

RFP 5330Z1 - Attachment A – Deliverables Catalog

Instructions

Complete this deliverable catalog for each deliverable the bidder proposes to provide for this project. The State has identified a minimum set of deliverables for this project. The bidder should include additional bidder proposed deliverables. Instructions for completing the Deliverables Catalog are in the table below.

NOTE: All deliverables in this catalog should be included in Appendix D - Cost Proposal Sheet.

Column Heading	Instruction
IMS WBS ID	Provide the Work Breakdown Structure ID from the proposed IMS in this column.
Related Proposal Response Section	Include the section numbering of the proposal response section in which the deliverable is referenced and described. The alignment of the RFP sections to be addressed in each Proposal Response Section are included in Appendix B – Technical Proposal Format Instructions.
Related RFP Appendix A - Statement of Work Section	This column has been included for reference only. This is the RFP Appendix A - Statement of Work Section that pertains to the deliverable. The bidder does not need to fill this in for additional bidder proposed deliverables.
Deliverable Name	Provide the name of the deliverable. If the name of the deliverable is abbreviated in the IMS, please provide the IMS abbreviated task name in parenthesis. The deliverable name should match the deliverable name used in the bidder's proposal sections.
Deliverable Description	Provide a summary description of the deliverable
Deliverable Type	Provide the type of deliverable in the catalog. The options for type are: <ul style="list-style-type: none"> • Document • Tested Product • Environment • Other
Deliverable Format	Describe the format in which the deliverable will be submitted. I.e., if the deliverable is a document, will it be provided in pdf, Visio, Word, Excel, etc.
Frequency	Include the frequency of submission for the deliverable: <ul style="list-style-type: none"> • Singular – Deliverable has a singular point-in-time submission and is not intended to be maintained with frequency. For example, the DDI test plan may be singular depending on the bidder's approach. • Weekly – Deliverable is regularly updated and provided on a weekly basis. An example would include a weekly status report. • Monthly - Deliverable is regularly updated and provided on a monthly basis. An example would include a monthly status report. • Quarterly - Deliverable is regularly updated and provided on a quarterly basis. An example would include a quarterly status report. • Yearly – Deliverable is updated on an annual basis. An example would include an annual business plan. • Initial Deliverable and Modification – Deliverable is generally static unless a change request impacts the deliverable. An example would include a user manual.
Deliverable Size	The purpose for this column is to provide the State with understanding of the review effort that will be necessary for a deliverable. Provide the expected size of the deliverable. If the deliverable is a document, include the expected page volume. If the deliverable is tested product, provide the number of screens, rules, etc. If the deliverable is an Environment, the column is not applicable.
Deliverable Review Time	Provide the bidder's proposed review time period for the State's initial review. During the evaluation, the State will review the proposed review time for reasonableness.

RFP 5330Z1 - Attachment A – Deliverables Catalog

Column Heading	Instruction
Review Method / bidder Support	Provide the bidder's proposed review method for the deliverable. Identify any bidder proposed support for the review process (i.e. walkthrough, demonstration, etc.)

For non-documentation deliverables, provide a clear explanation of how the bidder will provide the deliverable in a manner in which the State can review, comment upon, and approve the deliverable. Include examples to the extent possible.

The Deliverables Catalog is organized by the four project phases:

- DDI Deliverables
- Initial Operations and Certification Planning Deliverables
- Operations Deliverables
- Turnover Deliverables

DDI Deliverables

IMS WBS ID	Related Proposal Response Section	Related RFP Appendix A - Statement of Work Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Bidder Support
	Section 4.2 - Project Management Systems Development Life Cycle (SDLC)	RFP Appendix A – Statement of Work Section II.B	Project Management Plan(s)	A holistic plan or series of plans describing the strategies, tactics, and procedures by which the project will be managed.	Document		Singular			
	Section 4.2 - Project Management Systems Development Life Cycle (SDLC)	RFP Appendix A – Statement of Work Section II.B	Initial Integrated Master Schedule (IMS)	The detailed project work plan / schedule with necessary work for all entities integrated.	Document		Singular			
	Section 4.2 - Project Management Systems Development Life Cycle (SDLC)	RFP Appendix A – Statement of Work Section II.B	Integrated Master Schedule	Updates to the detailed project work plan / schedule with necessary work for all entities integrated.	Document		Weekly			
	Section 4.2 - Project Management Systems Development Life Cycle (SDLC)	RFP Appendix A – Statement of Work Section II.B	DMA Audit and Control Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of audit and control within the DMA environment.	Document		Initial Deliverable and Modification			

RFP 5330Z1 - Attachment A – Deliverables Catalog

IMS WBS ID	Related Proposal Response Section	Related RFP Appendix A - Statement of Work Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Bidder Support
	Section 4.2 - Project Management Systems Development Life Cycle (SDLC)	RFP Appendix A – Statement of Work Section II.B	Data Management Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Management for the DMA environment.	Document		Initial Deliverable and Modification			
	Section 4.2 - Project Management Systems Development Life Cycle (SDLC)	RFP Appendix A – Statement of Work Section II.B	Data Governance Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Governance for the DMA environment.	Document		Initial Deliverable and Modification			
	Section 4.2 - Project Management Systems Development Life Cycle (SDLC)	RFP Appendix A – Statement of Work Section II.B	Master Data Management Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Master Data Management within the DMA environment.	Document		Initial Deliverable and Modification			
	Section 4.2 - Project Management Systems Development Life Cycle (SDLC)	RFP Appendix A – Statement of Work Section II.B	Data Modeling Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Modeling within the DMA environment.	Document		Initial Deliverable and Modification			
	Section 4.2 - Project Management Systems Development Life Cycle (SDLC)	RFP Appendix A – Statement of Work Section II.B	DMA Data Models	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Integration within the DMA environment.	Other		Initial Deliverable and Modification			

RFP 5330Z1 - Attachment A – Deliverables Catalog

IMS WBS ID	Related Proposal Response Section	Related RFP Appendix A - Statement of Work Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Bidder Support
	Section 4.2 - Project Management Systems Development Life Cycle (SDLC)	RFP Appendix A – Statement of Work Section II.B	Data Integration Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Integration within the DMA environment.	Document		Initial Deliverable and Modification			
	Section 4.2 - Project Management Systems Development Life Cycle (SDLC)	RFP Appendix A – Statement of Work Section II.B	Data Sharing Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Sharing within the DMA environment.	Document		Initial Deliverable and Modification			
	Section 4.2 - Project Management Systems Development Life Cycle (SDLC)	RFP Appendix A – Statement of Work Section II.B	Data Transformation Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Transformation within the DMA environment.	Document		Initial Deliverable and Modification			
	Section 4.2 - Project Management Systems Development Life Cycle (SDLC)	RFP Appendix A – Statement of Work Section II.B	Infrastructure and Solution Lifecycle Management (ISLM) Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of the DMA Infrastructure and Solution Lifecycle Management (ISLM).	Document		Initial Deliverable and Modification			
	Section 4.3 - Performance and Status Reporting	RFP Appendix A – Statement of Work Section II.C	Monthly Status Report	Document providing the status of the project on a monthly basis. Payment of the monthly deliverable includes timely submission of weekly status reports and weekly submission of updated IMS.	Document		Monthly			
	Section 4.3 - Performance and Status Reporting	RFP Appendix A – Statement of Work Section II.C	Weekly Status Report	Document providing the status of the project on a weekly basis.	Document		Weekly			

RFP 5330Z1 - Attachment A – Deliverables Catalog

IMS WBS ID	Related Proposal Response Section	Related RFP Appendix A - Statement of Work Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Bidder Support
	Section 4.3 - Performance and Status Reporting	RFP Appendix A – Statement of Work Section II.C	Quarterly Status Report	Document providing the status of the project on a quarterly basis.	Document		Quarterly			
	Section 4.5 - Quality Assurance and Monitoring	RFP Appendix A – Statement of Work Section II.E	Comprehensive Quality Assurance Plan	A plan that will ensure quality within the project and monitor, test, and audit the projects products prior to delivery	Document		Singular			
	Section 4.5 - Quality Assurance and Monitoring	RFP Appendix A – Statement of Work Section II.E	Comprehensive Test Plan	Document providing step by step outline of how testing will play out.	Document		Singular			
	Section 4.5 - Quality Assurance and Monitoring	RFP Appendix A – Statement of Work Section II.E	Quality Assurance Procedures	Document providing steps on how quality assurance is achieved.	Document		Singular			
	Section 4.6 - Change Management	RFP Appendix A – Statement of Work Section II.F	Detailed Accounting	List of the work performed by each individual billing time to the change requests to be included in weekly status report.	Document		Weekly			
	Section 4.6 - Change Management	RFP Appendix A – Statement of Work Section II.F	Change Management Plan	Document providing step by step outline of how change will be managed by the bidder.	Document		Singular			
	Section 4.7 - Data Conversion and Data Load	RFP Appendix A – Statement of Work Section II.G	Data Conversion and Load Plan	Document providing step by step outline of how data will be converted and loaded.	Document		Singular			
	Section 4.7 - Data Conversion and Data Load	RFP Appendix A – Statement of Work Section II.G	Data Conversion Specifications	Compilation of all instructions indicating how data from all data sources will be transformed from the input file to the physical data model within the DMA.	Document		Singular			
	Section 4.7 - Data Conversion and Data Load	RFP Appendix A – Statement of Work Section II.G	Data Conversion Mappings	Compilation of all conversion mappings for all data sources showing where each legacy data element will reside in the new solution.	Document		Singular			
	Section 4.7 - Data Conversion and Data Load	RFP Appendix A – Statement of Work Section II.G	Data Conversion Execution Packages	All related testing materials packaged including information on the process, methods, logic, data sets converted, quality findings, and test results.	Document		Singular			
	Section 4.8 - Environments	RFP Appendix A – Statement of Work Section II.H	Infrastructure and Architecture Plan	Document showing how all the environments and other components are related including network connectivity and security.	Document		Singular			

RFP 5330Z1 - Attachment A – Deliverables Catalog

IMS WBS ID	Related Proposal Response Section	Related RFP Appendix A - Statement of Work Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Bidder Support
	Section 4.9 - Disaster Recovery	RFP Appendix A – Statement of Work Section II.I	Disaster Recovery Plan	Document that provides step by step outline on how to recover from a disaster.	Document		Singular			
	Section 4.11 - Organizational Staffing	RFP Appendix A – Statement of Work Section II.K	Resource Utilization Matrix	Identifies resource use expectations by month (i.e. hours by position including actuals vs planned for previous months. Matrix is to be included in the monthly status report deliverable for payment.	Document		Monthly			
	Section 4.12 - Documentation	RFP Appendix A – Statement of Work Section II.L	Companion Guides	Documents defining how to entities external to the DMA are to populate the HIPAA transaction formats for submission to the DMA.	Document		Singular			
	Section 4.12 - Documentation	RFP Appendix A – Statement of Work Section II.L	User Documentation	Documents that describe in detail how to use the system	Document		Singular			
	Section 4.12 - Documentation	RFP Appendix A – Statement of Work Section II.L	System Documentation	Documents that describe the design and configuration of the system in detail	Document		Singular			
	Section 4.14 - System Readiness	RFP Appendix A – Statement of Work Section II.N	System Readiness Test Plan	Document that provides the plan, approach, preparation for, and step by step outline of system readiness testing.	Document		Singular			
	Section 4.14 - System Readiness	RFP Appendix A – Statement of Work Section II.N	System Readiness Test Results	A document summarizing the results of system readiness testing as well as provided detailed results of the readiness test cases. Document also identifies and describes any defects unresolved, defect severity, production impact, and proposed resolution approach and timeframe.	Test Product		Singular			
	Section 4.14 - System Readiness	RFP Appendix A – Statement of Work Section II.N	Signed Attestation	A document stating that the system is ready to begin system readiness testing.	Test Product		Singular			
	Section 4.15 - Operational Readiness	RFP Appendix A – Statement of Work Section II.O	Operational Readiness Plan	Document that provides the plan, approach, preparation for, and step by step outline of operational readiness testing	Document		Singular			
	Section 4.15 - Operational Readiness	RFP Appendix A – Statement of Work Section II.O	Business and Technical Operating Procedures	Document that includes step-by-step business and technical operating procedures for the solution.	Document		Singular			

RFP 5330Z1 - Attachment A – Deliverables Catalog

IMS WBS ID	Related Proposal Response Section	Related RFP Appendix A - Statement of Work Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Bidder Support
	Section 4.15 - Operational Readiness	RFP Appendix A – Statement of Work Section II.O	Operational Readiness Report	Document that provides a certification by the DMA bidder of readiness for operations, identifying any remaining defects, production impacts, and proposed resolution approach and timeframe.	Test Product		Singular			
	Section 4.16 - Privacy and Security	RFP Appendix A – Statement of Work Section II.P	Privacy and Security Plan	Document that provides step by step outline of how Privacy and Security of information is safe guarded.	Document		Singular			
	Section 4.16 - Privacy and Security	RFP Appendix A – Statement of Work Section II.P	Third party cyber security assessment	An assessment made by an external entity on the security of the solution.	Document		Singular			
	Section 4.17 - Implementation and Contingency	RFP Appendix A – Statement of Work Section II.Q	Implementation and Contingency Plan	Document that provides step by step process for cutover to production as well as contingency plans for addressing identified risks including back-out plans..	Document		Singular			
	Section 4.17 - Implementation and Contingency	RFP Appendix A – Statement of Work Section II.Q	Post Implementation Report	Document that provides information regarding hardware, network, software or operations issues during implementation and approach and timeframe for resolution.	Document		Singular			

RFP 5330Z1 - Attachment A – Deliverables Catalog

Initial Operations and Certification Planning Deliverables

IMS WBS ID	Related Proposal Response Section	Related RFP Appendix A - Statement of Work Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Bidder Support
	Section 5.2 – Initial Operations Support and Management	RFP Appendix A – Statement of Work Section III.B	Initial Operations Support and Management Plan	A document that describes the approach and detailed process for monitoring initial operations, and reporting, tracking, resolving, and communicating resolution to identified issues.	Document		Singular			
	Section 5.3 – CMS Certification	RFP Appendix A – Statement of Work Section III.C	CMS Certification Plan	Document that provides step by step outline of how Certification will be enacted and executed.	Document		Singular			
	Section 5.3 – CMS Certification	RFP Appendix A – Statement of Work Section III.C	Certification Materials	Materials required to support the certification process.	Document		Singular			
	Section 5.4 – Organizational Staffing	RFP Appendix A – Statement of Work Section III.D	Resource Utilization Matrix	Identifies resource use expectations by month (i.e. hours by person including actuals vs planned for previous months)	Document		Monthly			
	Section 5.5 – User Support	RFP Appendix A – Statement of Work Section III.E	User Support Plan	A document that describes the approach and detailed process for handling user support.	Document		Singular			
	Section 5.6 – Contingency Planning	RFP Appendix A – Statement of Work Section III.F	Contingency Plan	Document that provides step by step outline of how Contingency will be enacted and executed.	Document		Singular			

RFP 5330Z1 - Attachment A – Deliverables Catalog

Operations Deliverables

IMS WBS ID	Related Proposal Response Section	Related RFP Appendix A - Statement of Work Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Contractor Support
	Section 6.2 - Project Management and Systems Development Life Cycle	RFP Appendix A – Statement of Work Section IV.B	Operational Project Management Plan	An Operational Project Management Plan describing the strategies, tactics, and procedures by which daily operations will be managed, while maintaining the production system and implementing changes to the production system.	Document		Initial Deliverable and Modification			
	Section 6.2 - Project Management and Systems Development Life Cycle	RFP Appendix A – Statement of Work Section IV.B	Operational System Development Life Cycle Plan	Operational System Development Life Cycle Plan; defining the methodologies, approach, and processes that will be followed during each phase of the SDLC.	Document		Initial Deliverable and Modification			
	Section 6.2 - Project Management and Systems Development Life Cycle	RFP Appendix A – Statement of Work Section IV.B	Operations Integrated Master Schedule	An Integrated Master Schedule for all planned system releases; addressing each phase the SDLC and identifying all integration points and dependencies between all contractors and the State including interfaces, inputs, and outputs that the bidder requires from other contractors, the State, or other impacted entities.	Document		Initial Deliverable and Modification			
	Section 6.2 - Project Management and Systems Development Life Cycle	RFP Appendix A – Statement of Work Section IV.B	Operational Communications Management Plan	Document providing steps needed to effectively communicate during the operations phase of the project.	Document		Initial Deliverable and Modification			
	Section 6.3 - Performance and Status Reporting	RFP Appendix A – Statement of Work Section IV.C	Weekly Status Reports	Document providing the status of the Operations on a weekly basis.	Document		Weekly			
	Section 6.3 - Performance and Status Reporting	RFP Appendix A – Statement of Work Section IV.C	Monthly Status Reports	Document providing the status of the Operations on a monthly basis.	Document		Monthly			
	Section 6.3 - Performance and Status Reporting	RFP Appendix A – Statement of Work Section IV.C	Quarterly Status Reports	Document providing the status of the Operations on a quarterly basis.	Document		Quarterly			
	Section 6.3 - Performance and Status Reporting	RFP Appendix A – Statement of Work Section IV.C	Performance Measures Report	Document providing the last 18 months of performance statistics.	Document		Monthly			

RFP 5330Z1 - Attachment A – Deliverables Catalog

IMS WBS ID	Related Proposal Response Section	Related RFP Appendix A - Statement of Work Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Contractor Support
	Section 6.4 – Deliverables	RFP Appendix A – Statement of Work Section IV.D	Deliverable Status Report	Document detailing the status of all deliverables. Submitted as part of the monthly status report.	Document		Monthly			
	Section 6.5 - Quality Assurance and Monitoring	RFP Appendix A – Statement of Work Section IV.E	Operation Quality Management Plan	Document providing steps to maintain Quality throughout the Operations Phase.	Document		Initial Deliverable and Modification			
	Section 6.6 - Change Management	RFP Appendix A – Statement of Work Section IV.F	Operational System Release Schedule	A monthly report to the State of all projected system modifications that will be implemented in the upcoming months. At a minimum, the report will include the projected schedule, estimated hours, cost, and resources. Submitted as part of the monthly status report.	Document		Monthly			X
	Section 6.6 - Change Management	RFP Appendix A – Statement of Work Section IV.F	Change Management Plan	Document that provides approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects	Document		Initial Deliverable and Modification			
	Section 6.6 - Change Management	RFP Appendix A – Statement of Work Section IV.F	IMS	Updates to the detailed project work plan / schedule with necessary work for all entities integrated.	Document		Initial Deliverable and Modification			
	Section 6.6 - Change Management	RFP Appendix A – Statement of Work Section IV.F	Detailed Accounting	List of the work performed by each individual billing time to the change requests within the monthly status report.	Document		Monthly			
	Section 6.6 - Change Management	RFP Appendix A – Statement of Work Section IV.F	Monthly Status Report	Document providing the status of the system changes on a monthly basis.	Document		Monthly			
	Section 6.7 – Data and Record Retention	RFP Appendix A – Statement of Work Section IV.G	Data Reconciliation Plan	Document providing the steps to ensure data is accurate.	Document		Singular			
	Section 6.7 – Data and Record Retention	RFP Appendix A – Statement of Work Section IV.G	Data Retention and Archive Plan	Document providing the steps to ensure data is accurate.	Document		Singular			
	Section 6.8 - Business Continuity and Disaster Recovery	RFP Appendix A – Statement of Work Section IV.H	Business Continuity and Disaster Recovery Plan	Document that provides approach to continuing business and avoid failures as well as the steps to recover the services if a disaster occurs.	Document		Yearly			

RFP 5330Z1 - Attachment A – Deliverables Catalog

IMS WBS ID	Related Proposal Response Section	Related RFP Appendix A - Statement of Work Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Contractor Support
	Section 6.9 - Facility	RFP Appendix A – Statement of Work Section IV.I	Operations Facility Plan	Document that provides step by step outline of how the Facility will be managed and maintained.	Document		Initial Deliverable and Modification			
	Section 6.10 - Organizational Staffing	RFP Appendix A – Statement of Work Section IV.J	Staffing Plan	Plan identifies key position qualifications, expected number of resources per position, and hours expected per resource.	Document		Initial Deliverable and Modification			
	Section 6.11 - Documentation	RFP Appendix A – Statement of Work Section IV.K	Business and Technical Operation Procedures	Document that includes step-by-step business and technical operating procedures for the solution.	Document		Initial Deliverable and Modification			
	Section 6.11 - Documentation	RFP Appendix A – Statement of Work Section IV.K	Companion Guides	Documents defining how to entities external to the DMA are to populate the HIPAA transaction formats for submission to the DMA.	Document		Initial Deliverable and Modification			
	Section 6.11 - Documentation	RFP Appendix A – Statement of Work Section IV.K	DMA System Documentation	Documents that describe the design and configuration of the system in detail	Document		Initial Deliverable and Modification			
	Section 6.11 - Documentation	RFP Appendix A – Statement of Work Section IV.K	DMA User Manuals	Documents that provide users with details on how to utilize the solution.	Document		Initial Deliverable and Modification			
	Section 6.13 - Privacy and Security	RFP Appendix A – Statement of Work Section IV.M	Privacy and Security Management Plan	Document that provides step by step outline of how Privacy and Security of information is safe guarded.	Document		Initial Deliverable and Modification			
	Section 6.13 - Privacy and Security	RFP Appendix A – Statement of Work Section IV.M	Independent Security Audit Results	Results of the annual audit that covers internal controls and other system functions.	Other		Annual			
	Section 6.13 - Privacy and Security	RFP Appendix A – Statement of Work Section IV.M	Privacy and Security Policies and Procedures	Document detailing the policies and procedures for privacy and security.	Document		Initial Deliverable and Modification			
	Section 6.14.4 - Managing Queries and Reports – Predefined and Ad-Hoc	RFP Appendix A – Statement of Work Section IV.N.4	CMS Federal Quarterly and Annual Reports	Federally required Quarterly and Annual reports.	Document		Quarterly / Annual			

RFP 5330Z1 - Attachment A – Deliverables Catalog

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	Section 6.14.5 – Program Integrity	RFP Appendix A – Statement of Work Section IV.N.5	Algorithm Library	A library containing sets of instructions for each algorithm for program integrity.	Document		Initial Deliverable and Modification			
	Section 6.15.1 – General	RFP Appendix A – Statement of Work Section IV.O.1	Services Catalog and Registry	Document describing the services provided and details the performance, functionality, costs, and delivery model.	Document		Initial Deliverable and Modification			
	Section 6.15.2 – Data Management	RFP Appendix A – Statement of Work Section IV.O.2	Data Management Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Management for the DMA environment.	Document		Initial Deliverable and Modification			
	Section 6.15.3 – Data Governance	RFP Appendix A – Statement of Work Section IV.O.3	Data Governance Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Governance for the DMA environment.	Document		Initial Deliverable and Modification			
	Section 6.15.4 – Master Data Management	RFP Appendix A – Statement of Work Section IV.O.4	Master Data Management Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Master Data Management within the DMA environment.	Document		Initial Deliverable and Modification			
	Section 6.15.5. – Data Models	RFP Appendix A – Statement of Work Section IV.O.5	Data Modeling Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Modeling within the DMA environment.	Document		Initial Deliverable and Modification			

RFP 5330Z1 - Attachment A – Deliverables Catalog

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	Section 6.15.5. – Data Models	RFP Appendix A – Statement of Work Section IV.O.5	DMA Data Models	Documentation and illustrations of the DMA data to include, but not limited to, data elements, data dimensions, structures and their relationships.	Other		Initial Deliverable and Modification			
	Section 6.15.6 – Data Integration	RFP Appendix A – Statement of Work Section IV.O.6	Data Integration Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Integration within the DMA environment.	Document		Initial Deliverable and Modification			
	Section 6.15.7 – Data Sharing	RFP Appendix A – Statement of Work Section IV.O.7	Data Sharing Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Sharing within the DMA environment.	Document		Initial Deliverable and Modification			
	Section 6.15.8 – Data Exchanges & Interfaces	RFP Appendix A – Statement of Work Section IV.O.8	Interface Control Documents	Documents that provide specifications and service level agreements for each data exchange and interface.	Document		Initial Deliverable and Modification			
	Section 6.15.8 – Data Exchanges & Interfaces	RFP Appendix A – Statement of Work Section IV.O.8	Interface Control Document Catalog	Document that provides an index and specifications of each data exchange and interface.	Document		Initial Deliverable and Modification			
	Section 6.15.9 – Data Transformation	RFP Appendix A – Statement of Work Section IV.O.9	Data Transformation Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of Data Transformation within the DMA environment.	Document		Initial Deliverable and Modification			
	Section 6.15.9 – Data Transformation	RFP Appendix A – Statement of Work Section IV.O.9	Data Transformation Catalog	Document that provides an index and specifications of each data transformation.	Document		Initial Deliverable and Modification			

RFP 5330Z1 - Attachment A – Deliverables Catalog

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	Section 6.15.13 – DMA Auditing and Controls	RFP Appendix A – Statement of Work Section IV.O.13	DMA Audit and Control Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of audit and control within the DMA environment.	Document		Initial Deliverable and Modification			
	Section 6.15.14 – DMA Infrastructure and Lifecycle Management	RFP Appendix A – Statement of Work Section IV.O.14	Infrastructure and Solution Lifecycle Management (ISLM) Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the initiation, management, and operations of the DMA Infrastructure and Solution Lifecycle Management (ISLM).	Document		Initial Deliverable and Modification			
	Section 6.15.14 – DMA Infrastructure and Lifecycle Management	RFP Appendix A – Statement of Work Section IV.O.14	Annual System Refresh Plan	Plan document that includes approach, strategy, architecture, methodology, process, tools, resourcing, quality and contingency aspects with respect to the annual system refresh for the DMA environment.	Document		Annual			

Turnover Deliverables

IMS WBS ID	Related Proposal Response Section	Related RFP Appendix A - Statement of Work Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Bidder Support
	Section 7.2 – Turnover Planning	RFP Appendix A – Statement of Work Section V.B	Turnover Plan	A document describing turnover strategy, methodology, process, tools, quality and contingency aspects	Document		Singular			
	Section 7.3 – Project Management and Systems Development Life Cycle	RFP Appendix A – Statement of Work Section V.C	Turnover Requirements Document	Document identifying roles, responsibilities and requirements for the State and/or successor contractor to complete a successful turnover process	Document		Singular			

RFP 5330Z1 - Attachment A – Deliverables Catalog

IMS WBS ID	Related Proposal Response Section	Related RFP Appendix A - Statement of Work Section	Deliverable Name	Deliverable Description	Deliverable Type	Format	Frequency	Deliverable Size	Review Time Period	Review Method / Bidder Support
	Section 7.3 – Project Management and Systems Development Life Cycle	RFP Appendix A – Statement of Work Section V.C	Turnover Schedule	Work plan / schedule outlining turnover activities, durations, dates, and relationships to other activities necessary to complete the transition to a new entity.	Document		weekly			
	Section 7.4 – Performance and Status Reporting	RFP Appendix A – Statement of Work Section V.D	Monthly Turnover Status Report	Document detailing the status of items related to Turnover	Document		Monthly			
	Section 7.4 – Performance and Status Reporting	RFP Appendix A – Statement of Work Section V.D	Quarterly Turnover Status Report	Document detailing the status of items related to Turnover	Document		Quarterly			
	Section 7.4 – Performance and Status Reporting	RFP Appendix A – Statement of Work Section V.D	Weekly Turnover Status Report	Document detailing the status of items related to Turnover.	Document		Weekly			
	Section 7.6 – Quality Assurance and Monitoring	RFP Appendix A – Statement of Work Section V.F	Turnover Quality Assurance Plan	Document that details the approach for ensuring that turnover Deliverable is produced in a quality manner.	Document		Singular			
	Section 7.7 – Change Management	RFP Appendix A – Statement of Work Section V.G	Operational Change Management Plan	Document providing step by step outline of how changes will be managed within the turnover phase.	Document		Singular			
	Section 7.7 – Change Management	RFP Appendix A – Statement of Work Section V.G	IMS	Updates to the detailed project work plan / schedule with necessary work for all entities integrated.	Document		Singular			
	Section 7.7 – Change Management	RFP Appendix A – Statement of Work Section V.G	Detailed Accounting	List of the work performed by each individual billing time to the change requests within the monthly status report.	Document		Monthly			
	Section 7.9 – Organizational Staffing	RFP Appendix A – Statement of Work Section V.I	Staffing Contingency Plan	Plan detailing methods, approaches and processes to maintaining adequate staff through the end of Operations.	Document		Singular			
	Section 7.11 – Contract Closeout	RFP Appendix A – Statement of Work Section V.K	Closeout Attestation	Signed statement indicating that all transition activities are complete and have been met	Document		Singular			