**Attachment A**

**Business Requirements Traceability Matrix**

**Request for Proposal Number 109035 O3**

Bidders are instructed to complete a Business Requirements Traceability Matrix for independent verification and validation (IV&V) services. Bidders are required to describe in detail how their proposed solution meets the conformance specification outlined within each Business Requirement.

The traceability matrix is used to document and track the business requirements from the proposal through testing to verify that the requirement has been completely fulfilled. The contractor will be responsible for maintaining the contract set of Baseline Requirements.

The traceability matrix should 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 and the bid may be rejected. The narrative should provide DHHS with sufficient information to differentiate the bidder’s business solution from other bidders’ solutions.

The bidder must ensure that the original requirement identifier and requirement description are maintained in the traceability matrix as provided by DHHS. Failure to maintain these elements may render the bid non-responsive and result in for rejection of the bidder. How to complete the traceability matrix:

| Column Description | Bidder Responsibility |
| --- | --- |
| Req # | The unique identifier for the requirement as assigned by DHHS, followed by the specific requirement number. This column is dictated by this RFP and must not be modified by the bidder. |
| Requirement | 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. |

***Project Management***

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| **Business Requirements** |
| **Req #** | **Requirement** |
| PM-1 | Describe Bidder’s proven methodology, approach, and process for Project Management of Medicaid IV&V activities,  |
| Response: |
| PM-2 | Include an example of an IV&V project schedule utilized on similar projects. |
| Response: |
| PM-3 | Describe how the IV&V bidder’s project management approach adapts to varying State governance models. |
| Response: |
| PM-4 | Address the bidder’s approach to meeting each requirement in a table that contains the requirement and the contractor’s approach to meeting the requirement. |
| Response: |

***Independent Assessment and Quality Assurance***

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| **Business Requirements** |
| **Req #** | **Requirement** |
| IAQ-1 | Address the bidder’s approach to meeting each requirement in a table that contains the requirement and the bidder’s approach to meeting the requirement. |
| Response: |
| IAQ-2 | Describe the bidder’s approach in detail to IV&V including: a) project participation at the level of detail necessary to assess the project’s health; b) risk, issue and opportunity management; c) deliverable review and reporting of deliverable findings |
| Response: |
| IAQ-3 | Explain past challenges and common issues along with the recommendations provided to address the issues. |
| Response: |
| IAQ-4 | Provide examples of opportunities or positive risks reporting in past projects where the customer was able to capitalize. |
| Response: |
| IAQ-5 | Provide examples of the bidder’s deliverable review findings and issue assessments utilized on previous projects. |
| Response: |

***IV&V Status Meetings and Reporting***

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| **Business Requirements** |
| **Req #** | **Requirement** |
| IVV-1 | Address the bidder’s approach to meeting each requirement in a table that contains the requirement and the bidder’s approach to meeting the requirement. |
| Response: |
| IVV-2 | Describe the bidder’s process for capturing detailed status on project activities (i.e., scheduled tasks, risks, issues, staffing, communications, etc.) at a detailed level and reporting the information as needed based on the reporting audience. |
| Response: |
| IVV-3 | Describe the bidder’s methods for determining and reporting overall project, schedule, budget, scope and quality status (i.e. determining whether a project is red, yellow, or green, and providing defined criteria as to what constitutes each type of status) |
| Response: |
| IVV-4 | Provide the bidder’s status report templates, including instructions and procedures for completing the templates. |
| Response: |
| IVV-5 | Provide examples of similar weekly status reports used in previous projects. |
| Response: |
| IVV-6 | Provide examples of the IV&V’s previous monthly status reports from other projects. |
| Response: |

***CMS and MITA Compliance***

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| **Business Requirements** |
| **Req #** | **Requirement** |
| CMC-1 | Address the bidder’s approach to meeting each requirement in a table that contains the requirement and the contractor’s approach to meeting the requirement. |
| Response: |
| CMC-2 | Describe the bidder’s understanding of CMS’ expectations for an IV&V contractor and approach to compliance with CMS expectations. |
| Response: |
| CMC-3 | Describe the bidder’s approach to assessing the impacts of a project on MITA maturity levels. |
| Response: |
| CMC-4 | Describe the bidder’s approach to monitoring for documentation, guidance, and regulations from CMS |
| Response: |

***Operations and System Readiness***

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| **Business Requirements** |
| **Req #** | **Requirement** |
| OSR-1 | Address the bidder’s approach to meting each requirement in a table that contains the requirement and the bidder’s approach to meeting the requirement. |
| Response: |
| OSR-2 | Describe the bidder’s approach to operational and systems readiness. |
| Response: |
| OSR-3 | Provide an example of a readiness plan utilized for other projects. |
| Response: |
| OSR-4 | Provide examples of operation and system readiness review reports used on previous projects. |
| Response: |

***IV&V Deliverables and Work Products***

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| **Business Requirements** |
| **Req #** | **Requirement** |
| IDW-1 | Address the bidder’s approach to meting each requirement in a table that contains the requirement and the bidder’s approach to meeting the requirement. |
| Response: |