**MEMORANDUM**
**YH23-0003 – Travel Related Services Reimbursement**

TO: Meggan LaPorte, CPPO, MSW
Chief Procurement Officer

FROM: Cynthia Smolens
Senior Procurement Specialist

Subject: Executive Summary
Request for Proposal #YH23-0002
Travel Related Services Reimbursement

Date: January 12, 2023

The Request for Proposals (RFP) commenced in accordance with A.R.S. § 36-2906.

Timeline

1. Procurement Disclosure Statements were signed by individuals involved in the solicitation during the month of July 2022.
2. RFP was written and reviewed by internal subject matter experts from AHCCCS and approved for publishing by Procurement Management on August 1, 2022.
3. The RFP was advertised in the Record Reporter on August 3, 2022.
4. The RFP was published on the AHCCCS website on August 3, 2022.
5. RFP notification was sent to 7 potential interested vendors on August 3, 2022 with a link to the AHCCCS website where the RFP was published.
6. Evaluator Training meeting occurred July 20, 2022.
7. Scoring Tool and Methodology meeting convened on July 27, 2023.
8. Vendor Questions were due on August 18, 2022.
9. Solicitation Amendment #1 was published on the AHCCCS website on September 7, 2022 and included the response to offerors' questions.
10. No Pre-Offer conference was held.
11. The RFP closed (Proposals were due) on September 29, 2022, 3:00 PM (Arizona time)
12. Evaluators individually reviewed the response from September 30, 2022 to October 11, 2022.
13. Consensus evaluation meetings commenced on October 12, 2022 and continued through January 9, 2023.

Award Recommendation

One (1) Proposal was submitted to AHCCCS by the due date and the evaluation committee recommends contract award to be made to Medical Transportation Management, Inc. (MTM).

Scoring Methodology

The evaluation committee met on July 27, 2022 to determine the scoring methodology and came to an agreement to apply the following point scale:

1. Offeror's Method of Approach maximum points allowable of 450
2. Offeror's Experience and Expertise of the Firm maximum points allowable of 400
3. Cost maximum points allowable of 150

Receipt of Proposals

One (1) Proposal was received and publicly opened on September 29, 2022, at 3:00 p.m. (Arizona Time) through the AHCCCS Secure File Share (ASFS) in accordance with the RFP instructions:

1. Medical Transportation Management, Inc. (MTM)

Evaluation Process

The one (1) Proposal was evaluated pursuant to the evaluation criteria published in the RFP. The Proposal was distributed to all evaluation committee members. The following subject matter experts served as evaluation committee members:

- Melina Solomon (AHCCCS)
- Lauren Colon (AHCCCS)
- Elsie McWilliams (AHCCCS)

Additional subject matter experts were used on an as needed basis. All evaluation committee members were required to sign a Procurement Disclosure Statement at the commencement of the development of the RFP.

Evaluation Meetings

The evaluation committee's first meeting was held on October 12, 2022.

On October 14, 2022, and October 24, 2022 AHCCCS requested clarification from the Offeror regarding various portions of their proposal. On November 17, 2022, a clarification meeting was held between AHCCCS and the Offeror, to provide further insight into the details in their clarification responses. On November 22, 2022 a negotiation meeting was held with the Offeror which resulted in the request for a Best and Final Offeror specific to the cost proposal. During the final evaluation of the Offeror's submitted proposal, the evaluation team discovered that a portion of the admin fee was not as clear as it was intended, and the Offeror was asked to submit additional documentation. All portions of the proposal and BAFO were evaluated, and a recommendation was made to award the contract to the single Offeror.

Conclusion

After giving the proposal serious consideration and after examining the facts related to the evaluation criteria as published in the RFP, the Committee recommended a contract be awarded Medical Transportation Management, Inc. (MTM). It is determined that this Offeror submitted a proposal that was responsible and responsive. It was further determined that this award will successfully service AHCCCS, and the State of Arizona based on the evaluation factors set forth in the solicitation.

I concur with the committee's recommendation.

The final scoring sheet is incorporated into this Executive Summary as shown on the following page.

| RFP YH23-0003 Travel Related Services Reimbursement | | |
|---|---|---|
| | Max Points | Medical Transportation Management, Inc. (MTM) |
| *EXPERIENCE & EXPERTISE* | 450 | 332.5 |
| | | |
| *METHOD OF APPROACH* | 400 | 257.5 |
| | | |
| *COST* | 150 | 150.0 |
| | | |
| TOTAL SCORE | 1000 | 740.0 |

Evaluation Committee Members Attestation: We hereby attest that the points awarded to the offeror listed on this Scoring Sheet was scored in accordance with the established evaluation criteria and represent our best judgment of the Offeror's proposal.
As indicated by the scores and the justification in the Executive Summary, our recommendation for contract award is:

NAME OF RECOMMENDED AWARDED VENDOR

| Medical Transportation Management, Inc. (MTM) |
|---|

Evaluator: Melina Solomon *Melina Solomon* Jan 10, 2023

Evaluator: Lauren Colon *Lauren C Colon* Jan 10, 2023

Evaluator: Elsie McWilliams *Elsie McWilliams* Jan 10, 2023

**Signature:** Meggan LaPorte (Jan 12, 2023 09:20 MST)

**Email:** Meggan.LaPorte@azahcccs.gov