

1. Is there a budget or not-to-exceed amount for this project? What is the flexibility within the budget to assign amounts per deliverable and or re-assign as the work unfolds?

Responders are asked to limit their budget proposals to no more than \$550,000. Responders should develop their budget proposal across work plan activities as accurately as possible. There is some flexibility to re-assign budget amounts as work unfolds. Significant changes would be accomplished through an amendment to the agreement.

2. What are some events and/or dependencies that are driving the dates for deliverables?

The items listed in italics CCA is targeting to be completed before June 30th. The policy/background training is now targeted to be delivered fall 2011, but CCA would like as much of the training material that can be developed before June 30th to be completed.

Recent decisions suggest that the system training may not all be done via the train the trainer method. As decisions are made by CCA staff the selected vendor will develop training materials accordingly. The need and amount of this deliverable will be determined by CCA and money will be set aside for the vendor to bill against as work is completed. A work order defining the amount of support and what it will look like will be completed between the State of Minnesota, acting through its Minnesota Department of Human Services – and the selected Contractor. This work order will be issued under the authority of Master Contract, and is subject to all provisions of the master contract.

March 2011 Communications Development

March 2011 Facilitate Initiative Training Approach Decisions with CCA Staff

March 2011 Develop recommendations for certification of assessors' process

April 2011 Provide recommendations and a framework for the "train the trainer" approach and when it will be used within the timelines for reform implementation

June 2011 Develop policy training (get as much work as possible completed before June 30, 2011)

July 2011 Design and develop phase three "train the trainer" system training materials

June 2011-March 2012 Facilitators for policy training sessions for up to 100 days of face to face training, Facilitators for system training for 1st implementer testers for up to 25 days of facilitator support, Facilitators for system training for the "train the trainer" session for up to 35 days of facilitator support

End Date **6/30/12**

3. What is the risk of this contract being altered during or after some of the state budget activities? (i.e., is this contract subject to budget cutting at some point in the future?)

Any contract the state participates in can be modified especially given budget situations. We are awaiting more information from the governor to see how this contract may be affected and/or may need to be modified. The funding for this FY should be secure and CCA has ranked this contract as important for implementing reform work. CCA is currently expressing support for ongoing funding in the budget for next fiscal year.

4. What does "facilitator support" in V. Training Facilitation look like, i.e., provide a lead facilitator with a CCA SME to support delivery, provide coaching to CCA facilitators, something else?

If/when we need facilitator support;the selected vendor would provide lead facilitator support with a CCA SME to support training delivery. The need and amount of this deliverable will be determined by CCA and money will be set aside for the vendor to bill against as work is completed. A work order defining the amount of support and what it will look like will be completed between the State of Minnesota, acting through its Minnesota Department of Human Services – and the selected Contractor. This work order will be issued under the authority of Master Contract, and is subject to all provisions of the master contract.

5. Is the contractor responsible for including a printing budget for training materials? Including a travel budget for facilitation support and/or training delivery?

The contractor will not include a printing budget for training materials. This will be covered by Continuing Care. A travel budget for facilitation support/training delivery should be included.

6. Does the development of training/communications materials include activities to make the materials accessible according to ADA requirements?

Yes, all materials developed by the selected vendor must meet ADA requirements. This will be the responsibility of the selected vendor.

7. Does the development of training/communications materials include activities to make the materials the appropriate reading level (6-8 grade for general public, 10-12 grade for professionals)?

Yes, the training/communication materials need to be written at the designated reading level for the audience and the selected vendor will be responsible for doing this.

8. Should the RFP response be sent via email or by mail? If by mail, how many copies of the response?

Response Information:

Email response to: rebecca.slininger@state.mn.us no later than 2/25/11 at 4:00pm central standard time.\. Attached files must not exceed a total of 25 Mb.

How to label the response: Response to Master Contract posting.

9. Do you have an incumbent vendor? Or a vendor in mind for this RFP?

A vendor cannot be chosen upfront, a process is followed to choose a vendor by reviewing the responses submitted to the Statements of Work.

Categories and scoring methodology/criteria:

- Company (10%)
- Company experience on similar projects (15%)
- Desired skills (20%)
- Project Plan (25%)
- Cost (30%)

10. Project Deliverables IV. Training Development

- a. How many hours of training do you require for each targeted audience specified in the deliverables?

The need and amount of training will be determined by CCA staff and money will be set aside for the vendor to bill against as training development work is completed. A work order defining the amount training content needed and what it will look like will be completed between the State of Minnesota, acting through its Minnesota Department of Human Services – and the selected Contractor. This work order will be issued under the authority of Master Contract, and is subject to all provisions of the master contract.

CCA Consideration for length for background/policy training

3 hour video conference on MnCHOICES workflow for lead agency staff

2 days for certified assessor

1 day for case manager

1 day for lead agency manager

½ day financial worker

CCA Consideration for length for system training

2 days for certified assessor

1 day for case manager

1 day for lead agency manager

1/2 day for MMIS

1/2 day for financial worker/services

b. How many assessments?

The selected vendor will be assisting with the development of training on assessment processes and policies and how to use the assessment application.

11. Agency Project Requirements

a. You mentioned using Adobe Macromedia (Flash CS4). Do you have any software in mind to run the assessments?

Decisions are being made by CCA staff for the software to run the assessments. These decisions have not been finalized at this time. The selected vendor will not be responsible for the development of application, but will assist with the training once the application is complete.