

Addendum #4

305PUR-DHHRFP-IV&V-DATA-MVA
Medicaid Eligibility Data Systems
Medical Vendor Administration
Department of Health and Hospitals
Proposal Due Date and Time: March 4, 2013 4:00 P.M. CDT

Glossary

On-Site: Bienville Building, 628 North 4th Street, Baton Rouge, Louisiana

Section I. General Information, G. Schedule of Events

Schedule of Events

Public Notice of RFP	01/16/2013
Deadline for Receipt of Written Questions	01/23/2013
Response to Written Questions	02/11/2013
Deadline for Receipt of Written Proposals	03/04/2013 4:00PM CDT
Proposal Evaluation Begins	03/06/2013
Contract Award Announced	03/13/2013
Contract Negotiations Begin	03/14/2013
Contract Begins	05/01/2013

Section O. Proposal Content, 10 Cost and Pricing Analysis

Cost and Pricing Analysis

- a. Proposer shall specify costs for performance of tasks. Proposal shall include all anticipated costs of successful implementation of all deliverables outlined. An item by item breakdown of costs shall be included in the proposal.

Proposers shall submit the breakdown in a similar format to the attached sample cost template form (See Attachment V) to demonstrate how cost was determined.

Section P. Evaluation Criteria, 4 Cost Evaluation, a

Cost Evaluation:

- a. The proposer with the **lowest total cost** shall receive 25 points. Other proposers shall receive points for cost based upon the following formula:

$$\text{CPS} = (\text{LPC}/\text{PC}) * 25$$

CPS = Cost Proposal Score

LPC = Lowest Proposal Cost of all proposers

PC = Individual Proposal Cost

Section B. Purpose of RFP, 1 & 2

1. The purpose of this RFP is to solicit proposals from qualified and experienced proposers that provide Independent Verification & Validation (IV & V) services for enterprise Medicaid Eligibility System Replacement projects. The Louisiana Department of Health and Hospitals seeks to obtain an IV & V Contractor to perform IV & V services for the Design, Development and Implementation (DDI) of a replacement MEDS. The MEDS IT Architecture Upgrade Project DDI is intended to replace the entire current MEDS, including its NiAS (Notices), and Resources sub-systems, with a state-of-the-art, HIPAA compliant, rules-driven, on-line, real-time, web-based MEDS that is versatile in its architecture, structure, and code to support the evolving business needs of Louisiana's Medicaid program. The IV & V Contractor will verify the DHH chosen solution meets business and technical requirements in order to obtain CMS **approval** for the chosen MEDS Replacement.
2. A contract is necessary to procure IV & V services which include, but are not limited to:
 - Assuring compliance of current and future business and technological needs and services of DHH's MEDS with the CMS MITS 11-01-v1.0 Enhanced Funding

Requirements: Seven Conditions and Standards (hereafter, “Seven Standards”), which can be found at the following website: <http://www.medicaid.gov/Medicaid-CHIP-Program-Information/By-Topics/Data-and-Systems/Downloads/EFR-Seven-Conditions-and-Standards.pdf>

- Developing and presenting recommendations for the best solution(s) to achieve a cost effective and administratively efficient MEDS;
- Providing IV & V services assisting DHH with the MEDS replacement DDI; and
- Ensuring effective performance throughout the DDI System Development Life Cycle (SDLC) and CMS **approval**.

In addition, all proposers are encouraged to demonstrate added value in their proposals by recommending IV & V services not addressed in this document.

The IV & V Contractor must be able to furnish a sufficient number of full-time, on-site individuals who possess the education, skills, and experience necessary to ensure on-going contract compliance for the monitoring of the operations of the existing MEDS, and a successful completion of the MEDS replacement project. The Department requires a DDI Team with oversight by a single Project Manager, who will serve as a member of the MEDS Replacement joint PMO. The number of full-time, on-site individuals shall be pre-approved by the Department.

Section II. Scope of Work for DDI of MEDS Replacement, A. Project Overview

A. Project Overview

The IV & V Contractor selected for this project will perform extremely complex information technology performance evaluations and reviews for computer systems, interfaces, and processing functions. The IV & V Contractor will also analyze and report on the MEDS Replacement Contractor’s responsibilities and performance metrics to DHH BHSF.

The IV & V Contractor must provide ongoing project management support utilizing techniques in accordance with the project management framework established by the Project Management institute (PMI) in the Project Management Book of Knowledge (PMBOK) to ensure MEDS Replacement contract compliance, in that the comprehensive DDI project plan is developed, executed, monitored, reported and maintained.

Additional contractor project responsibilities shall include, but are not limited to, the following:

- Participate in person in all applicable meetings required by the Department, to include the meetings of the MEDS Replacement joint PMO;

- Investigate any performance improvement opportunities that may also justify cost savings and improve Contractor and state efficiency and submit an action plan to address/implement them;
- Assist DHH BHSF in assuring that all MEDS Replacement contractual requirements are met, and ensure that the Design, Development, and Implementation phase (DDI) of the Replacement Project is completed in a manner satisfactory to DHH;
- Assist DHH BHSF by ensuring that all requirements are met for CMS **approval** of the replacement MEDS.

DHH BHSF and its MEDS Replacement joint PMO, along with the selected IV & V Contractor, will provide project management oversight for the MEDS Replacement project; the IV & V Contractor shall provide independent review of contract execution and deliverables, and apply management techniques for monitoring contract compliance.

Section B. Deliverables for IV&V of MEDS Replacement DDI, 1. General Requirements, f.

Serve as a technical resource and participate with the selected MEDS Replacement Contractor and the MEDS Replacement joint PMO in all phases of the project, including post implementation monitoring and CMS **approval**;

Section B. Deliverable for IV&V of MEDS Replacement DDI, Post Implementation – Preparation for CMS **Approval, b. Participate in CMS **Approval****

Participate in CMS **Approval**:

Be knowledgeable of the new CMS **approval** protocol and propose a System Development Life Cycle (SDLC) methodology from conception through **implementation and approval**. The IV & V Contractor shall provide a work plan outlining tools, information gathering processes and documentation protocols throughout the project life cycle for the CMS observation visit. The IV & V Contractor shall participate in the **approval** process and the **gate review** visit. The IV & V Contractor shall assist the Department in managing the **approval** process to assure the MEDS Replacement Contractor's compliance with the RFP requirements.

Section B. Deliverable for IV&V of MEDS Replacement DDI, 6. Reporting Requirements, c.

Identify and track the completion of all requirements necessary for the CMS **approval** review and provide a report to the MEDS Project Director weekly.

Revised Cost Template

Cost Template

ATTACHMENT V- Sample Cost Breakdown Template

Use this sample template to prepare a cost breakdown of the contract. Enter the appropriate amount in the each column according to deliverable. Monthly costs must be inclusive of all expenses necessary to meet the requirements of the RFP including but not limited to meeting attendance, record keeping, etc.

	Monthly Cost	Contract Period Cost (Monthly fee x 36 months)
Administrative Fees:		
Deliverables:		
General Requirements		
Programmatic Requirements		
Operations Requirements		
Planning/Pre-implementation Project Management Support		
Design and Development		
Testing and Implementation		
Post Implementation		
Staffing		
Reporting		
Total Cost		