



**State of Oklahoma
Oklahoma Health Care Authority**

Amendment of Solicitation

Date of Issuance: February 25, 2013

Solicitation No. 8070000512

Requisition No. 8070000512

Amendment No. 1

Hour and date specified for receipt of offers is changed: No Yes, to: April 10, 2013 5:00 CST

Pursuant to OAC 580:16-7-30(d), this document shall serve as official notice of amendment to the Solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent.

Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

- (1) Sign and return a copy of this amendment with the solicitation response being submitted; or,
- (2) If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date printed clearly on the front of the envelope.

ISSUED BY and RETURN TO:

U.S. Postal Delivery:

Kimberely Helton
Contracting Officer

(405) - 522 - 7465
Phone Number

, OK -
or

Personal or Common Carrier Delivery:

Kimberely.Helton@okhca.org
E-Mail Address

,OK -

Description of Amendment:

a. This is to incorporate the following:

1. Amending the following sections of the RFP; language added is underlined and language deleted is struck through, and language not incorporated in this amendment remains unchanged:

- a. RFP Schedule
- b. RFP Objectives
- c. Section A.1 Scope of Work;
- d. Section A.2 OHCA Responsibilities;
- e. Section A.4 Reporting Requirements;
- f. Section A.5 Payment Structure;
- g. Section D.2 Contract Term;
- h. Attachment C
- i. Form 9 Milestone Schedule;
- j. Form 10 Pricing Proposal.

2. Incorporating the Bidder's Questions and answers to the questions;

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**)

Title

Authorized Representative Signature

1. RFP SCHEDULE

ACTIVITY	DATE
RFP available on OHCA website/email vendors	Monday, February 25, 2013
Pre-Proposal Education at 3:00 CST	Friday, March 01, 2013
RFP Questions Due by 5:00 p.m.	Monday, March 11, 2013
RFP answers available on website	Wednesday, March 27 29, 2013
Proposals Due to OHCA by 5:00 p.m.	Tuesday, April 02, 2013 Wednesday, April 10, 2013
Bidder notified if invited to interview	Tuesday, April 12, 2013 Monday, April 15, 2013
Interviews at OHCA for Selected Bidder(s)	Monday, April 22, 2013
Bidder invited to Clarification	Tuesday, April 30, 2013
Clarification Kickoff	<u>Monday, May 06, 2013 -</u> Tuesday, May 07, 2013
Final presentation/pre-award document	Tuesday, May 28, 2013
The pre-award document will be submitted to CMS for approval. CMS has a 60 day window to approve the contract before the contract may be officially awarded and operations may begin.	Maximum 60 calendar days.
Award of Contract	Monday, July 29, 2013
Operations Begin (if applicable)	Tuesday, July 30, 2013 <u>Thursday, August 1, 2013</u>

2. RFP OBJECTIVES

This RFP may result in multiple awards to multiple bidders in order to obtain the best possible services for the citizens of Oklahoma.

3. A.1 SCOPE OF WORK

9. Monitor, review and report on deliverables of the Lifecycle Project Management Services Contractor.

4. A.2 OHCA RESPONSIBILITIES

OHCA shall:

1. Designate an OHCA employee to serve as Program Monitor (PM);
2. Establish a OHCA Project Management Team to provide oversight and assistance to the Contractor, ensure contract requirements are met, and approve deliverables; the Team will include the OHCA Program Monitor (PM), ~~the Chief Information Officer~~, the assigned Contract Coordinator, and

other necessary representatives; the PM will serve as the primary contact for the Contractor;

3. Provide adequate access to the MMIS system, HPES enhancement deliverables, OHCA staff, OHCA policies, and other necessary information;
4. Provide onsite workspace for a limited number of Contractor staff as needed; when onsite, Contractor staff will be provided office space, PC, basic office supplies, Internet access, fax machine and copier access, desks and chairs at the OHCA for contracted staff;
5. Perform additional activities proposed by the Contractor and acceptable to OHCA. ~~Perform additional activities proposed by the Contractor and acceptable to OHCA;~~

5. A.4 REPORTING REQUIREMENTS

The Contractor shall submit:

1. Weekly Risk Reports (See Bidder's Library for more Information);
2. A report identifying all work efforts and associated resources to the Program Monitor for a given week due five working days prior to the week being reported; resources include staff listed by name and their associated travel departure and arrival dates / times.
3. Other reports as proposed by the Contractor and accepted by OHCA.

6. A.5 PAYMENT STRUCTURE

In consideration for the satisfactory performance of the services under this Contract, OHCA shall pay Contractor according to the following at the applicable amounts shown on the Contractor's Price Proposal (See Form-10):

1. OHCA shall submit a Task Order to Contractor(s), an example is provided as Attachment C, describing the project. Before beginning work on any project, Contractor shall submit a written response including the firm, fixed number of hours to be billed at the blended hourly rate (see Form 10) and the staffing required for the project to OHCA along with a statement of work required for the project. This statement of work and the number of hours shall be approved by OHCA before work begins. At the completion of the project or at the completion of specific deliverables agreed upon by both parties in the statement of work, OHCA shall pay Contractor the blended hourly rate times the agreed-upon number of hours required for the project or deliverable. On a monthly basis Contractor shall invoice the OHCA for the hours completed during the prior month, but not to exceed the total fixed amount for each individual Project Request.
2. In the event that OHCA or the Contractor request changes to a particular project that affect the number of hours required to complete the project, OHCA and the Contractor shall agree in writing on a revised statement of work for the project and a revised number of hours before any work begins related to such changes.
3. Hourly Payments for Additional Consultants

OHCA shall reimburse Contractor based on an hourly rate for specified levels of consultants in the event that OHCA requests additional work outside the initial scope of this RFP. This might occur in the event of new CMS requirements; changes, additions or deletions of MMIS enhancements or requirements not contemplated at the time of execution of this Contract; and special projects related to this RFP. No payments shall be made under this provision without the OHCA Program Monitor's written approval prior to work being done.

4. Travel shall be reimbursed as follows:

- a. In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the supplier in performance of the Contract shall be included in the total bid price/contract amount.
- b. For all full time staff proposed under this RFP, the Contractor shall pay all expenses associated with travel and out-of-pocket expenses incurred in fulfilling the requirements of this Contract.
- c. Travel for Contractor resources who are not assigned to this project full time may be paid by OHCA only after issuance of prior written authorization to the Contractor. In such cases, OHCA shall reimburse the Contractor for airfare expenses for those resources providing services under this contract; and the Contractor shall purchase the lowest priced airfare available and book flights as early as possible upon request. No per diem shall be paid by OHCA in such cases.

5. Budget

The all-inclusive budget for this RFP is not to exceed \$500,000.00 for the period Date of Award through June 30, 2014. Bidders may assume that the budget for subsequent fiscal years will stay constant at about this same amount as necessary. Final approval of renewal amounts will be at the sole discretion of the OHCA. Increases or decreases at the time of renewal shall not require a modification in accordance with this RFP's amendment clause.

7. **D.2 CONTRACT TERM**

This Contract shall begin on date of award and terminate on June 30, ~~2019~~ 2020. A purchase order will be issued for the first fiscal year and change orders to the original purchase order will be issued to the Contractor at the beginning of each following fiscal year. If OHCA does not intend to issue a change order for the new fiscal year, it will notify the Contractor under the provisions of D.14.

**ATTACHMENT C
TASK ORDER**

**Independent Verification and Validation Services
Task Order Request/Response Form for Contractor
Purchase Order Number _____**

Task Order Unique Identifier: OK-22

Contractor's Name:	
Contractor's Point of Contact Name:	
Email Address:	
OHCA Program Area:	
OHCA Task Order Monitor Name:	
Email Address:	

Description of Project:

Contractor: Provide a brief description of how you will provide the services detailed above along with the specific staffing needed, the specific milestones and an estimate of hours for both the current SFY (State Fiscal Year) and the entire project. The description should consider the current status of work to date, and major changes in the state's business processes; staffing; and contracts that will be necessary as a result of the design and implementation of the enhancement:

Total Number of Hours for SFY14 (Estimated)	_____ @ \$ _____.00 per hour
Total Amount for Task Order for SFY14 (estimated hours X \$ _____.00 per hour)	\$ _____
Total Number of Hours for SFY15 (Estimated)	_____ @ \$ _____.00 per hour
Total Amount for Task Order for SFY15 (estimated hours X \$ _____.00 per hour)	\$ _____
Total Number of Hours for Entire Project (Estimated)	\$ _____ @ \$ _____.00 per hour
Total Amount for Task Order for Entire Project (estimated hours X \$ _____.00 per hour)	\$ _____

Propose a schedule of key milestones and deliverables that Contractor will work with the state to develop and implement, as well as a proposed set of key project deliverables and timeline for such that the vendor will prepare and deliver to the state:

6. FORM-9 MILESTONE SCHEDULE is deleted in its entirety and replaced with the following:

The Bidder must create a sample project / milestone schedule for work completed on an Independent Verification and Validation project.

7. FORM-10 is deleted in its entirety and replaced with the following:

CONTRACTOR'S PRICING PROPOSAL FORM

BLENDED HOURLY RATE as referenced in Section A.5.1

	SFY14 July 2013- June 2014	SFY15 July 2014- June 2015	SFY16 July 2015- June 2016	SFY17 July 2016- June 2017	SFY18 July 2017- June 2018	SFY19 July 2018- June 2019	SFY19 July 2019- June 2020
Blended Hourly Rate							

HOURLY STAFF PRICING as referenced in Section A.5.3

	SFY14 July 2013- June 2014	SFY15 July 2014- June 2015	SFY16 July 2015- June 2016	SFY17 July 2016- June 2017	SFY18 July 2017- June 2018	SFY19 July 2018- June 2019	SFY19 July 2019- June 2020
<u>Project Director-Task Manager:</u>							
Other Proposed Staff:							

8. BIDDER'S QUESTIONS

#	RFP Section(s):	Entity Question	OHCA Answer
1	Overview, Pages 2 and 3	What are the key dates for the enhancements to the new contract awarded to Hewlett-Packard Enterprise Services (HPES) for the Medicaid Management Information System (MMIS)? We are interested in receiving key (such as the “go live” dates) in the project plan for the new MMIS enhancements. This includes dates for “go live” for the new enhancements. Please explain.	The most current Information Technology Project Status Report shall be added to the Bidder's Library. Go live dates are not available for the projects.
2	RFP Objectives #3, page 2	In support of meeting the objective of achieving cost effectiveness by "building on previously completed work" would the state please provide contractual deliverables and/or other work products of the incumbent MMIS IV&V vendor to the Bidder's Library?	OHCA released this RFP to obtain a new approach to Independent Verification and Validation services, and OHCA requires the successful Contractor(s) to develop work products that meet the requirements of the Contract. After award, OHCA will provide whatever information it can to the selected Contractor(s).
3	A.1.6, Page 4	This section reads that the Contractor shall; “Monitor and ensure HPES’ compliance with contractual requirements...” Since the IV&V contractor is a consultant to the State and does not have the authority to direct HPES, is the State willing to modify this section and begin this item number with the phrase; “Assess and advise OHCA regarding HPES’ compliance with contractual requirements...” This is the language used in item number 3 of this section. Please explain.	OHCA agrees the Independent Verification and Validation vendor will not have oversight authority of HPES. Section A.1.6 is amended as follows: <u>Monitor and ensure report to OHCA Program</u> <u>Monitor</u> HPES’ compliance with contractual requirements, including its allocation of resources and billing practices, including implementing and reviewing appropriate performance measures, reporting requirements, invoice and billing reviews, and other necessary activities.
4	A.3	Page 4, Section A.3: This section states there was a previous IV&V vendor. Can you share the name of this vendor and if they are eligible to bid on this project?	The incumbent vendor is Cognosante. Yes, they are eligible to bid on the contract.

5	A.5 (3) and (4)	Section (4) gives a not to exceed amount through June 30, 2014 of \$500,000. Does this include reimbursable travel expenses as described in Section (3)?	Yes, travel expenses are included in the not to exceed amount.
6	A.5.3 and A.5.4, Pages 5 and 6	Are the actual Contractor travel costs (Sub-Section 3) included as part of the overall budget maximum of \$500,000 (Sub-Section 4)? Please explain.	See question 5 above.
7	A.3, Page 4	This section states that the Contractor will assess the work done to date by the previous IV&V vendor. What is the name of that vendor? What was the scope of work the vendor completed, and how does it vary from the work requested by this solicitation? Is that vendor prohibited from responding to this solicitation, and if so, why is that the case?	See question 4 above. The Cognosante contract shall be added to the Bidder's Library.
8	B. 3 page 7	May the bidder submit their electronic response in zip file?	Yes
9	B.3.1, Page 7	What is the maximum size of a file that OHCA can receive via e-mail? In the unlikely event that our submission were to exceed that limit, is there an alternate method by which we can submit our bid (or should we simply send multiple e-mails)? Please explain.	Since the response is form based, and Bidders cannot exceed the strict page limits required per Section B.3 Selection Phase - Required Items For All Proposals, OHCA does not anticipate the vendor exceeding the 4MB maximum file size OHCA staff can receive via email.

<p>10</p>	<p>B.8 (1) b, c, and f; FORM-8</p>	<p>Section B.8 (1) requires bidders to list the (b) Proposed Project Director, (c) the Proposed Senior Project Manager(s), (e) any proposed major subcontractor's project lead, and (f) other proposed staff with knowledge of key areas to equal a total of 3 individuals. FORM-6 allows bidders to list the Project Director, 2 additional staff (if any), and a subcontractor manager (if any). Please clarify the staffing requirements and whether the total team is limited to 3, including the Proposed Project Director, the Proposed Senior Project Manager(s), additional staff, and any proposed major subcontractor's project lead?</p>	<p>B.8.1 describes the interview process. For each bidder interviewed, a total of three staff is required: the Project Director and two staff members who will complete the Contract scope of work. If the bidder has a subcontractor responsible for work totaling over 35% of the total value of this RFP, the subcontractor Project Director and one staff member shall be interviewed as well; this would bring the number of staff interviewed to a total of five.</p> <p>Section B.8.1 shall be amended to say:</p> <p>1. The Bidder must list the individuals who are proposed to perform the work under this RFP, and any subcontractors as below. The individuals listed in this section and interviewed (see C.2) must be those who will actually do the work if the Contract is awarded to the Bidder. Substitutions after award will generally not be allowed except in unusual circumstances. The entities/individuals whose names should be listed for this RFP are:</p> <ul style="list-style-type: none"> a. The Bidder (entity); b. The Bidder's Proposed Project Director (individual) c. Two proposed bidder staff with knowledge of key areas; which may include Task Managers or the Bidder's Proposed Senior Project Manager(s) (individual); d. Any subcontractors responsible for work totaling over 35% of the total value of this RFP (hereinafter a "major subcontractor") proposed by the Bidder (entity); e. Any proposed major subcontractor's project lead (individual). f. Other proposed staff with knowledge of key areas to equal a total of three individuals. <p>Form 8 describes the past performance narrative. Past performance narrative information shall be submitted for the staff proposed for interviews in Section B.8.1.</p>
<p>11</p>	<p>B.11, Page 12</p>	<p>What are the names of other companies that submitted questions in response to this solicitation?</p>	<p>OHCA declines to answer this question.</p>

12	C.1 Evaluation Weights, page 15	OHCA instructs vendors to assume an annual not-to-exceed budget of \$500,000. Assigning a 25% weight to cost when the budget is capped seems non-supportive of determining a best value award. Would OHCA consider making cost a pass/fail, where passing would be awarded if the vendor states that the work will be performed within the published budget off \$500,000?	OHCA declines to alter the bid evaluation methodology.
13	D. 4 Legal	<p>Subsection 1 indicates that bids are rendered as a legal offer and any bid, when accepted by the OHC, shall constitute a contract.</p> <p>A. May Bidders include with their proposals any exceptions to the contract terms and conditions that they would like to negotiate with the State?</p> <p>B. Will the successful Bidder have an opportunity to negotiate the terms and conditions of the contract resulting from the RFP?</p> <p>C. If the State does not permit negotiations or negotiations are unsuccessful, is the selected Bidder free to choose not to enter into a contract with the State?</p>	<p>A. Most of the terms and conditions in the RFP are required by federal or state law making it unlikely that OHCA will accept changes. But Bidders may request changes on Form-1 below the certification section or as part of the Value Added Plan (Form-5) if the change would result in a price increase or decrease.</p> <p>B. OHCA and Bidders may discuss changes submitted on Form-1 during Clarification.</p> <p>C. Bidders may choose not to contract with the State at any point during Clarification.</p>
14	D.7 Confidentiality	This section includes several requirements related to the security and confidentiality of PHI, including requirements for transmitting PHI. Does the State anticipate that the Contractor will receive or have access to PHI as part of the proposed project? If so for what purposes?	The Independent Verification and Validation vendor may access PHI when analyzing whether MMIS enhancements perform according to specifications but only onsite at OHCA. OHCA does not anticipate a need for secure email.
15	Form 9	Does OHCA expect to receive a list of Milestones to complete the IV&V of current HPES Scope of Work as listed in Attachments A & B?	OHCA agrees that completing a milestone schedule for all enhancements is difficult and unlikely to be useful in evaluation. The milestone schedule on Form-9 shall be used as a sample project implementation schedule.
16	Form 10	For projects that are well into the implementation cycle, does OHCA want deliverables already approved by OHCA reviewed?	No, deliverables that have already been approved will not be re-reviewed.

17	FORM-10	FORM-10 allows for four staff in addition to the Project Director. May bidders add rows to FORM-10 to accommodate additional staff?	Yes, additional lines are to be created by the Bidder. Bidders are to design their staffing levels and provide pricing for said staff.
#	General Questions:	Entity Question	OHCA Answer
18		Is it the state's intent for the vendor to submit task orders detailing the enclosed pricing?	The IV&V RFP pricing is amended to be based on task order pricing instead of deliverables. Hourly pricing for staff is to be established on Form 10. Once the contract is awarded, OHCA will submit a task order to the Contractor(s). The Contractor(s) will submit a response to the task order with a quote of hours needed and a description of what will be performed to complete the task. The number of hours submitted on the Task Order response multiplied by the hourly prices established on Form 10 during the bidding process will establish the firm, fixed price per task.
19		Is there an IV&V vendor in place and if so who is the incumbent.	See Question 4 above.
20		Can the State provide its current fiscal year?	State Fiscal Year 2013; July 2012 - June 2013.
21		Verify that we have our customers send completed surveys to us and we record them on the scorecard and average them, correct?	Yes
22		What is the contract type that will be awarded to the selected vendor, Fixed Price, Time and Materials?	See question 18 above.
23		May the bidder submit PIPS related questions after the 3/11 questions deadline?	Yes
24	PIPS Training Powerpoint	Please clarify the scoring process if no surveys are submitted or if less than the maximum number of surveys are submitted.	Submitting less than the maximum number of surveys will not affect the Bidder's score because the survey scores are averaged. Not submitting any surveys may reduce the Bidder's score.
25	General Questions:	It is our understanding that OKHCA contract with an IV&V vendor was due to expire on 9/30/2012. Has that contract expired or was it extended?	The incumbent vendor contract has not expired or been extended at this time; it will expire June 30, 2013.

26	Eligible bidders	Given that there is an RFP for IV&V and a separate one for Lifecycle Project Management Services can one vendor bid both? Can one vendor be awarded both contracts?	A vendor may bid on both RFPs, but shall only be awarded one of the two Contracts. The vendor will not be precluded from bidding on any other OHCA procurement opportunities.
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