

**Attachment 1**  
**Business Requirements Traceability Matrix**  
**Request for Proposal Number 109245 O3**

**BIDDER NAME:** \_\_\_\_\_

**REGIONS BEING BID:** \_\_\_\_\_

Bidders are instructed to complete a Business Requirements Traceability Matrix for Early Development Network and Home and Community-Based services coordination. 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 Requirements

Business Requirements	
Req #	Requirement
EDN-1	Describe the extent to which bidders have familiarity and experience with the Early Development Network services coordinator and supervisor standards.
	Response:
EDN-2	Describe the extent to which bidder demonstrates that they are equipped to perform Early Development Network services coordination in compliance with Nebraska Administrative Code and federal regulation.
	Response:
EDN-3	Describe the extent to which bidder plans to maintain referral intake availability throughout the calendar year.
	Response:
EDN-4	Describe the extent to which bidder has familiarity with billing and narrative requirements and Aged and Disabled Waiver service authorizations on N-FOCUS, CONNECT, and other electronic systems.
	Response:
EDN-5	Describe the extent to which bidders have familiarity or experience with participating in monitoring and quality assurance activities relating to 34 CFS 303.700 through 303.708 and Nebraska's current CMS-approved Home and Community-Based Services Waivers.
	Response:

EDN-6	Describe the extent to which bidders have familiarity with the Services Coordinator Standards and Services Coordination Supervisor Standards outlined in Attachment A.
	Response:
EDN-7	Describe the extent to which bidder demonstrates the ability to ensure that Services Coordinators, supervisors, and other EDN personnel maintain an ongoing level of competency to perform contract obligations.
	Response:
EDN-8	Describe the extent to which bidder plans to establish and maintain linkages to the Early Childhood Regional Planning Team to facilitate services coordination and system changes.
	Response:
EDN-9	Describe the extent to which the bidder demonstrates they will develop a working relationship with school districts, DHHS central and local offices, additional community agencies, and other Services Coordinators to facilitate planning, collaborate efforts, share information, and share interagency programs resources.
	Response:
EDN-10	Describe the extent to which the bidder demonstrates they will avoid all conflicts of interest and appearances of conflicts of interest regarding services coordination, supervision of services coordinators, and providers of Early Intervention.
	Response:
EDN-11	Describe the extent to which the bidder demonstrates they are or are willing to become an approved Medicaid service provider.