

IT Professional Technical Services SITE Program

Request for Offers (RFO) For Technology Services

Issued By

Office of MN.IT Services @ Minnesota Department of Health

Project Title

**Project Manager and Business Analyst for
Minnesota Office of Medical Cannabis (OMC) Registry**

Service Categories:

Project Management

Business Analyst

(Selected vendor needs to be approved in both categories)

Business Need

In May 2014, legislation was passed that allows a qualifying patient with a debilitating medical condition to obtain and possess cannabis for medical use on July 1, 2015 by participating in a patient registry. The Department of Health is required by law to develop regulations for patient and caregiver registration, operation of manufacturers, and other aspects of the law. The Department is currently building the necessary infrastructure to implement the law, including the development of a registration process for patients and caregivers that allows MDH to perform observational studies. In addition, the division is charged with overseeing, regulating, licensing and inspecting the cannabis manufacturers across the state. To ensure proper direction and oversight is provided, a new division-Office of Medical Cannabis (“OMC”) -has been created within the Executive Office. A core component of this new program is a patient registry designed to evaluate data on patient demographics, effective treatment options, clinical outcomes, and quality of life outcomes.

The purpose of the Registry data is to allow MDH to report on the benefits, risk and outcomes of patients using medical cannabis. Absent an effective registry, it will be remarkably difficult for patients to get access to medical cannabis, manufacturers to dispense to patients and for MDH to perform the evaluative analysis required by the law.

Project Deliverables – Phase 1

This contract is specifically for hiring a project manager and business analyst to gather detail requirements, determine scope, and determine implementation options and design for the Minnesota Office of Medical Cannabis (OMC) Registry application. A report of requirements,

findings and recommendations shall be presented to OMC and MN.IT management at the conclusion of this contract.

1. Phase 1 of the project will be defining requirements, scope, and providing recommendations/options for solutions to implementing the critical functionality needed to operate a Medical Cannabis Registry in the state of Minnesota.
2. Detailed project plan for phase 1 with specific delivery dates for detailed requirements, scope document, and recommendations/options for system implementation.
3. Detailed requirements document for phase 1 of the project that includes the critical functionality for operating a Medical Cannabis Registry in the state of Minnesota.
4. Scope document for phase 1 of the project that includes the critical functionality for operating a Medical Cannabis Registry in the state of Minnesota.
5. System recommendation/options document that includes solutions for providing a Medical Cannabis Registry that provides the critical functionality for operating a Medical Cannabis Registry in the state of Minnesota.

A subsequent contract (Phase 2) will be submitted for refining the design, building and implementing the OMC Registry. This implementation contract will involve two stages of required Registry functionality: Stage 1 to be implemented first, Stage 2 to be implemented second.

Participant Groups and Preliminary Functionality Requirements

The Medical Cannabis Registry shall provide functionality for patient enrollment, collecting patient user fees and manufacturer/dispensary license fees, receiving patient electronic health records and the storage of patient/provider data, receiving and storing data on manufacturers/dispensaries and for medical cannabis distributions (including patient payment information for medical cannabis prescriptions), making related payments to MDH, and providing data for research on the efficacy of medical cannabis prescriptions as a health benefit.

The Medical Cannabis Registry will likely include at least the following participant groups not all of which can be considered in scope for the Stage 1 implementation:

1. Patients
2. Manufacturers and their distribution sites
3. Pharmacists
4. MDH or external researchers
5. Certifying Physicians
6. Designated Patient Caregivers
7. Bank/Credit Union to handle electronic financial transactions
 - a. Receive Patient Fees
 - b. Receive Manufacturer/Dispensary Fees
 - c. Make Payments to MDH
8. Registry Administrators (MDH Office of Medical Cannabis/OMC)
9. Medical Cannabis Research Administrator
10. Registry Technical Support Staff (MN.IT Services @ MDH)
11. Minnesota/Federal Law Enforcement Officers (BCA, etc.)

Stage 1 (Required) Implementation Functionality

The Medical Cannabis Registry should include at least the following high-level functionality for Stage 1 (Required) implementation:

1. Capture manufacturer data and dates of engagement
2. Register qualifying patients
3. Update patient data by qualifying patients
4. Register designated caregivers

5. Update patient caregiver data by designated caregivers
6. Approve and revoke patient registration
7. Approve and revoke designated caregiver registration
8. Generate data change notifications
9. Produce initial standard reports and data views within registry
10. Fee accounting
11. Funds transfer and validation (third party)
12. Maintain validation tables of patients and caregiver data to be viewed by manufactures, public safety, MDH system admin, research admin, researchers
Alternative: require patients to use a specific/single dispensary for all cannabis distributions
13. Electronic interface for EHRs from certifying Physicians/Designated Caregiver
Note: possible pre-load of baseline data
14. Platform for validation of patient, certifying physician and designated caregiver data (online portal/web application, etc.)
15. Administrative portal (MDH and Research Administrators)
16. Ability to view/validate list of qualifying medical conditions for OMC Registry
17. Qualifying patient, certifying physician and designated caregiver notifications

Functionality likely to be a part of Stage 2 (Required) Implementation

1. POD (point of distribution) interface with OMC Registry or receipt of manufacturer distribution data, including patient payment-to-manufacturer information, possibly real time
2. Receive and update patient experience data from Qualifying Physician
3. Capture patient observations
4. Ability to change list of qualifying medical conditions for OMC Registry
5. Annual financial reporting/reports creation
6. Produce initial standard reports and data views within registry

Desired functionality likely deemed out of scope for Stage 1 and Stage 2 Implementations

1. Inspection/review site selection
2. Capture inspection/review site results
3. Adding bio-identifying data to Registration Process

Suggested Architecture Approach

1. Web Application
2. Role-based security for access to registry

A time frame for the completion and payment of each deliverable will be finalized during contract negotiation phase.

Project Milestones and Schedule

- The anticipated project begin date is September 22, 2014.
- A detailed project plan with key deliverable dates, as well as tasks that will be completed by those dates, will be created by the vendor upon their selection for this contract. The project manager must approve the detailed project plan prior to any additional deliverables or payments.
- The primary deliverables will include detailed requirements gathering and an analysis of alternative approaches to implement the OMC Registry. Examples of implementation approaches include choosing an application within the existing MN.IT architecture footprint at the state agency or enterprise level, purchase or licensing and customization/installation of

commercial-off-the- shelf (COTS) software, build-your-own, or some combination of one or more of these approaches.

- All deliverables must be completed by November 22, 2014.

Project Environment (State Resources)

The MN.IT Services project manager will be D. William O'Brien. The vendor will develop a detailed project plan with deliverables and timelines and work collaboratively with the project manager to make changes as necessary.

Organizational Structure for this project

D. William O'Brien, Program Management Supervisor, MN.IT Services @ MDH

Agency Project Requirements

- Necessary access to existing software, programs, databases and the network will be provided by MN.IT@MDH and MN.IT@<other agencies> as required.
- Compliance with the Statewide Enterprise Architecture
- Compliance with Statewide Accessibility Standards
- Compliance with Statewide Project Management Methodology
- Compliance with applicable industry/agency standards
- Compliance with Statewide Enterprise Security Policies and Standards
- Compliance with Statewide Enterprise Architecture, Accessibility Standards, Project Management Methodology

Responsibilities Expected of the Selected Vendor

The selected contractor will

- Provide resources or a team of resources to include the following roles:
 - Project Manager. To manage and account for accomplishing the project stated objectives, providing strategic leadership with a focus on outcomes. To identify clear and attainable project objectives, building the project requirements, and managing the triple constraint for projects, which is cost, time, and scope. To develop and manage to a detailed project plan, including schedule, budget, scope, risk register and issues log. Develop a communications plan for project leadership and key stakeholders. Support Business Analyst with alternatives analysis, prepare and deliver recommendations to project leadership for OMC Registry implementation. Create operations and maintenance plan for OMC Registry.
 - Business Analyst. To elicit business requirements, to provide direction and review of the translation of business requirements into the solution design to ensure that an appropriate solution is identified. It is particularly important to validate that the design choices meet immediate requirements as well as the later goals of the Office of Medical Cannabis Registry.

- Provide a project plan with milestones for completion of all major tasks within the first two weeks of the contract period. Create a risk register and issues log to be maintained throughout the project.
- Conduct weekly check-in meetings with the MDH Project Manager to provide updates on the project plan, discuss any issues and/or ideas that may positively or negatively impact the deliverables.
- Provide all deliverables in the deliverables section of this document.
- Vendor needs to be approved in both categories.

Required Skills

Project Manager

Required skills (to be scored as pass/fail):

- Approved in the SITE Program/Project Management category
- Formal Project Management certification and at least 7 years in an active Program/Project management role
- Involvement in 2 or more multi-year enterprise category projects

Desired Skills

- Experience working with Medical Cannabis Registries implemented in states
- Experience providing recommendations and options for systems solutions.

Business Analyst

Required skills (to be scored as pass/fail):

- Approved in the SITE Analyst category
- At least 7 years in active Analyst role
- 7 years experience developing business requirements and assisting in the design of a software solutions that most effectively addresses the needs of the business
- 7 years experience in facilitation of communications with groups or individuals and ability to bridge the gap between the business needs and the technical solution
- 5 years experience providing recommendations and options for systems solutions.

Desired skills:

- Experience working with Medical Cannabis Registries implemented in states

Process Schedule – All times listed are Central Standard time

- | | |
|--|--|
| • Deadline for Questions | September 2, 2014, 3:00PM |
| • Anticipated Posted Response to Questions | September 4, 2014, 12:00PM |
| • Proposals due | September 9, 2014, 4:00PM |
| • Anticipated proposal evaluation begins | September 10, 2014, 8:30AM |
| • Hold interviews as needed | September 15, 2014 to September 17, 2014 |
| • Announce anticipated decision | September 18, 2014, 3:00PM |

Questions

Any questions regarding this Statement of Work should be submitted via e-mail by September 2, 3:00PM

Name: D. William O'Brien

Department: MN. IT @ Minnesota Department of Health

Telephone Number: (651) 201-4611

Email Address: William.Obrien@state.mn.us

Questions and answers will be posted on the Office of Enterprise Technology website by approximately September 4, 12:00PM (<http://www.oet.state.mn.us/mastercontract/OMCRegistry.html>).

RFO Evaluation Process

- Company (5%)
- Experience (40%)
- Two client references (5%)
- Work Plan (10%)
- Cost (30%)
- Additional Knowledge (10%)

This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.

Submission Format

The proposal should be assembled as follows:

Cover Page:

Vendor Name

Vendor Address

Vendor City, State, Zip

Contact Name for Vendor

Contact's direct phone/cell phone (if applicable)

Contact's email

Resource Names being submitted

- Introduction
- Company overview
 - a) Company history, growth
 - b) Current financial data if publicly available
- Three client references
- Project Overview
- Detailed response to "Project Requirements"
 - a) Description of the vendors' understanding of the need and explanation of their proposed solution for completing the work as outlined in the "Project Deliverables" section of this document.
 - b) List any project requirements you cannot meet and explain why they cannot be met.
- Project Approach
 - 1) Organization and staffing
 - 2) Draft work plan
 - 3) Contract/change management procedures
 - 4) Project management
 - 5) Documentation of progress such as status reports

- A preliminary work plan describing high-level deliverables, identifying responsible staff and a timetable for delivery
- Staffing
 1. Provide narrative, including companies and contacts where your resource has demonstrated the required skills as previously noted. If pass/fail requirements are not met, the State reserves the right to discontinue further scoring of the proposal.
 2. Points will also be awarded based on the desired skills noted above. Provide one paragraph which highlights the resource's desired skills noted above.
 3. Attach a resume(s) for proposed resource(s) in addition to the narrative description. Be certain the resume has dates of work and notes whether the resource was an employee or consultant.
 4. Also include the name of two references who can speak to the resources work on a similar project. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project this resource completed.
- Conflict of interest statement as it relates to this project
- Required forms to be returned or additional provisions that must be included in proposal
 - a) Affirmative Action Certificate of Compliance (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
 - b) Affidavit of non-collusion
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
 - c) Certification Regarding Lobbying (if over \$100,000)
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>
 - d) Veteran-Owned/Service Disabled Veteran-Owned Preference Form (if applicable)
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>
 - e) Resident Vendor Form (if applicable)
<http://www.mmd.admin.state.mn.us/doc/residentvendorform.doc>

Proposal Submission Instructions

- Response Information:
 - Please submit via email to:
 - William.Obrien@state.mn.us by September 9, 2014, 4:00PM CST
- Submissions are due according to the process schedule previously listed.
- **A copy of the response must also be sent to MNIT.SITE@state.mn.us for vendor performance tracking.**
- **You must submit an email with your response or email notification that you will not respond to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.**

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

Indemnification

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or

mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms “contract,” “contractor,” and “contracting officer” modified appropriately to preserve the State’s rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at: <http://mn.gov/oet/programs/policies/accessibility/>.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Preference

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference on state procurement to certified small businesses that are majority-owned and operated by:

1. recently separated veterans who have served in active military service, at any time on or after September 11, 2001, and who have been discharged under honorable conditions from active service, as indicated by the person's United States Department of Defense form DD-214 or by the commissioner of veterans affairs;
 2. veterans with service-connected disabilities, as determined at any time by the United States Department of Veterans Affairs; or
 3. any other veteran-owned small businesses certified under section 16C.19, paragraph (d).
- Updated 5/8/14

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time.

If you are claiming the veteran-owned preference, **attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation.** Only eligible veteran-

owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.