

Medicaid Enterprise Systems Procurement Checklist

Cover Information

State	
Purpose of Solicitation	
Scope Summary	
Submitted By	

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Instruction:

The Procurement Documents checklist—for Request for Proposal (RFP)/Request for Quote (RFQ) and other procurement instruments—should be submitted to CMS in support of a request for review and approval prior to the release of procurement solicitations. This checklist offers states the opportunity to attest that they have met the various regulatory requirements surrounding the issuance of a procurement document with the intent to implement solutions to support Medicare Enterprise Systems (MES) modules.

- SMA should populate the column labeled ‘Section and Page Applicable’ with the name of the proposal section and specific page numbers where the criteria are addressed.
- SMA should populate the column labeled ‘Comments’ with any comments they believe will assist in reviewing the specific criteria.

- Fill in “Section and Page”: Indicate where each item is addressed in your solicitation.

- Use “Comments”: Add notes that aid in reviewing the item, if necessary.

Table 1: Procurement Criteria – Regulatory Requirements

Criteria	Checklist Item	Section & Page	Comments
1	Solicitation requires that any systems and modules developed, installed, or improved with a ninety (90) percent federal financial participation (FFP) match include documentation of components and procedures so that the systems can be operated by various contractors or other users.		
2	Major timeframes are provided (proposal response, evaluation, award, negotiation, implementation). 60–90 days for proposals encouraged.		
3	Provides Scope of Work (SOW).		
4	Instructions for answering bidder questions are included.		
5	Requires proof of financial stability.		
6	Includes performance standards and Service Level Agreements (SLAs) with measurable, specific outcomes such as quality levels, error rates, and other quantitative measures.		
7	Includes timeframe for price guarantee.		
8	Requires bidder agreement to payment reductions for		

Criteria	Checklist Item	Section & Page	Comments
	nonperformance (linked to performance standards).		
9	Specifies whether a bidder's conference or demonstration is required.		
10	Includes evaluation criteria and scoring methodology (weights, reasonableness).		
11	Provides technical requirements.		
12	Contract term is defined and incentivizes bidders. Note: CMS recommends that, where possible, contract terms should not exceed eight (8) years, including separate optional renewals.		
13	Lists procedures for changes to the document after proposals are received.		
14	Requirements are clear, concise, and support fair competition.		
15	Describes the process for resolving contract disputes, protests, and claims.		
16	Includes a copy of the proposed contract terms and conditions.		
17	Describes how stakeholders and users are involved in design, development, and/or implementation.		
18	Identifies if there are onsite presence requirements for contractors.		

Table 2. Overall Expectations

Criteria	Expectations	Comments (optional)
1	Solicitation complies with all applicable federal regulations.	
2	Ensures full and open competition. No conflict of interest or advantage to proposal drafters.	
3	The Medicaid Agency will maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of resulting contracts.	
4	The scope of Work (SOW) is clear and aligns with the approved APD.	
5	Describes technical requirements clearly to ensure open solicitation.	
6	Requirements are clear, concise, and do not restrict fair competition, such as by specifying the use of a proprietary tool or a specific service provider.	
7	Outcome-oriented (focus on "what" to achieve, not "how"); includes metrics	
8	The state will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.	
9	Technical requirements support multiple browsers, operating systems, and mobile users.	
10	Includes project org chart or description of roles/responsibilities.	