

Issuing
Procurement Unit
Conducting
Procurement Unit

State of Utah Department of Health
Violence and Injury Prevention Program

REQUEST FOR PROPOSALS

Opiate Overdose Outreach Pilot Program

This Request for Proposals (“RFP”), having been determined to be the appropriate procurement method to provide the best value to the Conducting Procurement Unit, is designed to provide interested Offerors with sufficient basic information to submit proposals. It is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability.

PART 1: OVERVIEW AND INSTRUCTIONS

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this RFP is to contract with qualified opiate overdose outreach providers to: 1) provide access to naloxone (an opioid antagonist which can reverse an overdose and save the life of someone experiencing an opioid overdose), and 2) provide training on the proper administration of naloxone for individuals who are at risk for an opiate-related drug overdose event, as well as their family or friends. It is anticipated that this RFP may result in contracts ranging from \$1,000 to \$20,000 and will be awarded until the total amount of funding available is reached. Contracts will be awarded based on demonstrated burden and identified target population, capacity to reach the target audience, ability to operate under a deadline and a detailed budget breakdown.

This RFP is designed to provide intended Offerors with background information on prescription drug overdose prevention and the program’s needs, as well as to provide the minimum criteria for Offeror proposals.

1.2 BACKGROUND

Agency: The Utah Department of Health Violence and Injury Prevention Program has worked for more than 30 years to eliminate needless suffering and death from injuries and violence. The mission of the Violence and Injury Program is to be a “trusted and comprehensive resource for data and technical assistance related to violence and injury. With this information, we help promote partnerships and programs to prevent injuries and improve public health.”

Prescription drug overdose is a nationwide epidemic and from 2012 to 2014, Utah ranked 4th highest for drug poisoning deaths, the majority of which were caused by prescription pain medications. Most Utahans who die from a drug-related death suffer from chronic pain and take prescribed medications. When used properly, prescription pain medications are an important and necessary component of pain management. However, these medications can be dangerous and misuse can lead to serious legal and personal consequences, including death.

This is a preventable public health problem. Evidence supports that a sustainable, comprehensive public health approach will result in significant decreases in preventable overdose deaths. Increasing the availability of life-saving medications such as naloxone is a critical component of this approach.

Naloxone is an opiate antagonist and can reverse an overdose if administered in time. Many of the public are not aware of this life-saving medication and do not know it is available to them. The goal of this RFP is to 1) increase naloxone access and use among high-risk populations and 2) increase training on the proper

administration of naloxone for individuals who are at risk for an opiate-related drug overdose event, as well as their family or friends.

1.3 ISSUING PROCUREMENT UNIT, CONDUCTING PROCUREMENT UNIT, AND RFP SOLICITATION NUMBER

For the purposes of this RFP, the Utah Department of Health is the Issuing Procurement Unit for this RFP and all subsequent addenda relating to it, on behalf of the Conducting Procurement Unit, The Violence and Injury Prevention Program, collectively referred to as "State".

1.4 QUESTION AND ANSWER PERIOD

All questions **MUST** be submitted through the Violence and Injury Prevention Program (VIPP) at vipp@utah.gov during the designated time for questions (September 26 to October 17, 2016). Questions submitted through any other channel will not be answered. Questions may be answered in the order that they are submitted or may be compiled into one document and answered via an addendum. Answers disseminated by the State through <http://www.health.utah.gov/vipp> shall serve as the official and binding position of the State and will constitute an addendum to this RFP.

Questions, exceptions, or notification to the State of any ambiguity, inconsistency, excessively restrictive requirement, or error in this RFP, **MUST** be submitted as a question through vipp@utah.gov during the Q&A period.

Questions may be answered individually or may be compiled into one document. Questions may also be answered via addenda. An answered question or addenda may modify the specification or requirements of this RFP. Answered questions and addendums will be posted on <http://www.health.utah.gov/vipp>. Offerors should periodically check <http://www.health.utah.gov/vipp> for answered questions and addendums before the closing date. It is the responsibility of the Offerors to submit their proposal as required by this RFP, including any requirements contained in an answered question and/or addendums.

Exceptions to scope/content of the RFP that have not been previously addressed within the Q&A period of the procurement are not allowed and may result in the Offeror's proposal being considered non-responsive.

1.5 ADDENDUMS

Offerors are encouraged to periodically check <http://www.health.utah.gov/vipp> for posted questions, answers and addendums.

Any modification to this procurement will be made by addendum issued by the State. Addendums to this RFP may be made for the purpose of making changes to: the scope of work, the schedule, the qualification requirements, the criteria, the weighting, or other requirements of this RFP.

After the due date and time for submitting a proposal to this RFP, at the discretion of the VIPP Program Manager, addenda to this RFP may be limited to the Offerors that have submitted proposals, provided the addenda does not make a substantial change to this RFP that likely would have impacted the number of Offerors responding to the original publication of this RFP, in the opinion of the chief procurement officer or head of a procurement unit with independent procurement authority.

Authorized and properly issued addenda shall constitute the official and binding position of the State.

Any response to this RFP which has as its basis any communications or information received from sources other than this RFP or related addenda may be considered non-responsive and be rejected at the sole discretion of the State.

1.6 RESTRICTIONS ON COMMUNICATIONS

From the issue date of this RFP until an Offeror is awarded a contract and the award is published, Offerors are prohibited from communications regarding this RFP with the conducting procurement unit staff, evaluation committee members, or other associated individuals EXCEPT the VIPP Program Manager (Trisha Keller, trishakeller@utah.gov) and the VIPP Program Evaluator (Meghan Balough, mbalough@utah.gov) overseeing this RFP. Failure to comply with this requirement may result in disqualification.

Revision Date 26 September 2016

1.7 SUBMITTING YOUR PROPOSAL

By submitting a proposal to this RFP, the Offeror acknowledges and agrees that the requirements, scope of work, and the evaluation process outlined in this RFP are understood, fair, equitable, and are not unduly restrictive. Any exceptions to the content of this RFP must be addressed within the Q&A period. The Offeror further acknowledges that it has read this RFP, along with any attached or referenced documents, including the General Provisions.

All costs incurred by an Offeror in the preparation and submission of a proposal, including any costs incurred during interviews, oral presentations, and/or product demonstrations are the responsibility of the Offeror and will not be reimbursed.

Proposals must be received by the posted due date and time posted on <http://www.health.utah.gov/vipp> (October 28, 2016 at 11:59 MST). Proposals received after the deadline will be late and ineligible for consideration.

Proposals can be submitted electronically, through vipp@utah.gov, or by submitting a hard copy to the address provided below.

Electronic submission instructions: When submitting a proposal electronically through vipp@utah.gov, please allow sufficient time to attach proposal documents. The RFP will end at the deadline. If an Offeror is in the middle of attaching a proposal when the deadline arrives, the attempted submission will be considered late and ineligible for consideration.

Electronic proposals may require uploading of electronic attachments. A wide variety of document types as attachments can be accepted. However, the State is unable to view certain documents. Therefore, **DO NOT submit** documents that are **embedded (zip files), movies, wmp, encrypted, or mp3 files**. All documents must be attached as separate files.

Hard copy submission instructions: The preferred method of submitting your proposal is electronically through vipp@utah.gov. However, proposals may be submitted in hard copy form and shall be delivered prior to deadline at the following address:

Utah Department of Health
Violence and Injury Prevention Program
288 North 1460 West
PO Box 142106
Salt Lake City, Utah 84114-2106

The outside cover of the package containing the technical proposal shall be clearly marked "Opiate Overdose Outreach Pilot Program – Technical Proposal" and include the deadline.

Please allow sufficient time for delivery of hardcopy proposals. Proposals sent overnight, but not received by the deadline time will not be accepted. When submitting a proposal by physical delivery (U.S. Mail, courier service, hand-delivery, or other physical means), Offerors are solely responsible for meeting the deadline. Delays caused by a delivery service or other physical means will not be considered as an acceptable reason for a proposal being late. All proposals received by physical delivery will be date and time stamped by the State.

1.8 CONTRACT AWARD INTENT

It is anticipated that this RFP may result in multiple contracts ranging from \$1,000 to \$20,000 until the total amount of funding available is reached.

1.9 LENGTH OF CONTRACT

The contract(s) resulting from this RFP will be for a period of eight months with no renewal options for additional years. This period includes November through June of state FY2017.

The State reserves the right to review the contract(s) resulting from this RFP on a regular basis regarding performance and cost and may negotiate price during the term of the contract.

1.10 PRICE GUARANTEE PERIOD

The budget resulting from this solicitation shall have a guaranteed price for the length of the contract.

Any adjustment or amendment to the contract will not be effective unless approved by the State. The State will be given the immediate benefit of any decrease in the market, or allowable discount.

1.11 DISCUSSIONS

Discussions may be conducted with the offerors who submit proposals determined to be reasonably susceptible of being selected for award, followed by an opportunity to make best and final offers but proposals may be accepted without discussions.

1.12 STANDARD CONTRACT TERMS AND CONDITIONS, EXCEPTIONS, AND NEGOTIATIONS

Any contract resulting from this RFP will include, but not be limited to the Standard Terms and Conditions for Services ("Standard Terms and Conditions").

NOTE: If the Standard Terms and Conditions are not included, then the Standard Terms and Conditions are attached by reference. The Standard Terms and Conditions can be found at <http://purchasing.utah.gov/purchasingforms.html>.

Exceptions and/or additions to the Standard Terms and Conditions are strongly discouraged. However, Offerors requesting exceptions and/or additions to the Standard Terms and Conditions must be submitted with the proposal. Exceptions and/or additions submitted after the date and time for receipt of proposals will not be considered. Offerors may not submit requests for exceptions and/or additions by reference to a vendor's website or URL. URLs provided with a proposal may result in that proposal being rejected as non-responsive. Offerors may submit questions during the Q&A period regarding the Standard Terms and Conditions.

The State may refuse to negotiate exceptions and/or additions that are determined to be excessive; that are inconsistent with similar contracts of the procurement unit; to warranties, insurance, or indemnification provisions that are necessary to protect the procurement unit after consultation with the Attorney General's Office or other applicable legal counsel; where the solicitation specifically prohibits exceptions and/or additions; or that are not in the best interest of the procurement unit.

In a multiple award, the State reserves the right to negotiate exceptions and/or additions to terms and conditions in a manner resulting in expeditious resolutions. This process may include beginning negotiations with the Offeror having the least amount of exceptions and/or additions and concluding with the Offeror submitting the greatest number of exceptions and/or additions. Contracts may be executed and become effective as negotiations are completed.

If negotiations are required, Offeror must provide all documents in Microsoft Word format for redline editing. Offeror must also provide the name, contact information, and access to the person(s) that will be directly involved in legal negotiations.

Any mandatorily required acceptance of an Offeror's terms and conditions may result in the proposal being determined to be non-responsive.

An award resulting from this RFP is subject to successful contract terms and conditions negotiation (if required). The State, at its sole discretion, will determine when contract terms and conditions negotiations become unproductive and will result in termination of award to that Offeror and the State may move to the next eligible Offeror.

1.13 PROTECTED INFORMATION

The Government Records Access and Management Act (GRAMA), UCA § 63G-2-305, provides in part that:

The following records are protected if properly classified by a government entity:

- (1) *trade secrets as defined in Section 13-24-2, the Utah Uniform Trade Secrets Act, if the person submitting the trade secret has provided the governmental entity with the information specified in UCA § 63G-2-309 (Business Confidentiality Claims);*
- (2) *commercial information or non-individual financial information obtained from a person if:*
 - (a) *disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future;*
 - (b) *the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and*
 - (c) *the person submitting the information has provided the governmental entity with the information specified in UCA § 63G-2-309;*

* * * * *
- (6) *records, the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except, subject to Subsections (1) and (2), that this Subsection (6) does not restrict the right of a person to have access to, after the contract or grant has been awarded and signed by all parties,...*

Pricing may not be classified as confidential or protected and will be considered public information after award of the contract.

Process for Requesting Non-Disclosure: Any Offeror requesting that a record be protected shall include with the proposal a Claim of Business Confidentiality. To protect information under a Claim of Business Confidentiality, the Offeror must complete the Claim of Business Confidentiality form with the following information:

1. Provide a written Claim of Business Confidentiality *at the time the information (proposal) is provided to the state*, and
2. Include a concise statement of reasons supporting the claim of business confidentiality (UCA § 63G-2-309(1)).
3. Submit an electronic “redacted” (excluding protected information) copy of the proposal. Copy must clearly be marked “Redacted Version.”

The Claim of Business Confidentiality form may be accessed at:

<http://www.purchasing.utah.gov/contract/documents/confidentialityclaimform.doc>

An entire proposal cannot be identified as “PROTECTED”, “CONFIDENTIAL” or “PROPRIETARY”, and if so identified, shall be considered non-responsive unless the Offeror removes the designation.

Redacted Copy: If an Offeror submits a proposal that contains information claimed to be business confidential or protected information, the Offeror must submit two separate proposals: one redacted version for public release, with all protected business confidential information either blacked-out or removed, clearly marked as "Redacted Version"; and one non-redacted version for evaluation purposes, clearly marked as "Protected Business Confidential."

1.14 INTERVIEWS AND PRESENTATIONS

If it is determined to be in the best interest of the Conducting Procurement Unit, interviews and presentations may be held at the option of the State. The State shall establish a date and time for the interviews or presentations and shall notify eligible Offerors of the procedures. Offerors invited to interviews or presentations shall be limited to those Offerors meeting the minimum requirements and minimum technical score threshold specified in the RFP. Representations made by an Offeror during interviews or presentations shall become an addendum to the Offeror's proposal and shall be documented. Representations must be consistent with the Offeror's original proposal and may only be used for purposes of clarifying or filling in gaps in the Offeror's proposal. Interviews and presentations will be at the Offeror's expense.

PART 2: SCOPE OF SERVICES AND REQUIREMENTS

2.1 MANDATORY MINIMUM REQUIREMENTS/QUALIFICATIONS

This section contains mandatory minimum requirements that must be met in order for an offer to be considered responsive. Offerors shall include a detailed narrative outlining how the proposed solution meets the following minimum mandatory requirements. For ease of evaluation, an Offeror's proposal must be a point-by-point response, addressing in detail each area of the mandatory minimum requirements and/or qualifications. Failure to meet any one of the mandatory requirements/qualifications will result in the proposal being rejected and the proposal will not move forward in the evaluation process. All of the items described in this section are non-negotiable. A rejection of a proposal due to a proposal not meeting mandatory minimum requirements can occur at any time in the evaluation process.

The Minimum Mandatory items are:

2.1.1 As stated in the Utah State Bulletin Notices 120-Day (Emergency) Rules

(http://www.rules.utah.gov/publicat/bull_pdf/2016/b20160715.pdf) Health, Disease Control and Prevention, Health Promotion No. 40549: R384-205 Opiate Overdose Outreach Pilot Program and Notices of Proposed Rules (http://www.rules.utah.gov/publicat/bull_pdf/2016/b20160915.pdf) Disease Control and Prevention, Health Promotion No. 40709 (New Rule): R384-205 Opiate Overdose Outreach Pilot Program, the Offeror must be an organization in a position to assist an individual at increased risk of experiencing an opiate-related drug overdose event (as defined in Subsection 26-55-107 (1)) which includes organizations that provide harm reduction services, or be considered to be an overdose outreach provider (as defined in Subsection 26-55-102 (10)(e), (f), and (g)). The Offeror must provide an affirmatory response indicating they are an organization that meets this definition.

Excerpts from the Opiate Overdose Response Act Subsection 26-55-107 (1):

(1) As used in this section:

(a) "Persons that are in a position to assist an individual who is at increased risk of experiencing an opiate-related drug overdose event":

(i) means the following organizations:

- (A) a law enforcement agency;
- (B) the department or a local health department;
- (C) an organization that provides drug or alcohol treatment services;
- (D) an organization that provides services to the homeless;
- (E) an organization that provides training on the proper administration of an opiate antagonist in response to an opiate-related drug overdose event;
- (F) a school; or
- (G) any organization, as defined by department rule that is in a position to assist an individual who is at increased risk of experiencing an opiate-related drug overdose event; and

(ii) does not mean:

- (A) a person licensed under Title 58, Chapter 17b, Pharmacy Practice Act;
- (B) a health care facility; or
- (C) an individual.

Subsection 26-55-102 (10) (e), (f), and (g):

(10) "Overdose outreach provider" means:

- (e) an organization providing treatment or recovery services for drug or alcohol use;
- (f) an organization providing support services for an individual, or a family of an individual, with a substance use disorder;
- (g) an organization providing substance use or mental health services under contract with a local substance abuse authority, or a local mental health authority.

In addition, in order to be eligible, the Offeror cannot be a grantee that was awarded funds from the initial grant application released August 10, 2016 and awarded September 1, 2016.

2.1.2 Business License

Offeror must provide their business license.

2.1.3 Reporting Requirement

Offeror must provide an affirmatory response indicating that they will submit an interim and final report to the State, using the State's reporting template that will include:

1. The amount of opiate antagonist purchased and dispensed by the Offeror during the reporting period;
2. The number of individuals to whom the opiate antagonist was dispensed by the Offeror; and
3. The number of lives known to have been saved during the reporting period as a result of the opiate antagonist dispense by the Offeror.

2.2 DETAILED SCOPE OF WORK AND ADDITIONAL REQUIREMENTS

PURPOSE:

The purpose of the RFP is to contract with qualified organizations to: 1) provide access to naloxone, and 2) provide training on the proper administration of naloxone for individuals who are at risk for an opiate-related drug overdose event, as well as their family or friends.

TARGET AUDIENCES:

The offeror must demonstrate how the target audience will be reached. Target audiences include: high risk populations in Utah including tribal communities, rural communities, geographic areas, and/or populations with significantly high rates of opioid abuse, misuse, or overdose compared to the general population

Risk factors associated with opioid abuse, misuse, and overdose can include: taking opioids for long-term management of chronic pain; history of substance abuse or previous non-fatal overdose; lowered opioid tolerance as result of completing a detoxification program or being recently released from incarceration; and smoking cigarettes or having respiratory illness, kidney or liver disease, cardiac illness, or HIV/AIDS; using a combination of opioids and other drugs such as alcohol or benzodiazepines. Additional information on those at risk for a prescription opioid overdose may be found at <http://health.utah.gov/vipp/topics/prescription-drug-overdoses/> or www.useonlyasdirected.org.

ADDITIONAL REQUIREMENTS:

Funds granted to the Offeror may only be used to:

1. Pay for the purchase of an opiate antagonist; or
2. Pay for the cost of providing training on the proper administration of an opiate antagonist in response to an opiate-related drug overdose event; and

May not be used to:

- To pay for costs associated with the storage and dispensing of an opiate antagonist; or
- For any other purposes.

No more than 15% of the total amount granted by the program can be used to pay for grantees' costs of providing training on the proper administration of an opiate antagonist in response to an opiate-related drug overdose event.

To mitigate risks associated with syringe reuse, misuse of medication vials, syringe handling and disposal, and assembly quality assurance, only FDA approved ready-to-use intranasal devices can be purchased for dissemination. The only FDA approved ready-to-use intranasal device can be purchased at the public interest price of \$75 per kit.

The Detailed Technical Proposal should be single spaced, 12 point Times New Roman font, with 1-inch margins. Proposals should not exceed two pages. The Budget Template (Attachment A) is not included in the two page limit.

The Detailed Technical Proposal should illustrate what will be accomplished over the 8 month (November 01, to June 30,2017) grant period and should include the number of kits expected to be purchased, how the kits will be disseminated to the target populations, and training on the proper administration of naloxone among the target audience if funding will be used for this strategy.

REPORTING REQUIREMENTS:

The grantee shall submit an interim and final report to the Department and will include:

1. The amount of opiate antagonist purchased and dispensed by the grantee during the reporting period;
2. The number of individuals to whom the opiate antagonist was dispensed by the grantee;
3. The number of lives known to have been saved during the reporting period as a result of the opiate antagonist dispensed by the grantee; and
4. The manner of which the grantee shall record, preserve, and make available for audit by the department, the annual report requirements listed above.

2.3 TECHNICAL RESPONSE

For ease of evaluation, proposals must provide a point-by-point response, addressing in detail each area of the evaluation criteria, including addressing how the point-by-point response addresses the issues discussed. The criteria are not to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the criteria to demonstrate the offeror's capability to provide the State with a solution.

To determine which proposal provides the best value to the State, the evaluation committee will evaluate each responsive and responsible proposal that has not been disqualified or rejected using the criteria below:

1.1.1 Demonstrated burden and identified target audience

Offeror will demonstrate burden of opioid abuse, misuse, and overdose deaths and clearly identify their target audience, including size of population served and populations of increased risk.

1.1.2 Capacity to reach target audience

Offeror demonstrates the ability to reach identified target audience and provides a dissemination/outreach plan to purchase and disseminate naloxone kits, in addition to providing training on the proper administration of an opiate antagonist to individuals who receive kits.

1.1.3 Ability to operate within a timeline and the deadlines of this project

The offeror will demonstrate its ability to operate within a timeline and the deadlines of the pilot project that includes implementation from November 01, 2016 to June 30,2017and submission of interim and final reports. Timeframes should be included in the dissemination/outreach plan.

1.1.4 Detailed budget breakdown

Offeror will provide a detailed budget describing how funds will be allocated using the template in Attachment A. Training must not exceed 15% of the total proposed amount. The Committee will award points based on the perceived effective allocation of funds.

PART 3: INFORMATION REQUIRED IN SUBMISSION OF A PROPOSAL

3.1 PROPOSAL FORMAT

Proposals should be concise, straightforward and prepared simply and economically. Expensive displays, bindings, or promotional materials are neither desired nor required. However, there is no intent in these instructions to limit a proposal's content or to exclude any relevant or essential data.

All materials submitted become the property of the State. Materials may be evaluated by anyone designated by the state as part of the proposal evaluation committee. Materials submitted may be returned only at the State's option.

Organize the proposal using each of the following specific headings. Failure to format the proposal as follows may result in disqualification.

- 1. Section Title: Cover Sheet Form 1.** The State's Cover Sheet Form 1 completed and signed by the Offeror.
- 2. Section Title: Protected Information.** All protected/proprietary information must be identified in this section of the proposal by completing the Claim of Business Confidentiality referenced in Section 1.13.

If the Offeror's proposal contains protected/proprietary information (refer back to the Protected Information section of this RFP for additional information), then Offeror must submit a redacted copy of the proposal at the same time Offeror submits its proposal. The redacted copy of the Offeror's proposal must be submitted in compliance with other sections of this RFP.

If there is no protected information, write "None" in this section.

Offeror acknowledges that its proposal response or redacted copy will be made public upon the State's receipt of a GRAMA request. Offeror will not be notified of any GRAMA request made to the State for Offeror's proposal response. If Offeror submits a redacted copy then the State will respond to a GRAMA request for offeror's proposal response with offeror's redacted copy. However, if Offeror fails to submit a redacted copy then the State will respond to a GRAMA request with offeror's proposal response, which will result in offeror's protected/proprietary information, if any, being made public. Offeror acknowledges that notations in the header, footer or watermark of the proposal response will not be considered sufficient to constitute a request for non-disclosure of protected/proprietary information.

Failure to comply with this Section and Section 1.13 of this RFP releases the State from any obligation or liability arising from the inadvertent release of Offeror information.

- 4. Section Title: Potential Conflicts of Interest.** Offeror must identify any conflict, or potential conflict of interest, that might arise during the contract. If no conflicts are identified or expected, write "None" in this section.
- 5. Section Title: Exceptions and/or Additions to the Standard Terms and Conditions.** Proposed exceptions and/or additions to the Standard Terms and Conditions ***must*** be submitted in this section. Offeror must provide all proposed exceptions and/or additions, including an Offeror's terms and conditions in Microsoft Word format for redline editing. Offeror must also provide the name, contact information, and access to the person(s) that will be directly involved in terms and conditions negotiations.

If there are no exceptions or additions to the Standard Terms and Conditions, write "None" in this section.

6. Section Title: Mandatory Requirements.

As described in Section 2.1, Offeror must provide the required narratives that demonstrate compliance with the stated Mandatory Minimum Requirements/Qualifications. Offeror's failure to meet any one of the mandatory requirements will result in the proposal being classified as non-responsive and will be rejected under the provisions of the Utah Procurement Code.

7. Section Title: Detailed Technical Proposal.

As described in Section 2.3, this section should constitute the major portion of the proposal and must be a concise overview of the Offeror's assessment of the work to be performed, the Offeror's ability and approach, and the resources necessary to fulfill the requirements. This section should demonstrate the Offeror's understanding of the desired overall performance expectations, deliverables, if any, and outcomes. Clearly indicate any options or alternatives proposed. In any case wherein the Offeror cannot comply with an evaluation criterion outlined in Section 2.3, such inability must be stated in response to the applicable requirement. Offerors should reference the Scope of Work in Section 2.2 in their response.

For ease of evaluation, the Detailed Technical Proposal Section must be a point-by-point response, addressing in detail each area of the evaluation criteria. Proposals will be evaluated against the proposal evaluation criteria described in Section 2.3 and Section 4.2 of this evaluation. Section 4.2 provides the relative weight that will be given to each score for the criteria, and the minimum scoring thresholds associated with the technical evaluation criteria.

3.2 ERRORS IN PROPOSALS

The following shall apply to the correction or withdrawal of an unintentionally erroneous proposal, or the cancellation of an award or contract that is based on an unintentionally erroneous proposal. A decision to permit the correction or withdrawal of a proposal or the cancellation of an award or a contract shall be supported in a written document, signed by the VIPP Program Manager.

(1) Mistakes attributed to an offeror's error in judgment may not be corrected.

(2) Unintentional errors not attributed to an offeror's error in judgment may be corrected if it is in the best interest of the procurement unit and correcting the error maintains the fair treatment of other offerors.

(a) Examples include:

(i) missing signatures;

(ii) missing acknowledgement of an addendum;

(iii) missing copies of professional licenses, bonds, or insurance certificates, provided that copies are submitted by the deadline established by the chief procurement officer or head of a procurement unit with independent procurement authority to correct this mistake;

(iv) typographical errors;

(v) mathematical errors not affecting the total proposed price; or

(vi) other errors deemed by the chief procurement officer or head of a procurement unit with independent procurement authority to be immaterial or inconsequential in nature.

(3) Unintentional errors discovered after the award of a contract may only be corrected if, after consultation with the VIPP Program Manager and the attorney general's office or other applicable legal counsel, it is determined that the correction of the error does not violate the requirements of applicable legislation or applicable administrative rules.

PART 4: PROPOSAL EVALUATION

4.1 PROPOSAL EVALUATION

All proposals in response to this RFP will be evaluated in a manner consistent with, Administrative Rules, policies and the evaluation criteria in this RFP.

Offerors bear sole responsibility for the items included or not included within the proposal submitted by the Offeror. Each area of the evaluation criteria must be addressed in detail in the proposal.

4.2 PROPOSAL EVALUATION PROCESS

Stage 1: Initial Review

In the initial phase of the evaluation process, the conducting procurement unit will review all proposals timely received. Non-responsive proposals not conforming to RFP requirements or unable to meet the minimum and/or mandatory requirements will be eliminated from further consideration.

Stage 2: Technical Proposal Evaluation

Responsive proposals will then be evaluated by an evaluation committee appointed by the conducting procurement unit against the proposal evaluation criteria noted in Section 2.3 of this RFP. Proposals will be evaluated against the evaluation criteria as follows:

<u>Evaluation Criteria</u>	<u>Points</u>
Demonstrated burden and identified target audience	150
Capacity to reach target audience	100
Ability to operate under deadline	50
Detailed budget breakdown	75
Total Technical Points Possible	450

The attached evaluation score sheet states the relative weight that will be given to each evaluation criteria. Awards will be made to the top scoring offerors.

The evaluation committee, for this RFP, will tally the final scores for criteria other than cost to arrive at a consensus score by the following method: an average of the individual scores.

PART 5: PROPOSAL AWARD PROCESS

After the completion of the proposal evaluation process, the evaluation committee shall submit the proposals, evaluation scores, and justification statement to the VIPP Program Manager for review and final determination of contract awards.

5.1 AWARD OF CONTRACT

Award Contracts:

After the evaluation and final scoring of proposals is completed, the State shall award the contracts as soon as practicable to the eligible responsive and responsible Offerors with the highest scores.