



NATIONAL RESOURCE CENTER *for*
PARTICIPANT-DIRECTED SERVICES

Building an RFP:

A Workshop

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10th Anniversary FMS Conference

November 10, 2015

Agenda

- ❑ Introduction
- ❑ Choose facilitator and scribe 5 minutes
- ❑ Brainstorming - 10 minutes
- ❑ Clarify and combine ideas - 5 minutes
- ❑ Priority vote - 5 minutes
 - ❑ Each team member votes for 2 “must haves” and 2 “would be nice” topics.
- ❑ Prepare report - 5 minutes
- ❑ Report back – 3 minutes each
- ❑ Full group priority votes 5 minutes
- ❑ Summary and next steps

Topic Areas

1. Customer Service and Training
2. Enrollment and Budget/Care plan
3. Payroll and Billing
4. Reporting and Quality Management
5. Other issues