

REQUEST FOR PROPOSALS

ADDENDUM # 1

ISSUED: May 30, 2012

RFP NUMBER: CSP901513
INDEX NUMBER: DOH050

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Health is requesting proposals for:

Critical Access Hospitals Financial Assessment Project

Reasons for Addendum: Removal of “meaningful use objectives” language on page 13 and clarification of language for prior projects and references. Changes occur on pages 13 and 46 through 50.

PROPOSAL DUE DATE: June 8, 2012
OPENING LOCATION: Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395

<p>3. Staffing Plan – The Offeror must provide a staffing plan for key personnel that includes:</p> <ul style="list-style-type: none"> a. Roles and responsibilities. b. Matrix matching each key staff member to the staffing requirements for the Project. c. Contingency plan showing the ability to add more staff, if needed, or replace personnel, if necessary, to meet the Project’s expectations and due date(s). d. Statement and chart that clearly indicates the time commitment of the proposed Project team, including the Project Manager for this Project and any other non-related work during the term of the contract. 	10		
<p>4. *Staff Skills and Experience – Offeror must complete Attachment Seven A, B and C for each key personnel that demonstrates skills and experience in:</p> <ul style="list-style-type: none"> a. Not used – start with b. b. Financial and operational capacity building for CAHs; c. Writing SMART (Specific, Measurable, Achievable, Relevant, Time) objectives; d. Action planning; and e. Writing, editing and producing final copy. 	5		
<p>5. Ohio-based company or one that has a significant Ohio presence. (Ohio-based is ten (10) or more employees based in Ohio, or 75 percent or more of their employees based in Ohio.) (Score zero (0) or five (5) points.)</p>	1	0 OR 5	
<p>Offeror References</p>			
<p>1. *The Offeror must provide in Attachment Six a minimum of two (2) references for previous work of similar size, scope and nature conducted within the past five (5) years. Details of previous experience must include:</p> <ul style="list-style-type: none"> a. Conduct, management, and coordination of projects. b. Size of contracting organizations. c. Level of responsibility. d. Significant accomplishments. e. Thorough description of the nature of the experience. <p>DO NOT USE OHIO DEPARTMENT OF HEALTH REFERENCES.</p>	10		
<p>Scope of Work</p>			
<p>1. The Offeror must provide a Work Plan that:</p> <ul style="list-style-type: none"> a. Demonstrates understanding of all required elements of the Project as described in Attachment One, Part One: Work Requirements; b. Describes in detail the proposed approach including methodologies, processes and procedures; c. Identifies key personnel assignments; d. Identifies necessary resources to meet deliverables; e. Establishes a timeline; and f. Includes Gantt charts to document benchmarks for successful completion of deliverables. 	25		
<p>2. The Offeror must describe any anticipated difficulties in performing the specified Project requirements and proposed solutions to those difficulties.</p>	5		

*Item 4 a removed. Start with item 4 b and within Offeror References, Item 1 change three (3) references to two (2).

ATTACHMENT FIVE B
OFFEROR PRIOR PROJECT FORM

Customer Company Name:	Contact:	
Address:	Phone Number:	
	E-mail:	
Project Name:	Beginning Date of Project (Month/Year):	Ending Date of Project (Month/Year):
<p>The Offeror must document previous experience and expertise in providing a minimum of two (2) previous projects working, similar in size and complexity, in the previous five (5) years. These projects must be of similar size, scope and nature. Details of the similarities must be included. Attachment Five B, C, and D must be filled out completely for each of the *two (2) projects provided. The Offeror must use these forms and fill them out completely to provide the Offeror requirement information. Failure to recreate the form accurately to include all fields, may lead to the rejection of the Offeror's Proposal.</p> <p>Dollar Value of this Project: _____</p>		

*Change the number of projects from three (3) to two (2).

ATTACHMENT FIVE C
OFFEROR PRIOR PROJECT FORM

Customer Company Name:	Contact:	
Address:	Phone Number:	
	E-mail:	
Project Name:	Beginning Date of Project (Month/Year):	Ending Date of Project (Month/Year):
<p>The Offeror must document previous experience and expertise in providing a minimum of two (2) previous projects working, similar in size and complexity, in the previous five (5) years. These projects must be of similar size, scope and nature. Details of the similarities must be included. Attachment Five B, C, and D must be filled out completely for each of the *two (2) projects provided. The Offeror must use these forms and fill them out completely to provide the Offeror requirement information. Failure to recreate the form accurately to include all fields, may lead to the rejection of the Offeror's Proposal.</p>		
<p>Dollar Value of this Project: _____</p>		

*Change the number of projects from three (3) to two (2).

ATTACHMENT FIVE D
OFFEROR PRIOR PROJECT FORM

Customer Company Name:	Contact:	
Address:	Phone Number:	
	E-mail:	
Project Name:	Beginning Date of Project (Month/Year):	Ending Date of Project (Month/Year):
<p>The Offeror must document previous experience and expertise in providing a minimum of two (2) previous projects working, similar in size and complexity, in the previous five (5) years. These projects must be of similar size, scope and nature. Details of the similarities must be included. Attachment Five B, C, and D must be filled out completely for each of the * two (2) projects provided. The Offeror must use these forms and fill them out completely to provide the Offeror requirement information. Failure to recreate the form accurately to include all fields, may lead to the rejection of the Offeror's Proposal.</p> <p>Dollar Value of this Project: _____</p>		

*Change the number of projects from three (3) to two (2).

ATTACHMENT SIX
OFFEROR REFERENCES

*Two (2) professional references who have received services from the Offeror in the past five (5) years

Company Name:		Contact Name:	
Address:		Phone Number:	
		E-Mail Address:	
Project Name:	Beginning Date of Project: (Month/Year)	Ending Date of Project: (Month/Year)	
Description of project size, complexity and the Offeror's role in this project.			

Company Name:		Contact Name:	
Address:		Phone Number:	
		E-Mail Address:	
Project Name:	Beginning Date of Project: (Month/Year)	Ending Date of Project: (Month/Year)	
Description of project size, complexity and the Offeror's role in this project.			

Company Name:		Contact Name:	
Address:		Phone Number:	
		E-Mail Address:	
Project Name:	Beginning Date of Project: (Month/Year)	Ending Date of Project: (Month/Year)	
Description of project size, complexity and the Offeror's role in this project.			

*Change three (3) professional references to Two (2).

ATTACHMENT SEVEN A
OFFEROR'S CANDIDATE REFERENCES

Candidate's Name: _____

Candidate's Proposed Position: _____

*Two (2) professional references who have received services from the candidate in the past three (3) years

Company Name:		Contact Name:	
Address:		Phone Number: E-mail:	
Project Name:		Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of project size, complexity, and the candidate's role in this project.			
Company Name:		Contact Name:	
Address:		Phone Number: E-mail:	
Project Name:		Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of project size, complexity, and the candidate's role in this project.			
Company Name:		Contact Name:	
Address:		Phone Number: E-mail:	
Project Name:		Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Description of project size, complexity, and the candidate's role in this project.			

*Change three (3) professional references to Two (2)