

**III. RFP CHECKLIST FOR RFP DEVELOPMENT GROUP**

**1. Listing of RFP Workgroup Members:**

**2. Recommended Mechanism for Re-Bidding. Options include, but not limited to:**

- \_\_\_\_\_ Request for Proposal (RFP). Specify, if RFP will be highly competitive or if application eligibility will be limited to current providers with focus on desired quality of care
- \_\_\_\_\_ Request for Information (RFI), where information is gathered and findings are used to develop RFP.
- \_\_\_\_\_ Practice Improvement Initiative/Collaborative Process (Not yet RFP)
- \_\_\_\_\_ Cooperative Agreement
- \_\_\_\_\_ Other Mechanism (Please Specify)

**3. Specify if Statewide, Regional, or Other Tiered/Phased Re-Bid Approach is Recommended.**

**4. Clearly Define Intent/Purpose of Rebidding (no more than 3)**

**5. Clearly Define Measurable Outcomes**

**6. Proposed Project Management Timelines (A project management template will be distributed to RFP Workgroup Leads by 4/25/2007), including:**

- Anticipated date of draft RFP
- Anticipated release of RFP
- Anticipated implementation date

**7. Litmus Test**

- a. Are there zoning/siting implications for this re-bidding option? If yes, please explain.
- b. Are there DPH licensing or CON Waiver implications for this re-bidding option? If yes, please explain.

## DRAFT

- c. Are there bonding issues related to this re-bidding option? If yes, please explain.
- d. How does re-bidding this option affect multiple funding sources, e.g., Substance Abuse Prevention and Treatment Block Grant, Mental Health Block Grant, etc., within DMHAS and/or other external funding garnered by providers, e.g., United Way, town allocations, etc.?
- e. Are there implications for other state agencies?
- f. Does re-bidding include new costs which exceed current funding available? If yes, please explain.
- g. Is operational implementation of re-bid services feasible?
- h. Total number of current providers affected through this re-bidding option.
- i. What is the total amount of funds associated with this re-bid option?
- j. Other factors/concerns related to this re-bid.