

# Appendix B

## Option 1: Internally-Hosted Solution Forms

### Request for Proposal Number 4485Z1

**Bidders are required to complete all forms provided in this appendix if bidding on Option 1: Internally-Hosted Solution proposal.** An **Internally-Hosted Solution** is the solution's application software, hardware and infrastructure would be owned, housed and maintained by the State.

**Note: If bidding more than one option, an entire proposal (Corporate Overview, Executive Summary, Technical Approach and Cost Proposal) must be submitted for EACH option. Each proposal must include each form listed below.**

**Important:** This RFP provides three options for bidding: Option 1, Internally-Hosted Solution, Option 2, Externally-Hosted Solution, and Option 3, Application Services Solution. Bidders may bid on any or all options. In order for a bidder to be considered for more than one option, a complete, separate proposal (Corporate Overview, Executive Summary, Technical Approach, and Cost Proposal) must be submitted for EACH option. Each proposal cover must clearly identify which option is being bid.

The State will evaluate all proposals submitted within each separate option (Option 1, Internally-Hosted Solution, Option 2, Externally-Hosted Solution, and Option 3, Application Services Solution). A highest scoring bidder will be identified for each option (1, 2, 3). The State will then make a determination as to which option will best meet the State's needs and make an award to the highest scoring bidder for that option.

## Appendix B

### Option 1: Internally-Hosted Solution Forms

#### Request for Proposal Number 4485Z1

**Bidders are required to complete all forms provided in this appendix for Option 1: Internally-Hosted Solution proposal**

**Forms B.1 and B.2 are to be included as part of the Technical proposal  
Forms B.3-B.6 are to be submitted as the Cost proposal.**

- Form B.1: Technical Requirements Matrix
- Form B.2: Deliverables
- Form B.3: Total Costs for the proposed solution. Form B.3.1 Deliverable Fixed Cost Breakdown Overview, Form B.3.2 Deliverable Payment Breakdown and B.3.3 Fixed Hourly Rates must be completed and submitted with the Total Cost sheet.
- Form B.4: Bidder Hardware, Software, Tools, Equipment, Licenses. The RFP response must include hardware, software, tools and equipment that the **Bidder** would be required to have to support the proposed solution, regardless of the solution application hosting proposed. ALL software licenses, both one-time and on-going, and tools must be included on this sheet.
- Form B.5: DHHS Equipment. The RFP response must include all hardware, software, tools, and equipment that **DHHS** would be required to have to support the proposed solution, regardless of the solution application hosting proposed. For example, this form would contain the costs of servers for test and production, if applicable. DHHS reserves the right to procure hardware through State purchasing contracts, if desired.

## Form B.1 Requirements Traceability Matrix

### Option 1: Internally-Hosted Solution

The Requirements Traceability Matrix (RTM) is used to document and track the project requirements from the proposal through to testing to verify that the requirement has been completely fulfilled. The contractor will be responsible for maintaining the contract set of Baseline Requirements. The RTM will form one of the key artifacts required for testing and validation that each requirement has been complied with (i.e., 100% fulfilled). Additions, modifications, and deletions to these requirements will be added and modified throughout the project so it is imperative that a current version of the matrix be maintained at all times.

The RTM must indicate how the bidder intends to comply with the requirement and the effort required to achieve that compliance. It is not sufficient for the bidder to simply state that it intends to meet the requirements of the RFP. DHHS will consider any such response to the requirements in this RFP to be non-responsive. The narrative should provide DHHS with sufficient information to differentiate the bidder's technical solution from other bidders' solutions.

**The RTM must be submitted as part of the proposal response. Failure to do so will disqualify a Bidder's proposal from further consideration.** Bidders must ensure that the original requirement identifier and requirement description are maintained in the RTM as provided by DHHS. Failure to maintain these elements may be ground for disqualification.

How to Complete the RTM:

RTM Column Description	Bidder Responsibility
REQ #	The unique identifier for the requirement as assigned by DHHS. This column is dictated by this RFP and must not be modified by the Bidder.
Requirement Description	The statement of the requirement to which the Bidder must respond. This column is dictated by the RFP and must not be modified by the Bidder.
Compliant	<p>Bidder to indicate "Y" (Yes) or "N" (No) whether their solution is compliant with the requirement. If "N", the bidder must address the gap in Response section. The bidder must also address the following:</p> <ul style="list-style-type: none"> <li>• Capability does not currently exist in the proposed MIP as indicated by an Availability of "B", "C", or "D" as defined below</li> <li>• Capability not available, is not planned, or requires extensive source-code design and customization to be considered part of the Bidder's standard Commercially Off-the-Shelf (COTS) capability as indicated by Availability of "N/A"</li> <li>• Requires an extensive integration effort of more than 500 hours</li> </ul>

Availability	<p>Bidder to indicate one of the following:</p> <ul style="list-style-type: none"> <li>• A = Capability Operating in Bidder’s Installed Customer Base (Commercially Available Release)</li> <li>• B = Capability Available in the Product’s Next Scheduled Release and proposed for MIP</li> <li>• C = Capability Under Development: New Release / Upgrade Version (Resources Committed) Provide Availability Date Published to Installed Customer Base</li> <li>• D = Capability Defined and Committed to the Product Roadmap for Availability in 12 Months</li> <li>• N/A = Not Available, Not Planned, or Requires Extensive Effort to be Made Part of Baseline Capability</li> </ul>
Availability Date	<p>Provide date capability will be available as published / release to Bidder Baseline Capability (e.g., available to Installed Customer Base). Note: For an Availability value of “A”, use date of proposal submission.</p>
Prime, Subcontractor or Third Party Vendor	<p>Indicate whether the hardware, software or service is provided by the Prime (P), Subcontractor (S) or Third Party Vendor (V).</p>
Testing Methodology	<p>Provide a brief description on how the requirement will be validated.</p>
Key Features	<p>Bidder Responsibility  Provide a short description for each requirement that is Compliant = “Y”:</p> <ol style="list-style-type: none"> <li>1. Describe briefly how compliance will be established, highlighting the following: <ol style="list-style-type: none"> <li>a. Is compliance established through rules-based modifications to the product/system (e.g., table changes, workflow updates)?</li> <li>b. Is compliance established through a combination of system automation and manual processes/procedures?</li> </ol> </li> <li>2. Provide an estimate of the effort needed during integration to achieve compliance using the final criteria: <ol style="list-style-type: none"> <li>a. Minor = less than 10 man hours.</li> <li>b. Moderate = less than 100 man hours.</li> <li>c. Extensive = more than 100, less than 500 man hours.</li> <li>d. Significant = more than 500 man hours.</li> </ol> </li> </ol> <p>A restatement of the requirement is not considered a substantive response.</p>

**Bidder Name:**

<b>Technical Requirements Matrix - General Requirements</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
Gen 01	The Contractor will be responsible for recommended policies and procedures for fraud prevention based on experience with other states.					
Key Features:						
Gen 02	The Contractor will create and distribute training materials and user manuals.					
Key Features:						
Gen 03	The Contractor will provide all available updates to the software as they are released, as well as provide any updates required to meet attestation needs for future stages of meaningful use as defined by the federal government. Describe your processes for maintaining the application.					
Key Features:						
Gen 04	The solution must be scalable to allow for growth in provider participation volume and expansion or extensions of the incentive program.					
Key Features:						
Gen 05	The solution must be configurable to allow the State to process state specific requirements as permitted by regulations and to allow for flexibility in the state operational workflows.					
Key Features:						

<b>Technical Requirements Matrix - General Requirements</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
Gen 06	The solution must be flexible in order to maintain connectivity in the event of any CMS NLR interface changes.					
Key Features:						
Gen 07	Electronic transactions supported by the solution shall be performed on a twenty four (24) hour basis, seven (7) days per week, except for maintenance to the system accomplished outside of usual business hours.					
Key Features:						
Gen 08	Initial training sessions for State employees for new system roll-out, and provide initial “train the trainer” support during implementation and as major changes occur.					
Key Features:						
Gen 09	The users of this solution include MLTC and IS&T employees, other state and/or contracted staff who will operate and manage MIP.					
Key Features:						
Gen 10	The Contractor must prepare and maintain documentation for all functionality. The Contractor is responsible for the production and distribution of systems documentation upon implementation, and provides updates in a timely manner.					
Key Features:						
Gen 11	The solution must comply with Health Insurance Portability and Accountability Act					
Key Features:						

<b>Technical Requirements Matrix - General Requirements</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
Gen 12	The solution must be able to interface with state systems to allow interoperability as appropriate. (Real-time, near-time, batch)					
Key Features:						
Gen 13	The solution must support multiple deployment environments, including development, test, and production					
Key Features:						
Gen 14	The solution should provide tools or utilities to support the transfer of users, rules, and configuration data between environments and the ability to rollback to previous a version.					
Key Features:						
Gen 15	The solution must conform to Nebraska Information Technology Commission (NITC) Standards and Guidelines ( <a href="http://www.nitc.ne.gov/standards/">http://www.nitc.ne.gov/standards/</a> ), particularly those related to technology access, state government websites, and security architecture.					
Key Features:						
Gen 16	The solution should take a table-driven approach to application configuration and provide online administrative screens for setting and managing system configuration.					
Key Features:						
Gen 17	The solution should be designed and developed using a component-based architecture that is modifiable and reusable.					

**Technical Requirements Matrix - General Requirements**

Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
Key Features:						
Gen 18	The solution should have the capability to capture and report on system utilization needed to allocate costs down to the user and transaction level.					
Key Features:						
Gen 19	All performance and systems management functions must be able to operate without degrading business systems response time.					

**Technical Requirements Matrix - Architecture**

Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
ARC 01	The solution must be a browser-independent web-based system, which stands on its own. Not a component of another system.					
Key Features:						
ARC 02	The solution must be built, tested, and hosted on equipment the ability to transfer source code and related processing to IS&T.					
Key Features:						
ARC 03	The solution must allow IS&T administrators the ability to establish alerts/messages based upon start date, end date, and security authorization and include a web based welcome page that will show alerts/messages.					
Key Features:						

<b>Technical Requirements Matrix - Architecture</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
ARC 04	The solution must have sufficient capacity to manage 600 to 750 provider users over the life of the program with expected concurrent utilization of 10% of the eligible providers.					
Key Features:						
ARC 05	The solution must have capability for record retention, logging to allow for a complete audit trail capture and reporting for user access, inquiry and updates that relate to private information, to include user ID, time\date, logon\log off information, and type of action.					
Key Features:						
ARC 06	The solution must have a sufficient redundancy, fault tolerance, and backup functionality to ensure 24x7 operations.					
Key Features:						
ARC 07	The solution must allow providers and state staff to upload electronic documents associated with a provider's participation in MIP.					
Key Features:						
ARC 08	The solution must maintain a database of readable data on all eligibility transactions for the duration of the contract.					
Key Features:						
ARC 09	The solution shall display a provider identifier on each screen and printed pages.					

<b>Technical Requirements Matrix - Architecture</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
Key Features:						
ARC 10	The solution must allow authorized MLTC users to enter notes at various stages of the process. Functionality should be enabled to allow notes to be hidden from general views.					
Key Features:						
ARC 11	The solution should allow “start and stop” capabilities for audits to be conducted at various key points through the system.					
Key Features:						
ARC 12	The solution should allow for provider appeals including State oversight functions and resolution.					
Key Features:						
ARC 13	The solution should provide a “help” functionality throughout the process that providers can link to for clarification or additional information.					
Key Features:						
ARC 14	The solution must be branded using official State of Nebraska and Nebraska Department of Health and Human Services logos, images, etc.					
Key Features:						
ARC 15	The solution should follow a modular, flexible approach to systems design consistent with the MITA 3.0 guidelines and Service-Oriented Architecture (SOA) design principles.					
Key Features:						

<b>Technical Requirements Matrix - Architecture</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
ARC 16	The solution should follow an n-tiered (layered) architectural approach in which presentation, business logic, and data access are separated.					
Key Features:						
ARC 17	The solution should be deployable to servers running one of the following operating systems: <ul style="list-style-type: none"> <li>• AS/400</li> <li>• Linux</li> <li>• Unix</li> <li>• Windows</li> <li>• z/OS</li> </ul>					
Key Features:						
ARC 18	The solution should support deployment on virtualized servers to support scalability and flexibility.					
Key Features:						
ARC 19	Infrastructure software used by the system (operating system, databases, web servers, network management, etc.) must be a version that is currently supported under standard maintenance agreements and is generally available during the life of the contract.					
Key Features:						
ARC 20	The solution should utilize industry-standard commercially available Relational Database Management System (RDBMS), Application Server, and Web Server infrastructure.					
Key Features:						

<b>Technical Requirements Matrix - Architecture</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
ARC 21	All transactional system databases should use data models, referential integrity, constraints, stored procedures, and other DB specific functions to ensure data is properly managed.					
Key Features:						
ARC 22	The solution should support a multi-tiered network deployment model that allows some physical tiers (e.g. load balancers, web servers) to be deployed in one network zone and other tiers (e.g. application servers, databases) to be secured behind internal firewalls.					
Key Features:						
ARC 23	The solution should employ an Enterprise Service Bus (ESB) that serves as the integration backbone and the broker between service consumers and producers.					
Key Features:						
ARC 24	The solution should provide a business process layer that orchestrates executable business processes via the ESB, including reusable business services such as encryption, compression, validation, and dynamic routing.					
Key Features:						

<b>Technical Requirements Matrix - Architecture</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
ARC 25	The solution should support multi-node application server processing so that application processing load can be distributed and balanced across multiple physical servers.					
Key Features:						
ARC 26	The solution architecture should ensure that reporting and batch processing does not interfere with general system responsiveness or availability.					
Key Features:						
ARC 27	The solution should assure that third party software of solution that requires distribution or maintenance to remote desktops or servers are capable of being distributed and configured on customer from a central site and not require onsite intervention. In other words software should support "silent" or unattended installation functionality for any non- web based features.					
Key Features:						
ARC 28	The system workflow of web pages and program functions should be configurable and modifiable without changing program code.					
Key Features:						
ARC 29	The solution should meet the Seven Standards and Conditions for Medicaid Technology Investments and be eligible for enhanced match.					
Key Features:						

<b>Technical Requirements Matrix - Architecture</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
ARC 30	Provide a list of what services, enhancements, etc., are included in the monthly operational costing.					
Key Features:						

<b>Technical Requirements Matrix – MIP Portal</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
PRT 01	The MIP Portal must allow for secure authorization and authentication of the provider.					
Key Features:						
PRT 02	The MIP Portal must allow providers to complete the application process, view their information and track payment information.					
Key Features:						
PRT 03	The MIP Portal must support email notification to the provider of receipt of data from the NLR.					
Key Features:						
PRT 04	The MIP Portal must pre-populate information from the NLR.					
Key Features:						
PRT 05	The MIP Portal must receive and store current Nebraska MMIS provider enrollment and summarized claim information.					
Key Features:						

<b>Technical Requirements Matrix – MIP Portal</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
PRT 06	The MIP Portal must allow for secure email functionality directly from the system to ask questions.					
Key Features:						
PRT 07	The solution must provide MIP Help content to be associated with a given screen and related field data on a screen.					
Key Features:						
PRT 08	The solution must contain a dictionary for MIP terms and codes.					
Key Features:						
PRT 09	The solution must provide the ability to manage help text content based on Nebraska's policy for MIP.					
Key Features:						
PRT 10	The portal should support multiple languages, including English and Spanish, and provide number for translation services					
Key Features:						
PRT 11	The portal should support commonly used Internet browsers without any degradation in functionality, including the following: <ul style="list-style-type: none"> <li>• Internet Explorer Version 8.0 or greater</li> <li>• Mozilla Firefox Version 6 or greater</li> <li>• Google Chrome Version 20 or greater</li> <li>• Apple Safari version 5.1 or greater</li> <li>• Opera Browsers 10 or greater</li> </ul>					
Key Features:						

<b>Technical Requirements Matrix – MIP Portal</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
PRT 12	The portal should be 100% accessible via the Internet and require no desktop software (including specialized plug-ins and applets) except for the commercially-available web browsers listed above.					
Key Features:						
PRT 13	The solution should meet all American with Disabilities Act (ADA) and Limited English Proficiency (LEP) requirements.					
Key Features:						
PRT 14	The portal must be compliant with Section 508 of the Federal Rehabilitation Act and the World Wide Web Consortium (W3C) Web Accessibility Initiative, Section 508, (a)(1)(A)					
Key Features:						
PRT 15	The portal should allow consumers to submit applications and attestations electronically with an electronic signature that complies with State, Federal, and agency requirements and standards.					
Key Features:						
PRT 16	The portal should provide field-level validation and user-friendly error messages via online help to ensure all required data is fully populated before the user is allow to proceed to subsequent screens.					
Key Features:						

<b>Technical Requirements Matrix – MIP Portal</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
PRT 17	The solution should have the capability to support site management capabilities, such as rollback and versioning capabilities to simplify moving portals through the life cycle.					
Key Features:						
PRT 18	The solution should provide web analytics.					
Key Features:						
PRT 19	The solution should notify entity submitting data when the data does not meet validation requirements					
Key Features:						
PRT 20	The solution should support online help documentation which is context sensitive and allows the users to obtain self-training on how to use the application and receive program information as appropriate.					
Key Features:						
PRT 21	The solution should provide the ability to prompt users to save unsaved data/information.					
Key Features:						

<b>Technical Requirements Matrix - Security</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
SEC 01	The solution security must have identity management features that assign a unique user ID and password to all users.					
Key Features:						
SEC 02	The solution must provide self-service options that comply with Nebraska security policies to allow providers to obtain a user ID and maintain passwords.					
Key Features:						
SEC 03	The system security must have security features that allow the unique user ID and passwords to comply with commonly configured security requirements such as strength, aging, expiration, lockout, and history.					
Key Features:						
SEC 04	The system security must be role based with roles applied to control inquiry, updates and functional processes for State and provider access.					
Key Features:						
SEC 05	The system security requirements must permit updating security requirements as new threats/vulnerabilities are identified and/or new technologies implemented.					
Key Features:						

<b>Technical Requirements Matrix - Security</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
SEC 06	The solution is compliant with the HIPAA and HITECH Privacy Rules, Security Rules, Notification Rules. HIPAA Security Rule, 45 CFR Parts 160, 162, and 164 Health and Insurance Reform: Security Standards: Final Rule, February 20, 2003 (or later) HIPAA Privacy Rule, 45 CFR Parts 160 and 164 Standards for Privacy of Individually Identifiable Health Information; Final Rule, August 14, 2002 (or later)					
Key Features:						
SEC 07	The solution is compliant with timely reporting of Violations in Use and Disclosure of PHI.					
Key Features:						
SEC 08	The solution is compliant with secure data exchange using SSL in compliance with HIPAA and other requirements included in ARRA.					
Key Features:						

<b>Technical Requirements Matrix - Security</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
SEC 09	The solution must allow the implementation, management and monitoring of the following security and compliance policies: <ul style="list-style-type: none"> <li>• Health Insurance Portability and Accountability Act (HIPAA)</li> <li>• Health Information Technology for Economic and Clinical Health Act (HITECH) of 1996</li> <li>• Nebraska Information Technology Commission (NITC) Standards and Guidelines (<a href="http://www.nitc.ne.gov/standards/">http://www.nitc.ne.gov/standards/</a>)</li> </ul>					
Key Features:						
SEC 10	The solution should implement a security architecture based on MITA 3.0 Security and Privacy model, including the following security architectural elements: <ul style="list-style-type: none"> <li>• Multi-Level Security</li> <li>• Identity Management</li> <li>• Role Based Access Control (RBAC)</li> </ul>					
Key Features:						
SEC 11	The solution should manage user profiles, including enforcing role-based security access to system data and functions.					
Key Features:						
SEC 12	The solution should allow users to recover/reset lost passwords from a web portal interface.					
Key Features:						
SEC 13	The solution should enforce strong password rules.					

<b>Technical Requirements Matrix - Security</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
Key Features:						
SEC 14	The solution should support the ability to disable user accounts and ensure no disabled accounts can log in or access the system.					
Key Features:						
SEC 15	The solution should support the automatic disabling of user accounts if failed logins exceed a configurable threshold.					
Key Features:						
SEC 16	The solution should automatically log off authenticated users after a configurable period of inactivity and display a warning message to the user prior to session timeout.					
Key Features:						
SEC 17	The solution should support the saving of user profiles for archival purposes, including the ability to re-enable/reuse the profile.					
Key Features:						
SEC 18	The solution should support user account authentication procedures with configurable parameters (time, cipher strength, logon attempts, etc.).					
Key Features:						
SEC 19	The solution should generate automatic alerts to system administrators when a breach pattern or unauthorized use activity is detected.					
Key Features:						

<b>Technical Requirements Matrix - Security</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
SEC 20	The solution should implement appropriate encryption mechanisms to protect the confidentiality and integrity of critical types of data, including but not limited to passwords, social security numbers, and credit card and bank account numbers.					
Key Features:						
SEC 21	All sensitive data should be encrypted in transit (including emails) to protect data confidentiality and integrity as appropriate based on the sensitivity of data.					
Key Features:						
SEC 22	The solution should provide the ability to implement security for transport and messaging via web services.					
Key Features:						
SEC 23	The solution should have the capability to support strong authentication through SSL, Kerberos, RADIUS, SAML, XACML, or OpenID.					
Key Features:						
SEC 24	The solution should have the capability to support robust session management controls, including the ability to limit the number of concurrent sessions for an individual user.					
Key Features:						
SEC 25	The solution should provide the ability to virus scan uploaded files using Agency approved virus scanning software.					
Key Features:						

<b>Technical Requirements Matrix - Security</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
SEC 26	The solution should ensure transactions and messages are accurately received as they were sent and information is not altered by non-authorized individuals.					
Key Features:						
SEC 27	The solution should provide the ability to administer user security based on organizational unit.					
Key Features:						
SEC 28	The solution should support the latest version of Secure Sockets Layer (SSL)/Transport Layer Security.					
Key Features:						
SEC 29	The solution should support S/MIME for email communications.					
Key Features:						
SEC 30	The solution should support at a minimum 256-bit cryptography.					
Key Features:						
SEC 31	The solution should prevent the creation of duplicate user accounts.					
Key Features:						
SEC 32	The solution should have the ability to adhere to NIST guidelines at: <a href="http://csrc.nist.gov/index.html">http://csrc.nist.gov/index.html</a>					
Key Features:						
SEC 33	The solution should be able to use HTTPS/SSL for connections between interfaces.					
Key Features:						

**Technical Requirements Matrix - Security**

Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
SEC 34	The solution should have the ability to comply with system security requirements and pass a self-assessment based on data classifications: <ul style="list-style-type: none"> <li>• Department of Health and Human Services (DHHS)</li> <li>• Center for Medicare &amp; Medicaid Services (CMS)</li> <li>• DHHS Administration for Children &amp; Families (ACF) and Health Insurance Portability and Accountability Act (HIPAA)</li> </ul>					

Key Features:

SEC 35	The solution should provide the ability to include a viewable online history of all changes made by User Account Managers as specified by the State.					
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Key Features:

**Technical Requirements Matrix - Registration**

Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Vendor	Testing Methodology
REG 01	The solution must use a web-based browser to establish and maintain and validate registration information for enrolling into the MIP system.					

Key Features:

<b>Technical Requirements Matrix - Registration</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor Vendor	or Testing Methodology
REG 02	The solution must perform various validations on a provider's NLR and MIP registrations and instruct the provider on how to correct errors, and where appropriate, allow the provider to correct them.					
Key Features:						
REG 03	The solution must allow the provider to navigate among registration screens to modify entered data without losing information.					
Key Features:						
REG 04	The solution must allow the provider to save a registration as a "work-in progress" to be completed at a later time.					
Key Features:						
REG 05	The solution must allow MLTC staff to enter notes and associate them with a provider's application.					
Key Features:						
REG 06	The solution must provide a method for collecting the name, address, phone number, and related contact information about the proxy/submitter acting on the behalf of the provider.					
Key Features:						
REG 07	The solution must require and capture the provider's National Provider Identifier (NPI) and Tax Identification Number (TIN).					
Key Features:						

<b>Technical Requirements Matrix - Registration</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor Vendor	or Testing Methodology
REG 08	The solution must require the provider to review the application prior to electronically signing and submitting the data as being correct.					
Key Features:						
REG 09	The solution must provide the ability for Provider Payment reassignment and validate that the payment assignee is a valid Medicaid provider.					
Key Features:						
REG 10	The solution must be able to manage data for group practices to attest to patient volume for the purpose of payment calculation.					
Key Features:						
REG 11	The solution must maintain a status of a provider's registration/payment application (e.g. denied, approved) for all conditions of the EHR incentive payment process.					
Key Features:						
REG 12	The solution must be able to track and manage a provider's eligibility and attestations for subsequent payment years within the program.					
Key Features:						
REG 13	The solution must allow providers to cancel their participation in the program. The solution must send an email notification to the provider confirming cancellation.					
Key Features:						

**Technical Requirements Matrix - Registration**

Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Vendor	Testing Methodology
REG 14	The solution must allow providers to maintain their demographic and related attestation information. The solution must maintain a history of this information for use in auditing and managing the program.					
Key Features:						
REG 15	The solution must be able to validate any changes that are made to the provider's application that may affect the provider's eligibility for payment.					
Key Features:						
REG 16	The solution must be able to record and store sufficient data to authenticate an electronic signature.					
Key Features:						
REG 17	The solution must be able to record and store a hospital's Medicare Cost Report information to be used in the payment calculation.					
Key Features:						

**Technical Requirements Matrix - Provider Attestation and Eligibility**

Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
ATT 01	The solution must manage the MIP attestation workflow timeline and warn the provider of timelines and activity dates that may impact a provider's eligibility or payment.					
Key Features:						

<b>Technical Requirements Matrix - Provider Attestation and Eligibility</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
ATT 02	The solution must provide the ability to store and maintain provider data to be used to validate a provider's credentials for participating in MIP.					
Key Features:						
ATT 03	The solution must allow attestation, based upon the provider type and year of the program participation.					
Key Features:						
ATT 04	The solution must capture State-requested supporting information from providers (document attachments).					
Key Features:						
ATT 05	The solution must validate at various checkpoints (e.g. NLR, other Nebraska interfaces) throughout the registration and payment processes to ensure payments will not be made to providers that are under exclusions or sanctions.					
Key Features:						
ATT 06	The solution must provide online screens to collect appropriate attestation information based upon Federal and State rules and validation parameters obtained through NLR and information supplied in the MIP Provider Master File.					
Key Features:						
ATT 07	The solution must determine eligibility based upon Federal and State HITECH program specifications.					
Key Features:						

<b>Technical Requirements Matrix - Provider Attestation and Eligibility</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
ATT 08	The solution must ensure that the provider's EHR system is certified by the Office of the National Coordinator (ONC) and that the system is adopted, implemented, or upgraded as defined by Federal definitions.					
Key Features:						
ATT 09	The solution must automatically calculate provider payment based upon Federal and State HITECH rules and guidance, data entered by the provider and data supplied from Nebraska Medicaid systems.					
Key Features:						
ATT 10	The solution must verify and track meaningful use (all stages) based upon State and Federal rules and guidance.					
Key Features:						
ATT 11	Capture and maintain attestations for patient volume thresholds; adopt, implement, or upgrade; and Meaningful Use.					
Key Features:						
ATT 12	The solution must issue electronic notices of denial, with information on how the provider may re-apply.					
Key Features:						

<b>Technical Requirements Matrix - Interfaces</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
IFC 01	The solution will interface with the CMS National Level Repository (NLR).					
Key Features:						
IFC 02	The solution will interface with Office of National Coordinator (ONC) Certified Health Information Technology (HIT) Product List (CHPL) website.					
Key Features:						
IFC 03	The solution will interface with the Nebraska Medicaid Management Information System (MMIS).					
Key Features:						
IFC 04	<p><b>NLR B-6 Transactions - Provider Registration Information</b></p> <p>The solution must be capable of receiving B-6 Transactions from the NLR.</p> <p>Transactions include updated and cancelled EPs, EHs, and Medicaid NLR registrations.</p> <p>The solution must validate the provider data from the NLR to data provided by the State and determine if the provider can be enrolled into the State's MIP system.</p>					
Key Features:						
IFC 05	<p><b>NLR B-7 Transactions - Registration Confirmation Information</b></p> <p>The solution must be capable of sending B-7 transactions to and from NLR to manage eligibility status updates for provider registration.</p>					
Key Features:						

<b>Technical Requirements Matrix - Interfaces</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
IFC 06	<p><b>NLR D-16 Transactions - Duplicate Payment/Exclusion Check Information</b></p> <p>The solution must be capable of sending and receiving D-16 Transactions to and from NLR to ensure prevention of duplicate payments for providers between Medicare and Medicaid, and between states.</p>					
Key Features:						
IFC 07	<p><b>NLR C-5 Transactions - Dually Eligible Hospital Attestation Information</b></p> <p>The solution must be capable of receiving C-5 Transactions to and from NLR to manage attestation of dually eligible hospitals.</p>					
Key Features:						
IFC 08	<p><b>NLR D-17 Transactions - Dually Eligible Hospital Cost Report Information</b></p> <p>The solution must be capable of receiving NLR D-17 transactions to manage cost report data elements utilized by CMS to determine Medicare hospital payments for dually eligible hospitals deemed eligible for the Medicare HITECH incentive payment.</p>					
Key Features:						

**Technical Requirements Matrix - Interfaces**

Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
IFC 09	<b>NLR D-18 Transactions - Incentive Payment Information</b> The solution must be capable of sending D-18 Transactions to NLR to manage incentive payments and adjustments Medicaid EPs, EHs, and dually eligible hospitals.					
Key Features:						
IFC 10	Nebraska Financial System The solution must provide transactions as defined by MLTC to issue Provider Incentive Payments. The solution must provide the ability to accept transactions as defined by MLTC to confirm payment has been issued.					
Key Features:						
IFC 11	The solution must interface with the Nebraska Financial and Accounting System to manage payment processing.					
Key Features:						

**Technical Requirements Matrix - Payment**

Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
PAY 01	The solution must allow EH to view calculated payments prior to submission, record and store the response, and if they agree or disagree with the calculation.					
Key Features:						

<b>Technical Requirements Matrix - Payment</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
PAY 02	The solution must allow State staff the ability to authorize and request a payment.					
Key Features:						
PAY 03	The solution must allow the State the ability to cancel a payment.					
Key Features:						
PAY 04	The solution must provide the ability for State staff to track payment adjustments and recoupments.					
Key Features:						
PAY 05	Prior to payment, the solution must send and receive a file (D-16) to and from the NLR to submit the amount that is intended to be paid and to receive information regarding duplicate payments and/or sanctions.					
Key Features:						
PAY 06	Prior to payment, the solution must provide the ability to perform final checks against Nebraska provider information to confirm that nothing should stop payment.					
Key Features:						
PAY 07	The solution must provide a payment voucher transaction to Nebraska's financial system to initiate payment to providers.					
Key Features:						
PAY 08	The solution must be able to receive confirmation of payment processing by the Nebraska financial system.					
Key Features:						

Technical Requirements Matrix - Payment						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
PAY 09	The solution must have the ability to generate 1099s.					
Key Features:						
PAY 10	Following disbursement and confirmation the solution must send an interface file (D-18) to the NLR to confirm and date of the EFT transaction.					
Key Features:						
PAY 11	Upon receipt of the D16 file, the solution must alert users (based on security roles) and provide a screen of providers to whom CMS has given authorization to make payment. The screen can be used for final request of payments.					
Key Features:						
PAY 12	The solution must ensure that the provider payments are made in accordance with the CMS EH MIP rules, which include: Year of participation of MU No more than a total of 6 years No EP or EH begins receiving payments after 2016 Incentive payments cease after 2021 EHs do not receive incentive payments after FY2016 unless the hospital received an incentive payment in the prior fiscal year Payments are made within 45 days of the receipt D-16 response file Incentive payments for hospitals are disbursed over three-year period.					

<b>Technical Requirements Matrix - Payment</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
Key Features:						
PAY 13	The solution must calculate yearly payments according to the provider participation year.					
Key Features:						
PAY 14	The solution must be able to calculate hospital payment amounts based on information that was entered from Medicare Cost Reports and defined calculation rules.					
Key Features:						

<b>Technical Requirements Matrix - Messaging</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
MES 01	The solution must have an online provider and State staff interfaces for creating news and alerts.					
Key Features:						
MES 02	The solution must have an area for provider and State staff to review historical news and alerts content.					
Key Features:						
MES 03	The solution must have an alerting function sufficient to gain the attention of provider and State staff upon logon.					
Key Features:						
MES 04	The solution must have the ability to distribute email notices to providers based on provider type and the ability to specify send date and frequency.					
Key Features:						

**Technical Requirements Matrix - Messaging**

Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
MES 05	The solution must have the ability to generate email notifications to providers upon change in registration status, payment authorization, change in appeal status, and significant related actions.					
Key Features:						
MES 06	The solution must allow functionality that will track application progress and notify provider of remaining items to be completed (along with necessary information required), either through screen notification or email notification if application is dormant for a period of time.					
Key Features:						

**Technical Requirements Matrix - Reporting**

Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
RPT 01	Data and trending information from the solution should be available for analysis in a web-based dashboard (or similar format) and reporting.					
Key Features:						
RPT 02	The solution should provide the ability to graphically represent current status of registration and payment and statistics of activities for program monitoring and management.					
Key Features:						

Technical Requirements Matrix - Reporting						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
RPT 03	The solution must provide ad-hoc report features to create reports grouped by period or date, provider type, geographical area, the HITECH Act meaningful use criteria, and/or payment workflow status (e.g. pending payment, in appeal, denied, cancelled, resubmitted, continued involvement in program after 1 year, etc.)					
Key Features:						
RPT 04	The solution must provide the ability to export report data.					
Key Features:						
RPT 05	The solution must be able to produce a variety of management reports, such as: Registration Activity Detail and Summary Reports Attestation Activity Detail and Summary Reports Payment Activity Detail and Summary Reports Various Auditing Activity Reports Clinical Meaningful Use/Clinical Quality Measures System utilization statistics Dispute and Appeals Activity Detail and Summary Reports Reassignment of Provider Payments Summary and Detail reports of workflow-related activities such as registration, payment authorization, and appeals, etc. Aging Report of payments authorized					

<b>Technical Requirements Matrix - Reporting</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
	by CMS via the D16 file for which an EP or EH has not been issued a payment					
Key Features:						
RPT 06	The solution should provide documentation, tracking, and reporting of the initiation, progress, and results of each appeal, audit, and fraud and abuse case.					
Key Features:						
RPT 07	The solution will produce a random sample of paid providers for use by the auditors					
Key Features:						
RPT 008	The solution should provide reporting to support completion of the CMS37 and CMS64 Accounting and CMS quarterly and annual reporting requirements.					
Key Features:						
RPT 09	The solution should support the recovery of lost or deleted data from backup in accordance with the Recovery Point Objective (RPO).					
Key Features:						
RPT 10	All system errors and exceptions should be written to a central error log or repository and be accessible to support system maintenance and troubleshooting.					
Key Features:						
RPT 11	The solution should support job scheduling to automate administrative tasks such as database backups.					

**Technical Requirements Matrix - Reporting**

Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
Key Features:						
RPT 12	The solution should be built upon an infrastructure that is easily upgradable through patches and point releases, including the upgrading of the software and all prerequisite infrastructure software and the application of data migration or update scripts.					
Key Features:						
RPT 13	The solution should support the posting of planned downtime notices and a maintenance model where all system access is denied to non-administrator users.					
Key Features:						

**Technical Requirements Matrix - Appeals**

Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
APP 01	The solution should allow for appeals information to be entered and tracked, including the reason for the appeal, supporting documentation and related information (e.g. eligibility, payment denial or payment amount, program exclusion, other, etc.), decisions, outcomes, appeal withdraws, the ability to add and retain comments, etc.					
Key Features:						

<b>Technical Requirements Matrix - Appeals</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
APP 02	The solution should allow for comments to be added by authorized users and maintain history by date, time, who entered the comments, etc.					
Key Features:						
APP 03	The solution should have the ability to send notifications to the provider and/or to State staff regarding appeals activity and outcomes.					
Key Features:						
APP 04	The solution should provide the provider and State the ability to check the status of the appeal at any time during the appeals process.					
Key Features:						

<b>Technical Requirements Matrix - Integration</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
INT 01	The solution should support real-time interfaces to transfer data between the solution and other systems.					
Key Features:						
INT 02	The solution should support file-based batch transfer and interfaces.					
Key Features:						
INT 03	The solution should include a data exchange layer that eliminates the need for hardwired point-to-point integrations.					
Key Features:						

<b>Technical Requirements Matrix - Integration</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
INT 04	All web services exposed by the solution should conform to the "WS-*" set of web services standards.					
Key Features:						
INT 05	The data exchange infrastructure should support multiple open standards and industry standard protocols, including Secure FTP (S-FTP), SOAP over HTTPS, and JMS/MQ messages.					
Key Features:						
INT 06	The solution should have the capability to provide guaranteed message delivery.					
Key Features:						
INT 07	The solution should provide the ability to report on interface transmissions (e.g., total number of records loaded, date of interface transmission, amount of time to execute the interface transmission, errors, and failures).					
Key Features:						
INT 08	The solution should provide the ability to import data into the system in multiple formats (e.g., XML, csv, fixed length ASCII, tab-delimited).					
Key Features:						

<b>Technical Requirements Matrix – Audit</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
AUD 01	The solution should create and retain an audit log tracking all successful and unsuccessful logins.					
Key Features:						
AUD 02	The solution should have the ability to provide reports on users, security groups, roles, settings, including login statistics.					
Key Features:						
AUD 03	The solution should maintain an audit log of all transactions (user- and system-initiated) which capture the user, date/time, and before/after values of data affected by the transaction.					
Key Features:						
AUD 04	The solution should capture and retain the data that was used to determine eligibility, payments, etc., at the point in time that the particular action took place. Subsequent changes to data elements should not over-write the values used to make a determination at a particular point in the past.					
Key Features:						
AUD 05	The solution should support the storing of the history of key data elements, including but not limited to member name, demographics, address, Social Security Number, and enrollment details, and provide a means of viewing changes to this data over time.					
Key Features:						

<b>Technical Requirements Matrix – Data Management</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
DMT 01	The solution should provide a flexible framework that allows the import and export of data using industry standard file transmission protocols.					
Key Features:						
DMT 02	Any ETL process should support rollback and/or reload functions when a batch job fails due to errors.					
Key Features:						
DMT 03	The solution should have the capability to add developer-defined fields.					
Key Features:						
DMT 04	The solution should have the capability to extend the data model in a manner that is compatible with solution upgrades.					
Key Features:						
DMT 05	The solution should have the capability within the base data model to store effective and expiration dates for items being tracked.					
Key Features:						
DMT 06	The solution should employ one defined set of data standards (e.g., consistent data schema, data element, data class, field lengths, data tables, view naming conventions).					
Key Features:						
DMT 07	The solution should provide consistency and validity checks on data elements at the database level.					
Key Features:						

<b>Technical Requirements Matrix – Data Management</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
DMT 08	The solution should provide a data history in accordance with state and federal law (7 years is the general requirement except where otherwise indicated).					
Key Features:						
DMT 09	The solution should provide the ability to archive records (i.e., remove from active system) based on administrator defined criteria.					
Key Features:						
DMT 10	The solution should provide the ability to return archived records to the active system based on user request and/or administrator defined criteria.					
Key Features:						
DMT 11	The solution should provide the ability to configure a retention schedule for records and documents.					
Key Features:						
DMT 12	The solution should provide full and incremental data backup and recovery capabilities.					
Key Features:						
DMT 13	The solution should include recovery procedures for all backups taken.					
Key Features:						

<b>Technical Requirements Matrix - Notification</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
NOT 01	All generated notifications/correspondence should be deliverable via the following channels: <ul style="list-style-type: none"> <li>• Online (viewable and printable through the web portal)</li> <li>• Email (secure/unsecure)</li> <li>• Printed and delivered by U.S. Mail</li> </ul>					
Key Features:						
NOT 02	The solution should provide a separate function that is used to send email notifications (that is, the application should not submit email messages to an SMTP server directly).					
Key Features:						
NOT 03	The Solution should allow authorized users to download correspondence from the online portal in a printable format (e.g. PDF) for printing on-demand and one-off mailings.					
Key Features:						
NOT 04	The solution should have the capability for on-demand document generation.					
Key Features:						
NOT 05	The solution should have the capability to integrate with the Hyland OnBase document management repository					
Key Features:						
NOT 06	The solution should have the capability to keep revision history of documents and provide an automated and integrated document review/approval/promotion process.					
Key Features:						

<b>Technical Requirements Matrix - Workflow/Business Process Management</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
BPM 01	The solution should have the capability to monitor business processes, transactions, communications, and other measures of business.					
Key Features:						
BPM 02	The solution should have the capability to configure Key Performance Indicators using pre-defined functions, algorithms, and displays.					
Key Features:						
BPM 03	The solution should have the capability to provide dashboard and other report types suitable for business activity monitoring including templates for common display types.					
Key Features:						
BPM 04	The solution should have the capability to provide workload statistics (e.g., work-in-process, queues, waiting-for-resources).					
Key Features:						
BPM 05	The solution should have the capability to automatically manage complex workflow patterns that are system-based, human-based, or a mixture of both.					
Key Features:						
BPM 06	The solution should have the capability to design and manage workflows, preferably using Business Process Model and Notation (BPMN).					
Key Features:						

<b>Technical Requirements Matrix - Workflow/Business Process Management</b>						
Req #	Requirement Description	Compliant	Availability	Availability Date	Prime, Subcontractor or Third Party Vendor	Testing Methodology
BPM 07	The solution should have the capability to store process designs with version control and multi-environment deployment functions.					
Key Features:						
BPM 08	The solution should provide the ability to schedule events (e.g., reminders, notification generation, business process execution, etc.).					
Key Features:						
BPM 09	The solution should provide the ability to associate the scheduled event with a system record (e.g., case record to an event).					
Key Features:						
BPM 10	The solution should provide the ability to attach documentation to the scheduled event.					
Key Features:						
BPM 11	The solution should provide the ability to notify a user of a scheduled event based on user-defined criteria (e.g., reminder time, delivery mechanism).					
Key Features:						
BPM 012	The solution should provide the ability to modify existing scheduled events (e.g., begin date, end date, frequency, and business process specific information).					
Key Features:						

## Form B.2 Deliverables

### Option 1: Internally-Hosted Solution

#### Request for Proposal Number 4485Z1

The Operational Requirements is a list of contract deliverables required by this RFP. Bidders are to provide a description of the deliverable and any other pertinent information about the deliverable. Bidders may include sample documents or outlines, sample screen shots or sample reports.

It is not sufficient for the bidder to simply state that it intends to meet the requirements of the Deliverable. DHHS will consider any such response to the requirements in this RFP to be non-responsive. The narrative should provide DHHS with sufficient information to differentiate the bidder's Operational solution from other bidders' solutions.

Bidders must ensure that the original requirement identifier and requirement description are maintained as provided by DHHS. Failure to maintain these elements may be ground for disqualification.

<b>1.0 Project Management</b>	
1.1	Project Management Strategy and Methodology
Response:	
1.2	Initial Project Management Plan
Response:	
1.3	Initial Project Work Plan
Response:	
1.4	Project Resource Staffing Plan
Response:	
1.5	Detailed Project Work Plan
Response:	
1.6	Quality Management Plan
Response:	
1.7	Project Work Plan Updates
Response:	
1.8	Project Status Report
Response:	
<b>2.0 Requirements Validation</b>	
2.1	Requirements Validation Strategy and Methodology
Response:	
2.2	Requirements Traceability Matrix
Response:	
2.3	Gap Analysis Document
Response:	

<b>3.0 System Configuration and Enhancement</b>	
3.1	System Configuration Strategy & Methodology
Response:	
3.2	System Architecture and Infrastructure Plan
Response:	
3.3	Infrastructure Upgrade Requirements
Response:	
3.4	Interface Development Plan
Response:	
3.5	System Enhancement Plan
Response:	
3.6	MIP Solution Deployment Plan
Response:	
3.7	Technical System Operating Procedures
Response:	
<b>4.0 System Testing</b>	
4.1	Testing Strategy and Methodology
Response:	
4.2	Test Execution Plan
Response:	
4.3	System Test Results and Test Complete Report
Response:	
4.4	Integration Test Results and Test Complete Report
Response:	
<b>5.0 Acceptance Testing</b>	
5.1	Acceptance & Performance Testing Strategy and Methodology
Response:	
5.2	Acceptance Test Plan
Response:	
5.3	Performance Test Plan
Response:	
5.4	Acceptance & Performance Test Result and Test Complete Report
Response:	
<b>6.0 Training and Knowledge Transfer</b>	
6.1	Training & Knowledge Transfer Strategy and Methodology
Response:	
6.2	Training & Knowledge Transfer Plan
Response:	
6.3	Training Materials – Technical Project Team
Response:	
6.4	Conduct Training – Technical Project Team
Response:	
6.5	Training Materials – Business Project Team
Response:	
6.6	Conduct Training – Business Project Team
Response:	

6.7	Conduct Knowledge Transfer
Response:	
6.8	Training Completion Report
Response:	
<b>7.0 Implementation</b>	
7.1	Implementation Strategy and Methodology
Response:	
7.2	Implementation Plan
Response:	
7.3	Implementation Assurance Plan
Response:	
7.4	Operational Readiness Report
Response:	
7.5	Maintenance & Support Strategy and Methodology
Response:	
7.6	Maintenance & Support Plan
Response:	

**Form B.3  
Total Costs**

**Option 1: Internally-Hosted Solution**

**Request for Proposal Number 4485Z1**

The Bidder must complete this Cost Sheet for the proposed Option 1: Internally-Hosted Solution.

Line #		Year 1	Year 2	Year 3
1	Total cost of implementation planning, management and execution necessary to implement the proposed solution according to deliverables.			
2	Total cost of hardware and product license(s) necessary for the <b>State</b> to provide the proposed solution.			
3	Total cost of post-implementation, annual maintenance and support necessary to support and maintain the proposed solution. <b>(Annual cost will be divided into monthly installments for payment.)</b>			
<b>TOTAL</b>				

**Contract Renewal Option Costs**

Costs for optional renewals of the contract are to be listed. DHHS is not committing to renewing the contract by requiring this information.

	Renewal Period 1		Renewal Period 2		Renewal Period 3	
	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
Annual Cost						

\*Annual cost will be divided into monthly installments for payment.

**Form B.3.1  
Deliverable Fixed Cost Breakdown**

**Option 1: Internally-Hosted Solution**

**Request for Proposal Number 4485Z1**

Deliverable Cost Breakdown: Please indicate total fixed price for each deliverable. The deliverables will be paid as fixed payments upon completion and acceptance of tasks contained in the deliverable.

The payment schedule for the project is tied to fixed lump sum payments for the completion and acceptance of related deliverables, and subsequent equal monthly payments after implementation of the proposed solution. The bidder must propose a fixed cost per deliverable milestone in the Cost Proposal (see appropriate appendix according to proposed solution). The bidder must also include the monthly amount for post-implementation maintenance in the Cost Proposal (see appropriate appendix according to proposed solution). No invoice will be approved unless the associated deliverables have been approved.

Line	Deliverable	Cost
1	1.0 Project Management (1.1-1.8)	_____ total
2	2.0 Requirements Validation (2.1-2.3)	_____ total
3	3.0 System Configuration (3.1-3.7)	_____ total
4	4.0 System Testing (4.1-4.4)	_____ total
5	5.0 Acceptance Testing (5.1-5.4)	_____ total
6	6.0 Training and Knowledge Transfer (6.1-6.8)	_____ total
7	7.0 Implementation (7.1-7.6)	_____ total

**Form B.3.2  
Deliverable Payment Breakdown**

**Option 1: Internally-Hosted Solution**

**Request for Proposal Number 4485Z1**

All requirements and deliverables defined in RFP Section IV “Project Description and Scope of Work” must be accomplished within the timetable proposed by the Bidder and accepted by the DHHS.

Bidder’s total cost must include all costs associated with achieving the deliverables set forth in the table below. Contractor’s payments will be based on the deliverables and proposed expected payment per milestone set forth in the table below.

Line #	Key Payment Deliverables	Payment
<b>1.0 Project Management</b>		
1.1	Project Management Strategy and Methodology	\$
1.2	Project Management Plan	\$
1.3	Project Work Plan	\$
1.4	Project Resource Staffing Plan	\$
1.5	Detailed Project Work Plan	\$
1.6	Quality Management Plan	\$
1.7	Project Work Plan Updates	\$
1.8	Project Status Report	\$
<b>2.0 Requirements Validation</b>		
2.1	Requirements Validation Strategy and Methodology	\$
2.2	Requirements Traceability Matrix	\$
2.3	Gap Analysis Document	\$
<b>3.0 System Configuration and Enhancement</b>		
3.1	System Configuration Strategy & Methodology	\$
3.2	System Architecture and Infrastructure Plan	\$
3.3	Infrastructure Upgrade Requirements	\$
3.4	Interface Development Plan	\$
3.5	System Enhancement Plan	\$
3.6	MIP Solution Deployment Plan	\$
3.7	Technical System Operating Procedures	\$
<b>4.0 System Testing</b>		
4.1	Testing Strategy and Methodology	\$
4.2	Test Execution Plan	\$
4.3	System Test Results and Test Complete Report	\$
4.4	Integration Test Results and Test Complete Report	\$

<b>5.0 Acceptance Testing</b>		
5.1	Acceptance & Performance Testing Strategy and Methodology	\$
5.2	Acceptance Test Plan	\$
5.3	Performance Test Plan	\$
5.4	Acceptance & Performance Test Result and Test Complete Report	\$
<b>6.0 Training and Knowledge Transfer</b>		
6.1	Training & Knowledge Transfer Strategy and Methodology	\$
6.2	Training & Knowledge Transfer Plan	\$
6.3	Training Materials – Technical Project Team	\$
6.4	Conduct Training – Technical Project Team	\$
6.5	Training Materials – Business Project Team	\$
6.6	Conduct Training – Business Project Team	\$
6.7	Conduct Knowledge Transfer	\$
6.8	Training Completion Report	\$
<b>7.0 Implementation</b>		
7.1	Implementation Strategy and Methodology	\$
7.2	Implementation Plan	\$
7.3	Implementation Assurance Plan	\$
7.4	Operational Readiness Report	\$
7.5	Maintenance & Support Strategy and Methodology	\$
7.6	Maintenance & Support Plan	\$

**Form B.3.3  
Fixed Hourly Rates**

**Option 1: Internally-Hosted Solution**

**Request for Proposal Number 4485Z1**

Every job title identified in RFP Section V.A.3.i., SUMMARY OF BIDDER'S PROPOSED PERSONNEL/MANAGEMENT APPROACH, must be listed below and fixed all inclusive hourly rates assigned. The annual allotment of hours according to RFP Section V.B.3 FIXED HOURLY RATES is 100 hours. These rates shall remain fixed for the life of the contract, including any optional renewal periods.

Job Title	All Inclusive Hourly Rate
Example: <i>Project Manager</i>	\$ per hour
	\$ per hour

**Form B.4**  
**Bidder Equipment, Software, Tools, Equipment, Licenses**

**Option 1: Internally-Hosted Solution**

**Request for Proposal Number 4485Z1**

Hardware, software and tools required for **Bidder** to support Option 1: Internally-Hosted Solution.

Detailed specifications are required.

Qty	Item (version, model number, etc.)	Description/Purpose	Total
	<b>Hardware</b>		
	Sub-Total		

Qty	Item (version, model number, etc.)	Description/Purpose	Total
	Software and Tools ( <b>one-time</b> license costs)		
	Sub-Total		

Qty	Item (version, model number, etc.)	Description/Purpose	Total
	Software and Tools ( <b>ongoing</b> license and update costs)		
	Sub-Total		

<b>Total</b>	
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**Form B.5  
DHHS Equipment**

**Option 1: Internally-Hosted Solution**

**Request for Proposal Number 4485Z1**

Hardware required for **DHHS** to support Option 1: Internally-Hosted Solution

Detailed specifications are required.

Qty	Item (version, model number, etc.)	Description/Purpose	Total
	<b>Hardware</b>		
	Sub-Total		

Qty	Item (version, model number, etc.)	Description/Purpose	Total
	Software and Tools ( <b>one-time</b> license costs)		
	Sub-Total		

Qty	Item (version, model number, etc.)	Description/Purpose	Total
	Software and Tools ( <b>ongoing</b> license and update costs)		
	Sub-Total		

<b>Total</b>	
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NOTE: DHHS reserves the right to procure hardware through State purchasing contracts, if desired.