

CO Contract Management	
Award Contract	
Item	Details
Description	<p>The Award Contract business process utilizes requirements, advanced planning documents, requests for information, request for proposal, and sole source documents to request and receive proposals, verify proposal content against Request for Proposal (RFP) or sole source requirements, apply evaluation criteria, designate contractor/vendor, post award information, entertain protests, resolve protests, negotiate contracts, and notify parties. In some States, this business process makes a recommendation of award instead of the actual award itself.</p> <p>NOTE: The State Medicaid Agency (SMA) requires billing agents, clearinghouses, or other alternate payee (as defined by the Secretary) to register.</p>
Trigger Event	<p>Environment-based Trigger Events:</p> <ul style="list-style-type: none"> Receive respondent's proposal or approval for sole source.
Result	<ul style="list-style-type: none"> Alert to send notification of award status to respondent. The SMA negotiates contract with awarded contractor. Tracking information as needed for measuring performance and business activity monitoring.
Business Process Steps	<ol style="list-style-type: none"> START: Receive respondent's proposal (e.g., email, mail, web, or Electronic Data Interchange (EDI)). Conduct collection of contractor information. Validate information submitted is correct and as complete as possible. Information complies with syntax criteria and respondent has completed all required fields for the type of contractor. If applicable, request additional information. Validate information provided is authentic (e.g., corporate status). Validate contractor network, resources, and other requirements and obtain appropriate approvals (i.e., state, federal). Assign identification to the respondent. Verify proposal content against RFP or sole source requirements. Apply evaluation criteria to respondent's proposal. Make determination of awarded contractor. Post award information. Send alert to notify respondent of award results (e.g., award/recommend, deny, or continue negotiations). If applicable, send alert to Manage Contractor Grievance and Appeal business process to receive protests and disposition protests. END: Negotiate contract with contractor, collect additional information required

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	to complete a contract, negotiate, and assign rates or other form of payment.
Shared Data	Contractor data store including provider network and contract information
Predecessor	Receive Inbound Transaction <i>Produce Solicitation</i>
Successor	Send Outbound Transaction <i>Manage Contractor Communication</i> <i>Manage Contract</i> <i>Manage Contractor Grievance and Appeal</i>
Constraints	The Contractor application will accommodate the full range of contractor types.
Failures	<ul style="list-style-type: none"> • Information does not comply with syntax criteria. • Not all required information provided. • Information provided not authenticated. • Parties are unable to negotiate contract (e.g., no agreement on rates). • The SMA loses funding. • Responder successfully protests an award.
Performance Measures	<ul style="list-style-type: none"> • Time to complete process = ____ months; ____ weeks • Accuracy of information = ____ % • Accessibility of information for creating solicitation = ____ months; ____ weeks • Consistency of decisions and disposition = ____ % • Error rate = ____% or less