

MHBE Board Meeting
November 18, 2019

IDIQ/RFR Review Process

Tony Armiger, CFO
Raelene Glasgow, Procurement Officer

Staffing through IDIQ Contract

Step 1 Request for Staff

- Program submits procurement request
- Program submits draft Request For Resume (RFR) to Procurement

Step 2 Review & Publish RFR

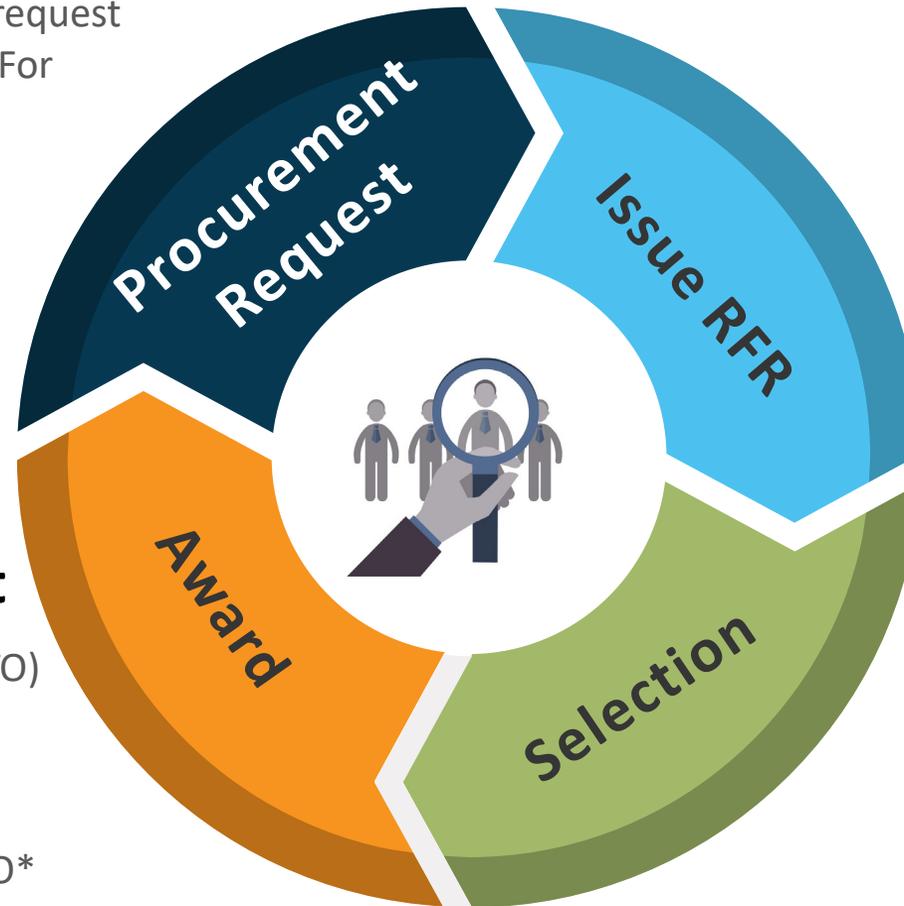
- Procurement reviews RFR with program
- Legal reviews RFR and sign-off
- Procurement publishes RFR to IDIQ Master Vendors for 14 – 21 days

Step 3 Evaluate Candidates

- Procurement receives resumes from Master Vendors, validates submission requirements
- Selection Committee shortlists candidates for interviews
- Procurement facilitates interviews
- Selection committee conducts quantitative technical evaluation
- Procurement and Selection Committee conduct final evaluation
- Selection Committee recommends candidates for task order award

Step 4 Award Contract

- Procurement prepares Task Order (TO)
- Legal reviews the TO
- Procurement issues TO Award
- Vendor returns the signed TO
- Executive Director approves/signs TO*



Additional Processes

Onboarding & Ongoing Compliance

- On-boarding processes
- Candidate Background Checks
- Mandatory FBI Check for staff accessing FTI data
- Other Compliance requirements/Master Vendor Compliance Requirements
- Annual evaluation of resources and their tasks