

Request for Offers (RFO) Addendum

RFO Number: RFO0150

Addendum Number: 1

Date of Addendum: 10/062016

Original Posting Due Date, Time: 11/01/2016; 4:00pm CT

Revised Due Date, Time: -N/A-

Title: WIC Electronic Benefit Transfer (EBT)/e-WIC Project Manager

SCOPE OF ADDENDUM

The following are changes to the RFO: **Answers to Vendor Questions (Q & A)**

Q1. We would like to know few queries related to subject mentioned requirement due on 11/01/2016 issued by Minnesota Department of Health, RFO0150.

- (a) Please confirm about the start and end dates along with the total work duration of this project?
- (b) Kindly confirm about the work location?
- (c) We would like to know about the mode of interview for this requirement?
- (d) Please share the details of the incumbent currently providing the required services?

A1. State Response:

- (a) Potential begin date is January 2017 and the potential end date is April 2019 – refer to Project Milestone/activity section.
- (b) 85 E 7th Place, Golden Rule Building, St. Paul, MN is where the State WIC Office is located. Refer to project requirements section for details for amount of time required on-site. We expect the PM to be on-site during the kick-off, as well as some time during UAT, pilot and statewide rollout for a total of about 20 weeks over the contract period. The kick- off and UAT will be held at the State WIC Office. The pilot location is yet to be determined. WIC clinic and vendor locations can be found in Attachment A.
- (c) No interviews are planned
- (d) There is no incumbent.

Q2. Can you please confirm the physical office location that the consultant for RFO0150 will work at?

A2. State Response:

- The State WIC Office is located at 85 E 7th Place, Golden Rule Building, St. Paul, MN. Refer to project requirements section for details for amount of time required on-site. We expect the PM to be on-site during the kick-off, as well as some time during UAT, pilot and statewide rollout for a total of about 20 weeks over the contract period. The kick- off and UAT will be held at the State WIC Office. The pilot location is yet to be determined. WIC clinic and vendor locations can be found in Attachment A.

Q3.

- a) Has the Department identified a funding source for the PM Services contract? If so, are you able to indicate which source will be used?
- b) The RFO indicates that the Department will contract for a Processor, are you able to indicate which procurement method will be used and approximately when the procurement may take place?
- c) Are you able to indicate when the QA RFP may be released?
- d) Are you able to indicate when the Replacement System RFP may be released?
- e) Will the Department contract for IV&V Services as a part of the overall effort? If so, are you able to indicate which procurement method may be used and approximately when the procurement may take place?

A3. State Response:

- a) Yes, we have a funding source. The Minnesota eWIC Project Manager contract is funded through a grant provided by USDA.
- b) We will be using the Professional/Technical services Request for Proposals for the eWIC service provider (processor). The RFP will be posted in the state register. Estimated start date for the eWIC processor is May/June 2017.
- c) Estimated release date for the QA RFO is October/November 2016.
- d) We will not replace the current Management Information System with transition to eWIC.
- e) We plan to procure a QA contractor for this project using the Minnesota SITE program. Estimated release date for the QA RFO is October/November 2016.

Q4.

- a) Who is the technical contact within the Department for the overall WIC EBT effort?
- b) How will the WIC Processor contract be procured and approximately when will the procurement take place?
- c) Will the Department contract for any additional services such as IV&V, systems integration, etc.? If so, are you able to indicate which services may be acquired, which procurement method would be utilized and approximately when the procurement may take place?
- d) When does the Department anticipate releasing a competitive solicitation for the system replacement?

Q4. State Response:

- a) The business contact for the MN eWIC effort is Carol Rowe at carol.rowe@state.mn.us
- b) Potential begin date is January 2017 and the potential end date would be April 2019 – refer to Project Milestone/activity section.
- c) We plan to procure a QA contractor for this project using the Minnesota SITE program. Estimated release Date for the QA RFO is October/November 2016.
- d) We will not replace the current Management Information System with transition to eWIC.

Q5.

- a) What is the anticipated start date for this position?
- b) Has the e-WIC Service Provider been selected and on board and if so the provider name? If not selected when do you anticipate selecting the provider and bring them on board to start work?

A5. State Response:

- a) Potential begin date is January 2017 and the potential end date is April 2019 – refer to Project Milestone/activity section.
- b) A service provider has not yet been selected. We will be using the Professional/Technical services Request for Proposals for the eWIC service provider (processor). The RFP will be posted in the state register. Estimated start date for the eWIC processor is May/June 2017.

Q6. Did the State of MN have an EBT planning vendor? If so, who. Are they eligible to bid on this opportunity?

- a) The RFO indicates there will be a separate QA Contractor.
- b) Is there a projected date for release of the RFO?

A6. State Response:

- a) Yes, the State of MN contracted with MAXIMUS as the eWIC planning contractor. They are eligible to respond.
- b) We plan to procure a QA contractor for this project using the Minnesota SITE program. Estimated release date for the QA RFO is October/November 2016.

Q7.

- a) Is there an incumbent for the PM position?
- b) Has a Vendor for the Implementation Team already been selected? If so, who is it?
- c) Has an eWIC software package for the solution been selected? If so, what is it?
- d) In the required Cost Proposal, are the estimated hours requested for only the Project Manager's time in each category, or are you expecting an estimate for the entire project team?
- e) In the Cost Proposal, you are asking for "estimated hours", yet you are requiring a "firm, fixed bid for each deliverable". Please defend your requirement.
- f) What resources/skills sets will the State provide for this project? What per cent of their time will they be allocated to this project? When will they be available?
- g) Given your requirement for fixed prices for each deliverable, will you allow weekly billing for the PM's time?
- h) You requested an organization chart from the Vendors. By this, are you implying that the Project Manager must be a full-time employee of the Vendor?
- i) Given that this is an extended position, will there be scheduled "quarterly" meetings to review performance and future goals?

A7. State Response:

- a) There is no incumbent.
- b) An eWIC service provider has not yet been selected. We will be using the Professional/Technical services Request for Proposals for the eWIC service provider (processor). The RFP will be posted in the state register. Estimated start date for the eWIC processor is May/June 2017.
- c) There is no software package. The eWIC processor will have their solution. MN WICs current MIS is eWIC ready.
- d) We are expecting an estimate for the total for your Project Management services.
- e) Experienced project managers of this type of WIC project will be able to estimate hours based on various tasks based on prior experience. We will be paying the contractor based on approval of each deliverable.
- f) Refer to Appendix A. A plan for state staff involvement will be developed after the PM and eWIC Service Provider contracts are awarded.
- g) No. Payment will be based on approval of each deliverable.

- h) No, it is not required that the PM be a full-time employee of the contractor. We will be evaluating both the PM and company for their eWIC and EBT experience. An organizational chart is required to indicate the percent time the Project Manager will be assigned to the MN WIC project as well as percent time assigned to any concurrent projects.
- i) Refer to Project Deliverables section. Performance and goals for the PM will be reviewed.

Q8.

A. – State Response

Question #	Page & Section in the RFP	Question	State Responses
1	Deliverable 1 Project Oversight for the Duration of the Project pg. 3	Indicates that the PM will “maintain the project document repository”. Who will be responsible for the establishment of this site? Will it be a government or a private site?	MN will work with the PM to determine the best location for this repository. MN has a SharePoint site available.
2	Deliverable 3: Implementation Planning Phase pg. 4	Indicates that the PM will “participate in the requirements validation sessions”. Over how many days does the State anticipate this task occurring?	We do not currently have an accurate estimate of the number of days. It will depend on the eWIC Processor solution. Although, we do not expect it to be more than 3 days.
3	General Requirements pg. 12	Requires statement regarding Conflict of Interest. This material is not reflected in the “Submission Format” outline on pages 8-11. Where in the Proposal should this material be presented, in the Introduction, as an Attachment, or elsewhere in the document?	Please submit as an attachment.

Q9.

- a) On page 6 under Project Environment you note: Responders can be awarded only one contract related to the Minnesota e-WIC Implementation project. And, to confirm we clearly understand this, if our company supplies the PM on this RFO that means we can’t respond to the future Quality Assurance Contractor, etc. noted under section 7, Additional Services? Can you explain further why?
- b) Is there an incumbent vendor and/or a current consultant performing the duties? If yes, will they be submitted for consideration?
- c) Will phone and/or video interviews be acceptable for out of state candidates or does it have to be in person?
- d) Under the Submission format section right after the Response Matrix, you request 3 narratives for the company – as we are a staff augmentation company can we supply that for our candidate? Or are you specifically looking for a company who does specific e-WIC work?

A9. State Response:

- a) This should ensure greater accountability. This may also increase the experience and knowledge for the project by utilizing multiple contractors and to avoid any potential conflict in evaluating the quality of work performed by the other contractors.
- b) There is no incumbent.
- c) There will be no interviews.
- d) Refer to response matrix Required Qualifications. The Vendor and PM must both possess eWIC and or EBT experience.

This addendum shall become part of the RFO and should be returned with, or acknowledged in, the response to the RFO.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE: