

ADDENDUM THREE QUESTIONS and ANSWERS

Date: February 15, 2019

To: All Bidders

From: Keith Roland, Buyer
Department of Health and Human Services

RE: Addendum for Request for Proposal Number 97499–O3 to be opened February 21, 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.	I. A.	10	Is the University of Nebraska eligible to apply as an agency of the state to this RFQ?	Yes.
2.	II. A.	15	Terms and conditions and a contract template were negotiated between DHHS legal department [redacted] and the Nebraska University campuses in 2018. We propose that the terms and conditions and contract template will apply to this RFQ. Is this acceptable?	Terms and conditions will be negotiated with any qualified vendor after Intent to Award is posted.
3.	V. B. 5.	33	In regards to “Relationships with the State” , the Board of Regents, University of Nebraska have various and numerous contracts with the state over the past five years. Can we provide	Yes.

			the contracts and pending contracts only related to [the University program]?	
4.	V. B. 7.	33	In regards to “ Contract Performance ”, can we provide information necessary in this section only related to [the University program]?	Yes.
5.	V. B. 9.	34	What opportunities will there be for the vendor and program to communicate to ensure the work plan in the quote will be the best fit for the program?	DHHS will post a Request for Bids on a website provided to all qualified vendors. Vendors will submit their bids from that website. All ex parte communication with the DHHS program will be disallowed prior to submission of bids. Any questions regarding the Request for Bids should be sent to dhhs.procurement@nebrsaka.gov .
6.	I.C, Item #4	11	The Schedule of Events Activity #4 states, “Initial Electronic Proposal opening is 2/21/2019 at 2:00 PM Central Time”. Please confirm that this is the date and time when proposals are due to the state.	In order to be considered in the initial pool, proposals need to be submitted by this date and time.
7.	V.C.6	36	What skills and types of personnel are expected by the state to perform evaluation of the Medicaid Eligibility and Enrollment System (EES)?	Personnel include: <ul style="list-style-type: none"> • Project Managers • Business Analysts • Subject Matter Experts • Data Analysts

				<p>Skills include:</p> <ul style="list-style-type: none"> • Draft business process workflows • Document business capabilities and requirements • Delineate data quality and system deficiency issues • Draft applications and interfaces inventory • Inventory operational reports • Generate operational reports source-to-target mappings • Inventory analytical reports and source-to-target mappings • Generate analytical reports source-to-target mappings • Compose data heat/utilization map
8.	V.C.6	36	Typically, business process evaluations have a different approaches and reporting formats from program evaluations. Please provide additional details regarding the expected work and reporting for business process evaluations.	See Attachment 1 and response to question #7.
9.	V.B.9	34	Given this RFQ is select a pre-qualified pool of Contractors and the scope of work is not specifically provided, would the state consider representative resumes instead of	Please provide resumes of individuals who would work on a DHHS project awarded to your firm.

			specific bid personnel?	
10.	V.C.3	35	The Nebraska Violent Death Reporting System (NeVDRS) program description seems to be an IT systems evaluation whereas the other sample program descriptions are non-IT. The skill sets required for IT system evaluations will be different than skill sets for program evaluations. Please confirm and provide additional guidance of the type of work expected.	The NeVDRS evaluation is not an IT systems evaluation. Program evaluation would include elements of data accuracy, inter-rater reliability, advisory committee evaluation, and data provider recruitment.
11.	Form C	41	Please provide tasks and deliverables in Form C that relates to business process evaluation for programs such as EES2.	The requirements listed on Form C apply to any Scope of Work that may result from this RFQ.
12.	Form B	40	To provide all competitors with the same basic knowledge, please provide a listing of the labor categories and skills the state would like Contractors to provide for the anticipated scope of work.	Understanding and skills in best practice evaluation techniques for Public Health. See also response to question #7.
13.			Are there any disadvantages to submitting our proposal without having secured the required coverages listed in the RFQ, but with the promise that we would obtain the required coverage if awarded?	Proof of required insurance must be submitted prior to performing any work that results from this RFQ.
14.	I. Submission of Proposals	12	Please confirm that proposals should be submitted electronically through dhhs.procurement@nebraska.gov	Yes.

15.	I. Submission of Proposals	12	May proposals be submitted as PDF documents?	Yes.
16.	Section I (A)	Page 10	How has DHHS contracted for these services in the past? Could DHHS provide an estimate or report of the value of these services in any prior fiscal year or calendar year?	<p>Service contracts for Program Evaluation services were written based on referrals from other DHHS programs.</p> <p>For the programs specified in the RFQ, DHHS has contracted for Program Evaluation services with the following terms and dollar amounts in previous fiscal or calendar years:</p> <p>PDO: 10/01/16 – 09/30/17 \$44,875.00 09/01/17 – 02/28/19 \$59,025.00</p> <p>Core SVIPP: 09/01/17 – 02/28/19 \$77,100.00</p> <p>NVDRS: 09/01/17 – 02/28/19 \$20,850.00</p> <p>CCC: 04/27/17 – 06/29/17 \$25,000.00</p>
17.	Section V (A) 2.	Page 32	To be compliant in our approach to responding to Sections II-IV of the RFQ, can Contractors include only the header and required initials box, rather than the header, box, and all of the content that falls below each box? For	DHHS requires all of the text of the RFQ to be included in a bidder's response.

			example, will a proposal be compliant if it includes the header for item H - RIGHT TO AUDIT (First Paragraph is Statutory) and the required signature box, and not the two paragraphs of content that comes below the box for item H?	
18.	Section V (B) 9.	Page 34	The RFQ requests resumes for personnel proposed to work on the project. Since there is no specific project or project dates defined at this stage, may we submit representative resumes for team members who may or may not be assigned to a particular project awarded under this prequal?	See response to question #9.
19.	Section V (B) 9.	Page 34	The RFQ requests “at least three (3) references (name, address, and telephone number) who can attest to the competence and skill level of the individual”. May we wait to provide professional references for team members until an actual project is awarded?	No. References are required in order to evaluate whether a bidder meets the requirements to enter the pool.
20.	Section V (B) 11.	Page 34	The RFQ states that “Bidders may submit a report issued by the Federal Government’s Contractor Performance Assessment Reporting System (CPARS) in lieu of a single letter of recommendation.” However, there is no place in the RFQ that requests either the CPARS or a letter of recommendation. Can the State clarify the	Section V.B.11 is amended to read: “Provide the following information for three (3) professional references. References should not be DHHS or an employee of DHHS. a. Company Name; b. Contact Person Name and Title;

			requirement for this section?	<p>c. Phone Number; and, d. Email address.</p> <p>Bidders may submit a report issued by the Federal Government's Contractor Performance Assessment Reporting System (CPARS) in lieu of a single professional reference."</p>
21.	Section V (C)	Pages 34-36	Can the State provide estimated project dates for the 6 sample programs listed?	There are no timeframes for when Requests for Bids for individual projects will be released.