

Data Management and Analytics (DMA) RFP 5330Z1 - Appendix E – Optional Services Proposal Instructions

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Proposal Instructions

I. Optional Services

The State is interested in any value add options bidders offer not required by the RFP. Bidders who offer value added optional services should submit **detailed information regarding these options including pricing in a sealed envelope marked value added optional services completely separate from the bidder's proposal**. Any proprietary information pertaining to these services should also be submitted in a sealed envelope marked value added optional services proprietary information completely separate from the proposal, per section III.RR. of the RFP. **The bidder should not reference any value added optional service information in the technical or cost proposal**. Inclusion of this information in the technical or cost proposal may result in the State rejecting the bid.

A. General Services

The State is specifically interested in personal health record functionality for members, bidders may include other value add solutions and services. For these optional services, bidders should describe in detail the proposed solution and submit the Options Services pricing sheet from Appendix F – Cost Proposal Sheet - Optional Services.

Instructions for the pricing sheet are contained below:

- **Service** – Enter the name of the optional service as described .
- **# of Months to Implement** – Enter the number of months the bidder anticipates that it will take to implement the optional service.
- **Implementation Price** – Enter the price for implementing the service.
- **Monthly Operation Fee** - Enter the monthly fee required for operating the service post-implementation.

B. Staff Augmentation Rates

The State asks that bidders submit rates for staff augmentation positions as needed throughout the life of the contract. The positions are included in the table below.

Key Position	Qualifications	Special Notes
Health Informatics Specialist	A minimum of two (2) years experience in healthcare informatics utilizing the Contractor's proposed solution.	May work off-site.
Report Specialist	A minimum of two (2) years experience in report development utilizing the Contractor's proposed solution.	May work off-site.
Physician Medical Reviewer	Licensed physician (M.D.)	Must have been in active practice for minimum of 5 years. May work off-site.
Psychiatrist Medical Reviewer	Licensed psychiatrist	Must have been in active practice for minimum of 5 years. May work off-site.
Pharmacist Medical Reviewer	Licensed pharmacist (Pharm D)	Must have been in active practice for minimum of 5 years. May work off-site.
Dentist Medical Reviewer	Licensed dentist	Must have been in active practice for minimum of 5 years. May work off-site.
Nurse Medical Reviewer	Licensed nurse (R.N.)	Must have been in active practice for minimum of 5 years. May work off-site.
Certified Professional Coder	A minimum of two (2) years experience as a certified professional coder.	May work off-site.
Statistical Methods Expert/Analyst	A minimum of five (5) years experience in statistical methods and analysis.	May work off-site.
Certified Healthcare Auditor	A minimum of five (5) years experience as a certified healthcare auditor.	May work off-site.
Certified Fraud Examiner	A minimum of five (5) years experience as a certified fraud examiner.	May work off-site.
Data Model Expert	A minimum of three (3) years experience in data modeling.	May work off-site.
Data Analyst	A minimum of two (5) years experience as a data analyst.	May work off-site.

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Key Position	Qualifications	Special Notes
Architect	A minimum of five (5) years experience as a solutions, technical, or data architect	May Work off-site

These staff may be needed full time, part time or on a project basis as designated by the State for a time period determined by the State. The Contractor must invoice the State for hours worked by these staff for those positions that have been prior approved by the State. The State will provide 60 calendar days notice of the need for a specific staff augmentation. The Contractor must provide staff augmentation personnel as requested by the State within 30 days of request. An ongoing need may be intermittent. Augmentation personnel will take direction from the State for work assignments. These staff must have relevant experience and be proficient in the tools proposed by the Contractor to support the department's operation. All required licensures and certifications must remain current while working on this contract. Contractor must provide the department with documented proof of required credentialing prior to onboarding and at the time of the credentialing renewal.

Bidders who offer staff augmentation rates should submit their recommended staff augmentation positions and the qualifications for those positions in the manner described in Section I, Optional Services.

The bidder should complete the pricing sheet with the rate ranges by labor category proposed by the bidder for staff augmentation work. The State will individually request and approve any proposed augmentation resource and the actual rate for that resource when staff augmentation is needed. Instructions for the completion of this worksheet are listed below.

- **Labor Category** – Bidder should list each required staff augmentation position listed in Section IV, Operations Phase, and Organizational Staffing. Bidder should also list any additional staff augmentation categories that may be utilized during the term of the contract.
- **Low Range** – Bidder should list the all-inclusive hourly low rate range for the required staff augmentation positions and additional labor categories.
- **High Range** – Bidder should list the all-inclusive hourly high rate range for the required staff augmentation positions and additional labor categories.