

**INDEPENDENT VERIFICATION AND VALIDATION SERVICES
(IV&V)
LOUISIANA MEDICAID PROGRAM
MEDICAL VENDOR ADMINISTRATION
DEPARTMENT OF HEALTH AND HOSPITALS
RFP # 305PUR-DHHRFP-IV&V-MVA**

**Proposal Due Date/Time: Wednesday, August 24, 2011
4:00 pm CDT**

Revisions

Section III.B.2.e Programmatic Requirements revised to read as follows:

Perform validation of system integration testing, manage, ~~manage~~ interface testing, pilot operations, operational readiness assessment, and participate in the preparation and management of the user acceptance test plans, including test criteria and procedures for DDI. The IV & V contractor will conduct reviews of testing to ensure that critical elements of the system, as delivered by the FI, are stable and comply with State requirements as detailed in the SFP. These reviews are independent of the FI's testing and the focus is on areas identified as a priority for IV & V testing.

Section III.B.3 Subtask II-1.7 Requirements Traceability has been deleted

~~*Subtask II-1.7: Requirements Traceability—The IV & V contractor shall conduct an initial assessment of requirements and associated business processes and develop a Requirements Traceability Matrix (RTM) for managing the requirements and processes throughout the project life cycle. This task will verify that design modules trace back to the requirements and vice versa.*~~

Section III 2. Programmatic Requirements I. has been added:

I. Monitor the Requirements Traceability Matrix (RTM) used for managing the requirements and processes throughout the project life cycle and verify that the design modules trace back to the requirements and vice versa.

Section III.B.3 Operational Requirements, Phase II, Subtask II- 1.8 Unit Test Results has been deleted.

~~**Section III.B.3 Subtask II-1. Unit Test Results**~~

~~The IV & V contractor is required to conduct system development in accordance with the approved system design deliverables. The IV & V contractor must verify and validate unit test before they are integrated and system tested and ensure results of the unit tests are fully documented.~~

Section III B.3 Subtask II-1.9 Evaluation of Integration/System Test Environment

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Testing of the system is a critical step in the overall development of any system. In many development projects, system testing is coupled with the development tasks.

The State of Louisiana is placing major emphasis on the testing of the system prior to acceptance testing and implementation activities and, for this reason, has broken out testing to be conducted by the IV & V contractor.

The IV&V contractor must verify and validate system test processes before they are integrated and system tested. The IV&V contractor will also participate in the review of test results, and ensure results of testing are fully documented by the FI.

In-depth, process-driven, and fully documented testing is required for the MMIS replacement project. The IV & V contractor must certify and demonstrate, as required, that the system is free from defects, that it functions per the approved system design, has validated requirements, and is ready for user acceptance testing prior to the completion of the integration and system testing.

Section III. B. 3 Subtask II-1.10 Assessment of Data Conversion Plan

The IV & V contractor shall conduct an initial assessment of data conversion plans procedures, and software including:

- Relevant data conversion deliverables, giving particular attention to parallel testing
- Procedures for reviewing converted data for completeness and accuracy
- Monitoring errors
- Contingency plans

Additional Requirements for the following section of the RFP:

Section III.B.3 Operations Requirements

Following the statement:

The remainder of this document pertains to both sections II & III of this RFP.

DHH reserves the right to amend the contract in order to comply with applicable changes mandated by CMS during the contract term.

Additional Requirements for the following section of the RFP:

Section III B. 4 Staffing Requirements/Qualifications

All temporary, permanent, subcontracted, part-time, and full-time IV&V staff working on the Louisiana IV&V contract shall have a national criminal background check prior to starting work on the Louisiana IV&V contract. The background check must encompass the last seven (7) years of addresses for each individual. The results shall include all felony convictions and shall be submitted to the Department for review prior to the start of work on the Contract. Any employee with a background unacceptable to the Department shall be prohibited from working

on the Louisiana IV&V contract or immediately removed from the Louisiana contract by the Contractor. Examples of felony convictions that are unacceptable include, but are not limited, to those convictions that represent a potential risk to the security of the system and/or data, potential for healthcare fraud, or pose a risk to the safety of Department employees. The national criminal background checks shall also be performed every two (2) years for all temporary, permanent, subcontracted, part-time and full-time IV&V staff working on the Louisiana IV&V contract beginning with the twenty-fifth (25th) month following contract award. The Contractor shall be responsible for all costs to conduct the criminal background checks. The Contractor shall provide the results of the background checks to the Department in a report. The format of the report shall be approved by the Department and shall include all background checks as an appendix to the report.

The Contractor shall ensure that all entities or individuals whether defined as “Key Personnel” or not, performing services under the contract are not “Ineligible Persons” to participate in the Federal health care programs or have been convicted of a criminal offense that falls within the ambit of 42 U.S.C 1320a-7(a), but has not yet been excluded, debarred, suspended, or otherwise declared ineligible. Exclusion lists include the HHS/OIG List of Excluded Individuals/Entities (available through the internet at <http://www.oig.hhs.gov>) and the General Services Administration’s List of Parties Excluded from Federal Programs (available through the Internet at <http://www.epls.gov>).

All temporary, permanent, subcontract, part-time and full-time IV&V staff working on the Louisiana IV&V contract shall complete an annual statement that includes an acknowledgement of confidentiality requirements and a declaration as to whether the individual has been convicted of a felony crime or has been determined an “Ineligible Person”. If the individual has been convicted of a felony crime or identified as an “Ineligible Person”, the IV&V Contractor shall notify the Department on the same date the notice of a conviction or ineligibility is received. The IV&V Contractor shall keep the individual statements on file and submit a comprehensive list of all current staff in an annual statement to the Department, indicating if the staff stated they were free of convictions or ineligibility referenced above.

If the Contractor has actual notice that any temporary, permanent, subcontract, part-time, or full-time IV&V staff has become an “Ineligible Person” or is proposed to become ineligible based on pending charges, the Contractor shall remove said personnel immediately from any work related to this contract and notify the Department within five (5) days. For felony convictions, the Department shall determine if the individual should be removed from the contract project.

IV.O.5.c. (following bullets)

Assumptions or exceptions not addressed in the technical portion shall not be considered in negotiations. Costs related to those areas where assumptions or exceptions are made shall be reflected in the costs associated with their technical response.

The cost sheet has also been updated to reflect changes as a result of the revisions to the RFP.