

ADDENDUM THREE, QUESTIONS and ANSWERS

Date: June 14, 2019

To: All Bidders

From: Annette Walton / Teresa Fleming, Buyers
AS Materiel State Purchasing Bureau

RE: Addendum for Request for Proposal Number RFP 6098 Z1 to be opened June 27, 2019, at 2:00 P.M. Central Time

Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
1.	N/A	N/A	What does the State intend to do with the existing contractors on this contract if a vendor other than the incumbent is awarded?	The current consulting contract, 80039 O4, ends December 31, 2019. It is the State's intent to utilize personnel with the contract awarded from solicitation 6098 Z1.
2.	N/A	N/A	Is it the State's intent to select a vendor who is an expert in providing HHS IT consultants to execute projects on a time and materials basis? Or is the State's intent for the selected vendor to take on deliverable/outcome-based fixed price assignments?	The awarded bidder must provide professional consulting services that meets the requirement of the RFP. This may include, but is not limited to, IT consultants. The cost of the contract will be a fixed hourly rate.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
3.	N/A	N/A	Is it the State's intent to award this to one or more than one responding firm?	<p>The State intends to award to one bidder. Section I.U.AWARD The State reserves the right to evaluate proposals and award contracts in a manner utilizing criteria selected at the State's discretion and in the State's best interest. After evaluation of the proposals, or at any point in the RFP process, the State of Nebraska may take one or more of the following actions:</p> <ol style="list-style-type: none"> 1. Amend the RFP; 2. Extend the time of or establish a new proposal opening time; 3. Waive deviations or errors in the State's RFP process and in bidder proposals that are not material, do not compromise the RFP process or a bidder's proposal, and do not improve a bidder's competitive position; 4. Accept or reject a portion of or all of a proposal; 5. Accept or reject all proposals; 6. Withdraw the RFP; 7. Elect to rebid the RFP; 8. Award single lines or multiple lines to one or more bidders; or, 9. Award one or more all-inclusive contracts.
4.	V. Project Description and Scope of Work	28	How does the State define "professional Consulting Services?"	Professional consulting services is defined as providing professional expert advice, and provides planning, project management, and implementation assistance, as related to the scope of work indicated in the RFP.
5.	V. Project Description and Scope of Work	28	How does the State define "project management" within the scope of the six primary initiatives?	Project Management is defined as providing assistance to the State in the overall planning, development, and implementation of the initiatives identified as related to the scope of work indicated in the RFP.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
6.	B. Scope of Work (bullet iii)	31	How does the State define vendor management?	Vendor Management is defined as providing assistance to the State in monitoring MLTC contracts and contractors to ensure contract compliance, excluding the contract award for this RFP.
7.	B. Scope of Work (#4, #5, #8.d)	32-33	Will the State consider resource metrics reporting and resource oversight as added value in addition to providing time and materials resources?	The State may consider resource metrics and resource oversight as added value. If the added value is part of the core services, there should be a job title and hourly rate provided on the corresponding Cost sheet(s). If the added value is part of the optional services, all costs associated should be provided on the Optional Professional Consulting Services sheet or added to the Cost Proposal as an optional service.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
8.	B. Scope of Work (#6)	33	<p>The RFP states “Assign a designated lead who will be the primary contact with the designated DHHS contract manager. The lead will have the background and expertise to oversee the successful delivery of the requirements of the contract, and meet weekly with the DHHS Contract Manager, either in person or by phone, to discuss project changes, and Contractor performance.” Does the State expect the designated lead have a technical background?</p> <p>And what does successful delivery of the requirements of the contract look like to the State?</p>	<p>Yes. The designed lead must have the appropriate skillset to meet the requirements of the RFP.</p> <p>Refer to Question 28.</p> <p>Successful delivery of the requirements includes, but is not limited to: all tasks and projects are completed in the timeframes established by DHHS; submitted work is complete and accurate; contractor cooperatively works with DHHS and its subcontractors to achieve the desired outcomes; while maintaining compliance of the contractual terms and conditions.</p>

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
9.	D. Bidder Requirements	34-36	Is it the State's desire for companies to provide proof of knowledge and experience from a IT staffing time and materials perspective or from a deliverable/outcome-based fixed price assignment perspective within the listed specialized areas?	Refer to Question 2.
10.	i. Summary of Bidder's Proposed Personnel/ Management Approach	39	The RFP states that proposed personnel resumes are required. With the unemployment rate being virtually zero in HHS IT, is the State's intention for responding vendors to present representative resumes of current consultants placed in the last 12 months, representative resumes of consultants currently on assignment, or representative resumes of consultants who are currently available for assignment, but may not be available post procurement?	<p>Resumes should be submitted for all known personnel that will provide the services in the scopes of work outlined within the RFP.</p> <p>All resumes included need to be those assigned to the project. Section III. A. Independent Contractor / Obligations, para 4: By-name personnel commitments made in the Contractor's proposal shall not be changed without the prior written approval of the State. Replacement of these personnel, if approved by the State, shall be with personnel of equal or greater ability and qualifications.</p>

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
11.	i. Summary of Bidder's Proposed Personnel/ Management Approach	39	Will the State be responsible for the day-to-day oversight of our proposed personnel?	No. The contractor is required to provide oversight of its employees and subcontractors. Section III. A. Independent Contractor / Obligations para 3 The Contractor shall secure, at its own expense, all personnel required to perform the services under the contract. The personnel the Contractor uses to fulfill the contract shall have no contractual or other legal relationship with the State; they shall not be considered employees of the State and shall not be entitled to any compensation, rights or benefits from the State, including but not limited to, tenure rights, medical and hospital care, sick and vacation leave, severance pay, or retirement benefits.
12.	A. Cost Proposal	40	The RFP states that the cost proposal should present the total fixed price to perform all of the requirements of the RFP. Can the State expand on the types of roles you are looking for the selected vendor to fill and provide hourly rates for?	The bidder has the discretion to provide the job titles on the Cost Proposal that the bidder deems necessary to perform the requirements of the RFP.
13.	Section V	30	Item #6 on Table 1 entitled "Eligibility and Plan Selection Integration", is not included on the Cost Proposal. Please advise how bidders should respond.	See 6098 Z1 Cost Proposal Revision One.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
14.	Section I	7	Section I, U.8 states, "Award single lines or multiple lines to one or more bidders;" Is "single lines" referring to 1 of the 8 mandatory projects or 1 of the 4 optional projects listed in the Cost Proposal?	Refer to Question 3.
15.	Section VI, 2, h	38	Does the State want bidders to provide only 3 relevant projects in total, or should bidders provide 3 relevant projects for each service area (4) that are detailed in Section B – Scope of Work, Part B, subsection 3 – parts a-d. If the latter, the bidder would provide 12 relevant project descriptions total vs 3 total.	Bidders should provide no more than three (3) narrative project descriptions. The State will use no more than three (3) narrative project descriptions submitted by the bidder during the evaluation.
16.	Section V, D, subsections 1-15	34-36	Do bidders need to provide 3 relevant projects, following the format specified on p. 38 (section h) for each of the 15 subsections?	No.
17.	Section VI, 2, j, subsections iii and iv	39	As the exact scope and duration of the upcoming projects to be assigned are currently unknown, is it acceptable to provide an estimated % range for subcontractor hours such as 5-15%?	Yes, a range is acceptable.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
18.	Section V, A, Table 1	30	What “stage” are the following projects in: Data Management and Analytics (DMA) Module, Eligibility and Plan Selection Integration, Capitation Processing Modules (CBM), Central Provider Management (CPM) Module, and Point of Sale (POS)?	<p>The State is unable to determine the definition of “stage”.</p> <p>Refer to the “Description” column in Table 1. As stated in Table 1, several projects are listed as to be determined (TBD).</p> <p>Refer to the following link for additional information: http://dhhs.ne.gov/Pages/General-Medicaid-Information.aspx</p>
19.	Section VI, A, 2, i	39	As the exact scope and duration of the upcoming projects to be assigned are currently unknown, is it acceptable to provide representative resumes for personnel that would likely be assigned to support the State?	Refer to Question 10.
20.	Cost Proposal		Can the State provide the basis for the “Estimated Monthly Hours” and the “Estimated Project Length” for the eight evaluated (mandatory) projects?	Estimated Hours and Project Length is based on historical data.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
21.	V. Project Description and Scope of Work B.7 Scope of Work	33	<p>The RFP requires staff to be provided within 30 days of Contractor being notified of an upcoming project. Please describe how the State plans to administer specific projects and related budgets.</p> <p>Will the State issues tasks orders?</p>	<p>The DHHS Contract Manager will communicate with the designated lead about specific projects and the requirements to be completed. The State retains the authority to, but is not limited to, manage the contract, pause projects, or as otherwise noted in the RFP.</p> <p>There is not enough information in the question to provide a response.</p>
22.	V. Project Description and Scope of Work B.8 Scope of Work	33	<p>Please clarify the following:</p> <p>Each project must have a Project Manager (PM). It is preferred that each PM have a Project Management Professional (PMP) Certification, or similar qualifications. <u>Only one (1) PM may be assigned to project. Requests for more than one (1) PM assigned to an additional project must be approved by DHHS.</u></p> <p>Is the State specifying that a full-time project manager be assigned to each project assigned under the contract?</p>	<p>There must be a minimum of one PM assigned to each project. Contractor may assign more than one PM to each project with the written approval from DHHS. In addition, written approval from DHHS is required to have a PM on more than one project simultaneously.</p>
23.	V. Project Description and Scope of Work B.8 Scope of Work	33	<p>Could the state please clarify the type of support they anticipate needing in the domains of actuarial or clinical expertise?</p>	<p>The RFP has been Amended as follows:</p> <p>Section V.B.8.e. is hereby deleted in its entirety.</p>

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
24.	V. Project Description and Scope of Work D.5 & 12 Bidder Requirements	35	Item 5. "MLTC Case management solutions" and Item 12. "Medicaid Long-Term Care initiatives and case management solutions" appear to be duplicates. Please clarify.	The RFP has been Amended as follows: Section V.D. Bidder Requirements, Question 12 Medicaid Long-Term Care initiatives and case management solutions is hereby deleted.
25.	III. Contractor Duties I. Conflict of Interest	35	We understand that a conflict of interest would exist if the Contractor or its subcontractor had been awarded a contract for one or more of the six projects listed. Would a conflict of interest also exist for proposed team member that is a FORMER employee of an organization that was contracted to support any of the six projects listed?	Based on scenario provided, there is no conflict of interest.
26.	VI. Proposal Instructions A.3.b Technical Approach	39	Item b references Bidder's Requirements: Section V.D.1-16. Only 15 are listed and MLTC items appear to be duplicates. Please clarify.	Refer to Question 24. The RFP has been amended as follows: Section VI.A.3.b. is hereby deleted and superseded by b. Bidder Requirements: Section V.D.1-15. Section I.Q.2. is hereby deleted and superseded by 2. Technical Approach (a.) Understanding of the project requirements; Section V.C, (b.) Bidder Requirements: Section V.D.1-15.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
27.	RFP V. Project Description and Scope of Work B.8 Scope of Work RFP VI. Proposal Instructions A.2.i Summary of Bidder's Proposed Personnel/Management Approach; RFP Cost Proposal	30 39 Attachments	In order to better project staffing assignments to support the various subprojects, it is important to understand whether these subprojects will be occurring concurrently or will be staggered. Given that the RFP does not provide implementation dates for the subprojects listed in Table 1 on page 30 of the RFP (except for DMA module), can the State elaborate on its expectations for the sequencing of the subprojects.	Some projects may run concurrently and others staggered. The State is unable to determine at this time when projects or subprojects may begin.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
28.	Section V, B, 8, d, I	33	Does the State require that each project team member proposed have 15 years of the experience requested?	<p>The RFP has been amended as follows:</p> <p>Section V.B.8.d.i. is hereby deleted and superseded with the following: Designated lead will provide, but not limited to, providing oversight and coordination of bidder's resources; support successful integration of project activities; report to and engage with executive leadership on strategic direction, project activities, risks and issues. Must have minimum 10 years project management or related experience in State Medicaid or Health Care systems.</p> <p>Section V.B.8.d.ii. is hereby deleted and superseded with the following: Each Project Manager (PM) will provide, but not limited to, coordinating key activities associated with the respective scopes of work including MMIS Replacement Initiatives, EES implementations, business, information and technical integration, and Contract/Vendor Mgmt. Support. Must have minimum 5 years' experience in State Medicaid or Health Care system.</p>
29.	n/a – General Question	n/a	Is there an incumbent vendor (or vendors) providing any of the requested services?	Under contract 80039 O4, DHHS receives similar consulting services.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
30.	III.A. Independent Contractor/Obligations	17	<p>Personnel committed in the proposal shall not be changed without prior written approval of the State. Table 1 on pg. 30 lists almost all Anticipated Implementation or Target Dates as TBD.</p> <p>Does the State anticipate that all committed personnel would be needed at Contractor start date?</p> <p>Can the same person be committed to more than 1 project listed in the RFP?</p>	<p>No.</p> <p>Yes, the same person can be committed to more than one project, as long as the personnel can complete their requirements on schedule and receives written approval from DHHS. Refer to Question 22.</p>

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
31.	V.B.8.f. Scope of Work	33	<p>Each project must have a Project Manager (PM) Can the State please confirm all projects subject to this requirement?</p> <p>Does the State expect that the PM's would be 100% allocated (i.e., 1 PM = 1 FTE)</p> <p>The Cost Proposal worksheet includes OPTIONAL projects; does the State expect that a separate pool of dedicated PM's is proposed for OPTIONAL projects?</p> <p>Can there be an overlap between projects?</p> <p>Is any overlap between PM positions allowable? (e.g., EES Phase II and Phase III)</p>	Refer to Question 22.
32.	VI.A.3. Technical Approach	39	Are bidders required to use the Bidder Response tables from sections V.C and V.D. as a template/format for the response?	Bidders should use the Bidder Response tables as a template/format for the response.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
33.	V.A.4.Enterprise Initiatives	29	Please detail what specific EA and MLTC programs are currently being considered for the addition of new case management system functionality.	<p>Medicaid funded programs to include: The Aged and Disabled Waiver, The Traumatic Brain Injury Waiver, The Comprehensive Developmental Disabilities Waiver, The Developmental Disabilities Adult Day Waiver, State Plan Personal Assistance Early Development Network (Early Intervention) NF Level of Care Determinations for Institutional NF placement, Program for All-Inclusive Care for the Elderly (PACE), Katie Beckett, MIWD, Transitional Medical, Personal Assistance Program, Spousal Impoverishment, Medicaid Eligibility</p> <p>Economic Assistance funded programs to include: Social Services Block Grant (or SSAD), Disabled Persons and Family Support, Medically-Handicapped Children’s Program, Respite, SNAP, TANF, Child Care, Employment First, Emergency Assistance Aid to the Aged, Blind, or Disabled, Social Service Aged and Disabled, Low Income Home Energy Assistance, Refugee Assistance, Social Services Children and Family Respite Care, State Disability Program</p> <p>Standardized assessment across all programs with modularity customized for certain programs.</p> <p>Self-Directed modules for certain programs to include employer authority and budget authority.</p>

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
34.	Cost Proposal worksheet	n/a	<p>Please confirm if any deviations from the Estimated Monthly Hours listed in each project tab are allowable (i.e., lower or higher than Estimated number of hours for the proposed staff)</p> <p>Can the State share the Estimated Monthly Hours and Project Length for the OPTIONAL Projects?</p>	<p>No. On the Cost Proposal, bidders planned hours must total the estimated monthly hours in cell A2, as directed in the instructions. Refer to section V.B.9. for additional information on increasing or decreasing hours during the contract award period.</p> <p>Optional projects are not yet in the planning phase, therefore estimated monthly hours have not yet been determined.</p>
35.	RFP Cost Proposal	Summary Tab	Will the State please confirm the OPTIONAL projects are not taken into consideration when calculating the pricing score.	The State does not evaluate optional costs.
36.	Section 4 and Table 1	29 & 30	The MMIS replacement initiative includes multiple modular procurements. If a vendor is awarded one of the solution modules, does that exclude the vendor from being able to bid on other solution modules, either from the Table 1 list or future modules yet to be identified?	This may cause a conflict of interest and will need to be determined on a case by case basis. As modules go through the procurement process, potential bidders will need to review if a conflict of interest exists.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
37.	Section 4	29	<p>Phasing implementation of functionality requires integration of new modules with the State's existing systems, until all new modules have been implemented. It is anticipated that the State will select a System Integrator to integrate the different modules and maintain the service messaging interconnections between the modules and entities external to the State.</p> <p>Will this System Integrator role be excluded from bidding on future solution modules, either those listed within Table 1 or future modules yet to be identified?</p>	This is out of scope for this RFP.
38.	Section 4	29	<p>If a vendor is awarded a solution module contract, does that exclude the vendor from bidding on the System Integrator role for integration of all modules?</p>	This is out of scope for this RFP.

This addendum will become part of the proposal and should be acknowledged with the Request for Proposal response.