

Section IV

PROPOSAL PREPARATION AND SUBMISSION

A. Economy of Preparation

Proposals shall be prepared simply, economically and according to the format delineated elsewhere in this RFP. The Vendor is expected to provide a straightforward, concise description of the Vendor's ability to meet the requirements of the RFP. Fancy bindings, colored displays, promotional materials, etc., are not desired. Emphasis shall be on the completeness and clarity of content. The PIHP and Affiliates will not be responsible for any costs incurred in the preparation of proposals in response to this RFP, nor will they be responsible for any costs incurred if your firm is invited to make an oral presentation to the evaluation team.

B. Vendor Responsibilities

1. Utilization of technology to obtain needed RFP documents and inform the PIHP and Affiliates of questions.
2. Carefully review the entire RFP prior to submitting a response. The Vendor, by submitting a response, attests to its full understanding of all details and specifications related to this RFP.
3. Use concise, persuasive language (see Economy of Preparation above).
4. Ensure all related required documents / narratives are addressed.
5. Submission of documents in a timely manner via delivery mechanisms as indicated in the RFP.
6. By submission of a proposal, the selected Vendor attests it shall meet current PIHP and Affiliates Board Procedure and Policy requirements for the duration of the contract.
7. By submission of a proposal, the selected Vendor attests that it shall adhere to the specifications for services herein. Service descriptions shall be made part of Vendor contracts and monitored accordingly.

C. Proposal Submission

One (1) electronic copy of each proposal shall be submitted via email to Region 10 Administrative Contract Coordinator Dustie Bayles at bayles@region10pihp.org. Region 10 will acknowledge the receipt of an email with an attachment, but will not open any attachments until after 4:00 p.m. on September 20, 2023. Region 10 will not be responsible for the failure of transmission of electronic mail. If you do not receive a timely acknowledgement, please reach out to the administrative contract coordinator at (517) 841-4876. Proposal content shall be organized in a manner that directly corresponds with the RFP (e.g. use of same headings as within RFP). Electronic submissions MUST be organized in a manner that corresponds with the RFP and RFP submission. Electronic documents shall be labeled by RFP section, subpart, and document name (e.g. VI_A_1_Vendor Profile).

Proposals shall be accepted until 4:00 p.m. on September 20, 2023. Proposals shall be received by the specified closing date and time in order to be reviewed. Proposals submitted after the closing date and time shall not be considered and shall be declared invalid.

All inquiries concerning the content of the RFP shall be submitted to . Questions may be submitted until 12:00 p.m. on September 6, 2023. Questions and answers will be compiled and posted on the PIHP website no later than 12:00 p.m. on September 13, 2023.

Electronic submission of the proposal is due no later than 4:00 PM September 20, 2023

Please submit your proposal to:

Dustie Bayles
bayles@region10pihp.org