

# IT Professional Technical Services

## SITE Program

### T#:14ATM

**Request for Offers (RFO)**

**For Technology Services**

**Issued By**

**Minnesota Department of Human Services**

**Project Title: Minnesota Provider Screening and Enrollment (MPSE) Application**

**Category: Developer/Programmer**

**This posting will be used to contract with two independent contractors**

#### **Business Need**

The Minnesota Department of Human Services (DHS) is one of the largest payers of health care in Minnesota. DHS provides health care services to approximately 862,000 Minnesotans through a combination of federal and state health care programs, including Minnesota's Medicaid program, Medical Assistance (MA), and MinnesotaCare (a subsidized health care program for people who live in Minnesota and do not have access to health insurance). These combined health care programs are jointly referred to as Minnesota Health Care Programs (MHCP). Federal provider screening regulations require all health care providers who enroll in federal health care programs, including Medicaid, to undergo a "Risk-Based Provider Screening" process. Enrolled providers must be "revalidated" at least once every five years and must also go through the same "Risk-Based Provider Screening" process as new enrollees.

MN-DHS estimates it will need to perform approximately 50,000 provider enrollment screenings annually. Current staff and systems cannot process this high volume of screenings.

To solve this problem and process provider enrollment and renewals in compliance with the federal provider screening regulations, DHS has launched a large IT project to build a system called the Minnesota Provider Screening and Enrollment (MPSE) portal. Several key components have been identified for the overall MPSE project:

1. A front-end Provider Enrollment Processor (PEP),
2. A back-end Provider Validation Service (PVS), and
3. Related Medicaid Management Information System (MMIS) and Associated Database changes (the current MN-DHS system)

The front-end PEP application is a web-based portal responsible for collecting required provider based data. It also has the ability to collect payment of application fees (if applicable) and to send collected data to (a) various external systems, such as DHS' Surveillance Integrity and Review Section (SIRS), which will conduct pre and post-enrollment site visits on providers, and (b) DHS' Licensing Unit for **NetStudy®** background checks. Additionally, it will send and receive data from both the back-end PVS system and the existing MMIS systems.

The PEP system will utilize a dynamic set of business rules (written in Drools) to collect the appropriate information and direct the enrollee to the various areas of the application to be completed based on level

of assigned risk for the provider type (limited, moderate, or high) or a variety of other preset parameters such as provider type, license, and practice specialties.

Essentially, the PEP serves as the starting point for all new applicants seeking to enroll and for existing providers to revalidate. It also applies to any provider when a change to their data may trigger additional screening or follow-on actions (e.g., a change of ownership). It serves as both the brains and the gatekeeper for all downstream processing as data collected in this stage determines what has to take place at the various junctures to comply with screening regulations.

Application programming using Java and incorporating the Drools business rules for the provider enrollment and screening process is an important piece of this project. The PEP will navigate a provider through its user interface based on a series of preset parameters and ultimately assign a level of risk to each registrant by application of a configurable suite of dynamic business rules. This implementation of Drools is supplemented by Java programming.

## **Project Deliverables**

This resource will be required to produce a software product in the key area identified below:

### **Java developer:**

- Designs and develops user interfaces for by understanding the PEP and solutions requirement and features prioritization throughout the development life cycle
- Completes applications development by coordinating requirements, schedules and activities
- Supports core and extended teams by developing documentation and assistance tools
- Communication skills and collaborative development and problem solving will be critical to success in this position.

## **Project Milestones and Schedule**

- Engagement Start Date: April 27, 2015
- Engagement End Date: December 31, 2016
- Key deliverable dates.
  - This project is broken out into three significant phases:
    - Front-end Provider Enrollment Processor, to be in Production by August, 2015.
    - Back-end Provider Validation Service, to be in Production by December, 2015.
    - MPSE Workflow processor and related auxiliary functions such as automated re-screens, monthly revalidations, auditing, reporting, etc. This last piece is sought to be in Production by the end of October, 2016.

## **Project Environment**

The MMIS division is responsible for Minnesota Medicaid claims processing and has an infrastructure consisting of SUN Solaris (being phased out), Linux, Oracle, IBM Websphere Application Server, Websphere Process Server and Websphere Enterprise Service Bus, Websphere Transformation extender, and an IBM mainframe COBOL environment. Our developer tools include Rational Application Developer, Websphere Integration Developer, and IBM WTX design Studio.

This resource will be an important element to the team and will report directly to the technical manager, but have oversight and work deliverables managed by the project manager. The project team consists of the technical manager, the project manager, business analysts, Drools developers (contractor and state), Java developers (contractor and state), subject matter experts, a systems architect, MMIS programmers, functional designers and an Oracle DBA, as well as a number of support and auxiliary positions to facilitate the success of the project. Responsibility for user interface design and usability will be shared between Java developers and the functional design team.

## Project Requirements

This is a web-based application which will be implemented centrally at MN.IT Services @ DHS and accessibly via the web.

- The Web Application will be designed such that it will support:
  - approximately 5,000 concurrent external users
  - approximately 150 internal MN-DHS users
- All work will be done in the DHS Zones of Control Architecture (ZOCA) for security purposes.
- Staff training will be managed by MN-DHS. Training material will be created with the assistance of the vendor (e.g., screen shots, assistance in production of narratives, process flows, etc.)
- The system will be built to MN.IT @ DHS technical standards, which comply with Statewide Enterprise Architecture standards.
- Although the project will be managed on a day-to-day basis using an Agile methodology, the overall project will be governed by standard Statewide Project Management methodologies.
- All developed code is expected to comply with MN-DHS best practices, and is subject to code review as appropriate.

The following specific requirements are denoted below:

- Download/upload code updates from/to the federal repository (CALT and/or GitHub).
- Develop the Java application code and integrate to business rules and specifications
- Assist in the identification and correction of software defects and inefficiencies.
- Deploy code (EAR files) to the Websphere environment(s).
- Produce and run test scripts to ensure deployments are working.
- Work with testers and subject matter experts to identify code and deployment issues.
- Utilize log entries to identify problems areas.
- Identify and recommend specific Java code (rules) changes to MNDHS staff.
- Download/upload code updates from/to the MN-DHS code repository (SVN - Subversion).
- Produce system documentation and conduct knowledge transfer for MN-DHS staff.

## Responsibilities Expected of the Selected Vendor

The Contractor, who is not a state employee, will:

- Ensure the PEP application is configured properly and deployments are correctly done.
- Work in collaboration with MN.IT Services @ DHS application development staff to enhance the application's maintainability, efficiency, accessibility, user experience, and resolving of identified issues (bug fixes) and recommend changes as per business requirements.
- Understand and merge both the technology base and customer business goals.
- Develop and run test scripts to ensure rules are working as required.
- Work with testers and subject matter experts to identify code changes and additions.
- Identify and recommend specific code (rules) changes to State staff.
- Work with the Technical Architects and Leads to gain a comprehensive and up to date understanding of the software application developed by open source community.
- Work with the Business Analysts (BA) testers and subject matter experts (SME) to identify changes, additions, and or enhancements due to application errors or bugs.
- Perform software development maintenance (bug fixes) for the project change requests, as this position requires a strong software development background.
- Maintain and follow Object Oriented programming best practices.
- Compile and deploy application codes (EAR files) to the Websphere environments (Development, Test, and Production).

- Consult and collaborate with in-house experts to ensure UI Standards are properly implemented and applied in the application.
- Perform comprehensive system and application code testing so that application deployments are working without errors and application codes are errors free.
- Ensure application code sets are checked in to the SVN repository with no coding errors.
- Download/upload code updates from/to MN-DHS code repository (SVN).
- Download/upload code updates from/to the federal repository (CALT and/or GitHub).
- Develop the application to business rules and specifications as well as correcting identified software defects and inefficiencies.
- Deploy code (EAR files) to the Websphere environment(s).
- Run Test scripts to ensure deployments are working.
- Work with testers and subject matter experts to identify code and deployment issues.
- Search and identify log entries to identify problems areas.
- Identify and recommend specific Java code changes to MN-DHS staff.
- Provide documentation and knowledge transfer for MN.ITS @ DHS staff.
- Provide bi-weekly status or progress updates to the unit supervisor.

**Required Skills (to be scored as pass/fail)**

Required Skills	Years of Experience
Web development, such as HTML, CSS, JavaScript, JavaScript frameworks including Bootstrap, JQuery	5
Designed/architected applications	2
REST services with JSON	2
Automated testing, including JUnit	4
Agile process	2
Continuous integration/Continuous Delivery	2
Spring MVC	2
Java	5
JMS	2

**Desired Skills**

Desired Skills	Years of Experience
Additional Spring framework modules including Batch and Security	2
Supporting WCAG 2.0	2
Web app testing frameworks and tools such as Selenium/WebDriver	2
Acceptance testing, including tools such as Cucumber	2
Maven	2
JPA/Hibernate	2
JavaScript testing frameworks and tools	2
Eclipse	2
WebSphere application server	2
Oracle database	2
Linux operating system	2
Requirements gathering and analysis	1
Worked in government/state environment	1

## Process Schedule

Deadline for Questions	03/30/2015, noon CT
Anticipated Posted Response to Questions	04/01/2015, noon CT
Proposals due	04/03/15/2015, 3:00 CT
Anticipated proposal evaluation begins	04/6/2015, 9:00 CT
Anticipated proposal evaluation & decision	04/20/2015, 4:00 CT

## Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Name: Matthew Olsen  
Organization: MN.IT @ Department of Human Services  
Email Address: [Matthew.J.Olsen@state.mn.us](mailto:Matthew.J.Olsen@state.mn.us)

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (<http://mn.gov/buyit/14atm/rfo/active.html>) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

## RFO Evaluation Process

- Required Skills - Pass/Fail
- Desired Skills – 70%
- Cost – 30%

**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:

### 1 - 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 Name being submitted

**2 – Cost Proposal:** Include a separate document labeled "Cost Proposal" which includes the name of the resource being submitted and their corresponding proposed hourly rate.

### 3 - Required & Desired Skills

**Required skills are scored pass/fail.** If the proposal does not demonstrate that the Responder possesses all required skill, the State reserves the right to discontinue further scoring of the proposal. If pass, required skills are also given a score. **Copy this chart and insert into your proposal – use one chart for each resource if more than one is being submitted.**

RESOURCE NAME:		
Required Skills	Years of Experience	Note clearly what experience from resume meets this requirement
Web development, such as HTML, CSS, JavaScript, JavaScript frameworks including Bootstrap, JQuery	5	
Designed/architected applications	2	
REST services with JSON	2	
Automated testing, including JUnit	4	
Agile process	2	
Continuous integration/Continuous Delivery	2	
Spring MVC	2	
Java	5	
JMS	2	

**Points will also be awarded** based on the following **desired skills** of the resource(s) submitted. Use one chart per resource, if submitting more than one.

RESOURCE NAME:		
Desired Skills	Years of Experience	Note clearly what experience from resume meets this requirement
Additional Spring framework modules including Batch and Security	2	
Supporting WCAG 2.0	2	
Web app testing frameworks and tools such as Selenium/WebDriver	2	
Acceptance testing, including tools such as Cucumber	2	
Maven	2	
JPA/Hibernate	2	
JavaScript testing frameworks and tools	2	
Eclipse	2	
WebSphere application server	2	
Oracle database	2	
Linux operating system	2	
Requirements gathering and analysis	1	
Worked in government/state environment	1	

Note: The State reserves the right to interview final candidates based on responses and scored. The vendor will be contacted to arrange a mutually agreed upon interview time, should this be necessary.

At any time during the evaluation phases, the State may contact a vendor for additional or missing information or for clarification of the Response. However, the State does not guarantee that it will request information or clarification outside the submitted written response. To avoid the possibility of failing the evaluation phase or of receiving a low score due to inadequate information, it is important that the vendor submits a complete Response and meets all requirements fully.

#### 4 - Overall Experience

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 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 Engagement this resource completed.

#### 5 – Statements and Forms

- Conflict of interest statement as it relates to this Engagement
- 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>
  - f) Equal Pay Certificate Form (if proposals exceeds \$500,000, including extension options)  
<http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc> Proposal Submission Instructions

#### Proposal Submission Instructions

- Responses **must** be submitted via e-mail to [mary.swanson@state.mn.us](mailto:mary.swanson@state.mn.us). Responses sent to any other email address will not be considered. Responses received after the stated date and time will be considered untimely and not evaluated.
- The emailed response should contain two attached .pdf or Microsoft Word files, one containing the cost proposal only and the other containing all other response materials, these should be labeled "Cost Proposal" and "Response," respectively.
- The subject line of the response e-mail should be: Attention: "Response to MPSE JAVA Developer/Programmer"
- 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](mailto: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](mailto: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.

## **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 to the State Accessibility Standard. Information about the Standard can be found at:

<http://mn.gov/mnit/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](mailto: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 veterans**.

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.

#### **Work Force Certification**

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."

#### **Equal Pay Certification**

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at [compliance.MDHR@state.mn.us](mailto:compliance.MDHR@state.mn.us).