



## MONTANA DEPARTMENT OF ADMINISTRATION

### Director's Office

Greg Gianforte, Governor  
Misty Ann Giles, Director

[doa.mt.gov](http://doa.mt.gov)

406.444.2460

[doadirector@mt.gov](mailto:doadirector@mt.gov)

## NOTICE OF INTENT TO AWARD

Solicitation Title/Event Name:

Solicitation Number:

Solicitation Close Date:

Notice of Intent to Award Post Date:

Issuing Contracts Officer contact information:

The State intends to award a contract to the apparent successful offeror(s) of the above-mentioned solicitation. The Notice of Intent to Award shall not be considered a binding commitment by the state.

Under the Montana Procurement Act, the State has made the relevant scoring matrix/bid tab for the above-mentioned solicitation available for public inspection. Comments from the public regarding the proposed award must be submitted to the Contracts Officer listed above within this 7-day notice period.

### Apparent Successful Offeror(s)

### Unsuccessful Offeror(s)

**WIC CLINIC SERVICES**  
**PHH-RFP-2025-0609TBH**

SCORE SUMMARY WORKSHEET					
Category	Possible Points	Bighorn Valley Health Center Inc - Fergus	Bighorn Valley Health Center Inc - Custer	District 6 HRDC	Lincoln County Community Health Center Inc
<b>Evaluated RFP Section</b>	<b>Point Values</b>				
<b>Scope and Provision of Services</b>	<b>500 points</b>				
2.1 Administrative Oversight	100 Points	75.00	80.00	95.00	90.00
2.2 Direct Local Clinic Services	100 Points	75.00	75.00	95.00	95.00
2.3 Outreach	100 Points	75.00	75.00	95.00	95.00
2.4 Local Food System Delivery	100 Points	60.00	65.00	94.00	90.00
2.5 Compensation	100 Points	80.00	80.00	97.00	94.00
<b>Offeror Qualifications</b>	<b>Possible 400 Points</b>				
3.1 References	P/F	Fail	Pass	Pass	Pass
3.2 Company Profile and Experience	100 Points	80.00	80.00	95.00	94.00
3.3 Resumes	100 Points	90.00	90.00	90.00	94.00
3.3 Staffing Plan	100 Points	80.00	85.00	95.00	94.00
3.4 Service Organization's Internal Control Assessment	100 Points	74.00	74.00	94.00	94.00
<b>Cost Proposal</b>	<b>Possible 100 Points</b>				
4.1.1 Budget	100 Points	80.00	74.00	90.00	95.00
<b>Equal Pay for Montana Women</b>	<b>5% Bonus Points</b>				

Offerors who agree and certify compliance to Executive Order No. 12-2016, Equal Pay for Montana Women, will receive a bonus of 5% of the total points available. Offerors who do not comply will not receive bonus points.	50 Points	50.00	50.00	50.00	50.00
Technical Subtotal	900.00	689.00	704.00	850.00	840.00
Cost Proposal	100.00	80.00	74.00	90.00	95.00
Total Points	1,000.00	769.00	778.00	940.00	935.00
Bonus Points Possible	50.00	50.00	50.00	50.00	50.00
FINAL TOTAL	1,050.00	819.00	828.00	990.00	985.00

Bighorn Valley Health Center Inc - Fergus			Total Points Awarded:
Category	Possible Points	Points Awarded	Justification
<b>Scope and Provision of Services</b>	<b>500 points</b>		
2.1 Administrative Oversight	100 Points	75.00	Information is copy and pasted from the WIC State plan. Do not have staff listed that have WIC staff experience. Didn't give any details that demonstrate ability to meet requirements.
2.2 Direct Local Clinic Services	100 Points	75.00	Information indicates they are familiar with requirements but doesn't discuss how they will meet those requirements. Did discuss providers being in the same building. Was hard to follow because the formatting changes throughout and follows the state plan more than it follows the actual RFP scope of services guidance.
2.3 Outreach	100 Points	75.00	Outreach is addressed in two different place because they Copy and pasted from State plan vs RFP framework.
2.4 Local Food System Delivery	100 Points	60.00	Didn't provide a response to this. Document had 2024 information. Included information about policy but again, no details on actually meeting requirements.
2.5 Compensation	100 Points	80.00	Stated they will comply but did not provide narrative as to who. Indicated they have someone who is performing this work again in another county.
<b>Offeror Qualifications</b>	<b>400 Points</b>		
3.1 References	P/F	Fail	Slightly confusing response. Didn't provide Health Services reference for Fergus County
3.2 Company Profile and Experience	100 Points	80.00	Typos in business information and conflicting liaison info. Experience providing WIC services in other communities. Lack of attention to detail in general is concerning.
3.3 Resumes	100 Points	90.00	Resumes are detailed but staff experience is mostly clinical and no one with WIC experience.
3.3 Staffing Plan	100 Points	80.00	Staffing plan is not sufficient to staff clinic but plan may indicate capability.
3.4 Service Organization's Internal Control Assessment	100 Points	74.00	Only provided a cover letter that was out of date.
<b>Cost Proposal</b>	<b>100 Points</b>		
4.1.1 Budget	100 Points	80	Under budget but staffing levels are inadequate so appropriate staffing levels would have exceeded the budget

Bighorn Valley Health Center Inc - Custer			
Category	Possible Points	Points Awarded	Justification
<b>Scope and Provision of Services</b>	<b>500 points</b>		
2.1 Administrative Oversight	100 Points	80.00	Information is largely copy and paste from requirements vs actual response to RFP materials. Basic details were provided
2.2 Direct Local Clinic Services	100 Points	75.00	Majority of the information in this area is just a copy and paste from the WIC state plan. There is very little information on how they will meet the requirements of the WIC program. This program requires attention to detail and clear program management
2.3 Outreach	100 Points	75.00	Provided the basic information to indicate they could perform the minimum requirements.
2.4 Local Food System Delivery	100 Points	65.00	Response does not demonstrate familiarity with providing services or the RFP.
2.5 Compensation	100 Points	80.00	State they will comply. indicate that they have a financial specialist for public health programs and the current financial specialist for the Custer region will be preparing for this region. Did mention that if there is any delay they would contact the State.
<b>Offeror Qualifications</b>	<b>400 Points</b>		
3.1 References	P/F	Pass	
3.2 Company Profile and Experience	100 Points	80.00	Typos in business information and conflicting liaison info. Experience providing WIC services in other communities. Lack of attention to detail in general is concerning.
3.3 Resumes	100 Points	90.00	Did provide experienced staff information
3.3 Staffing Plan	100 Points	85.00	Their staffing plan is adequate with positions they have multiple R DS and they discuss how staff will fill multiple roles.
3.4 Service Organization's Internal Control Assessment	100 Points	74.00	Only attached Fiscal 2023 audit but not an actual report.
<b>Cost Proposal</b>	<b>100 Points</b>		
4.1.1 Budget	100 Points	74	Adequate staffing for services described in this county. Personnel budget is missing individuals from staffing plan.

<b>District 6 HRDC</b>			<b>Total Points Awarded:</b>
<b>Category</b>	<b>Possible Points</b>	<b>Points Awarded</b>	<b>Justification</b>
<b>Scope and Provision of Services</b>	<b>500 points</b>		
2.1 Administrative Oversight	100 Points	95.00	Shows they have staff to coordinate with WIC services with an additional WIC program as well. Extensive detail overall.
2.2 Direct Local Clinic Services	100 Points	95.00	Demonstrated ability to perform clinic services through detailed descriptions of WIC requirements and processes.
2.3 Outreach	100 Points	95.00	Response details above and beyond methods for Outreach for current and future clients.
2.4 Local Food System Delivery	100 Points	94.00	Provided extra information regarding how they work with WIC retailers, and they describe the process for redeeming foods. They discussed how this agency has participated in additional projects on improving the WIC experience.
2.5 Compensation	100 Points	97.00	Demonstrates thorough understanding of WIC allowable expenses. Detailed explanation of existing processes and policies and training for staff.
<b>Offeror Qualifications</b>	<b>400 Points</b>		
3.1 References	P/F	Pass	
3.2 Company Profile and Experience	100 Points	95.00	Over 20 years of WIC operational experience in their staff and they have a strong referral partner network. WIC is integrated within the agency intake and referral system, and they discuss how often they go to satellite locations, and they have a great overview of programs they offer and in which communities.
3.3 Resumes	100 Points	90.00	Included primary staff but didn't include information for support staff or staff that need to be hired.
3.3 Staffing Plan	100 Points	95.00	Has all the information and provided the contacts for satellite services. And they have clinic locations that are established and they provided hours of operation. They listed how the WIC CPA is charged to WIC and what percent of time WIC work will be occurring.
3.4 Service Organization's Internal Control Assessment	100 Points	94.00	Stated no deficiencies in audit for last 10 years and provided most recent report.
<b>Cost Proposal</b>	<b>100 Points</b>		
4.1.1 Budget	100 Points	90	Total Budget to provide services may exceed States capabilities for funding. Detailed notes.

Lincoln County Community Health Center Inc			
<b>Individual Scoring Matrix</b>			
<b>Category</b>	<b>Possible Points</b>	<b>Points Awarded</b>	<b>Justification</b>
<b>Scope and Provision of Services</b>	<b>500 points</b>		
2.1 Administrative Oversight	100 Points	90.00	They discuss support for training staff and keeping the time studying and nutrition and breastfeeding plan. They agreed to the service delivery areas and have established clinic locations and they discuss security.
2.2 Direct Local Clinic Services	100 Points	95.00	Current and proposed hours for clinic services. integrated service delivery model within NW CHC allows for direct referral pathways meeting all clinic service delivery requirements.
2.3 Outreach	100 Points	95.00	Has the required outreach items, but they also list all the additional outreach coordination that they do.
2.4 Local Food System Delivery	100 Points	90.00	They covered the requirements of this area and they identify the staff that will be responsible for the area.
2.5 Compensation	100 Points	94.00	Discuss how admin support staff is, time is allocated and the overhead for facility costs, and how the overhead for facility costs are allocated as well.
<b>Offeror Qualifications</b>	<b>400 Points</b>		
3.1 References	P/F	Pass	
3.2 Company Profile and Experience	100 Points	94.00	Good description on how WIC is integrated into the facility. They have good details and examples of how they provide similar services already.
3.3 Resumes	100 Points	94.00	executive director with over 20 years experience and listed their specific IT manager for support, and all resumes were attached.
3.3 Staffing Plan	100 Points	94.00	Good detail on staff will be working with WIC and they discuss how they coordinate WIC services
3.4 Service Organization's Internal Control Assessment	100 Points	94.00	Have not found any deficiencies or weaknesses in audits and they provided the audit reports. In addition to that they do have a HIPAA security risk assessment which is in addition to that.
<b>Cost Proposal</b>	<b>100 Points</b>		
4.1.1 Budget	100 Points	95	Description, staffing, and budget are all adequate and meets threshold.

Vendor Name	Proposed Cost
Bighorn Valley Health Center Inc - Fergus	\$76,433.00
Bighorn Valley Health Center Inc - Custer	\$141,509.50
District 6 HRDC	\$89,840.00
Lincoln County Community Health Center Inc	\$120,432.00