewing a contract with an agency or local governmental entity, for goods or services over \$1,000,000, pursuant to section 287.135, Florida Statutes. Both the Sudan List and the Iran List are created pursuant to section 215.473, Florida Statutes.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. I also certify that the aforementioned company is not engaged in business operations in Cuba or Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject such company to civil penalties, attorney's fees, and/or costs and termination of the contract at the option of the awarding governmental entity.

Certified By: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <i>Print Name</i> <i>Print Title</i> </div> who is authorized to sign on behalf of the above referenced company. Authorized Signature: _____

Effective May 2017
(CF-1110-1718b)



APPENDIX XII EVALUATION GUIDE

Initial Meeting of Evaluators

Central Florida Behavioral Health Network, Inc.
719 US Highway 301 South, Tampa, FL 33619

CFBHN ITN #192001Voucher

Voucher Application

EVALUATION TEAM GROUND RULES

Evaluators are chosen to participate because of their knowledge and skills, and because of CFBHN's confidence in their ability to score both independently and fairly. The same scoring principles must be applied to every response received, independent of other evaluators. Meetings of evaluators are open to the public and should be conducted in a professional manner.

1. **ALL** Questions related to the solicitation document and the evaluations of the responses must be directed to the Procurement Manager:

Andrea Butler Fernandez, Senior Contract Manager
Central Florida Behavioral Health Network
719 South US Highway 301 Tampa, FL 33619
(813) 740-4811 Extension 237
Procurement@cfbhn.org

2. Conflict of Interest Questionnaires must to be completed, signed, and dated by all Evaluation Team members. Any identified conflicts of interest will be referred to Legal immediately.
3. Each evaluator will be provided a copy of the solicitation document, all attachments, amendments, and (if applicable) all offerors' inquiries, together with the written answers provided by CFBHN. Each evaluator will also be provided with a copy of each response, which should be evaluated and scored according to the instructions provided in the solicitation document and the Scoring Sheets.
4. Each member of the Evaluation Team shall independently score each response. No collaboration will be permitted during the scoring process. Do not ask other evaluators questions or share solicitation related information with anyone until the Debriefing meeting identified in Section 1.9.
5. Evaluators must not solicit information or submissions from potential or interested offerors.
6. The written proposal is the basis upon which responses are evaluated and scored.

7. Only the Scoring Sheets provided with the solicitation document will be used to record your scores and comments. No additional notes or marks should appear elsewhere in the evaluation materials.
8. All raw scores must be assigned utilizing the scoring system provided in the evaluation manual.
9. Each evaluator should record the page or section number from the response being scored where the primary response was found relating to the criterion. If the response does not address an evaluation criterion, evaluators should indicate on the score sheet “not addressed.”
10. Each evaluation criterion must be scored. Evaluators may request assistance in understanding evaluation criteria and responses only from the Procurement Manager, who alone is authorized to seek additional technical help if needed. Technical assistance, if needed, will be provided by non-voting technical advisors and will be uniformly disseminated to all evaluators simultaneously. This may also be accomplished by the Procurement Manager.
11. No attempt by CFBHN personnel or others to influence an evaluator's scoring will be tolerated. If any attempt is made to do so, the evaluator must immediately report the incident to the Procurement Manager. If the Procurement Manager makes such an attempt, the evaluator must immediately report the incident to Carrie Hartes, the Director of Contracting and Procurement, at 813-740-4811.
12. To avoid the possibility of protest, all appearances of impropriety must be avoided.
13. Following completion of the independent evaluations of the proposals, the Procurement Manager will hold a Debriefing Meeting for the exclusive purpose of assuring that information has not been overlooked in the scoring of responses. Evaluators should work carefully to be as thorough as possible in order to help CFBHN secure a fair and open competitive procurement. It is at this meeting that evaluators may ask questions amongst the group to resolve any confusion on items needing clarification.
14. The Debriefing Meeting of the Evaluation Team will be held at the place and time listed in **Section 1.9**.

Debriefing Meeting of Evaluators

Central Florida Behavioral Health Network, Inc.
719 US Highway 301 South, Tampa, FL 33619

CFBHN ITN #192001Voucher

Voucher Application

The main purpose of the Debriefing Meeting of the evaluators is to receive and record all evaluation scores. It is not essential that uniformity in scoring be achieved. It is at this meeting that the Procurement Manager logs in and records all scores on a spreadsheet and calculates those scores according to the evaluation methodology outlined in the solicitation document.

The following activities should occur prior to the conclusion of the meeting:

1. The Procurement Manager will confirm that no one has tried to influence any of the evaluators and that they have exercised their own independent judgment in scoring each response independently of any other.
2. If clarification is needed on the responses, questions will be allowed at this meeting. Discussion may proceed amongst the group on the items raised to resolve any confusion on items needing clarification.
3. The Procurement Manager will fill out a spreadsheet with the names of the evaluators across the top and the number of the evaluation criterion down the left side. Each evaluator will be asked in turn for the score given to each criterion.
4. No pressure is to be placed upon any evaluator to change any score.
5. Once the spreadsheet is filled out and a score recorded for each criterion for each evaluator, the individual score sheets are collected, placed into the procurement file.
6. The individual scores are to be tabulated (averaged) in the presence of at least one witness. The final score for each provider should be listed in rank order.
7. A secondary debriefing will be held after the Demonstrations, and will follow the same process outlined above.

EVALUATOR'S CONFLICT OF INTEREST AND CONFIDENTIALITY OF INFORMATION STATEMENT

Your willingness to participate as an evaluator is an integral part of the procurement process. Central Florida Behavioral Health Network, Inc. (CFBHN) appreciates your assistance and expertise. Your designation as an evaluator for the CFBHN requires that you fully understand the policies regarding potential conflicts of interest and the confidential nature of the proposals and all that is contained therein.

Confidentiality. The competitive procurement process and the obligations imposed by the laws of the State of Florida require the CFBHN to ensure that the competitive process operates in a fair and equitable manner. As an evaluator, you have access to information not generally available to the public and are charged with special professional and ethical responsibilities. You may have access to information about bidders that is to be used only during the evaluation process, and for discussion only with appropriate CFBHN personnel. You shall not discuss the evaluation, scoring, or status of any proposal or any action effecting any proposal with any person, firm, corporation, or other outside business entity at any time prior to, during, or after the procurement process. You shall not use such information obtained as an evaluator for any personal benefit, pecuniary or otherwise, nor copy and/or disseminate any portion of any proposal at any time prior to, during, or after the procurement process.

Conflict of Interest and Ethical Considerations. A conflict of interest or the appearance of a conflict of interest may occur if you or an immediate family member are directly or indirectly involved with an organization that has submitted a proposal for evaluation. Prior to reviewing any proposals, you must inform CFBHN of any potential conflicts of interest or the appearance thereof. If you become aware of any potential conflict of interest as you review a proposal, you must immediately notify the point of contact for this procurement: Andrea Butler Fernandez (813) 740-4811. You may be disqualified as an evaluator if you conduct yourself in a way that could create the appearance of bias or unfair advantage with or on behalf of any competitive bidder, potential bidder, agent, subcontractor, or other business entity, whether through direct association with contractor representatives, indirect associations, through recreational activities or otherwise.

Examples of potentially biasing affiliations or relationships are listed below:

1. Your solicitation, acceptance, or agreement to accept from anyone any benefit, pecuniary or otherwise, as consideration for your decision or recommendation as it pertains to your evaluation of any proposal.
2. Your affiliation with a bidding company or institution. For example, a conflict may exist when you:
 - a. Are employed by or are being considered for employment with the company or institution submitting any bid or hold a consulting, advisory, or other similar position with said company or institution;

- b. Hold any current membership on a committee, board, or similar position with the company or institution;
 - c. Hold ownership of the company or institution, securities, or other evidences of debt;
 - d. Are currently a student or employee in the department or school submitting a proposal, such as the case.
3. Your relationship with someone who has a personal interest in the proposal. This includes any affiliation or relationship by marriage or through family membership, any business or professional partnership, close personal friendship, or any other relationship that you think might tend to affect your objectivity or judgment or may give an appearance of impropriety to someone viewing it from the outside the relationship.

I have read this document and understand my obligations as explained herein. I further understand that I must advise CFBHN if a conflict currently exists or arises during my term of service as an evaluator. I further understand that I must sign and deliver this statement to CFBHN prior to participating in the evaluation process.

Evaluator Signature: _____

Evaluator Name (Printed): _____

Date: _____ ITN#: 192001Voucher



Evaluation Tools

Summary of Rating Scale for the Proposal

The following point and weight values have been assigned for each criteria:

Section	Criteria	Possible Score	Weighted Value	Maximum Points
3.	Technical Requirements	N/A	N/A	N/A
3.1.	Hardware and Operating System	10	1	10
3.2.	Data Communications and Network Environment	10	1	10
3.3.	Product Interfaces	10	1	10
3.4.	System and Data Security	10	1	10
3.5.	Development Environment and Access to Source Code	10	1	10
4.	Application Requirements	N/A	N/A	N/A
4.1.	General System Functions	10	1	10
4.2.	Technology Requirements	10	1	10
4.3.	Software Design Requirements	10	1	10
4.4.	Quality Assurance Requirements	10	1	10
4.5.	Performance Standards	10	1	10
5.	Vouchering Application Requirements	10	1	10
6.	Financial Application Requirements	10	1	10
7.	Administrative Application Requirements	10	1	10
8.	Support Requirements	N/A	N/A	N/A
8.1	Site Planning Guidance	10	1	10
8.2.	Documentation Requirements	N/A	N/A	N/A
8.2.1.	Is the user documentation in electronic format? If yes, what type of data file (.doc, .wpd, .pdf, html, etc.)?	10	1	10
8.2.2.	Is there technical documentation included? Table layouts for the database, keys, and scripts?	10	1	10
8.2.3.	Is documentation online, and context sensitive within the application?	10	1	10
8.2.4.	Please list the documentation provided with the proposed product.	10	1	10
8.2.5.	Please provide screen prints of the key standard screens.	10	1	10
8.4.	System Support Requirements	N/A	N/A	N/A

8.4.1.	Telephone consultation from 8 a.m. to 9 p.m. (Eastern Time), Monday through Friday	10	1	10
8.4.2.	Provider current practices and information regarding regular software enhancements and updates	10	1	10
8.4.3	Clear, understandable instructions for applying all updates	10	1	10
8.4.4.	4-hour or less response to inquiries	10	1	10
8.4.5.	Formal method of recording suggestions and requests for improvements and enhancements	10	1	10
8.4.6.	Procedures for continuous communication to resolve all open inquiries and to inform CFBHN of news	10	1	10
8.4.7.	Consulting services	10	1	10
8.4.8	Programming services	10	1	10
9.1.	One-Time Costs	N/A	N/A	N/A
9.1.1.	Software or implementation assistance	10	1	10
9.1.2.	Training	10	1	10
9.1.3	Installation	10	1	10
9.1.4.	Other one-time cost	10	1	10
Maximum Possible Score				310

Instructions:

Each of the criteria for this ITN in **Sections 3, 4, 8** (with the exception of **Sections 8.1, 8.2 and 8.4**) and **Section 9** (with the exception of **Section 9.1**) has a score value from 0-10, with 0 being no value and 10 being excellent. A score can be issued in tenths (Example: 7.3).

Description of Points:

Point Value	Category	Description
10 Points	Excellent	Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.
8 Points	Good	Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.
5 Points	Fair	Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements;

		Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.
2 Points	Poor	Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.
0 Points	Omitted	Not included in the response or a “NO” response.

The following sections require the vendor to check off if the item is available now, requires custom programming, under development, or not available.

- 5. Vouchering Application Requirements
- 6. Financial Application Requirements
- 7. Administrative Application Requirements

The points for each item in those sections are tallied by the Senior Contract Manager and one witness and computed as follows.

- For each item that the vendor marks “Available Now”, the vendor receives 3 credits.
- For each item that the vendor marks “Custom Programming”, the vendor receives 2 credits.
- For each item that the vendor marks “Under Development”, the vendor receives 1 credits.
- For each item that the vendor marks “Not Available”, the vendor receives 0 credits.

All credits for the section are added together. For every 10% of the credits received, the vendor is awarded 1 point, for a total of 10 possible points, distributed as follows:

Agency Awarded Credits:	Points Awarded for that Section:
90.01% - 100%	10 points
80.01% - 90.00%	9 points
70.01% - 80.00%	8 points
60.01% - 70.00%	7 points
50.01% - 60.00	6 points
40.01% - 50.00	5 points
30.01% - 40.00	4 points
20.01% - 30.00	3 points
10.01% - 20.00	2 points
0.01% - 10.00	1 points
0.00%	0 points

The following section requires the vendor to check off if the service is available now or not available now.

- 8.1. Site Planning Guidance

The points for each item in that section is tallied by the Senior Contract Manager and one witness and computed as follows.

- For each item that the vendor marks “This Service IS Available”, the vendor receives 1 credit.
- For each item that the vendor marks “This Service IS NOT Available”, the vendor receives 0 credits.

All credits for the section are added together. For every 10% of the credits received, the vendor is awarded 1 point, for a total of 10 possible points, distributed as follows:

Agency Awarded Credits:	Points Awarded for that Section:
90.01% - 100%	10 points
80.01% - 90.00%	9 points
70.01% - 80.00%	8 points
60.01% - 70.00%	7 points
50.01% - 60.00	6 points
40.01% - 50.00	5 points
30.01% - 40.00	4 points
20.01% - 30.00	3 points
10.01% - 20.00	2 points
0.01% - 10.00	1 points
0.00%	0 points

The following sections require the vendor to answer or attach a list as a response.

- 8.2. Documentation Requirements
- 8.4. System Support Requirements
- 9.1. One-Time Costs

The points for each item in that section are computed as follows.

Section	Criteria	Possible Score	Weighted Value	Maximum Points
8.2.	Documentation Requirements	N/A	N/A	N/A
8.2.1.	Is the user documentation in electronic format? If yes, what type of data file (.doc, .wpd, .pdf, html, etc.)?	10	1	10

8.2.2.	Is there technical documentation included? Table layouts for the database, keys, and scripts?	10	1	10
8.2.3.	Is documentation online, and context sensitive within the application?	10	1	10
8.2.4.	Please list the documentation provided with the proposed product.	10	1	10
8.2.5.	Please provide screen prints of the key standard screens.	10	1	10
8.4.	System Support Requirements	N/A	N/A	N/A
8.4.1.	Telephone consultation from 8 a.m. to 9 p.m. (Eastern Time), Monday through Friday	10	1	10
8.4.2.	Provider current practices and information regarding regular software enhancements and updates	10	1	10
8.4.3	Clear, understandable instructions for applying all updates	10	1	10
8.4.4.	4-hour or less response to inquiries	10	1	10
8.4.5.	Formal method of recording suggestions and requests for improvements and enhancements	10	1	10
8.4.6.	Procedures for continuous communication to resolve all open inquiries and to inform CFBHN of news	10	1	10
8.4.7.	Consulting services	10	1	10
8.4.8	Programming services	10	1	10
9.1.	One-Time Costs	N/A	N/A	N/A
9.1.1.	Software or implementation assistance	10	1	10
9.1.2.	Training	10	1	10
9.1.3	Installation	10	1	10
9.1.4.	Other one-time cost	10	1	10

The Procurement Manager and one witness will tally the following sections:

- 5. Vouchering Application Requirements
- 6. Financial Application Requirements
- 7. Administrative Application Requirements
- 8.1. Site Planning Guidance

The scores shall be recorded directly on the spreadsheet used to record all final scores.

How to Compute Final Scores

1. The scores for each criterion are added together to generate the Total Score for that particular topic.

2. A Weighted Value is assigned to each topic.
3. The Maximum Points given to each topic will be based on the following formula:

$$\text{Total Score} \times \text{Weighted Value} = \text{Maximum Points}$$

4. All of the Maximum Points will be added together to derive the Total Proposal Score.
5. The Total Proposal Score for all evaluators will be averaged to generate the Average Score for each vendor. Vendors will be ranked based on the Average Scores.

Examples of the evaluator's scoresheets can be found on the next 10 pages. Full and complete copies of all sections to be scored will be provided to each evaluator.

Vendor Name:			
Section:	3.1.	Criteria:	Hardware and Operating System
Description:			
A description of these requirements can be found on page 13 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.		10 Points Excellent	
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.		8 Points Good	
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.		5 Points Fair	
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.		2 Points Poor	
Not included in the response or a "NO" response.		0 Points Omitted	
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:			
Section:	3.2.	Criteria:	Data Communications and Network Environment
Description:			
A description of these requirements can be found on page 13 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.	10 Points Excellent		
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.	8 Points Good		
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.	5 Points Fair		
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.	2 Points Poor		
Not included in the response or a "NO" response.	0 Points Omitted		
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:			
Section:	3.3.	Criteria:	Product Interfaces
Description:			
A description of these requirements can be found on pages 13-14 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.	10 Points Excellent		
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.	8 Points Good		
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.	5 Points Fair		
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.	2 Points Poor		
Not included in the response or a "NO" response.	0 Points Omitted		
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:			
Section:	3.4.	Criteria:	System and Data Security
Description:			
A description of these requirements can be found on page 14 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.	10 Points Excellent		
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.	8 Points Good		
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.	5 Points Fair		
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.	2 Points Poor		
Not included in the response or a "NO" response.	0 Points Omitted		
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:			
Section:	3.5.	Criteria:	Development Environment and Access to Source Code
Description:			
A description of these requirements can be found on pages 14-15 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.	10 Points Excellent		
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.	8 Points Good		
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.	5 Points Fair		
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.	2 Points Poor		
Not included in the response or a "NO" response.	0 Points Omitted		
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:			
Section:	4.1.	Criteria:	General System Functions
Description:			
A description of these requirements can be found on page 15 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.	10 Points Excellent		
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.	8 Points Good		
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.	5 Points Fair		
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.	2 Points Poor		
Not included in the response or a "NO" response.	0 Points Omitted		
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:			
Section:	4.2.	Criteria:	Technology Requirements
Description:			
A description of these requirements can be found on page 15 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.		10 Points Excellent	
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.		8 Points Good	
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.		5 Points Fair	
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.		2 Points Poor	
Not included in the response or a "NO" response.		0 Points Omitted	
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:			
Section:	4.3.	Criteria:	Software Design Requirements
Description:			
A description of these requirements can be found on pages 15-16 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.	10 Points Excellent		
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.	8 Points Good		
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.	5 Points Fair		
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.	2 Points Poor		
Not included in the response or a "NO" response.	0 Points Omitted		
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:			
Section:	4.4.	Criteria:	Quality Assurance Requirements
Description:			
A description of these requirements can be found on page 16 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.	10 Points Excellent		
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.	8 Points Good		
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.	5 Points Fair		
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.	2 Points Poor		
Not included in the response or a "NO" response.	0 Points Omitted		
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:			
Section:	4.5.	Criteria:	Performance Standards
Description:			
A description of these requirements can be found on pages 16-17 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.	10 Points Excellent		
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.	8 Points Good		
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.	5 Points Fair		
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.	2 Points Poor		
Not included in the response or a "NO" response.	0 Points Omitted		
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:			
Section:	8.2.1.	Criteria:	Is the user documentation in electronic format? If yes, what type of data file (.doc, .wpd, .pdf, html, etc.)?
Description:			
A description of these requirements can be found on page 22 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.		10 Points Excellent	
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.		8 Points Good	
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.		5 Points Fair	
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.		2 Points Poor	
Not included in the response or a "NO" response.		0 Points Omitted	
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:			
Section:	8.2.2.	Criteria:	Is there technical documentation included? Table layouts for the database, keys, and scripts?
Description:			
A description of these requirements can be found on page 22 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.		10 Points Excellent	
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.		8 Points Good	
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.		5 Points Fair	
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.		2 Points Poor	
Not included in the response or a "NO" response.		0 Points Omitted	
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:			
Section:	8.2.3.	Criteria:	Is documentation online, and context sensitive within the application?
Description:			
A description of these requirements can be found on page 22 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.	10 Points Excellent		
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.	8 Points Good		
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.	5 Points Fair		
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.	2 Points Poor		
Not included in the response or a "NO" response.	0 Points Omitted		
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:			
Section:	8.2.4.	Criteria:	List the documentation provided with the proposed product.
Description:			
A description of these requirements can be found on page 22 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.		10 Points Excellent	
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.		8 Points Good	
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.		5 Points Fair	
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.		2 Points Poor	
Not included in the response or a "NO" response.		0 Points Omitted	
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:			
Section:	8.2.5.	Criteria:	Provide screen prints of the key standard screens.
Description:			
A description of these requirements can be found on page 22 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.		10 Points Excellent	
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.		8 Points Good	
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.		5 Points Fair	
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.		2 Points Poor	
Not included in the response or a "NO" response.		0 Points Omitted	
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:				
Section:	8.4.1.	Criteria:	Telephone consultation from 8 a.m. to 9 p.m. (Eastern Time), Monday through Friday	
Description:				
A description of these requirements can be found on page 23 of this ITN.				
Rating:		Notes:		
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.				
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.				10 Points Excellent
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.				8 Points Good
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.				5 Points Fair
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.				2 Points Poor
Response is not included in the response or a "NO" response.		0 Points Omitted		
Evaluator's Score:		Evaluator's Initials:		



Vendor Name:			
Section:	8.4.2.	Criteria:	Provider current practices and information regarding regular software enhancements and updates
Description:			
A description of these requirements can be found on page 23 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.		10 Points Excellent	
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.		8 Points Good	
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.		5 Points Fair	
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.		2 Points Poor	
Not included in the response or a "NO" response.		0 Points Omitted	
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:			
Section:	8.4.3.	Criteria:	Clear, understandable instructions for applying all updates
Description:			
A description of these requirements can be found on page 23 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.	10 Points Excellent		
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.	8 Points Good		
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.	5 Points Fair		
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.	2 Points Poor		
Not included in the response or a "NO" response.	0 Points Omitted		
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:			
Section:	8.4.4.	Criteria:	4-hour or less response to inquiries
Description:			
A description of these requirements can be found on page 23 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.	10 Points Excellent		
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.	8 Points Good		
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.	5 Points Fair		
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.	2 Points Poor		
Not included in the response or a "NO" response.	0 Points Omitted		
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:					
Section:	8.4.5.	Criteria:	Formal method of recording suggestions and requests for improvements and enhancements		
Description:					
A description of these requirements can be found on page 23 of this ITN.					
Rating:		Notes:			
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.					
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.				10 Points Excellent	
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.				8 Points Good	
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.				5 Points Fair	
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.				2 Points Poor	
Response is not included in the response or a "NO" response.		0 Points Omitted			
Evaluator's Score:		Evaluator's Initials:			



Vendor Name:			
Section:	8.4.6.	Criteria:	Procedures for continuous communication to resolve all open inquiries and to inform CFBHN of news
Description:			
A description of these requirements can be found on page 23 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.		10 Points Excellent	
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.		8 Points Good	
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.		5 Points Fair	
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.		2 Points Poor	
Not included in the response or a "NO" response.		0 Points Omitted	
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:					
Section:	8.4.7.	Criteria:	Consulting services		
Description:					
A description of these requirements can be found on page 23 of this ITN.					
Rating:		Notes:			
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.					
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.				10 Points Excellent	
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.				8 Points Good	
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.				5 Points Fair	
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.				2 Points Poor	
Response is not included in the response or a "NO" response.		0 Points Omitted			
Evaluator's Score:		Evaluator's Initials:			



Vendor Name:			
Section:	8.4.8.	Criteria:	Programming services
Description:			
A description of these requirements can be found on page 23 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.	10 Points Excellent		
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.	8 Points Good		
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.	5 Points Fair		
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.	2 Points Poor		
Not included in the response or a "NO" response.	0 Points Omitted		
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:			
Section:	9.1.1.	Criteria:	Software or implementation assistance
Description:			
A description of these requirements can be found on page 23 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.	10 Points Excellent		
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.	8 Points Good		
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.	5 Points Fair		
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.	2 Points Poor		
Not included in the response or a "NO" response.	0 Points Omitted		
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:			
Section:	9.1.2.	Criteria:	Training
Description:			
A description of these requirements can be found on page 23 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.	10 Points Excellent		
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.	8 Points Good		
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.	5 Points Fair		
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.	2 Points Poor		
Not included in the response or a "NO" response.	0 Points Omitted		
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:			
Section:	9.1.3.	Criteria:	Installation
Description:			
A description of these requirements can be found on page 23 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.	10 Points Excellent		
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.	8 Points Good		
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.	5 Points Fair		
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.	2 Points Poor		
Not included in the response or a "NO" response.	0 Points Omitted		
Evaluator's Score:		Evaluator's Initials:	



Vendor Name:			
Section:	9.1.4.	Criteria:	Other one-time cost
Description:			
A description of these requirements can be found on page 23 of this ITN.			
Rating:		Notes:	
Response is very clear and comprehensive ; Response exceeds requirements; Response demonstrates superior understanding of the task; Response level of detail leaves the rater with no unanswered questions.	10 Points Excellent		
Response is clear and comprehensive ; Response addresses all of the minimum requirements; Response demonstrates good understanding of the task; Response level of detail leaves the rater with only a few unanswered questions.	8 Points Good		
Response is somewhat clear but may not be comprehensive ; Response addresses the majority of the requirements; Response demonstrates only general understanding of the task; Response level of detail may leave the rater with several unanswered questions.	5 Points Fair		
Response is not clear or comprehensive ; Response is below minimum requirements ; Response demonstrates insufficient understanding of the task; Response level of detail may leave the rater with many unanswered questions.	2 Points Poor		
Not included in the response or a "NO" response.	0 Points Omitted		
Evaluator's Score:		Evaluator's Initials:	



Evaluation of Live Demonstrations

CFBHN ITN #192001Voucher

Voucher Application

The top 3 scoring vendors (including ties) of the ITN response will be invited to CFBHN for live demonstrations. Vendors must be prepared to demonstrate the following functions in a live environment of their own software. The points for scoring are indicated next to each item. Vendors have 3 (three) hours for their demonstration, including set up and shut down.

Instructions:

Each of the criteria for the live demonstrations has a score value from 0-10, with 0 being no value and 10 being excellent. A score can be issued in tenths (Example: 7.3).

Description of Points:

Point Value	Category	Description
10 Points	Excellent	Vendor did an excellent job demonstrating the task.
8 Points	Good	Vendor did a good job demonstrating the task.
5 Points	Fair	Vendor did a fair job demonstrating the task.
2 Points	Poor	Vendor did a poor job demonstrating the task.
0 Points	Omitted	Vendor did not demonstrate the task.

How to Compute Final Scores

1. The scores for each criterion are added together to generate the Total Score for that particular topic.
2. A Weighted Value is assigned to each topic.
3. The Maximum Points given to each topic will be based on the following formula:

$$\text{Total Score} \times \text{Weighted Value} = \text{Maximum Points}$$

4. All of the Maximum Points will be added together to derive the Total Proposal Score.
5. The Total Proposal Score for all evaluators will be averaged to generate the Average Score for each vendor. Vendors will be ranked based on the Average Scores.

Point Value for Criteria:

Criteria	Possible Score	Weighted Value	Maximum Points
1. Overall System functionality	10	3	30
2. Online entry of voucher requests	10	3	30
3. Online entry of supplemental voucher information	10	2	20
4. Online upload of electronic documentation	10	2	20
5. Online approval and rejection	10	3	30
6. Online voucher pending list	10	2	20
7. Online list of approved vouchers	10	1	10
8. Online claim entry for approved vouchers	10	3	30
9. Online list of voucher claims, historically	10	2	20
10. Online claim approval and rejection	10	3	30
11. Online vendor pending list	10	1	10
12. Ability to create / modify / manage funder capabilities	10	3	30
13. Online ability to modify voucher amounts	10	2	20
14. Online ability to batch manage vouchers	10	3	30
15. Ability to integrate with other systems	10	3	30
Maximum Possible Score			360



Vendor Name:			
Criteria:	1	Criteria:	Overall System functionality
Rating:		Notes:	
Vendor did an excellent job demonstrating the task.	10 Points Excellent		
Vendor did a good job demonstrating the task.	8 Points Good		
Vendor did a fair job demonstrating the task.	5 Points Fair		
Vendor did a poor job demonstrating the task.	2 Point Poor		
Vendor did not demonstrate the task.	0 Points Omitted		
Evaluator's Total Score:			Evaluator's Initials:



Vendor Name:			
Criteria:	2	Criteria:	Online entry of voucher requests
Rating:		Notes:	
Vendor did an excellent job demonstrating the task.	10 Points Excellent		
Vendor did a good job demonstrating the task.	8 Points Good		
Vendor did a fair job demonstrating the task.	5 Points Fair		
Vendor did a poor job demonstrating the task.	2 Point Poor		
Vendor did not demonstrate the task.	0 Points Omitted		
Evaluator's Total Score:			Evaluator's Initials:



Vendor Name:			
Criteria:	3	Criteria:	Online entry of supplemental voucher information
Rating:		Notes:	
Vendor did an excellent job demonstrating the task.	10 Points Excellent		
Vendor did a good job demonstrating the task.	8 Points Good		
Vendor did a fair job demonstrating the task.	5 Points Fair		
Vendor did a poor job demonstrating the task.	2 Point Poor		
Vendor did not demonstrate the task.	0 Points Omitted		
Evaluator's Total Score:			Evaluator's Initials:



Vendor Name:			
Criteria:	4	Criteria:	Online upload of electronic documentation
Rating:		Notes:	
Vendor did an excellent job demonstrating the task.	10 Points Excellent		
Vendor did a good job demonstrating the task.	8 Points Good		
Vendor did a fair job demonstrating the task.	5 Points Fair		
Vendor did a poor job demonstrating the task.	2 Point Poor		
Vendor did not demonstrate the task.	0 Points Omitted		
Evaluator's Total Score:			Evaluator's Initials:



Vendor Name:			
Criteria:	5	Criteria:	Online approval and rejection
Rating:		Notes:	
Vendor did an excellent job demonstrating the task.	10 Points Excellent		
Vendor did a good job demonstrating the task.	8 Points Good		
Vendor did a fair job demonstrating the task.	5 Points Fair		
Vendor did a poor job demonstrating the task.	2 Point Poor		
Vendor did not demonstrate the task.	0 Points Omitted		
Evaluator's Total Score:			Evaluator's Initials:



Vendor Name:			
Criteria:	6	Criteria:	Online voucher pending list
Rating:		Notes:	
Vendor did an excellent job demonstrating the task.	10 Points Excellent		
Vendor did a good job demonstrating the task.	8 Points Good		
Vendor did a fair job demonstrating the task.	5 Points Fair		
Vendor did a poor job demonstrating the task.	2 Point Poor		
Vendor did not demonstrate the task.	0 Points Omitted		
Evaluator's Total Score:			Evaluator's Initials:



Vendor Name:			
Criteria:	7	Criteria:	Online list of approved vouchers
Rating:		Notes:	
Vendor did an excellent job demonstrating the task.	10 Points Excellent		
Vendor did a good job demonstrating the task.	8 Points Good		
Vendor did a fair job demonstrating the task.	5 Points Fair		
Vendor did a poor job demonstrating the task.	2 Point Poor		
Vendor did not demonstrate the task.	0 Points Omitted		
Evaluator's Total Score:			Evaluator's Initials:



Vendor Name:			
Criteria:	8	Criteria:	Online claim entry for approved vouchers
Rating:		Notes:	
Vendor did an excellent job demonstrating the task.	10 Points Excellent		
Vendor did a good job demonstrating the task.	8 Points Good		
Vendor did a fair job demonstrating the task.	5 Points Fair		
Vendor did a poor job demonstrating the task.	2 Point Poor		
Vendor did not demonstrate the task.	0 Points Omitted		
Evaluator's Total Score:			Evaluator's Initials:



Vendor Name:			
Criteria:	9	Criteria:	Online list of voucher claims, historically
Rating:		Notes:	
Vendor did an excellent job demonstrating the task.	10 Points Excellent		
Vendor did a good job demonstrating the task.	8 Points Good		
Vendor did a fair job demonstrating the task.	5 Points Fair		
Vendor did a poor job demonstrating the task.	2 Point Poor		
Vendor did not demonstrate the task.	0 Points Omitted		
Evaluator's Total Score:			Evaluator's Initials:



Vendor Name:			
Criteria:	10	Criteria:	Online claim approval and rejection
Rating:		Notes:	
Vendor did an excellent job demonstrating the task.	10 Points Excellent		
Vendor did a good job demonstrating the task.	8 Points Good		
Vendor did a fair job demonstrating the task.	5 Points Fair		
Vendor did a poor job demonstrating the task.	2 Point Poor		
Vendor did not demonstrate the task.	0 Points Omitted		
Evaluator's Total Score:			Evaluator's Initials:



Vendor Name:			
Criteria:	11	Criteria:	Online vendor pending list
Rating:		Notes:	
Vendor did an excellent job demonstrating the task.	10 Points Excellent		
Vendor did a good job demonstrating the task.	8 Points Good		
Vendor did a fair job demonstrating the task.	5 Points Fair		
Vendor did a poor job demonstrating the task.	2 Point Poor		
Vendor did not demonstrate the task.	0 Points Omitted		
Evaluator's Total Score:			Evaluator's Initials:



Vendor Name:			
Criteria:	12	Criteria:	Ability to create / modify / manage funder capabilities
Rating:		Notes:	
Vendor did an excellent job demonstrating the task.	10 Points Excellent		
Vendor did a good job demonstrating the task.	8 Points Good		
Vendor did a fair job demonstrating the task.	5 Points Fair		
Vendor did a poor job demonstrating the task.	2 Point Poor		
Vendor did not demonstrate the task.	0 Points Omitted		
Evaluator's Total Score:			Evaluator's Initials:



Vendor Name:			
Criteria:	13	Criteria:	Online ability to modify voucher amounts
Rating:		Notes:	
Vendor did an excellent job demonstrating the task.	10 Points Excellent		
Vendor did a good job demonstrating the task.	8 Points Good		
Vendor did a fair job demonstrating the task.	5 Points Fair		
Vendor did a poor job demonstrating the task.	2 Point Poor		
Vendor did not demonstrate the task.	0 Points Omitted		
Evaluator's Total Score:			Evaluator's Initials:



Vendor Name:			
Criteria:	14	Criteria:	Online ability to batch manage vouchers
Rating:		Notes:	
Vendor did an excellent job demonstrating the task.	10 Points Excellent		
Vendor did a good job demonstrating the task.	8 Points Good		
Vendor did a fair job demonstrating the task.	5 Points Fair		
Vendor did a poor job demonstrating the task.	2 Point Poor		
Vendor did not demonstrate the task.	0 Points Omitted		
Evaluator's Total Score:			Evaluator's Initials:



Vendor Name:			
Criteria:	15	Criteria:	Ability to integrate with other systems
Rating:		Notes:	
Vendor did an excellent job demonstrating the task.	10 Points Excellent		
Vendor did a good job demonstrating the task.	8 Points Good		
Vendor did a fair job demonstrating the task.	5 Points Fair		
Vendor did a poor job demonstrating the task.	2 Point Poor		
Vendor did not demonstrate the task.	0 Points Omitted		
Evaluator's Total Score:			Evaluator's Initials:

