

BIDDER QUESTIONS & DVHA RESPONSES

- RFP Section Reference: **Appendix B, “Summary of Funds” (page 37 of the RFP)**
 1. **Question**: The summary of funds form requests information on funds received during the current fiscal year. Is it sufficient to provide information from the most recently completed fiscal year?

Answer: Yes.

- RFP Section Reference: **Chapter 1, Section 2.1, “Scoring”, Section 2.B, “Program Costs” (page 10 of the RFP)**
 2. **Question**: Could the Department please clarify the following with respect to Section 2.B. (“Detail of Expenses”): Schedules A, B and C (**pages 40 - 42**) require a summary of program costs, the detail of expenses, and a narrative regarding the administrative costs allocation methodology. Consulting firms typically propose hourly rates for professional services contracts of this nature. Could you please confirm that a table that includes proposed hours and hourly rates by staff member is sufficient and could be provided in lieu of Schedules A, B and C?

Answer: Yes. We can accept a proposal that includes hours and rate in lieu of the Schedule A, B, and C.

- RFP Section Reference: **Section 1.7.4 – Insurance Certificate (page 5 of the RFP)**
 3. **Question**: Section 1.7.4 requires that we provide an Insurance Certificate that meets the minimum coverage specified by Section 4. However, there is no minimum specified in paragraph 7 of “Attachment C” Professional Liability. As this is very expensive for small firms, would you verify that professional liability is not required for this engagement.

Answer: Before commencing work on this Agreement and throughout the term of this Agreement, the Party shall procure and maintain professional liability insurance for any and all services performed under this Agreement, with minimum coverage of **\$2,000,000** per claim, and **\$2,000,000** aggregate. The aforementioned professional liability requirements will be updated and reflected in the RFP.

- RFP Section Reference: **Chapter 3, “Technical Proposal/Program Specifications,” Section 1 (page 29 of the RFP)** reads “Attachment A Specification of Work to be Performed”
 4. **Question**: Please suggest if the State has proposed timeline for completion of this program.

Answer: The State will set delivery dates for individual components of the work scope, and payment will be made for the successful execution of the scope component. The State would like the overall project to be completed in 12-15 months.

BIDDER QUESTIONS & DVHA RESPONSES

5. **Question:** Does the Scope of Work to be performed include actual technical implementation, coding, testing, and deployment of proposed solution OR only requirement analysis & documentation?

Answer: Scope of work includes: Inventory of specialized programs; inventory of data elements and reporting requirements; plan for streamlining; development of business requirements; technical assistance; system requirements necessary for implementation; creation of an implementation development plan, including monitoring progress and compliance of plan.

- RFP Section Reference: **Chapter 3, "Technical Proposal/Program Specifications," Section 1.1 (page 29 of the RFP)** reads *"The scope of this project is to develop uniform reporting requirements and business processes for specialized programs via the development of a Health Services Enterprise (HSE) that supports state and federal reform initiatives. Currently, several different specialized systems of care within Vermont Agencies and Departments operate with different state and federal reporting requirements and data systems, which is costly and inefficient. Vermont's new Medicaid Management Information System (MMIS) is a fundamental component of the HSE, and the implementation of HSE/MMIS provides an opportunity to streamline and standardize reporting requirements."*

6. **Question:** Does the scope include only the reporting requirements development and business process creation or it includes implementation of them as well? Please elaborate the scope of the program.

Answer: The Scope includes creation of an implementation development plan, including monitoring progress and compliance of plan. The scope is not inclusive of IT system development work.

Scope of work also includes: Inventory of specialized programs; inventory of data elements and reporting requirements; plan for streamlining; development of business requirements; technical assistance; system requirements necessary for implementation.

7. **Question:** Please provide a list of existing reporting system and details like data store, data, integration, reporting platform, user base; which needs to be evaluated as part of this program.

Answer: Determining a list of existing reporting systems and detail is part of the work scope for this RFP.

8. **Question:** Please share the details including technology platform for new MMIS system at State.

Answer: The RFP for the new MMIS system is in draft form and will be posted for public viewing when final.

- RFP Section Reference: **Chapter 3, "Technical Proposal/Program Specifications," Section 1.1, 2 (page 29 of the RFP)** reads *"The program goal include: 1) Re-evaluate existing reporting requirements; and 2)*

BIDDER QUESTIONS & DVHA RESPONSES

Develop a standardized, streamlined, and integrated list of reporting requirements that includes both demographic and service level information.”

9. **Question:** Does the State have any volumetric information about how many reports are required in future state and how many end users?

Answer: No.

10. **Question:** Which subject areas are included in the scope for reporting apart from demographic and service level?

Answer: The State does not understand this question, but will be happy to discuss in more detail at the bidder’s conference.

11. **Question:** Does the scope also include any of the standard federal or state reporting? If yes, please share details.

Answer: Yes, the work scope includes an inventory of all federal and State reporting requirements.

- RFP Section Reference: **Chapter 3, “Technical Proposal/Program Specifications,” Section 1.1, III (page 29 of the RFP)** reads *“Successful development and implementation of uniform reporting requirements for specialized programs.”*

12. **Question:** Please clarify if implementation of uniform reporting is part of scope or it is only development of requirements for uniform reporting? If implementation of reporting is in the scope of program, please share any technology preference State has for this program.

Answer: The scope includes creation of an implementation development plan, including monitoring progress and compliance of plan. The scope is not inclusive of IT system development work.

13. **Question:** Please share technical landscape of MMIS and different reporting platforms currently in State.

Answer: Need additional clarity in order to provide response to this question.

- RFP Section Reference: **Chapter 3, “Technical Proposal/Program Specifications,” Section 1.1, IV (page 29 of the RFP)** reads *“Responsibilities of Contractor”*

14. **Question:** Which departments and how many HSE/MMIS staff are expected to be involved in this program? Please elaborate on expectations for facilitating collaboration.

BIDDER QUESTIONS & DVHA RESPONSES

Answer: All AHS departments will be engaged. Facilitating collaboration will be done in conjunction with the contract manager and will be essential for successful completion of scope.

15. **Question:** Current permissions and confidentiality forms and rules are automated or paper-based? Please suggest how many such form and rules are expected in future state.

Answer: The State does not understand this question, but will be happy to discuss in more detail at the bidder's conference.

- RFP Section Reference: **Chapter 3, "Technical Proposal/Program Specifications," Section 1.1, IV(7) (page 29 of the RFP)** reads "Provide technical support to the Vermont Agencies, Departments, and providers."

16. **Question:** What kind of Technical support is in scope? Can you please let us know the MMIS reporting platform details?

Answer: The scope is not inclusive of IT system development work. Technical assistance is sought for in order to implement revised reporting requirements.

17. **Question:** Please elaborate on what type of technical support is expected.

Answer: See response to Question 16.

- RFP Section Reference: **Chapter 3, "Technical Proposal/Program Specifications," Section 1.1, IV(8) (page 29 of the RFP)** reads "Track HSE/MMIS implementation progress and evaluate compliance."

18. **Question:** Is program management of HSE/MMIS implementation in scope for this RFP? What are the timelines of HSE/MMIS Implementation?

Answer: No. Not applicable.

- RFP Section Reference: **Chapter 3, "Technical Proposal/Program Specifications," Section 1.1, V (page 29 of the RFP)** reads "Provide the ability to run a variety of queries both standard and custom on the information contained in the system. Please provide information regarding the ability of the system to generate robust reporting."

19. **Question:** This ask seems to be an implementation ask rather than Requirements Development & Business Process Creation asks of the RFP (which assume is the scope of the RFP). Please clarify.

Answer: The scope does not include IT implementation, but rather the establishment of a plan to allow for streamlined reporting.

- RFP Section Reference: **General questions.**

20. **Question:** Are the requirements pertaining to the migration of reports from various specialized programs to HSE/MMIS platform part of scope?

BIDDER QUESTIONS & DVHA RESPONSES

Answer: No.

21. **Question:** Do we have information around the number of reports and the number of disparate source systems?

Answer: Determining a list of existing reports and systems is part of the work scope for this RFP.

22. **Question:** Will the state be procuring for an Independent Verification and Validation (IV&V) contractor for the MMIS project? If so, when does the state anticipate releasing that solicitation?

Answer: Unknown at this time.

23. **Question:** The contract term is mentioned as one year with a provision of extension for additional 2 years. However, the timelines for the MMIS reporting implementation is not specified. Can you please let us know?

Answer: The specific timeline for MMIS implementation is unknown at this time.

24. **Question: References:**

- a. Please specify what could be considered a similar business in this in this regard. Would engagements involving Reporting/DW/BI qualify as similar experience? Or would experience in MMIS engagements only be considered relevant for the references?
- b. Is it mandatory that all of the 3 minimum referenced engagements must have been done in last 12 months? Would older engagements be considered?

Answer: The State would consider a range of experience to be applicable to this scope, and will examine references on an individual basis in order to determine degree of relevance. References must be of companies/organizations that you have conducted similar business with in the past twelve months.

- **Question:** Offshoring—would the state permit any part of the work to be performed from an offshore location, i.e., outside US?

Answer: No.