

Attachment D – 115136 O3 Drug Utilization Review (DUR) Board Support Requirements Traceability Matrix (RTM)

The Requirements Traceability Matrix (RTM) is used to document and track the project's requirements from the proposal to testing to verify that each requirement has been completely fulfilled. The Contractor will be responsible for maintaining the set of Baseline Solution Requirements directly related to the configuration of the Pharmacy and Drug Rebate Services (PDRS) System. 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.

Bidders must provide an initial RTM as part of the proposal. The Bidder must respond to requirements exactly as they are provided in the RTM. The Bidder must describe in sufficient detail, including the processes and procedures, how the solution will meet each requirement and achieve full compliance (i.e., requirement fulfilled 100%).

For each requirement Bidders must complete the following fields:

- Bidding Ability Code – Identifies the extent to which the Bidder’s existing solution satisfies the requirement using the appropriate codes provided in the tables below.
- Bidder’s Response
 - If Ability Code ‘Standard Function’ is selected, describe how the requirement is fully satisfied by the existing solution.
 - If Ability Code ‘Modification Required’ or ‘Enhancement Required’ is selected, describe how the existing solution needs to be modified or enhanced to fully satisfy the requirement. Include an assessment of the severity and impact to the existing solution, the steps and activities needed to modify or enhance the solution, and the estimated duration to complete the modification. Bidder’s using external software that is integrated with the existing solution must identify the software and include in the response.
 - If Ability Code ‘Cannot Meet Requirement’, the Bidder’s Response should not be completed.

Ability Code	Condition	Definition
S	Standard Function	The existing solution fully satisfies the requirement as stated. The existing solution has been previously implemented and certified as applicable.
M	Modification Required	The existing solution does not satisfy the requirement as stated. The existing solution requires a configuration, workflow, or source code modification to fully satisfy the requirement.
E	Enhancement Required	The existing solution does not satisfy the requirement as stated. The existing solution requires an enhancement to implement new configuration, workflow, or source code to satisfy the requirement.
N	Cannot Meet Requirement	The existing solution does not satisfy the requirement as stated and cannot be modified or enhanced to satisfy the requirement.

The RTM is organized by the scope of work and functional area. Following are the definitions for each of the RTM tables:

- RTM ID – identifies the unique scope of work; MDR, PBM, PDL, DUR

- Req. # - the sequential number of each RTM requirement
- ID – the unique id for each functional area within the RTM

1. Drug Utilization Review Board (DRB) Support Business Requirements

RTM ID	Req. #	ID	Requirement	Bidding Ability Code
DUR	1	DRB-1	Contractor must conduct and provide support for the DUR Board meeting in accordance with 42 US Code Section 1396r-8 and applicable bylaws, to include but not be limited to arrangement of meeting location and ADA and security compliant online platform with telephonic access, as well as the ability to record as specified, arrange for refreshments, suggested content for Board meeting agendas, management of the public comment process, analysis and reporting, reviewing prior authorization criteria, annual and new drug reviews, and the development and provision of draft meeting minutes. This will be done within a time frame defined by DHHS.	Choose an item.
Bidder's Response:				

RTM ID	Req. #	ID	Requirement	Bidding Ability Code
DUR	2	DRB-2	Contractor must conduct a minimum of four (4) DUR Board meetings annually and up to the maximum determined by DHHS in a frequency determined by DHHS.	Choose an item.
Bidder's Response:				

RTM ID	Req. #	ID	Requirement	Bidding Ability Code
DUR	3	DRB-3	Contractor must establish and maintain a DHHS-approved web-based document retrieval site for use by DUR Board members in accessing Board meeting information. Include the agenda, draft minutes of last meeting, and DUR Board Policy statement. The Contractor will review and update the DUR Board policy at least annually and as determined by DHHS.	Choose an item.
Bidder's Response:				

RTM ID	Req. #	ID	Requirement	Bidding Ability Code
DUR	4	DRB-4	Contractor must provide complete and accurate DUR Board draft meeting minutes to DHHS so within ten (10) working days after a meeting of the DUR Board. The draft minutes are expected to clearly reflect the proceedings of the meeting, meet 42 US Code Section 1396r-8 requirements, and be of such quality as to not require substantial editing before presentation to the Board for Board approval.	Choose an item.

			<ul style="list-style-type: none"> Record meetings Take minutes 	
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Bidder's Response:

RTM ID	Req. #	ID	Requirement	Bidding Ability Code
DUR	5	DRB-5	Contractor must provide the DUR Board with DUR Board-requested information within the time frame directed by DHHS, at a minimum of within fourteen (14) days.	Choose an item.

Bidder's Response:

RTM ID	Req. #	ID	Requirement	Bidding Ability Code
DUR	6	DRB-6	Contractor must coordinate with the State's managed care organizations and/or other Contractors as identified by DHHS in conducting research and providing information to the DUR Board, via conference call and/or in-person. This coordination is necessary in order to avoid conflicting information being supplied.	Choose an item.

Bidder's Response:

RTM ID	Req. #	ID	Requirement	Bidding Ability Code
DUR	7	DRB-7	Contractor must coordinate with the State's managed care organizations (MCOs) and/or other Contractors as named by DHHS prior to presenting any proposed DUR Board topics to the DUR Board. Communication must be available through can be: <ul style="list-style-type: none"> via teleconference in-person public DUR website 	Choose an item.

Bidder's Response:

RTM ID	Req. #	ID	Requirement	Bidding Ability Code
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DUR	8	DRB-8	Contractor must, as specified by the State, propose topics and provide information for DUR Board meetings to DHHS, at least two weeks prior to a scheduled board meeting.	Choose an item.
Bidder's Response:				

RTM ID	Req. #	ID	Requirement	Bidding Ability Code
DUR	9	DRB-9	Contractor must draft and be responsible for the accuracy of all materials for DUR Board meetings. And must maintain confidentiality in accordance of HIPAA regulations.	Choose an item.
Bidder's Response:				

RTM ID	Req. #	ID	Requirement	Bidding Ability Code
DUR	10	DRB-10	Contractor must provide both draft and final DUR Board material to DHHS of an acceptable quality and within the time frame determined by DHHS.	Choose an item.
Bidder's Response:				

RTM ID	Req. #	ID	Requirement	Bidding Ability Code
DUR	11	DRB-11	The contractor must coordinate the content of DUR Board meeting material, such that meaningful and insightful analyses of a given prior quarter's retro-DUR initiative are included. This analysis would include, but not be limited to, a pre- and post-initiative comparison of the area of practice subject to the intervention initiative.	Choose an item.
Bidder's Response:				

RTM ID	Req. #	ID	Requirement	Bidding Ability Code
DUR	12	DRB-12	Contractor must ensure that no proposed retro-DUR intervention or DUR Board meeting material is presented to the DUR Board until approved by DHHS.	Choose an item.

Bidder's Response:

RTM ID	Req. #	ID	Requirement	Bidding Ability Code
DUR	13	DRB-13	Contractor must ensure a quorum is present for any item to be voted upon. A simple majority of the quorum containing DUR Board members will pass or fail the voted upon item.	Choose an item.

Bidder's Response:

RTM ID	Req. #	ID	Requirement	Bidding Ability Code
DUR	14	DRB-14	Contractor must post DUR Board meeting material and clinical material to the web portal within the timeframe determined by DHHS.	Choose an item.

Bidder's Response:

RTM ID	Req. #	ID	Requirement	Bidding Ability Code
DUR	15	DRB-15	<p>Contractor must perform education activities to meet CFR requirements and state regulations which include, but are not limited to,</p> <ul style="list-style-type: none"> Identify and develop educational topics if education of practitioners on common drug therapy problems is needed to improve prescribing or dispensing practices. Make recommendations as to which mix of the interventions set forth in § 456.711 (a) through (d) would most effectively lead to improvement in the quality of drug therapy. The DUR board recommendations must be based upon an in-depth review of the results of the application of predetermined standards against claims data reports, must be appropriate based upon program experience, and must match the educational program with the drug therapy problems identified. Periodically re-evaluate and, if necessary, modify the interventions. Apply predetermined standards to drug claims data to generate reports that provide the basis for retrospective education and interventions and furnish those reports to the Board. Carry out the educational programs and interventions specified by the Board. Publish quarterly newsletter educating providers on drug utilization review topics. 	Choose an item.

Bidder's Response:

RTM ID	Req. #	ID	Requirement	Bidding Ability Code
DUR	16	DRB-16	Contractor must respond to all Medicaid/Nebraska Medicaid drug program-related inquiries received via any and all communication modes, from any and all sources.	Choose an item.
Bidder's Response:				

RTM ID	Req. #	ID	Requirement	Bidding Ability Code
DUR	17	DRB-17	The Contractor must review and update the DUR Board policy at least annually and as determined by the State.	Choose an item.
Bidder's Response:				

2. Staffing and Resource (SAR) Requirements

RTM ID	Req. #	ID	Requirement	Bidding Ability Code
DUR	18	SAR-1	Contractor must provide operational staff to support the following functions: <ul style="list-style-type: none"> DUR Board Support 	Choose an item.
Bidder's Response:				

3. Turnover and Contract Closeout (TCC) Requirements

RTM ID	Req.#	ID	Requirement	Bidding Ability Code
DUR	19	TCC-1	At least one hundred eighty (180) days before the end of the Contract, the Contractor must develop and implement a DHHS approved Turnover Plan. The Turnover Plan must be comprehensive detailing the proposed schedule, activities, and resource requirements associated with turnover tasks.	Choose an item.

Bidder's Response:

RTM ID	Req. #	ID	Requirement	Bidding Ability Code
DUR	20	TCC-2	Contractor must turnover all documents and Repositories, in a format prescribed by DHHS.	Choose an item.

Bidder's Response: