

## Questions for RFP 19-17976

### Management Consulting & Program Management for Development of DDA Functionality in LTSS

1. Who is the current management consulting contractor?

Answer: Alvarez & Marsal Public Sector Services

2. Is the current contractor precluded from bidding on this RFP?

Answer: No

3. If a vendor has proposed on Maryland DoIT's Solicitation (released through the CATS+ master contract) for IV&V of DHS' Total Human Services Integrated Network (THINK) and is awarded that contract, would that vendor then be precluded from being awarded this contract?

Answer: No known conflict.

4. The RFP is inconsistent about the MBE and VSBE goals. What are the actual goals?

- a. Page iii indicates a 5% MBE and 5% VSBE subcontracting goal.
- b. Page 36 reads, "There are no MBE subcontractor participation subgoals for this procurement."
- c. Page 39 reads, "A VSBE participation goal of 1% of the total Contract dollar amount has been established for this procurement. By submitting a response to this solicitation, the Offeror agrees that this percentage of the total dollar amount of the Contract will be performed by verified veteran-owned small business enterprises."
- d. Page 92 Attachment E-1 reads, "I acknowledge and intend to meet the overall verified VSBE participation goal of .05%. Therefore, I will not be seeking a waiver."

Answer: The MBE Subcontracting Goal is 5% and the VSBE Subcontracting Goal is 1%.

5. Section 2.3.2 reads, "The Contractor shall perform the following tasks as part of its services using fixed labor hour rate pricing through the Work Order process. This work

shall not exceed 500 hours per contract year” but the Financial Proposal form indicates “Maximum Paid Task D Hours - 1000.” What is the correct number of hours for Task D? Is it a ceiling on hours for each individual task or all optional tasks under item D?

Answer: This work shall not exceed 1,000 hours per contract year.

6. Section 2.3.2 indicates that the optional task order work will be completed using Fixed Price Work Orders but section 3.4.2.1.4 indicates that the invoice for this fixed price work order shall include, “all applicable hours’ works for labor hour payments.” Please confirm that work performed under Task D will be on a fixed price basis and not a labor hour (time and materials) basis. If this is the case, what is required with the invoice submission?

Answer: The prices are to be Firm Fixed Unit Prices for Task D.

7. Please provide the list of contractors engaged with the entire DDA project.

Answer: Alvarez and Marsal Public Sector Services and FEi Systems

8. Who is the management consulting contractor and is their contract being extended?

Answer: Alvarez and Marsal Public Sector Services and yes, their contract has been extended.

9. Is there an official PMO charter?

Answer: No

10. Will the existing project plan and issues/risks register be shared with the new vendor?  
The appropriate project plan document(s) and risk register(s) will be shared with the new vendor.

11. Can you please provide the current change management workflow?

A sample tracking document has been attached.

12. Which tools are utilized for requirements management?

The current software development vendor utilizes Microsoft's Team Foundation Server for requirements management.

13. Please provide list or number of deliverables by the LTSS contractor?

Answer: The work is being done through a work order process, therefore there is not a single list of deliverables.

14. Please provide details on fiscal transformation initiatives?

Answer: The DDA currently pays its network of 200+ service providers on a prospective payment system. The DDA will move to a reimbursement model on or about July 1, 2019, when Release 2 of the DDA functionality in LTSS goes live. This transition involves new services to be funded by DDA and a new rate structure along with new rates for all DDA services.

15. Please confirm the SME role and hours? Based on the hours, it seems SME is needed on an adhoc basis?

Answer: The role of the SME is to provide specific guidance and advice on transformation activities underway at DDA. The hours in the pricing proposal page are for comparison purposes only; however, it is anticipated that the SME will be needed on an ad hoc basis.

16. Will DOH consider a firm to provide the services with a maximum NTE annual amount?

See RFP, Attachment M, Section 4.1.

17. Is there an incumbent?

Answer: Yes, the incumbent is Alvarez and Marsal Public Sector Services, Inc.

18. Is there a set budget for this project?

Answer: The budget is not disclosed.

19. When will we receive the Pre-Conference notes?

Answer: Minutes Posted 4/12/18.

20. Given the exhaustive nature of the RFP, will the Agency consider a request for extension of due date to submit?

The Submission date is being extended to April 30, 2018

21. Could you please share the project milestones and overview of the current project & release which will help us to provide relevant technical solution understanding the agency needs. (Section 2 SOW)

As noted in the RFP, the DDA is engaged in multiple, interrelated transformation activities. A sample status report has been provided.

22. Could you please clarify the not to exceed level of effort hours for the Option years? Is it a full-time position for the labor categories? (Section 2 SOW; 2.3.4; Page 17)

It depends on how the vendor proposes the staffing configuration.

23. Is LTSS experience mandatory for the Project Manager or similar experience is considered? (Section 2 SOW)

Similar experience may be acceptable.

24. Volume II - Financial Proposal, would it be fine if we submit the electronic version of Excel file without signature? Does the signature on the Hard copies (1 Original + 4 copies) suffice? (Section 5.5 Financial Proposal; Page 51)

Please follow the instructions listed in the RFP, Section 5.5 and as specified on Attachment B.

25. Please clarify if the VSBE Goal is 5% or 2%. (iii)

VSBE is 1%.

26. Does the delay in release of the LTSS system in any way reflect upon the performance of the current incumbent? (Section 2.2.2.2; page 9)

No.

27. Has the current incumbent been provided with an extension since it is specified that the management consulting contract will end before the transition? (Section 2.2.2.2; page 9)

The current contract ends on August 31, 2018.

28. How does the Agency propose to handle request for additional resources, should the need arise? (Section 2 SOW; 2.3.4; page 17)

The SOW is not based on singular resources. The contractor would need to inform the contract monitor who will decide whether to approve the request.

29. For the PIA, should both the Technical and Financial proposals be bundled into one PDF or retain them as two PDFs? (Section 5.2.3; Page 44)

Please follow the instructions listed in the RFP, Section 5.2.3.

30. Since there are no Minimum Qualifications and there is no mention of customer references in Section 1, what goes into Tab D? (Section 5.4.2.5; Page 46)

Tab D may be left blank.

31. Since there is no mention of any reference requirements in Section 1 and hence nothing to fill up in Tab D (presumed, waiting for clarification), can the agency clarify how many references are required? (Section 5.4.2.9; Page 48)

Three references are still required in this RFP. They may be utilized for minimum qualifications but since there are no minimum qualifications, that becomes irrelevant.

32. Attachment B - Can MDH reissue the Excel Workbook, making the individual Sheets visible? Presently, we are not able to see the Contract Year 1, Contract Year 2 and

Option Year sheets are not visible. The only sheet visible has references to these sheets and hence not editable. (Attachment B)

[There is an amended version due to issues with the workbook.](#)

33. On page 48 of this RFP, in Section 5.4.2.8, point 6 requests “Proof of the Offeror’s Preferred Qualifications”. As the preferred qualifications are not detailed in the RFP, can the State please clarify the preferred qualifications being requested and the type of proof being requested as evidence of meeting the preferred qualifications?

[See Section 6.2.3.](#)

\*\*\*\*\* LAST DAY FOR QUESTIONS IS WEDNESDAY, APRIL 18, 2018 AT 4:00 PM \*\*\*\*\*