

MN Department of Human Services
Office of Enterprise Architecture/Technology
Response to Questions from Vendors for SOW 3071
DHS Enterprise Systems Modernization,
Integrating Health Care Phase - Business Analysts
January 18, 2013

STATEMENT OF WORK (SOW) 3071 ADDENDUM

Addendum No.: One

Date of Addendum: January 18, 2013

Due Date, Time: January 25, 2013 4:30 p.m. CST

Project Title: DHS Enterprise Systems Modernization, Integrating Health Care Phase - Business Analysts

SCOPE OF ADDENDUM

The purpose of this addendum is to REVISE the SOW and to answer questions received from potential Responders.

[Deletions are struck out and Additions are underlined.]

The SOW is revised as follows:

Revision 1: Project Environment, page 4

DHS offices are accessible to most staff Monday thru Friday from 6:00 a.m. until 6:00 p.m. Core hours of availability are 8:00 a.m. to 4:30 p.m. Monday through Friday. During the core hours, staff are expected to be available for meetings. However, many staff work flexible schedules and/or telecommute. Respondents should indicate their approach to scheduling work time, both in and out of the DHS offices.

Revision 2: Required Skills and Experience, page 5

Proposed resource(s) must possess the following experience:

- 3 years Human Services experience in one or more program areas
- A minimum of ~~3~~ 2 years of verifiable Curam expertise in the configuration and deployment of large scale eligibility systems
- ~~3~~ 2 years of verifiable expertise in one or more of the following categories in relationship to Curam:

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- System Administration/Configuration/Security
- Eligibility Rules
- Workflows
- Conversion
- Business Analysis
- Interfaces
- Notices
- Training
- Application Development within Curam

Revision 3: SOW Evaluation Process, page 6

Step 2: Evaluation of responses that pass Step 1, based on the following criteria:

- Required Skills and Experience (~~40%~~ (30%))
- Desired Skills and Experience (20%)
- Approach to Mentoring (10%)
- Work Time Approach (10%)
- ~~Three References (10%)~~
- Cost (30%)

Step 3: Reference checks as time permits before January 31, 2013.

Step 4: Reevaluation of points for Step 2 based on information gained in Step 3.

Revision 4: Response Requirements, page 7

- Detailed introduction to each proposed resource, including resume and references
 - 1) Proposed role
 - 2) Details of relevant experience
 - 3) Resume for each proposed resource
 - 4) References: provide three client references for each proposed project resource
 - 5) Approach to mentoring
 - 6) ~~Availability: identify any constraints on the resource's availability~~
 - 7) Work Time Approach:
 - Identify any constraints on the resource's availability
 - Provide the resource's proposed weekly work schedule, both in and out of the DHS office

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- Cost for each proposed resource
 - Hourly rate by individual resource
 - ~~Limitations on the hours per week or total weeks the individual resource may be committed to the project~~
 - Rates cannot exceed the hourly rates identified in respondent's 902TS master contract

This addendum shall become part of the Statement of Work and **MUST** be signed and returned with Contractor's Proposal.

COMPANY NAME: _____

SIGNATURE: _____

PRINTED NAME & TITLE: _____

DATE: _____

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Questions and Answers

1. Question: Under the 902TS MSA, there are four approved liability options for use. Do you know if liability option four will be allowed for use under these postings (right now only liability option one is included in the SOWs)?

Answer: We do not anticipate changing the indemnification language selection for these SOWs.

2. Question: Considering this is a Staff Augmentation SOW, please confirm that the “Responsibilities Expected of the Selected Vendor” will be the responsibility of the selected vendor resource?

Answer: Yes, “Responsibilities Expected of the Selected Vendor” will be the responsibility of the selected vendor resource(s).

3. Considering vendors are to submit both a “Cost Proposal” and “Response”, please confirm that the vendor “Response” is not to include any cost info?

Answer: That is correct; cost information should be included only in the cost proposal and not in the response.

4. Is there an incumbent vendor who is currently, or has previously, been engaged to perform duties similar to the work outlined in this SOW?

If yes, who is the incumbent vendor?

Answer: Refer to the “Business Need” section on page 3 for an explanation of the Health Insurance Exchange implementation of Curam that is currently underway.

5. Is there any travel expected for selected vendor resources?

Answer: The majority of the work will be performed at DHS and MN.IT offices in St Paul, MN. Infrequent travel within the metro area may be required on a very limited basis. DHS will arrange travel to any locations outside of the metro area that may be required, although such travel, if required at all, is expected to be very infrequent.

6. Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on MnDHS approved contractor

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time sheets, or if selected vendor will be paid based on completed/signed-off deliverables?

Answer: The selected vendor will be paid on an hourly basis for services provided under this contract.

7. What is the anticipated daily work schedule for selected vendor resource(s) (8AM - 5PM, Monday thru Friday)?

Answer: The daily work schedule has some flexibility and will be determined by the workload, availability of DHS staff, and other circumstances. See Revisions 1, 3 and 4.

8. Please confirm MnDHS will provide selected resources with work space, and all necessary hardware/software and laptop/desktop computers to perform the responsibilities outlined in this SOW.

Answer: Correct, DHS will provide selected resources with work space and all necessary hardware/software and computers to perform the responsibilities outlined in this SOW.

9. Please confirm the MnDHS worksite address which the selected resource will be working at?

Answer: The resources will work at the Elmer Andersen Building, 540 Cedar Street and/or at the 444 Lafayette Building, 444 Lafayette Road. Both locations are in Saint Paul, Minnesota. There is an inter-building shuttle running from approximately 6:00a.m. until 5:15 p.m. Monday through Friday that the selected resources may utilize.

10. Please also confirm that the selected resource will be working 100% at this location.

Answer: The majority of the work will be performed at DHS and MN.IT offices in St Paul, MN. Occasional meetings at offices within walking distance of the Andersen Building may be required. Infrequent travel within the metro area may be required; this would be on a very limited basis. DHS will arrange travel to any locations outside of the metro area that may be required, although such travel, if required at all, is expected to be very infrequent.

11. Does MnDHS have a pre-determined/allocated budget (either hourly billing rate or total project cost) for these positions?

If yes, can you please share the budgeted amount?

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Answer: DHS has enhanced funding for the modernization project, including these positions, and cost will be a significant factor in evaluating proposals. Please see "SOW Evaluation Process" on page 6 of the SOW for more information.

12. Please confirm that the anticipated utilization of selected resource(s) will be full-time 40 hours per week (excluding State holidays) for the duration of the contract?

If no, please provide anticipated utilization?

Answer: Yes, the anticipated utilization of selected resource(s) will be full-time 40 hours per week (excluding State holidays) for the duration of the contract. Also see Revisions 1, 3 and 4.

13. Is there an incumbent consulting firm currently doing similar work?

Answer: Refer to the "Business Need" section on page 3 for an explanation of the Health Insurance Exchange implementation of Curam that is currently underway

14. There are two Curam systems with eligibility engines, i.e., "Cúram Solution for Healthcare Reform" and the "Cúram Solution for Medical Assistance." Does DHS prefer experience with one of these systems over the other? If so, please indicate which one.

Answer: No

15. Please confirm that the selected vendor will be paid on an hourly basis or will they be paid upon deliver/sign-off of defined deliverables?

Answer: The selected vendor will be paid on an hourly basis for services provided under this contract.

16. Will DHS provide workspace? If so, which facility?

Answer: DHS will provide selected resources with work space at the Elmer Andersen Building, 540 Cedar Street and/or at the 444 Lafayette Building, 444 Lafayette Road. Both locations are in Saint Paul, Minnesota. There is an inter-building shuttle running from approximately 6:00a.m. until 5:15 p.m. Monday through Friday that the selected resources may utilize.

17. Will travel be required to other DHS locations outside the Twin Cities? If so, will DHS reimburse vendor for travel expenses?

Answer: The majority of the work will be performed at DHS and MN.IT offices in St Paul, MN. Occasional meetings at offices within walking distance of the

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Andersen Building may be required. DHS will arrange travel to any locations outside of the metro area that may be required, although such travel, if required at all, is expected to be very infrequent.

18. Will DHS pay based on Hourly Rates or a Fixed Price Bid?

Answer: The selected vendor will be paid on an hourly basis for services provided under this contract.

19. Will DHS conduct interviews with consultants prior to final selection of candidates? If so, please describe the interview process (i.e., phone, in-person, Skype, etc.)

Answer: No

20. Will selected vendor resource(s) be required to perform off-hours, on-call support work?

Answer: It is not anticipated that off-hours, on-call support work will be required.

21. Question: The SOW that is for the four developers has Service Categories listed as Analyst – Technical, Web Applications Specialist – Java/JSP/Servlets. Server – Application, Project Manager. Do we have to be certified in all four categories, just one of the categories, or some other combination?

Answer: Respondents must be certified in at least one of the categories, it is not necessary to be certified in all of the categories. Revision 2, above, clarifies this.