

Bureau of Health Services Financing
RFP # 3000010963
Project & Portfolio Management Office Services
including
Project Management Staff Augmentation Services
to manage the
MMIS Modernization and Medicaid BHSF Projects

Addendum #6

Responses to Written Questions

Question Number	Document Reference	Section Number	Section Heading	Page Number in Referenced Document	Question	Response
1	RFP	1.5.1	Mandatory Requirements to Propose	10	For the positions of Project Director, Portfolio Manager, Program Manager, and Senior Project Manager there is a requirement of five years of experience in a similar role and a Project Management Profession Certification. Can the requirement of the PMP certification be met by additional years of experience? For example, 5 years of experience and a PMP or 10 years of experience without PMP?	No
2	RFP	3.5	Portfolio Management	23	Has the State developed a Medicaid Enterprise Strategic Plan that defines goals, objectives, priorities, timelines, and small and large projects? If so, will this document be made available? If not, is the PPMO partner expected to work with BHSF and their stakeholders to develop and maintain this plan?	Here is a link to the Louisiana Department of Health strategic plan: http://ldh.la.gov/assets/docs/budget/FY2017-2022LDHStrategicPlan.pdf . Further details of agency strategic goals will be provided to the selected partner.
3	RFP	3.5	Portfolio Management	23	Has the State procured a Systems Integration (SI) Vendor? If so, can the state provide the scope of the SI services and whether the PPMO or another organization will be responsible for managing the SI. If not, does the state expect the PPMO to procure and manage the SI? Is the PPMO partner precluded from being the SI?	The State has not procured a SI partner. The PPMO partner is precluded from being the SI. The PPMO is expected to participate in the procurement process for the SI and manage the SI project work on projects managed by the PPMO and including the SI.

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4	RFP	3.5	Portfolio Management	23	Has the state procured a Technical Advisory Services (TAS) Vendor? If so, can the State provide the scope of the TAS services and whether the PPMO or another organization will be responsible for managing the TAS. If not, does the state expect the PPMO to procure and manage the TAS? Is the PPMO precluded from being the TAS?	The State has not procured a TAS partner. The PPMO partner is precluded from being the TAS. The PPMO is expected to participate in the procurement process for the TAS and manage the TAS project work on projects managed by the PPMO and including the TAS.
5	RFP	3.5	Portfolio Management	23	Is managing or overseeing the Enterprise Architecture outside the scope of the PPMO?	The Enterprise Architecture project is complete. For the projects the PPMO manages, the PPMO partner is expected to manage tasks that utilize the Enterprise Architecture.
6	RFP	3.2.1	PM Responsibilities of the PPMO	16	What state systems, tools, databases and standards are available for use by the PPMO? Does the State have a document repository that the PPMO will use, such as SharePoint, or is the PPMO expected to provide the repository tool?	The document repository is SharePoint and access will be provided at no additional cost to the selected vendor. The State requires vendors to use Jira and Jama.
7	RFP	3.3.6	Testing	20	Is the PPMO responsible for planning and executing User Acceptance Test (UAT)? If not, is the PPMO responsible for overseeing or managing the UAT organization?	The PPMO is responsible for planning and executing User Acceptance testing (UAT).
8	RFP	3.3.3	Advanced Planning Document	19	Will the State release a redacted version of the Medicaid Enterprise APD so that bidders may better understand the scope of goals, objectives, priorities, modules, systems, timelines and associated vendors?	No.
9	RFP	1.4.2	Invitation to Propose	10	Would a sub-contractor providing support to an existing vendor currently working on the MMIS Modernization or other BHSF Projects be allowed to sub-contract to the PPMO Prime Contractor?	Maybe. It will depend largely on whether the service provided by the subcontractor(s) for another vendor(s) of the BHSF Projects presents an ethical conflict of interest as between the parties. Should this situation arise, the PPMO Prime Contractor will be required to seek an official opinion from the Louisiana Ethics Board before hiring a subcontractor(s) that is working on other BHSF Projects for LDH. A recent opinion by the Board of Ethics on a similar case may be found at the Louisiana Board of Ethics website address: http://ethics.la.gov/EthicsOpinion/DocView.aspx?id=392042&searchid=2dff866a-87aa-4786-bf03-ea61f1ef3cc3&dbid=0 in Docket No. 2018-046, with decision date of 02/16/2018.

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10	RFP	3.8	3.3.2	19	Will the MITA 3.0 SS-A artifacts (MITA profile and scorecards, To Be Road Map, COO, DMS, and TMS) be made available? If the above MITA 3.0 SS-A documents have not been completed, is this vendor responsible to create and update them?	The MITA SSA is complete but not submitted. It will be provided to the selected vendor.
11	RFP	3.13.2	Payment Terms	30	This section makes reference to payment being tied to accepted deliverables. Yet in the Cost Worksheet there is only reference to Hourly Rates for seven (7) labor categories. Does the State anticipate a particular scope of work, like PPMO work related to the Pharmacy module, to be negotiated with the Contractor with the cost of associated deliverables determined at that time (a Task Order-like process)?	The State reserves the right during contract negotiations to negotiate hourly rates for specific deliverables beyond the seven (7) labor categories listed in the Cost Worksheet.
12	RFP	3.13.4	Payment Terms	30	What is the meaning of the phrase "... payment amounts for work performed must be based on at least equivalent services rendered ..."?	LDH will approve and render payment for invoices submitted to the extent that the work was performed satisfactorily and the services identified in invoices accurately describes the work that was performed by the Contractor.
13	RFP	3.13.4	Payment Terms	30	If payment is to be "keyed to clearly identifiable stages of progress", will these stages of progress be determined at the time that the scope of work around a particular activity and associated deliverable are negotiated?	The State reserves the right during contract negotiations to negotiate for specific deliverables beyond hourly rates.
14	RFP	3.14.5	Payment Terms	31	Can you please give examples of the type of activities that would lead to a situation where the Contractor would owe money to the State?	The Contractor may owe money to the State for failing to meet project deadlines which cause loss to LDH, or failing to satisfactorily provide the deliverables stated within the Scope of Work of the RFP. For instance, in Section 3.8, LDH is allowed to assess liquidated damages against the PPMO Prime Contractor for failure to achieve certain performance standards and other requirements as defined in the terms and conditions of the RFP.
15	RFP	4.14.11.1	Financial Proposal (Cost)	40	In this section you state that "... all anticipated costs of successful implementation of all deliverables outlined within the hourly rates proposed." We assume that this means that all the PPMO activities must be completed at the hourly rates proposed even though we and the State do not know when specific activities might take place and how long the activity might take. Is this assumption correct?	Yes

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16	RFP	5.1.3.2.3	Proposer Status and Allotment of Reserved Points	42	Please provide a numerical example of how these Reserved Points are assigned.	<p>Section 5.1.3.2.3 states: If the Proposer demonstrates its intent to use certified small entrepreneurship(s) in the performance of contract work resulting from this solicitation, the Proposer shall receive points equal to the net percentage of contract work which is projected to be performed by or through certified small entrepreneurship subcontractors, multiplied by the appropriate number of evaluation points.</p> <p>The formula for the RFP language is as follows, where A = the eligible subcontracted work, B = the estimated value of the contract, C = the number of reserved points, and D = points earned. $A/B * C = D$</p>
17					As the State will be responding to vendor questions for this RFP by end of day 9/10/18, to help ensure the State receives proposals that fully address your organizational and project needs as detailed in the RFP and further described in your responses to vendor questions, can the State extend the RFP due date by two weeks from 9/17/18 to 10/1/18?	No.
18					Who is the current MMIS provider?	Molina
19					What initiatives will be procured as part of MMIS Modernization Program to meet CMS requirements?	Our proposed modules are: Provider Management Systems; Care Management, Member Account Portal, Pharmacy; Financial Management; Program Integrity; Third Party Liability; Claims & Encounter Processing; Data Warehousing, Analytics & Reporting
20					What current Medicaid systems will be enhanced or procured? What specific modules for each may be acquired/enhanced?	Our proposed modules are: Provider Management Systems; Care Management, Member Account Portal, Pharmacy; Financial Management; Program Integrity; Third Party Liability; Claims & Encounter Processing; Data Warehousing, Analytics & Reporting
21					Due to shipping requirements, there is a very short turnaround from the time questions are published until the time vendors would need to submit their final bids. As such, would the state entertain a minimum 2 week extension to the due date?	No

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22					We understand PPMO is responsible for creating and managing the project training plans with input from the System Vendor(s) and BHSF. The RFP also states that "The PPMO will advise, manage and support all resources and activities to implement the Training Plan." We are assuming delivering training to State staff is not in the scope for PPMO. Could the State please confirm our understanding?	The PPMO vendor will not be responsible for delivering training.
23					The RFP states "The PPMO is required to use the State's existing systems, tools and databases where they exist". Could the State list the existing systems, tools and databases that the State anticipates PPMO will use?	The document repository is SharePoint and access will be provided at no additional cost to the selected vendor. The State requires vendors to use Jira and Jama.
24					Requirement 3.6.1 lists the onsite requirements of the key personnel. Can the state confirm that the key personnel is limited to four individuals; Project Director, Portfolio Manager, Program Manager, and Senior Project Manager.	The State confirms these are the key roles, however they are not limited to four individuals as multiple persons may work in these roles. As noted in 4.14.4 and/or Appendix G, PPMO Staffing Questions and Requests question 10, proposers may include any other key staff that are considered a competitive advantage.
25					The RFP requires the submission of multiple examples of project artifacts from other PPMO projects. Due to client confidentiality, can templates of these documents/artifacts be submitted?	The State prefers submitters include actual and complete project artifacts, client identity may be redacted.

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26					Will maximum points be awarded to a prime contractor for the Veteran/Hudson initiatives if a subcontractor is utilized to meet this requirement?	No. Maximum points will not be awarded to a Proposer who is not himself a certified Veteran/Hudson small entrepreneurship. Please refer to Section 5.1.3 which describes how reserved points will be allocated for Proposers who are certified small entrepreneurships, or engage the participation of one or more certified small entrepreneurships as subcontractors. Ten percent of the total points will be provided to Proposers who are themselves a certified small Hudson Initiative small entrepreneurship and twelve (12) percent of the total points will be allocated for Proposers who are themselves a certified small Veteran Initiative small entrepreneurship. Less than the full amount of available points will be allocated for Proposers who hire one (1) or more subcontractors who are certified small entrepreneurships. Pursuant to Section 5.1.3.3.2 of the RFP, reserved points awarded a Proposer for a subcontract(s) will be determined by the anticipated dollar value of a subcontract(s) for the three-year contract term.
27					Requirement 4.14.6.1.7 references "data collection". Can the state please clarify the definition of data collection and provide examples of data that will be collected?	Any data, including documents and other information, related to management of the State's projects, programs and portfolios.
28					Requirement 4.14, Proposal Content defines the structure for responding the RFP. Is it expected that a point by point response be provided for Requirement 4.14.1 and 4.14.2 or are these requirements informational only?	Sections 4.14.1 and 4.14.2 are informational. Specifically, 4.14.1 states that proposers should answer the RFP with as much detail as possible while economizing word usage and avoiding surplus language. Section 4.14.2 states that proposers should demonstrate the proposer's experience, using details to give more information for specific and/or unique experience(s) that relate(s) to the deliverables sought by the RFP.
29					The requirements for 4.13 and 4.14 do not correspond to one another. Can the state please clarify RFP format and response requirements?	Sections 4.13 and 4.14 are broadly related--4.14 expands upon the information provided in 4.13 where necessary. The requirements that should be provided in a specific format are detailed in 4.14. Overall, the format of the response should largely mirror that employed in the RFP.

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30					Appendix F, Staff Role Form requires vendors to submit detailed information on the proposed staff. Can experience for additional roles be given as minimum requirements or should the vendor give the experience for each proposed staff member? For example, if we bid 5 Project Managers, can we give general minimum requirements for that staff role or would the state expect to see information on each of the 5 project managers proposed?	General minimum requirements for the role are acceptable for Appendix F. We recommend proposer reads section 4.14.9.
31	RFP	1.4.2	Invitation to Propose	10	Can the state please identify any vendors who are precluded from award of this contract based on RFP section 1.4.2?	LDH cannot speculate at this time as to future conflicts of interest that may result from future awards.
32	RFP	4.14.10.1	Response to Scope of Work and Appendix G: Questions and Requests	40	For responding to RFP requirement 4.14.10.1, does the state require a separate response to the Scope of Work sections 3.1 through 3.5 in addition to the responses to the Appendix G: Questions and Requests? Also, does the State require a response for sections 3.6 through 3.14?	Yes. Proposers must provide thorough answers and supporting materials to the SOW <i>and</i> Appendix G. See the italicized provision on page 24 of the RFP. Yes. Responses should be provided to sections 3.6 through 3.14 to show how each requirement will be met by the proposer.
33	RFP, Appendix E: Cost Worksheet	N/A	N/A	70	Can the state provide Appendix E: Cost Worksheet in Excel format?	No
34					We understand from the "Evaluation and Selection" and "Appendix A" sections of the RFP that this solicitation provides up to 12 points for LA Veteran Initiative contractors. We do not meet the requirements to be a LA Veteran Initiative company as specified in your documents; however, we are a federally certified Service Disabled Veteran Owned Small Business (SDVOSB) with staff who have considerable experience and expertise in Medicaid programs and project management. Since this RFP's work is expected to be funded predominantly by federal sources, not state sources, it seems reasonable that a federally recognized SDVOSB should be able to respond on par with LA-certified veteran companies. Will our response as a federally certified SDVOSB prime or sub be awarded up to 12 points, equivalently as LA-Certified veteran companies?	No. A SDVOSB can qualify as a certified Veterans Initiative small entrepreneurship; however, if a proposer is an SDVOSB and does not qualify as a certified Veterans Initiative small entrepreneurship under Louisiana law, that proposer will not be awarded the total possible 12% of the total evaluation points.
35					Will the Department extend the due date of the RFP proposals by two weeks to allow vendors to incorporate modifications required by your responses to questions?	No

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36		3.1.1		15	Can LDH provide a definition for small, medium, and large project? Does it mean dollar value? Duration? Number of people?	The State requests that the proposer provide their definition of small or medium projects as part of their response to 4.14.6.1.1, 4.14.9.1, and Appendix G, PPMO Staffing Questions and Requests question number 3.
37		3.1.2		16	Once the PPMO is fully operational on Day 45, how many projects will be under the purview of the PPMO? What is the relative size of each?	The State will have one active MMIS modularity project and 7-9 supporting projects.
38		3.3.2.1		19	When was the most recent MITA 3.0 SS-A or SS-A update completed?	The MITA SSA is complete but not submitted.
39		3.3.2.1		19	Will the PPMO vendor be required to produce any updates or artifacts related to an SS-A or just evaluate project and program performance against the artifacts and roadmap?	Evaluate performance.
40		7.6		55	Are vendors that are currently providing technology solutions to LDH precluded from serving as the PPMO? While the PPMO is focused on MMIS Modernization Program, would a technology vendor currently contracted with LDH in clinical data, state-level registry, or eligibility modernization be similarly precluded since the PPMO would potentially interact with those projects?	Maybe. It will depend largely on whether the service provided by the subcontractor(s) for another vendor(s) of the BHSF Projects presents an ethical conflict of interest as between the parties. Should this situation arise, the PPMO Prime Contractor will be required to seek an official opinion from the Louisiana Ethics Board before hiring a subcontractor(s) that is working on other BHSF Projects for LDH. A recent opinion by the Board of Ethics on a similar case may be found at the Louisiana Board of Ethics website address: http://ethics.la.gov/EthicsOpinion/DocView.aspx?id=392042&searchid=2dff866a-87aa-4786-bf03-ea61f1ef3cc3&dbid=0 in Docket No. 2018-046, with decision date of 02/16/2018.
41		Appendix A		58-59	Can a Hudson Contractor be a subcontractor on multiple PPMO bids? In other words, can the same Hudson Contractor be partnered with multiple prime contractors?	Yes, as it is anticipated that there will only be one contract awarded through this RFP.
42		Appendix A		58-59	If a Hudson Contractor is on multiple bids, can they also bid the same staff on multiple bids?	Yes, as it is anticipated that there will only be one contract awarded through this RFP.
43		3.6		24	We understand the positions Project Director, Portfolio Manager, Program Manager, and Senior Project Manager are key personnel and section 3.6 indicates they need to be onsite in Baton Rouge. Will the State allow for location flexibility based on the cadence of the project?	No

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44		Appendix E		70	In the cost sheet all names roles indicate full time at 2,080 hours; can the State confirm this is for pricing comparison purposes only? Can State confirm that, as appropriate, named staff could be less than full time in meeting the needs of the project?	Yes; the 2,080 figure will be used only for price comparisons between the proposals. Yes, some staff could be less than full time in meeting the needs for the project.
45		5.1.4		43	The RFP identifies 6 evaluation criteria that will be used to score proposals. Please clarify where two of the mandated proposal content areas land for scoring, or if they will be scored at all – 1) Engagement Implementation & Operations and 2) Executive Summary and Corporate Background.	Engagement Implementation and Operations will be considered for scoring under both Staffing Model and Proposed Staff Experience and Response to Scope of Work, Questions, and Requests evaluation criterion, and Executive Summary and Corporate Background will be scored under Relevant Corporate Experience.
46		2.2		12	In the procurement timeline, on-site presentation/demonstrations are to be conducted on or around 10/10/18. How will a vendor's performance during this presentation be used in evaluating best value for the state since it is not listed in the 100 points for evaluation criteria. Will LDH allow re-scoring after the presentations based on information gained that may clarify questions, or will scores stand and the presentations only augment those scores?	Yes. Following any and all presentations by proposers, LDH has the ability to adjust the score awarded to the proposal(s) to reflect the performance of the presentation.