

AMENDMENT

It is agreed by and between the State of Vermont, Department of Vermont Health Access (hereafter called the "State") and Berry Dunn McNeil & Parker, LLC, d/b/a BerryDunn, (hereafter called the "Contractor") that the contract on the subject of providing assistance with the development of uniform reporting requirements and business processes for specialized programs, effective February 1, 2015, is hereby amended effective May 2, 2016, as follows:

1. By deleting Section 4 (Contract Term) on page 1 of 34 of the base agreement, and substituting in lieu thereof the following:

4. Contract Term. The period of Contractor's performance shall begin on February 1, 2015 and end on October 31, 2016. The State and the Contractor have the option of renewing this contract for up to one (1) additional one-year extension and one (1) additional nine (9) month extension.

2. By deleting Attachment A (Specifications of Work to be Performed) Section E. Tasks & Approval Process Task 6 Mapping of Business Requirements "As-is" and "To-be", on page 5 of 34 of the base agreement, and substituting in lieu thereof the following:

TASKS 6 a, b, and c – Business Process Mapping and Information-Gathering

Business process mapping and information-gathering activities for the Specialized Programs and systems/tools in scope were previously performed under Task 6 of amended Contract Number 27881 and under Task Order 003; activities performed as part of this Amendment will dovetail with those previously completed activities to promote alignment and prevent overlap.

The Contractor will engage in the following high-level activities under this task:

- Hold preliminary meeting with each Department/Division/Program to validate the list of systems/tools, identify processes associated with the systems/tools and ensure as-is process mapping has not previously been performed, and identify SME's to participate in business process mapping sessions,
- Develop and distribute business process mapping meeting materials to participants,
- Schedule and facilitate business process mapping sessions,
- Develop and submit draft sub-deliverables;
 - A unique sub-deliverable will be created for each system/tool addressed to allow for incremental submission by Contractor and to ease the review process for Subject Matter Experts (SMEs),
 - Each sub-deliverable will include the approved content previously approved for as-is business processes by the State in the Deliverable Expectations Document,
 - To-be business process information will be limited to the high-level narrative vision from SMEs (one to two paragraphs) and the data elements SMEs anticipate will be needed in the future environment to support reporting and other processes.
- Incorporate feedback from Department SMEs,

- Aggregate sub-deliverables into a single deliverable at the Department level and submit final reporting.

Specialized Programs in scope for this task may include:

- DMH AMH
- DMH CMH
- DAIL TBI
- DAIL ASD
- DAIL DDS
- VDH ADAP
- DCF CIS

The systems/tools in scope are those listed in Exhibit 3.3 of Pacific Health Policy Group's Contract No. 28001, Task 4 Detailed Inventory of Reporting Systems report, with the exception of the systems/tools for VDH HIV/AIDS and Ladies First as these programs were determined to be out of scope after completion of that report. The list is subject to amendment pursuant to the State's activities.

The State reserves the right to refuse any deliverables required under this contract for failure to sufficiently incorporate the deliverables detailed and contracted for under DVHA Contract No. 28001 (Pacific Health Policy Group's "MMIS Specialized Program Project" contract, signed February 2, 2015).

Within the scope of tasks defined above, the following activities shall constitute Task 6a:

- Develop as-is business process maps and diagrams
- A total of 327 hours are dedicated to Task 6a

Within the scope of tasks defined above, the following activities shall constitute Task 6b:

- Develop to-be business process maps and diagrams
- A total of 333 hours are dedicated to Task 6b

Within the scope of tasks defined above, the following activities shall constitute Task 6c:

- Develop as-is business process maps, gather information on the to-be environment and deliver an aggregate business process mapping document
- A total of 1,736 hours are dedicated to Task 6c

The Contractor has reserved 2,448 man-hours to lead and complete this task. The budget for work performed under Tasks 6 a, b and c shall not exceed \$526,320 during the term of this Agreement or as adjusted by a task order.

- By deleting Attachment A (Specifications of Work to be Performed) Section E. Tasks & Approval Process, Task 7 Define IT System-related Business Requirements, on page 6 of 34 of the base agreement, and substituting in lieu thereof the following:

TASK 7– Develop Deliverable Expectations Document for IT System-related Business Requirements Document

The Contractor will create a Business Requirements Document (BRD) outlining expected content and format for a Business Requirements Document, which may be used for future project activities. The BRD must comply with AHS HSE PMO standards.

The Contractor has reserved 50 man-hours to lead and complete this task. The budget for work under Task 7 shall not exceed \$10,750 during the term of this Agreement or as adjusted by a task order.

- By deleting Attachment A (Specifications of Work to be Performed) Section E. Task & Approval Process, Task 8 Development of Business Rules and Forms for Permissions and Confidentiality, on page 6 of 34 of the base agreement.
- By deleting Attachment A (Specifications of Work to be Performed) Section E. Tasks & Approval Process, Task 9 Summarize and Aggregate Plan for Data Reporting, on page 7 of 34 of the base agreement.
- By deleting Attachment A (Specifications of Work to be Performed) Section E. Tasks & Approval Process, Task 10 Development of Implementation Plan, on page 7 of 34 of the base agreement.
- By deleting Attachment A (Specifications of Work to be Performed) Section H. Project Timeline, on page 10 of 34 of the base agreement, and substituting in lieu thereof the following:

Task*	2015										2016									
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep-Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct		
1 Project Planning and Project Management																				
2 Prepare Inventory of Data Reporting Systems that Support Programs within the Agency of Human Services (AHS) and Medicaid-Funded Programs within the Agency of Education (AoE)																				
3 Prepare Methodology for Evaluation of HSE/MMIS Core Data Elements																				
4 Prepare Detailed Inventory of Data Reporting Systems																				
5 Prepare Final Consensus of Data Elements and Recommendations for Refinement, Integration and Sharing																				
6 Develop Business Process Maps and Gather Business Process Information																				
7 Develop DED for Functional Requirements																				
11 Provide Technical and Other Assistance																				

*Tasks shaded green are led by BerryDunn, tasks shaded blue are led by PHPG, and tasks in pink may be led by both.

8. By updating Attachment B (Payment Provisions), Section 1 on page 12 of 34 of the base agreement to indicate:

1. Contractor invoices shall be submitted no more frequently than monthly, but no later than quarterly, and then invoice shall be printed on the Contractor's official letterhead, reference this contract number, include the date of invoice, remit address, the title and name of personnel performing work, the actual number of hours worked during the specified billing period, a detailed description of the work completed organized by Task and priced at an hourly rate of \$215 per hour, the total amount billed, and be signed off by an Authorized Representative of the Contractor. The hourly pay rate supersedes the rate chart listed within the base agreement. The State shall pay the Contractor on an hourly basis, with payments tied to contractually-defined deliverables in accordance with the Deliverable-Based Schedule below. The State has the right to deny payment of any invoice that does not align with the stipulations listed within this Section 1. The State can request that the Contractor amend any invoices that are not consistent with the provisions stated above. In the event that the Contractor must amend an invoice at the request of the State, the Contractor shall adjust the date of the invoice to accurately reflect the resubmittal date.

9. By updating Attachment B (Payment Provisions), Section 4 Payment Schedule on page 12 of 34 of the base agreement to indicate:

TASKS 1 -6 a, b and c - Deliverable-Based Payments

The Contractor will perform Tasks 1 through 6 a, b and c, as specified in Attachment A of this Contract, on an hourly basis, with payments tied to contractually-defined deliverables and the State's finding of satisfactory performance. Enclosed herein is the deliverable-based payment schedule:

10. And by updating Tasks 6a 6b, 7, and 11, adding Task 6c, and removing Tasks 8, 9 and 10 of the chart titled *Project Hours and Cost by Activity* on pages 13 through 16 of 34 of Attachment B of the base agreement to the following:

Project Hours and Cost by Activity and Deliverable

Service/Deliverable	Maximum Allowed Hours	Total Cost	Month Due	Due Date (Assumes Start Date of February 2, 2015)
Task 1: Project planning and project management				
<i>Deliverables</i>				
D1.1 Project Management Plan	120	\$ 25,800	Month 1	2/27/2015
D1.2 Project Schedule	40	\$ 8,600	Month 1	2/27/2015
D1.3 Project Kick-Off Meeting and Presentation	60	\$ 12,900	Month 2	3/11/2015
D1.4 Monthly Status Report #1	24	\$ 5,160	Month 2	3/6/2015
D1.5 Monthly Status Report #2	24	\$ 5,160	Month 3	4/7/2015
D1.6 Month-End Weekly Status Report #3	24	\$ 5,160	Month 4	5/7/2015
D1.7 Month-End Weekly Status Report #4	24	\$ 5,160	Month 5	6/5/2015
D1.8 Month-End Weekly Status Report #5	24	\$ 5,160	Month 6	7/7/2015
D1.9 Month-End Weekly Status Report #6	24	\$ 5,160	Month 7	8/7/2015
D1.10 Month-End Weekly Status Report #7	24	\$ 5,160	Month 8	9/7/2015
D1.11 Month-End Weekly Status Report #8	24	\$ 5,160	Month 9	10/7/2015
D1.12 Month-End Weekly Status Report #9	80	\$17,200	Month 10	11/6/2015
D1.13 Month-End Weekly Status Report #10	80	\$17,200	Month 11	12/7/2015
D1.14 Month-End Weekly Status Report #11	80	\$17,200	Month 12	1/7/2016
D1.15 Month-End Weekly Status Report #12	80	\$17,200	Month 13	2/5/2016
D1.16 Month-End Weekly Status Report #13	80	\$17,200	Month 14	3/7/2016
D1.17 Month-End Weekly Status Report #14	80	\$17,200	Month 15	4/7/2016
D1.18 Month-End Weekly Status Report #15	80	\$17,200	Month 16	5/6/2016
D1.19 Month-End Weekly Status Report #16	80	\$17,200	Month 17	6/7/2016
D1.20 Month-End Weekly Status Report #17	80	\$17,200	Month 18	7/7/2016
D1.21 Month-End Weekly Status Report #18	80	\$17,200	Month 18	7/29/2016
D1.22 Project Close-Out Meeting and Presentation	24	\$5,160	Month 21	10/31/2016
Sub-Total	1,236	\$265,740		

Task 2: Prepare Inventory of Data Reporting Systems that Support Programs within the Agency of Human Services (AHS) and Medicaid-Funded Programs within the Agency of Education (AoE)				
<i>Deliverables</i>				
D2.1 Support for Inventory of Data Reporting Systems that Support Programs within the Agency of Human Services (AHS) and Medicaid-Funded Programs within the Agency of Education (AoE) (PHPG Lead)	80	\$ 17,200	Month 2	3/31/2015
Sub-Total	80	\$ 17,200		
Task 3: Prepare Methodology for Evaluation of HSE/MMIS Core Data Elements				
<i>Deliverables</i>				
D3.1 Support for Methodology for Evaluation of HSE/MMIS Core Data Elements (PHPG Lead)	80	\$ 17,200	Month 3	4/30/2015
Sub-Total	80	\$ 17,200		
Task 4: Prepare Detailed Inventory of Data Reporting Systems				
<i>Deliverables</i>				
D4.1 Support for Detailed Inventory of Data Reporting Systems (PHPG Lead)	160	\$ 34,400	Month 6	7/30/2015
Sub-Total	160	\$ 34,400		
Task 5: Prepare Final Consensus of Data Elements and Recommendations for Refinement, Integration and Sharing				
<i>Deliverables</i>				
D5.1 Support for Final Consensus of Data Elements and Recommendations for Refinement, Integration and Sharing (PHPG Lead)	120	\$ 25,800	Month 8	9/30/2015
Sub-Total	120	\$ 25,800		
Task 6a: Develop as-is business process maps				
<i>Deliverables</i>				
D6.1 Deliverable Expectations Document: As-Is Business Process Diagrams	32	\$ 6,880	Month 2	3/31/2015
D6.2 Draft As-Is Business Process Diagrams	120	\$ 25,800	Month 7	8/31/2015
D6.3 Final As-Is Business Process Diagrams	175	\$ 37,625	Month 8	9/30/2015
Sub-Total	327	\$70,305		
Task 6b: Develop to-be business process maps				
<i>Deliverables</i>				
D6.4 Deliverable Expectations Document: To-Be Business Process Diagram	56	\$ 12,040	Month 2	3/31/2015
D6.5 Draft To-Be Business Process Diagrams	168	\$ 36,120	Month 7	8/31/2015
D6.6 Final To-Be Business Process Diagrams	109	\$ 23,435	Month 8	9/30/2015

Sub-Total	333	\$71,595		
Task 6c: Develop as-is business process maps and gather information on to-be environment				
(New Deliverable) D6.7 Aggregate Business Process Mapping Document	1,736	\$ 373,240	Month 21	10/31/16
Sub-Total	1,736	\$ 373,240		
Task 7: Define IT system-related business requirements				
<i>Deliverables</i>				
D7.1 Deliverable Expectations Document: Business Requirements Document	50	\$ 10,750	Month 4	5/29/2015
Sub-Total	50	\$ 10,750		
Total: Tasks 1-7	4,122	\$ 886,230		
Task 11: Technical and other assistance as needed				
<i>Deliverables</i>				
To be determined; will be task order driven	1,855	\$ 398,825	Ongoing	
Total: Task 11 (Ad Hoc)	1,855	\$ 398,825		
Total: Tasks 1-11	5,977	\$1,285,055		

This amendment consists of 7 pages. Except as modified by this amendment and any previous amendments, all provisions of this contract, (#27881) dated February 2, 2015 shall remain unchanged and in full force and effect.

STATE OF VERMONT
DEPARTMENT OF VERMONT HEALTH ACCESS

CONTRACTOR
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