

Medicaid Enterprise Systems Procurement Document Checklist

Cover Information

State	
Purpose of Solicitation	
Scope Summary	
Submitted By	
State Contract Manager Name and Title	
Date	

The Medicaid Enterprise Systems (MES) Procurement Document checklist must be authorized and signed by the State Medicaid Agency's (SMA's) authorized representative.

Printed Name	Title	Authorized Signature

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**Instruction:**

This checklist applies to all procurement instruments, including Requests for Proposal (RFPs), Requests for Quote (RFQs), and other related solicitations. It must be submitted to CMS for review and approval prior to the release of any procurement solicitation, in alignment with 45 CFR Part 95 Subpart F (including §§ 95.610–95.613) and the Medicaid-specific rules in 42 CFR Part 433, Subpart C, unless waived by CMS.

The checklist enables states to attest compliance with applicable regulatory requirements and CMS expectations for procurements supporting Medicaid Enterprise Systems (MES) modules.

- Table 1 includes CMS and Regulatory criteria.
- Table 2 includes SMA attestations confirming alignment with CMS expectations.

Completion Guidance:

- The column labeled “Section & Page” should be filled in by the SMA to reference the relevant section title and page number in the procurement document.
- The “Comments” column should be populated by the SMA to provide clarifying details or indicate if the criterion is not applicable (with justification).

Table 1: Procurement Criteria

Item	Criteria	Section & Page	Comments. If the section is not applicable, explain.
GENERAL PROCUREMENT CRITERIA			
1.	Solicitation includes the scope of the work requested, described by the objectives to be achieved.		
2.	Solicitation includes major timeframes for the procurement (proposal response, evaluation, award, negotiation, implementation).		
3.	Solicitation requires performance standards and Service Level Agreements (SLAs) with measurable, specific outcomes such as quality levels, error rates, and other quantitative measures.		
4.	The solicitation requires the bidder to agree to payment reductions for failure to meet SLAs (linked to SLAs) or to successfully achieve the objectives of the procurement.		
5.	The solicitation requires the bidder to provide their Quality Assurance Surveillance Plan (QASP) for the project.		
6.	Solicitation defines the contractor's obligations regarding on-site and virtual presence.		
7.	Solicitation affirms SMA has final approval of key personnel assigned to the project.		
8.	Solicitation requires the bidder to comply with all applicable federal and state regulations.		
9.	Solicitation requires a bidder's cost containment strategy to be included as part of the submission response.		
10.	Solicitation includes evaluation criteria and scoring methodology.		

Item	Criteria	Section & Page	Comments. If the section is not applicable, explain.
11.	Solicitation includes an organizational chart with defined roles and responsibilities.		
12.	The solicitation identifies the state contract manager(s), their title, and the percentage of time they are assigned to the project.		
13.	Solicitation includes procedures for changes to the document after proposals are received.		
14.	Solicitation includes a specification for a bidder's conference or demonstration.		
15.	Solicitation includes contract disputes, protests, and claims resolution processes.		
16.	Solicitation includes instructions for answering bidder questions.		
17.	Solicitation includes a price guarantee timeframe.		
	INFORMATION TECHNOLOGY (IT) PROCUREMENT CRITERIA		
18.	Solicitation requires bidders to identify all components, systems, modules, test scenarios, and scenarios they propose to leverage or reuse from existing implementations, and to explain how their proposed solution incorporates such partnerships or existing solutions.		
19.	Solicitation requires any systems and modules designed, developed, installed, or enhanced with a ninety (90) percent federal financial participation (FFP) match to include documentation of components and procedures so that the systems can be operated by various contractors or other users.		

Item	Criteria	Section & Page	Comments. If the section is not applicable, explain.
20.	Solicitation requires bidders to include in their submission response a clear indication of which requirements can be met with native/out-of-the-box functionality, which will require configuration, which will require custom development, and the associated percentage of total cost for each category.		
21.	Solicitation requires bidders to develop, implement, and/or utilize open Application Programming Interfaces (API) between systems and modules.		
22.	Solicitation requires bidders to clearly indicate if the requested configuration will impact the solution's ability to receive standard patches and upgrades as part of future routine maintenance and operations.		
23.	Solicitation includes a process for the bidder to involve stakeholders and users in design, development, and/or implementation.		

Table 2. Attestations

	Criteria	Attestation Yes/No	Comments (optional)
1.	The SMA will follow procurement procedures in alignment with Federal and State statutes/regulations under 45 CFR Part 95 Subpart F (including §§ 95.610–95.613) and the Medicaid-specific rules in 42 CFR Part 433, Subpart C.		
2.	The SMA will maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of resulting contracts.		
3.	The SMA ensures that the scope of the work requested, as described by the objectives to be achieved, aligns with the approved APD.		
4.	The SMA ensures written standards of conduct exist and prevents conflicts of interest.		
5.	The SMA ensures that the procurement is conducted with full and open competition.		
6.	The SMA ensures the procurement is outcome-oriented, specifying objectives and performance metrics rather than methods, whenever possible.		
7.	The SMA ensures records will be maintained to document procurement history, including the method of procurement, contract type, contractor selection, and pricing rationale.		
8.	The SMA ensures requirements are not unnecessarily restrictive, such as specifying the use of a proprietary tool or a specific service provider.		

	Criteria	Attestation Yes/No	Comments (optional)
9.	The SMA prepares independent cost estimates before bids/proposals.		
10.	Solicitation requires an agreement to provide the bidder with a copy of the proposed contract terms and conditions.		
11.	Solicitation includes contract terms structured to encourage competition and attract qualified bidders.		