



**State of Oklahoma
Oklahoma Health Care Authority**

Amendment of Solicitation

Date of Issuance: February 25, 2013
Requisition No. 8070000511

Solicitation No. 8070000511
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, language deleted is struck through, and language not listed in the sections below remains unchanged:

- a. RFP Schedule
- b. Section A.1 Scope of Work;
- c. Section A.3 Staffing Requirements;
- d. Section A.4 Reporting Requirements;
- e. Section A.5 Payment Structure;
- f. Section D.13 Payments/Reimbursement; and,
- g. Form 9 Milestone Schedule;

2. Incorporating 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
PIPs Question Session 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 <u>20</u> , 2013
Proposals Due to OHCA by 5:00 p.m.	Tuesday, April 02, 2013 <u>Wednesday, April 10, 2013</u>
Bidder notified if invited to interview	Friday, April 12, 2013 <u>Tuesday, April 16, 2013</u>
Interviews at OHCA for Selected Bidder(s)	Tuesday, April 23, 2013
Bidder invited to Clarification	Wednesday, May 10, 2013
Clarification Kickoff	Wednesday, May 08, 2013 – Friday May 10, 2013
Final presentation/pre-award document	Friday, May 31, 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	Wednesday, July 31, 2013
Operations Begin	Wednesday, July 31, 2013 <u>Thursday, August 1, 2013</u>

2. A.1 SCOPE OF WORK

- 22. Coordinate efforts between OHCA, other State Agencies, the MMIS Fiscal Agent; and
- 23. Conduct Cost Benefit Analyses to justify projects.

3. A.3 STAFFING REQUIREMENTS

OHCA anticipates that the Contractor will locate one or more consultants at OHCA full-time or near full-time in the initial months of the contract to review and assess the work done to date by the previous IV&V vendor and HPES since January 2011 and to develop and implement necessary processes to perform the work under this Contract. Following that period, OHCA anticipates that the Contractor will perform much of the work at its location and that consultants will only be present at OHCA when absolutely necessary; this includes making use of available technology to coordinate work efforts such as conducting meetings through conference calls. However, the Contractor may structure the project in some other way if it believes that it can be more effective.

4. 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.

5. A.5 PAYMENT STRUCTURE

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 in writing 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.
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.

~~Pass Through Costs~~

~~OHCA will reimburse Contractor for actual travel expenses incurred for the work under this RFP subject to the limitations of the Oklahoma State Travel Reimbursement Act. No other incidental costs will be reimbursed by OHCA such as software, office supplies or any other cost not specifically mentioned in this section.~~

5. Budget

The all-inclusive budget for this RFP is not to exceed \$3,000,000.00 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.

6. D.13 PAYMENTS/REIMBURSEMENT

5. Invoices shall be submitted to the following email address:
purchasing@okhca.org.

7. 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 a project.

8. BIDDER'S QUESTIONS AND ANSWERS

#	RFP Section(s):	Entity Question	OHCA Answer
1	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."	<p>If OHCA chooses to award multiple PMO contracts:</p> <p>a. What will the reporting relationship be among contractors and with the State?</p> <p>b. How will staff from multiple companies be organized to complete the work?</p> <p>c. Will vendors have the opportunity to change their price proposals to align with their contracted scope of work?</p>	<p>a. All contractors shall directly report to the State.</p> <p>b. Tasks or Projects shall be assigned to one Contractor. Task Orders requests shall be submitted to multiple Contractors and OHCA shall select one or more Contractors to manage the Task/Project based on the responses to the Task Order request.</p> <p>c. Hourly prices are established through the bidding process. A firm, fixed price for each Task/Project shall be established on the Task Order request based on the hours estimated by the Contractor. Contractors must be able to show that the estimate is reasonably close to the hours actually spent on the project. If the scope of the task/project changes and more hours are needed to complete the Task, OHCA and the Contractor shall agree on a modified task order.</p>
2	RFP Objectives: "Currently OHCA requires these services to assist with the implementation and enhancement of its programs and Medicaid Management Information System, but in the future the contractor may be asked to assist with other projects."	Please clarify. The contractor may be asked to assist with other project and the services to be provided would be PMO services?	Yes, but Contractors may decline to respond to certain Task Order requests if they feel they don't have the capability to respond to the request.

3	<p>C.1 Evaluation Weights for Selection and Interview Phase. Paragraph under the table. "If the Bidder has completed at least one year of a contract with OHCA which was awarded based on best value, the Bidder's past performance will be calculated based 50% on the Past Performance Surveys. The other 50% of the Bidder's past performance score will be based on a performance evaluation prepared by OHCA."</p>	<p>How will OHCA evaluate past performance for prior Contractors who have not completed a contract awarded based on best value? Will it be based on Past Performance forms only?</p>	<p>Bidders who have not previously contracted with OHCA shall be exclusively evaluated on the Past Performance Scores submitted in their proposal.</p>
4	<p>D. 4 Legal</p>	<p>Subsection 1 indicates that bids are rendered as a legal offer and any bid, when accepted by the OHC, shall constitute a contract. A. May Bidders include with their proposals any exceptions to the contract terms and conditions that they would like to negotiate with the State? B. Will the successful Bidder have an opportunity to negotiate the terms and conditions of the contract resulting from the RFP? 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. B. OHCA and Bidders may discuss changes submitted on Form-1 during Clarification. C. Bidders may choose not to contract with the State at any point during Clarification.</p>
5	<p>D.7 Confidentiality</p>	<p>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?</p>	<p>The Contractor(s) may have access to PHI when assisting OHCA ensure the MMIS enhancements perform according to specifications, but only when onsite at OHCA.OHCA does not anticipate a need for secure email.</p>

6	Form 8	“Thank you for your time and effort in assisting the OHCA in this important endeavor. Please fax the completed survey to: ___”	The blank space is provided for clients to send the past performance survey back to you, so you may incorporate the scores into the past performance scorecard.
#	General Questions:	Entity Question	OHCA Answer
7		Is there a PMO in place and if so who is the incumbent. Also what toolset do they use?	The incumbent vendor is Cognosante, which uses Microsoft Project.
8		Are we to submit tasks orders that detail the pricing with our proposal at the time of initial submission?	No. 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 for the task.
9		Is it the state's intent for the vendor to submit task orders detailing the enclosed pricing?	See question 8 above.
10		Can the State provide its current fiscal year?	State Fiscal Year 2013 - July 1, 2012 - June 30, 2013
11		Verify that we have our customers send completed surveys to us and we record them on the scorecard and average them, correct?	Yes
12	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.