

Threshold Review Put an "X" in appropriate column for each question		
RFP Submission	Yes	No
1. Was proposal received at RTFH by 2pm June 08, 2018?		
2. Were all physical copies received by 12pm June 11, 2018?		
Scored Items	1	0
1. Was envelope/package labeled properly (Attn: 2018 HMIS RFP-- Proposal Submission)?		
2. Was proposal formatted properly? (See questions below.)		
a. Is there 1 hardcopy original, 1 duplicate hardcopy AND 1 electronic copy of the Proposal?		
b. Are sections organized in accordance with proper subject matter sequence as stated in the RFP?		
c. Are original documents clearly marked as "ORIGINAL" and copy documents clearly marked as "Copy No. 1"?		
d. Do original documents bear the original signature of an authorized corporate agent on all documents requiring a signature?		
e. Are page numbers sequential and clearly identified (Page _ of _)?		
f. Are sections separated by labeled tabs in original and copy (and individually saved in electronic copy)?		
3. Are the following items completed?		
a. Signed Cover Letter (years of experience, scope of software, number of employees, location, time of operations, contact name and #)		
b. Description of organization's experience in providing HMIS software		
c. Descriptions of key staff		
d. Three References (at least one with experience migrating to your HMIS from a multi-COC large legacy system)		
4. Scope of Services (specifying current or pending if required, available or not if desired)		
a. System Features		
b. Reporting		
c. Customer Service		
d. System Administration		
5. Planning and Cost		
a. Planned Activities		
b. Dedicated Resources		
c. Estimated Times		
d. One-time and Ongoing Costs		
Core Documents	Yes	No
1. Attachment 1		
2. Articles of Incorporation (including any amendments and by-laws)		
3. Audited Financial Statements or a Statement Demonstrating Financial Stability		
4. Conflict of Interest Policy		
5. SSL Certification		
6. Service Organization Controls (SOC) Report (SSAE 16)		
7. Executive Leadership / Senior Management Team (Resumes/Bios)		
8. Insurance (Evidence of General Liability and Workers Compensation Insurance)		
9. Legal Actions / Litigation and/or Contract Compliance Certification		
10. Certification of Core Documents		

Scoring Method

A proposal will pass the Threshold Review if it:

- 1) is submitted before the deadlines
- 2) receives a score of 4/5 or higher in the scored section and
- 3) has no more than 1 core document missing.