

Attachment A Business Requirements Traceability Matrix

Request for Proposal Number 6170 Z1

The Business Requirements 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. 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 Business Requirements Traceability Matrix as provided by DHHS. Failure to maintain these elements may be grounds for disqualification.

General	
GEN-1	The bidder must provide a written summary and guidance of the infrastructure built for administrative claiming for inclusion in the Public Assistance Cost Allocation Plan (PA-CAP).
	Bidder response:
GEN-2	The bidder must propose a time study using an automated online system. Describe option/s available, technical specifications for accessing the online system, and a plan for administration.
	Bidder response:

Document Medicaid Related Time	
DMT-1	The bidder should describe how it will develop a time study with state-specific codes and definitions. See Attachment B. Describe how this will be accomplished.
	Bidder response:

DMT-2	The bidder should describe how it will work with the State to develop state-specific cost categories. Describe how this will be accomplished, including coordination between the State team and the State fiscal staff.
	Bidder response:

Testing Environment	
TST-1	Describe the testing environment available to the State and agency staff.
	Bidder response:

Audit Functionality	
AUD-1	Describe audit functionality of the RMTS data and system available to the State.
	Bidder response:
AUD-2	Describe how the bidder will ensure the ability to duplicate each random sampling conducted.
	Bidder response:

Local Staff / Help Desk Components	
HLP-1	The bidder should describe how it will monitor the local agency staff responses and follow-up with staff who may have incorrectly coded their activities. Describe how this will be accomplished.
	Bidder response:
HLP-2	Describe the help desk functionality and availability to the agency staff and State staff.
	Bidder response:
HLP-3	Monthly help desk reports are required. Describe the help desk reports available to the State, including the number of calls and emails, the callers by location, call topics, and resolution categories.
	Bidder Response:
HLP-4	The bidder should describe how it will convene a focus group with a group of time study participants to obtain additional feedback on the codes and pilot process at least annually. Based upon this feedback, the Contractor is expected to refine the time study codes and definitions. Describe how this will be accomplished.
	Bidder response:

Consulting	
CST-1	Describe consulting work the bidder will provide in relation to this effort, including making recommendations including, but not limited to, meeting federal regulations, audits, and Uniform Grant Guidance requirements.
	Bidder response:

Close Out	
CLS-1	Upon contract completion, all materials created by the contractor will become property of the State. Describe the exit procedures to be used, including, but not limited to notification to participants, data delivery to the state, and documentation delivery to the state.
	Bidder response:

Training	
TRN-1	The bidder should describe how it will develop customized training materials, including a PowerPoint slide deck, and a time study training manual after developing the survey.
	Bidder response:
TRN-2	The bidder should describe how it will conduct a web-enabled training with all of the local sites at a time that is convenient for the sites. This session must be recorded, and made available via the internet, in the event that some participants are unable to attend. Describe how this will be accomplished.
	Bidder response:
TRN-3	The bidder should describe how it will develop an instructional manual for staff at the local sites completing the spreadsheet after finalizing the cost pool spreadsheet.
	Bidder response:
TRN-4	Describe how local agency staff follow-up will be conducted to correct errors, or otherwise improve the process.
	Bidder response: