

## 2 RFP SCHEDULE AND PROCUREMENT PROCESS

### 2.1 Approach

AHIM intends to provide a fair and equitable process for the procurement of the services described in this RFP. Submission of a proposal in response to this RFP constitutes acceptance of the conditions governing the procurement process, including the evaluation factors contained in *Section 7: Evaluation Process* of this RFP.

AHIM expressly reserves the right to not award a contract pursuant to this RFP. Contracts awarded pursuant to this RFP will not include minimum guarantees of funding and will include payments based on actual work performed as requested. AHIM also reserves the right to:

- Waive any immaterial defect or informality in any response procedure;
- Reject any and all proposals;
- Request additional information and data from any or all respondents;
- Supplement, amend, or otherwise modify the RFP or cancel this request with or without the substitution of another RFP;
- Disqualify any Bidder who fails to provide information or data requested herein or who provides inaccurate or misleading information or data;
- Disqualify any Bidder on the basis of any real or apparent conflict of interest; and,
- Disqualify any Bidder on the basis of past performance on other projects.

### 2.2 RFP Timeline

The schedule set forth herein represents AHIM’s anticipated schedule for this procurement. AHIM reserves the right to modify dates per extenuating circumstance. The procurement schedule is as follows:

**Table 1: Procurement Schedule**

Activity	Date
Issue RFP	December 5, 2014
Submission of Written Questions	December 22, 2015
Intent to Bid (optional)	December 22, 2015
Written Responses to Questions and Addendum to RFP Posted (as necessary)	January 9, 2015
Proposals Due	January 23, 2015
Oral Presentations/Interviews (if held)	March 11, 2015
Anticipated Contract Award	March 18, 2015
Anticipated Contract Execution Date	April 8, 2015