

State Term Schedule

INVITATION FOR PROPOSALS

AMENDMENT #1

IFP NUMBER: **STSJFS1002**
DATE AMENDMENT ISSUED: **March 29, 2007**

The Ohio Department of Job & Family Services is issuing this Amendment for the Invitation for Proposal (IFP) titled:

Benefits Eligibility Network (BEN) Policy Crosswalks Project

PROPOSAL DUE DATE AND TIME: ~~March 30, 2007 at 5:00 p.m.~~
****April 23, 2007 at 5:00 p.m.****

Send Proposals to: **Ohio Department of Job and Family Services**
Office of Contracts and Acquisitions
30 E. Broad Street, 31st Floor
Columbus, OH 43215
Attn: IFP/RLB Unit

INQUIRY PERIOD BEGINS: **March 12, 2007**

INQUIRY PERIOD ENDS: ~~March 22, 2007~~ ****April 5, 2007****

Estimated Project Start Date: ~~April 30, 2007~~ ****July 30, 2007****

The attached page(s) represent the Invitation for Proposals Amendment for the IFP listed above. Please use replacement pages contained in this document to replace the page(s) previously issued by the state.

Specifications and requirements that have been revised are surrounded by double asterisks, bold type and when applicable, strikethrough.

PART ONE: PURPOSE, RESTRICTIONS, EVALUATION AND SCOPE OF WORK

Purpose

The Ohio Department of Job & Family Services (ODJFS), through a partnership of the Services to Families Division (comprised of the Offices for Children & Families, Family Stability, Ohio Health Plans and Research, Assessment & Accountability) and the Office of Management Information Services, is soliciting proposals from offerors with approved State Term Schedules (STS). The STS must be approved prior to the proposal due date and time.

This IFP is for services to provide:

- A) Project Management;
- B) Policy Crosswalks and Business Rules Repository Development;
- C) Federal Policy and Ohio Policy Business Rule Extraction;
- D) Federal to Ohio Policy Crosswalks; and
- E) Program to Program Business Rule Crosswalks.

~~The contract will be valid from award until June 30, 2007. **The scope of this work must be completed within 22 to 26 weeks from the start work date.** which includes a SFY 2008 renewal period of approximately July 1, 2007 through approximately mid-November. The actual SFY 2008 renewal period start date will be dependent upon the date of approval of necessary purchase orders, and the actual work end date will be dependent upon the dates of approvals of the original SFY2007 purchase order and the SFY 2008 renewal period purchase order.~~

Background

The Ohio Department of Job & Family Services (ODJFS or the Department) administers the State's health care and public assistance programs to help Ohioans improve the quality of their lives. Currently, ODJFS uses the Client Registry Information System – Enhanced (CRIS-E), a 20 year old legacy system used by 20,000 caseworkers and administrators, to assist with eligibility determination and information retention for the following programs:

- Prevention, Retention and Contingency (PRC);
- Food Stamps (FS);
- Temporary Assistance for Needy Families (TANF)/ Ohio Works First (OWF);
- 209(b) State Medical Assistance for all covered groups of Medicaid and Medicaid expansion State Children's Health Insurance Program (SCHIP);
- State supported and administered programs or covered groups (e.g. Disability Medical, Breast and Cervical Cancer Program);
- Disability Financial Cash Assistance (DFA);
- Refugee Assistance; and
- Medicare Premium Assistance program benefits.

Approximately 500,000 Food Stamp assistance groups, nearly 86,000 TANF/OWF cases, over 100,000 children receiving child care services and more than 1.7 million individuals receiving Medicaid coverage are served each month. Medicaid is the fastest growing program and accounts for nearly 40 percent of state spending. In the ever changing landscape of welfare and health care reform, the CRIS-E system has been unable to keep pace with policy and eligibility changes. More information about ODJFS can be found at <http://jfs.ohio.gov>.

Milestone Deliverable Schedule

Following are the milestone deliverables that the state has identified for this project:

Deliverable	Target Start Date	Target End Date
A. Project Management	4/2007 **7/2007**	11/2007 **1/2008**
B. Policy Crosswalks and Business Rules Repository	4/2007 **7/2007**	11/2007 **1/2008**
C. Federal Policy and Ohio Policy Business Rules	4/2007 **7/2007**	11/2007 **1/2008**
D. Federal to Ohio Policy Crosswalks	4/2007 **7/2007**	11/2007 **1/2008**
E. Program to Program Business Rule Crosswalks	4/2007 **7/2007**	11/2007 **1/2008**

Work Hours & Conditions

The Contractor is expected to complete all project deliverables utilizing Contractor staff at Contractor facilities. ODJFS will not provide workspace, workstation, phone, supplies, etc., to Contractor staff.

The Contractor will be required to periodically report to ODJFS and meet with ODJFS staff to present project deliverables for approval. Contractor and ODJFS meetings will be scheduled in advance and occur at one of the following Columbus, Ohio locations: 30 East Broad Street (State Office Tower), 50 West Town Street (Lazarus Building), 4020 or 4200 East Fifth Avenue (Air Center). The ODJFS staff normal working hours are 8:00 a.m. to 5:00 p.m. with a one-hour lunch period for a total of eight working hours per day. ODJFS will notify the selected contractor of specific days, including State Holidays, when ODJFS staff will not be available during normal working hours as the project plan and schedule is developed.

Reimbursable Expenses

None

Bill to Address

The contractor must submit invoices in quadruplicate (1 original and 3 copies) for completed services by the first business day of each month to the bill to address on the purchase order. Contractor's federal tax identification number and purchase order number must appear on all statements and time sheets. One copy of the APPROVED DELIVERABLE ACCEPTANCE FORM must be submitted with the invoice. The invoices at the minimum should contain the deliverable details provided during the billing period. The provisions of Ohio Revised Code, Section 126.30 will also apply to any contract between the parties.

Ohio Revised Code (ORC) Section 9.24. Ohio Revised Code (ORC) Section 9.24 prohibits the State from awarding a Contract to any offeror(s) against whom the Auditor of State has issued a finding for recovery if the finding for recovery is "unresolved" at the time of award. By submitting a proposal, offeror warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under ORC 9.24, prior to the award of a Contract arising out of this IFP, without notifying OIT of such finding.

Contractor's Fee Structure

The award will be for a not-to-exceed fixed price. The Contractor will be paid according to payment milestone/deliverable.

Payment Milestone/Deliverable	Payment % of Total Price
A. Project Management	
Project Schedule and Budget	9%
April **August** Status Report, Issue Log and Risk Log	1%
May **September** Status Report, Issue Log and Risk Log	1%
June **October** Status Report, Issue Log and Risk Log	1%
July **November** Status Report, Issue Log and Risk Log	1%
August **December** Status Report, Issue Log and Risk Log	1%
September **January** Status Report, Issue Log and Risk Log	1%
B. Policy Crosswalks and Business Rules Repository	15%
C. Federal Policy and Ohio Policy Business Rules	30%
D. Federal to Ohio Policy Crosswalks	20%
E. Program to Program Business Rule Crosswalks	20%

The BEN Project Director plans to approve all deliverables within 10 business days of receipt from the contractor. Upon receipt of a signed Deliverable Approval Form (Supplement 5) indicating the state agrees the Deliverable identified in the Work Breakdown Structure (WBS) is compliant or a milestone has been met and payment should be made, the Contractor may submit an invoice for that Deliverable/Milestone according to the payment schedule identified above.

HIPAA Notice

ODJFS will require the offeror selected through this IFP process to be in compliance with 42 United States Code (“USC”) Sections 1320d through 1320d-8 and the implementing regulations found at 45 CFR 164.502(e) and 164.504(e) regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”).

PART THREE: PROPOSAL SUBMITTAL

Proposal Submittal

Each offeror must submit:

- one (1) electronic copy in PDF format on a CD-ROM, and, ten (10) complete, sealed, and signed copies of its Technical proposal; and
- one (1) electronic copy in PDF format on a CD-ROM, and, five (5) complete, sealed, and signed copies of its Cost proposal.

Each proposal must be clearly marked **Benefits Eligibility Network (BEN) Policy Crosswalks Project STSJFS1002** on the outside of its envelope.

All proposals and other material submitted will become the property of the state and may be returned only at the state's option.

Proposal Due Date and Time

All proposals are due ~~March 30, 2007~~ ****April 23, 2007** at 5:00 p.m.** Please send proposals to:
Ohio Department of Job and Family Services
Office of Contracts and Acquisitions
30 E. Broad Street, 31st Floor
Columbus, OH 43215
Attn: IFP/RLB Unit

Scoring of Proposals

ODJFS will contract with an offeror that best demonstrates the ability to meet requirements as specified in this IFP. Offerors submitting a response will be evaluated based on the capacity and experience demonstrated in their Technical Proposal and Cost Proposal. All proposals will be reviewed and scored by a Proposal Review Team (PRT) comprised of staff from ODJFS. Offerors should not assume that the review team members are familiar with any current or past work activities with ODJFS. Proposals containing assumptions, lack of sufficient detail, poor organization, and lack of proofreading and unnecessary use of self-promotional claims will be evaluated accordingly. PRT members will be required to sign disclosure forms to establish that they have no personal or financial interest in the outcome of the proposal review and contractor selection process.

Selection of the offeror will be based upon the criteria specified in Parts One, Two, Three and Four of this IFP. Any proposals not meeting the requirements contained in those sections of this IFP will not be scored or may be held pending receipt of required clarifications. The PRT reserves the right to reject any and all proposals, in whole or in part, received in response to this request. The review team may waive minor defects that are not material when no prejudice will result to the rights of any offeror or to the public. In scoring the proposals, ODJFS will score in three phases:

A. Initial Qualifying Criteria

In order to be fully reviewed and scored, proposals submitted must pass the following criteria. **Any "no" for the listed criteria below may eliminate a proposal from further consideration.**

1. Was the proposal received by the deadline as specified in Part Three?
2. Did the offeror submit ten (10) paper copies and one electronic copy of their Technical Proposal, as well as five (5) paper and one electronic copy of their Cost Proposal (in a separate