

AMENDMENT 1 FOR RFP NUMBER 0A1116

DATE AMENDMENT ISSUED: July 23, 2013

The State of Ohio, through the Department of Administrative Services, Office of Information Technology, for the Ohio Department of Medicaid is requesting proposals for a:

ODM MITA Assessment

INQUIRY PERIOD BEGINS: July 3, 2013
****INQUIRY PERIOD ENDS:** ~~July 25, 2013~~ August 5, 2013**
****OPENING DATE:** ~~July 31, 2013~~ August 12, 2013**
OPENING TIME: 1:00 P.M.
OPENING LOCATION: Department of Administrative Services
IT Procurement Services
Bid Room
4200 Surface Road
Columbus, Ohio 43228

The attached page(s) represent the Request for Proposals (RFP) amendment for the RFP 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.

State will make schedule changes through the RFP amendment process. Additionally, the State will make changes in the Work schedule after the Contract award through the change order provisions in the General Terms and Conditions Attachment to this RFP. It is each prospective offeror's responsibility to check the Website question and answer area for this RFP for current information regarding this RFP and its Calendar of Events through award of the Contract.

Dates:

Firm Dates

RFP Issued: July 3, 2013
Inquiry Period Begins: July 3, 2013
****Inquiry Period Ends: ~~July 25, 2013~~ August 5, 2013 at 8:00 a.m.****
****Proposal Due Date: ~~July 31, 2013~~ August 12, 2013 at 1:00 p.m.****

Estimated Dates

****Award Date: ~~September 2, 2013~~ September 13, 2013****

Estimated Work Dates

****Work Begins: ~~September 16, 2013~~ September 30, 2013****

There are references in this RFP to the Proposal due date. Unless it is clearly provided to the contrary in this RFP, any such reference means the date and time (Columbus, Ohio local time) that the Proposals are due and not just the date.

PART TWO: STRUCTURE OF THIS RFP

Organization. This RFP is organized into five parts and has 10 attachments. The parts and attachments are listed below. There also may be one or more supplements to this RFP listed below.

Parts:

- Part 1 Executive Summary
- Part 2 Structure of this RFP
- Part 3 General Instructions
- Part 4 Evaluation of Proposals
- Part 5 Award of the Contract

Attachments:

- Attachment One Evaluation Criteria
- Attachment Two Work Requirements and Special Provisions
- Attachment Three Requirements for Proposals
- Attachment Four General Terms and Conditions
- Attachment Five Sample Contract
- Attachment Six Offeror Certification Form
- Attachment Seven Offeror Profile Summary
- Attachment Eight Standard Affirmation and Disclosure Form
- Attachment Nine Sample Deliverable Submittal and Acceptance (Deliverable Sign-Off Form)
- Attachment Ten Cost Summary

Supplements:

- Supplement One W-9 Form
- Supplement Two Business Associate Agreement

PROJECT MANAGEMENT

The State will provide oversight for the Project, but the Contractor must provide overall Project management for the tasks under this Contract, including the day-to-day management of its staff. The Contractor also must assist the State with coordinating assignments for State staff, if any, involved in the Project. Additionally, the Contractor must provide all administrative support for its staff and activities. Throughout the Project, the Contractor must employ ongoing management techniques to ensure a comprehensive Project Plan is developed, executed, monitored, reported on, and maintained.

The Contractor must provide a dedicated Project Manager for the Project. This Project Manager and appropriate staff must work on-site at a designated ODM office. The Contractor must employ the proposed Project Manager as a regular, fulltime employee on the Proposal submission date and throughout the term of the Contract. Additionally, the Contractor's full-time regular employees must perform at least 30% of the effort required to complete the Work. The Contractor may use its own staff or subcontractor staff to meet the remaining 70% of the effort.

The State will provide staff, as it deems appropriate, to perform Project monitoring, will participate in quality assurance and Project reviews.

~~**It is the Contractor's responsibility to propose a system development methodology (SDM) that is defined, documented, repeatable and consistent with the Software Engineering Institute (SEI) Level 3 or higher Capability Maturity Model (CMM).**~~

The Contractor's Project Management responsibilities include, at a minimum;

- Planning of the Project Mobilization Effort;
- Conducting a Kickoff Meeting for project team members (contractor and State staff), internal State stakeholders, and as required, external constituencies required to help ensure the overall success of the project;
- Initial and ongoing Project Plan Development and Management including regular status reporting;
- Development and Communication of Methodology and Approach Documents; and
- Ongoing and Regular Meeting Attendance and Reporting.

Mobilization Effort. The Contractor will initiate the project with a mobilization effort for the first ten business days of the project, followed by the project kick-off event. This effort will focus on planning, processes, and project methodology. The goal will be to discuss and evaluate the Contractor's proposed practices, methodologies and recommendations concerning the project.

The Contractor must meet with the State and other vendors to:

- Become familiar with MITS and systems ancillary to MITS;
- Become familiar with State strategic modernization initiatives for its HHS Medicaid Enterprise; and
- Establish the Project team(s) that will support the assessments overall, and in each of the major SS-A project areas (MITS, systems ancillary to MITS, and planned interactions between MITS and IE BI).

Kickoff Meeting. The Contractor must plan and conduct a Project kickoff meeting presentation to the sponsors and key stakeholders after the mobilization effort. At a minimum, the presentation must include a high level overview of the following:

- Project scope and schedule;
- Goals of the Project;
- Methodology, approach and tools to achieve the goals;
- Roles, responsibilities and team expectations;
- Tasks, Deliverables and significant work products; and
- Milestones.

Project Plan Development and Management. The Contractor must submit and present for feedback an updated Project Plan, in Microsoft Project, to the State Project Manager for review and approval as part of

The State may identify tasks and services that will be billed on a time and material basis. The State does not anticipate a need for time and material services for this Project, however in the event that time and materials work is appropriate, at the sole discretion of the State, the following information, at a minimum, must be provided in the IDA:

- Name, title, identification of the employer (prime or subcontractor) and number of staff;
- Staff work hours with any known exceptions noted;
- Description of the work to be performed by the Contractor;
- Specific Contractor resources assigned;
- Individual rate for each Contractor resource assigned;
- Projected number of Contractor hours allocated (per resource);
- Dates covered in the work;
- Dependencies;
- Management or staffing issues;
- Standards of performance; and
- Work Breakdown Schedule (WBS) for all Work in the IDA.

In addition, the following information may also be required:

- Staffing Issues
- Required work related travel and training.

It is the Contractor's responsibility to provide qualified professionals to meet the goals, tasks, and objectives of each IDA.

The State's intent is for all IDAs to be developed and negotiated in partnership between the State and the Contractor, with each having a vested interest in its success. In the event that the State and the Contractor are unable to negotiate an IDA, the State, at the discretion of ****BWC OMD**** Executive Management may request mediation.

PART TWO: SPECIAL PROVISIONS

Submittal of Deliverables - The Contractor must provide deliverables in a timely and professional manner that meets agreed up schedules. The Contractor must provide the required Deliverables no later than the due dates proposed in the RFP or included in the Contractor's Project Plan as approved by the State. At the time of delivery the Contractor must submit the Deliverable in a format acceptable to the State. Also, with each Deliverable, the Contractor must submit a Deliverable Submittal Form signed by the Project Manager. (See Attachment Nine of the RFP.)

By submitting a Deliverable, the Contractor represents that, to the best of its knowledge, it has performed the associated tasks in a manner that meets the Contract's requirements.

The Contractor must provide all Deliverables to the Project Representative, who will review (or delegate review of) the materials or documents within a reasonable time after receipt, as specified in the Project Plan.

If the State determines that a Deliverable is not in compliance, the Project Representative will note the reason for non-compliance on the Deliverable Submittal Form and send the form to the Project Manager. At no expense to the State, the Contractor then must bring the Deliverable into conformance and re-submit the Deliverable to the Project Representative within five business days or mutually agreed upon schedule.

If the State agrees the Deliverable meets requirements, the Project Representative will indicate that by signing the Deliverable Submittal Form and returning a copy of it to the Contractor. In addition, if the Project Representative or designee determines that the State should make a payment associated with the Deliverable, the Project Representative will indicate that the payment should be made on the Deliverable Submittal Form.