Data Management and Analytics (DMA) RFP # Appendix B – Technical Proposal Format Instructions

July 31, 2015

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RFP # - Appendix A – Statement of Work

I.   Standard Proposal Format Instructions

The State has established a consistent format for bidders to utilize in proposal submission. A Table of Contents shall be included at the beginning of the proposal. The Table of Contents shall include the proposal section number and starting page number for each proposal section. The table below contains the instructions for structuring of the proposal sections along with the RFP sections to be addressed in the proposal section. Bidders may include subsections as appropriate within the proposal section following the section numbering format. For example, section 2.8 Summary of Bidder's Corporate Experience could include subsections 2.8.1, 2.8.2, etc.

Proposal Section	RFP Sections to be Addressed
Section 1 – Request for Proposal Form	RFP Section V.A.1
Section 2 – Corporate Overview	RFP Section V.A.2
Section 2.1 - Bidder Identification and Information	RFP Section V.A.2.a
Seciton 2.2. – Financial Statements	RFP Section V.A.2.b
Section 2.3 – Change of Ownership	RFP Section V.A.2.c
Section 2.4 – Office Location	RFP Section V.A.2.d
Section 2.5 – Relationships With The State	RFP Section V.A.2.e
Section 2.6 – Bidder's Employee Relations to State	RFP Section V.A.2.f
Section 2.7 – Contract Performance	RFP Section V.A.2.g
Section 2.8 – Summary of Bidder's Corporate Experience	RFP Section V.A.2.h
Section 2.9 – Summary of Bidder's Proposed Personnel / Management Approach	RFP Section V.A.2.i
Section 2.10 – Sub-Contractors	RFP Section V.A.2.j Sub-Contractors
Section 3 – Summary of Understanding	RFP Appendix A – Statement of Work Section I
Section 4 - DDI	Blank
Section 4.1 – Phase Overview	RFP Appendix A – Statement of Work Section II.A
Section 4.2 - Project Management Systems Development Life Cycle (SDLC)	RFP Appendix A – Statement of Work Section II.B
Section 4.3 - Performance and Status Reporting	RFP Appendix A – Statement of Work Section II.C
Section 4.4 - Deliverables	RFP Appendix A – Statement of Work Section II.D
Section 4.5 - Quality Assurance and Monitoring	RFP Appendix A – Statement of Work Section II.E
Section 4.6 - Change Management	RFP Appendix A – Statement of Work Section II.F
Section 4.7 - Data Conversion and Data Load	RFP Appendix A – Statement of Work Section II.G
Section 4.8 - Environments	RFP Appendix A – Statement of Work Section II.H
Section 4.9 - Disaster Recovery	RFP Appendix A – Statement of Work Section II.I
Section 4.10 - Facility	RFP Appendix A – Statement of Work Section II.J
Section 4.11 - Organizational Staffing	RFP Appendix A – Statement of Work Section II.K
Section 4.12 - Documentation	RFP Appendix A – Statement of Work Section II.L
Section 4.13 - User Support	RFP Appendix A – Statement of Work Section II.M
Section 4.14 - System Readiness	RFP Appendix A – Statement of Work Section II.N
Section 4.15 - Operational Readiness	RFP Appendix A – Statement of Work Section II.O
Section 4.16 - Privacy and Security	RFP Appendix A – Statement of Work Section II.P
Section 4.17 - Implementation and Contingency	RFP Appendix A – Statement of Work Section II.Q
Section 5 – Initial Operations and CMS Certification	Blank
Section 5.1 – Phase Overview	RFP Appendix A – Statement of Work Section III.A
Section 5.2 – Initial Operations Support and Management	RFP Appendix A – Statement of Work Section III.B
Section 5.3 – CMS Certification	RFP Appendix A – Statement of Work Section III.C
Section 5.4 – Organizational Staffing	RFP Appendix A – Statement of Work Section III.D
Section 5.5 – User Support	RFP Appendix A – Statement of Work Section III.E
Section 5.6 – Contingency Planning	RFP Appendix A – Statement of Work Section III.F
Section 6.Operations Phase	Blank
Section 6.1 – Phase Overview	RFP Appendix A – Statement of Work Section IV.A
Section 6.2 - Project Management and Systems Development Life Cycle	RFP Appendix A – Statement of Work Section IV.B
Section 6.3 - Performance and Status Reporting	RFP Appendix A – Statement of Work Section IV.C
Section 6.4 - Deliverables	RFP Appendix A – Statement of Work Section IV.D

RFP # - Appendix A – Statement of Work

Proposal Section	RFP Sections to be Addressed
Section 6.5 - Quality Assurance and Monitoring	RFP Appendix A – Statement of Work Section IV.E
Section 6.6 - Change Management	RFP Appendix A – Statement of Work Section IV.F
Section 6.7 - Data and Record Retention	RFP Appendix A – Statement of Work Section IV.G
Section 6.8 - Business Continuity and Disaster Recovery	RFP Appendix A – Statement of Work Section IV.H
Section 6.9 - Facility	RFP Appendix A – Statement of Work Section IV.I
Section 6.10 - Organizational Staffing	RFP Appendix A – Statement of Work Section IV.J
Section 6.11 - Documentation	RFP Appendix A – Statement of Work Section IV.K
Section 6.12 - User Support	RFP Appendix A – Statement of Work Section IV.L
Section 6.13 - Privacy and Security	RFP Appendix A – Statement of Work Section IV.M
Section 6.14 – Business Architecture	Blank
Section 6.14.1 – General	RFP Appendix A – Statement of Work Section IV.N.1
Section 6.14.2 – Reporting and Analytics	RFP Appendix A – Statement of Work Section IV.N.2
Section 6.14.3 - Creating, managing, and performing statistical analysis, forecasting, and predictive analytics	RFP Appendix A – Statement of Work Section IV.N.3
Section 6.14.4 - Managing Queries and Reports – Predefined and Ad-Hoc	RFP Appendix A – Statement of Work Section IV.N.4
Section 6.14.5 – Program Integrity	RFP Appendix A – Statement of Work Section IV.N.5
Section 6.14.6 – Case Management	Blank
Section 6.14.6.1 – General	RFP Appendix A – Statement of Work Section IV.N.6.a
Section 6.14.6.2 – Case Identification and Creation	RFP Appendix A – Statement of Work Section IV.N.6.b
Section 6.14.6.3 – Manage Case Information	RFP Appendix A – Statement of Work Section IV.N.6.c
Section 6.14.6.4 – Audit Cases	RFP Appendix A – Statement of Work Section IV.N.6.d
Section 6..14.7 – Encounter Processing	RFP Appendix A – Statement of Work Section IV.N.7
Section 6.15 Information and Technical Architecture	Blank
Section 6.15.1 General	RFP Appendix A – Statement of Work Section IV.O.1
Section 6.15.2 – Data Management	RFP Appendix A – Statement of Work Section IV.O.2
Section 6.15.3 – Data Governance	RFP Appendix A – Statement of Work Section IV.O.3
Section 6.15.4 – Master Data Management	RFP Appendix A – Statement of Work Section IV.O.4
Section 6.15.5. – Data Models	RFP Appendix A – Statement of Work Section IV.O.5
Section 6.15.6 – Data Integration	RFP Appendix A – Statement of Work Section IV.O.6
Section 6.15.7 – Data Sharing	RFP Appendix A – Statement of Work Section IV.O.7
Section 6.15.8 – Data Exchanges & Interfaces	RFP Appendix A – Statement of Work Section IV.O.8
Section 6.15.9 – Data Transformation	RFP Appendix A – Statement of Work Section IV.O.9
Section 6.15.10 – Enterprise Data Warehouse	Blank
Section 6.15.10.1 – General	RFP Appendix A – Statement of Work Section IV.O.10.a
Section 6.15.10.2 – EDW Architecture	RFP Appendix A – Statement of Work Section IV.O.10.b
Section 6.15.10.3 – EDW Tools and Methods	RFP Appendix A – Statement of Work Section IV.O.10.c
Section 6.15.11 – Reporting and Analytics Tools and Methods	RFP Appendix A – Statement of Work Section IV.O.11
Section 6.15.12 – Rules Engine & Rules Management	RFP Appendix A – Statement of Work Section IV.O.12
Section 6.15.13 – DMA Auditing and Controls	RFP Appendix A – Statement of Work Section IV.O.13
Section 6.15.14 – DMA Infrastructure and Lifecycle Management	RFP Appendix A – Statement of Work Section IV.O.14
Section 7 – Turnover	Blank
Section 7.1 – Phase Overview	RFP Appendix A – Statement of Work Section V.A
Section 7.2 – Turnover Planning	RFP Appendix A – Statement of Work Section V.B
Section 7.3 – Project Management and Systems Development Life Cycle	RFP Appendix A – Statement of Work Section V.C
Section 7.4 – Performance and Status Reporting	RFP Appendix A – Statement of Work Section V.D
Section 7.5 – Close-Out Deliverables	RFP Appendix A – Statement of Work Section V.E
Section 7.6 – Quality Assurance and Monitoring	RFP Appendix A – Statement of Work Section V.F
Section 7.7 – Change Management	RFP Appendix A – Statement of Work Section V.G
Section 7.8 – Data and Record Migration and	RFP Appendix A – Statement of Work Section V.H

Proposal Section	RFP Sections to be Addressed
Turnover	
Section 7.9 – Organizational Staffing	RFP Appendix A – Statement of Work Section V.I
Section 7.10 – Cooperation with Successor	RFP Appendix A – Statement of Work Section V.J
Section 7.11 – Contract Closeout	RFP Appendix A – Statement of Work Section V.K
Section 8 – Deliverable Catalog	RFP Appendix A – Statement of Work – Attachment A – Deliverable Catalog
Section 9 – Requirements Matrix	RFP Appendix A – Statement of Work – Attachment B – Requirements Matrix

For all proposal sections, bidder's responses shall fully describe and provide the State with a clear and detailed description of the bidder's holistic approach to the RFP Section reflecting on the bidder's experience and historic lessons learned which have been applied.

II.   Proposal Library

The RFP contains expectations for document examples, templates, procedures, graphics, charts, etc. throughout the RFP. These documents should be referenced in the RFP section and included in the proposal library. The paper copy of the proposal library shall be placed in one or more 3-ring binders containing staggered labeled divider tabs for each individual document. The electronic copy of the proposal library shall be included in a folder named "Proposal Library". The naming convention for the binder tabs and file names shall follow the following scheme:

[Proposal Section Number] – [Document Number] – [Document Name] where [Document Number] resets at 1 for each [Proposal Section Number].

For example, if a bidder has two documents for proposal section 7.10 – Cooperation with Successor and three documents for the for proposal section 7.11 – Contract Closeout, the documents should be labeled and named as follows:

- 7.10 – 1 – Document Name
- 7.10 – 2 – Document Name
- 7.11 – 1 - Document Name
- 7.11 – 2 – Document Name
- 7.11 - 3 – Document Name

Document Name is the actual name of the document. If a document is referenced in multiple proposal sections, the document should only be included in the proposal library once and named for the first proposal section in which it is referenced. For example if a document is referenced as the third document in proposal section 4.2 and is also referenced in 6.2 and 7.3 the document should be named 4.2 – 3 – Document Name.

The first document included in the proposal library shall be 0.0 – 1 – Proposal Library Reference Matrix. The matrix should include a cross-reference of all proposal library documents in alphanumeric sort order and the sections in which that document is referenced. For the same example as above, if a document is referenced as the third document in proposal section 4.2 and is also referenced in 6.2 and 7.3 the document should be included in the matrix as follows:

Proposal Library Name	Proposal Sections Referenced
4.2 – 3 – Document Name	4.2, 6.2, and 7.3