

In Response To: IJIS Institute PDMP RxCheck Architecture and Technology
Review and Recommendations
July 2025

Submitted To: IJIS Institute
20110 Ashbrook Place, Suite 150
Ashburn, Virginia 20147

Submitted By: *[Name of your organization or your name if not affiliated with an organization]*
[Address line 1]
[Address line 2]
[Name of person to contact]
[Phone number of person to contact]

1. Understanding and Approach

[Sections 1.a, 1.b, and 1.c when combined are not to exceed four pages, doubled-spaced.]

a. Understanding of the Problem

[Provide a narrative that describes your knowledge and understanding of the issue(s) described in the RFP, as well as a description of your ability to achieve the objectives of this RFP.]

b. Technical Approach

[Provide a narrative that describes your approach or methodology to achieve the objective(s) and deliverables described in the RFP. The narrative response shall include the quality, comprehensiveness, and feasibility of methods and plans proposed to accomplish the required tasks.]

c. Relevant Experience/Capabilities

[Provide a narrative that describes your relevant experiences and capabilities related to the objective(s) described in the RFP. Highlight your previous experience offering similar services or capabilities.]

2. Budget

[Provide a proposed detailed and *itemized budget for each of the tasks or deliverables separately*, including labor and all other direct costs. Sample budget template provided below, which is an embedded Microsoft Excel chart that can be manipulated when double-clicked. It is not required that you use this template, but please ensure a complete and clear budget is submitted that matches the proposed technical approach.]

Budget Item	Per Unit Cost	Quantity	Total Cost
[Staff Member's Name]			
Labor			\$
Other Cost (please describe)			\$
[Staff Member's Name]			
Labor			\$
Other Cost (please describe)			\$
Total Budget			

Timeline, Key Tasks, and Deliverables

[Provide a proposed timeline, including key tasks and deliverables related to completing the engagement. Sample timeline template provided below. It is not required that you use this template, but please ensure a complete and clear timeline is submitted that matches the proposed technical approach.]

Task/Deliverable	Timeline							
	[date]	[date]	[date]	[date]	[date]	[date]	[date]	[date]

3. Staffing

[Describe/list proposed staff, including their relevant capabilities and a biographical statement or resume for each. If staff member names are included in the budget section of this response, then those names should also be included in this section.]

NOTE: IJIS reserves the right to work with the selected provider on revising the proposed technical approach, budget, and timeline as necessary to complete the work.

EVALUATION CRITERIA: When responding to the RFP, please take into consideration responses to the RFP will be rated on the evaluation criteria displayed below along with their corresponding point values out of a possible 100:

- **Understanding of the Problem** (20 points)
Responses must demonstrate that the provider has a clear understanding of the requirements as outlined in the RFP. Points for this factor will be based on a judgment of the degree to which the provider understands and demonstrates the ability to achieve the objectives of the RFP.
- **Technical Approach** (10 points)
This factor evaluates the extent to which the provider's response provides a clear, effective, innovative, and feasible approach to meeting the RFP requirements. The narrative response shall include the quality, comprehensiveness, and feasibility of methods and plans proposed to accomplish the required tasks.
- **Relevant Experience / Capabilities** (20 points)
This factor assesses the provider's ability to offer effective services throughout the life of this task. Responses must demonstrate the provider's previous experience offering similar services or capabilities.
- **Budget** (20 points)
Each response will be evaluated based on the total proposed cost, including labor and other direct costs. In addition, this factor will include an assessment of the provider's response for completeness, realism, reasonableness, and risk.
- **Timeline** (10 points)
This factor assesses the proposed period of performance provided by the provider for the ability to meet the objectives of the RFP, as well as for realism and reasonableness of the approach.
- **Staffing** (20 points)
The provider must demonstrate that proposed personnel are optimally suited for the work to be performed and the appropriate number of personnel are identified to perform the proposed tasks. A resume or biographical statement must be included for each proposed individual.