

1. What is the duration of the contract?

*A: This contract will be for the duration of the SIM Testing Project (40 months) pending continued federal funding of the project.*

2. Is a budget available? Or level of effort for this project?

*A: This project is funded through federal SIM dollars and the budget submitted by the vendors must adhere to the Terms and Conditions in the SIM FOA found here: <http://innovation.cms.gov/initiatives/state-innovations/>. The State anticipates needing a project management team for the project. A successful vendor will review the state's SIM application and project structure and determine the appropriate level of support.*

3. Is this particular RFP open for all the vendors? Or Is this RFP is only for vendors holding any particular State Term Contracts?

*A: This RFP is open to all vendors*

4. The subsection 'Timeline for work' (p. 9) specifies that, "All bids should include a GANTT chart outlining the project deliverables and deadlines." Would GMCB provide a schedule of deliverables for this project?

*A: CMMI requires quarterly reports for this project as well as annual reports. These should be included in the GANTT chart. We expect the successful bidder to work with the state to provide more detail to the GANTT chart during the beginning portion of the contract.*

5. In the "Timeline for Work" the RFP states that "the state is required to report to CMMI on a quarterly bases beginning with a report on July 31, 2013. The successful bidder will provide data and reports to the state prior to reporting deadlines." Given the award date of this solicitation, what is the expectation for the initial and early quarterly CMMI reports?

*A: The initial reports are due to CMMI by the end of July. We do not expect the successful bidder to participate in this initial reporting period because the contract will not have started yet.*

6. Section 4 (Method of Award, p. 9) notes that, "The State may award one or more contracts...". Does this mean that awards may be made for different parts of the work described in the Scope of Work, e.g. Phase I to one Contractor, and Phase II to another? Please clarify.

*A: The State may award one or more contracts if it finds that is the optimal way to structure the contract. For example, if the state finds a bid that is missing one technical skill like health policy knowledge, we may supplement the contract to include those skills.*

7. Section 7.3 (Location of Work, p. 14) specifies that, "The Contractor will be required to work on site..." Is the requirement that all contract staff work on site, or that at least one contract staff work on site? Please clarify.

*A: The State expects the contractors to work onsite as appropriate for the project. We do not need every project manager onsite continually throughout the project, but need sufficient staff onsite to perform project management tasks.*

8. Section 7.12 (Business Registration, p. 17) specifies that the Contractor must be, "registered with the Vermont Secretary of State's office... and obtain a Contractor's Business Account Number...". Do these requirements include subcontractors, or only the prime Contractor?

*A: This if for the prime Contractor.*

9. Section 4 lists the evaluation factors. Are there weights/points associated with each factor?

*A: Yes. The exact weights will not be available as part of this RFP.*

10. What is the source of the funding for this proposal.

*A: This RFP is funded through the federal State Innovation Models (SIM) project. All bidders should adhere to the federal Terms and Conditions as outlined in the FOA found here: <http://innovation.cms.gov/initiatives/state-innovations/>.*

11. How many PM(s) in total you are looking for? We understood one Program Manager, 1 IT PM and 1 non-IT PM. (total 3 only)

*A: The State anticipates needing those roles filled and look to the vendor to determine exact FTE required for the project based on review of the SIM project narrative found here: [http://gmcboard.vermont.gov/sim\\_grant](http://gmcboard.vermont.gov/sim_grant).*

12. When these PM(s) need to start working on project? All those PM(s) need to start at the same time?

*A: We expect an August 15 start date and would seek for the entire project management team to begin at that time.*

13. Is SIM management open to add more PM, once scope gets decomposed (in form of WBS)? We believe it is all about how many work streams (ie projects) SIM program has and what is the size of each of those work streams. Based on what other supporting staff you have, you may need more PM.

*A: Yes.*

14. State will give office space (cube) but not hard ware, correct? We understood that vendor need to bring computer (laptop) to support project.

*A: Yes.*

15. Do state need price guarantee for entire duration of this engagement?

*A: Yes.*

16. Is working remote acceptable?

*A: Yes, for a portion of the project.*

17. What is minimum and maximum hours working needed or expected to support this project?

*A: We do not have a minimum/maximum identified.*

18. There are six SIM work groups referenced in the organization chart in Attachment F of the RFP. Do these workgroups already exist? If so, approximately how many staff are involved in each of the workgroups? Are there existing meetings or other communication structures by which these groups report up to the SIM Steering Committee?

*A: 3 of the 6 exist and the others are being formed. There are a few existing meetings. We expect the project management team hired through this contract to help create communication structures and meeting plans.*

19. Is the SIM Core Team primarily comprised of GMCB members, or is this a cross-departmental group including DVHA and AHS staff?

*A: The SIM Core Team is comprised of the Secretary of AHS, The Director of Payment Reform, The Commissioner of the Department of Vermont Health Access, and the Chair of the Green Mountain Care Board.*

20. What is the function of the SIM Government Operations Team?

*A: The Government Operations Team ensures communication across various state agencies involved in the project.*

21. Recognizing the provider-focused nature of most of the activities that the SIM grant is supporting (e.g., payment studies, EHRs, etc.), will the majority of these activities be conducted under one or a couple of the six work groups? Will the Project Management vendor have an integrated role in the activities of these specific work groups, or is it expected that the Project Management vendor will function more as a communication channel from/to these provider-focused work groups?

*A: The majority of activities will be conducted through the work groups. The project management vendor will have an integrated role in 4 of the workgroups and function as a communication channel for the remaining two.*

22. The Project Management vendor is expected to maintain budget-to-actual expenditures of SIM grant money on SIM-related projects. Does a budget already exist? What avenues will the Project Management vendor have available to access expenditures?

*A: There is a high-level budget and the project management vendor would assist the State in refining that budget. The project management vendor will work with State finance staff to access expenditures.*

23. Will the Project Management vendor have write access to a State SharePoint site, or some other State-based software solution for project communication and documentation, or would the State look to the Project Management vendor to host such a solution?

*A: We will use a State SharePoint site for the project.*

24. Will the firm that is selected to provide project management services be precluded from proposing on the GMCB's RFP for Evaluation Services Related to the SIM Grant?

*A: Yes. The Evaluation Services RFP is for an independent evaluation team not involved in other SIM projects.*

25. Are you looking for three full-time project management resources with approximately the same level of experience for each resource, or are you open a team with a range of senior and junior-level project management resources that equates to three FTEs?

*A: We are open to a range.*

26. If GMCB does not identify one vendor that is able to provide all three project management resources, would you consider awarding contracts to multiple firms for a sub-set of the resources?

*A: Yes*

27. The Evaluation Factors on Page 8 suggest that you may be open to resources that are less than full-time. Do you have a preference for full-time versus part-time or an estimated overall level of effort by resource?

*A: No preference*

28. Is there expected to travel outside VT? If yes, how often and when?

*A: None expected.*

29. The RFP indicates that the selected contractor will need to work with “several vendors engaged in various capacities” within the state. Please indicate who those contractors are and their roles.

*A: Those vendors have not all been selected, but will be during the initial months of this contract.*

30. What is the status of other procurements that will be issued under the SIM grant? Please indicate those that have been awarded, are in the process of being awarded, and those that are yet to be procured.

*A: The State has issued only two RFPs under the SIM grant: this Project Management RFP and one for Evaluation Services.*

31. **Section - 3.1 Deliverables, page 6** What level/kind of procurement assistance does the SOV require?

*A: The State would need some procurement assistance for the project in developing timelines and deadlines, but not with developing scopes of work.*

32. **Section - Attachment F: Organizational Chart** What is the status of the various stakeholder groups outlined in the chart? If established, how many participants are engaged for each identified group?

- 1 - SIM Core Team
- 2 - SIM Gov't Operations
- 3 - SIM Steering Committee
- 4 - Six (6) groups listed under SIM Steering Committee

*A: The SIM Core Team has been identified and is described above. The Government Operations Team has also been identified and is described above. The SIM Steering Committee has met once and information on this group is available here: [http://gmcboard.vermont.gov/sim\\_grant/members](http://gmcboard.vermont.gov/sim_grant/members). Three of the six groups have been formed and have members. On average, each of these six groups will have 20 participants.*

33. **Section - Attachment F: Organizational Chart** Within the six (6) groups listed under the SIM Steering Committee, what functional expertise is embedded

within each group? (i.e. business process modelers, business architects, developers, etc.).

*A: None. Please note that less than one-third of the SIM project is IT-related.*

**34. Section - Attachment F: Organizational Chart** What is the role of the Steering Committee Group - Is it Functional or Management committee oversight.

*A: The Steering Committee is a group that receives recommendations from the work groups and makes recommendations to and advises the SIM Core Team on all aspects of the project. It includes a broad range of external and internal (state government) members.*

**35. Section - general** Please define the size of the Agency staff that the Vendor Project Manager will engage with.

*A: There will be approximately 60 State staff working on this project.*

**36. Section - general** Who will the Vendor Lead Project Manager report to in this structure?

*A: The State SIM Project Director*

**37.** Is the scope of the SIM exclusively related to interaction between primary and specialty physicians, or are other types of providers (e.g., hospitals, long-term care facilities, etc.) also anticipated to be part of the mix?

*A: Other types of providers are part of the project.*

**38.** On page 5 of the RFP, you specify "Expansion of electronic health records (EHRs) to primary care, mental health and long term service providers" - how much overlap is there between what GMCB is looking to do and what VITL is doing in its capacity as a REC?

*A: The State has the contract with VITL for this work and any VITL work in this area will be coordination with what is proposed in SIM. Please see the State's Innovation Plan and Project Narrative for more detail.*

**39.** How does the apparent ultimate goal of a single-payer system in Vermont factor into the work that the SIM will do?

*A: The SIM project is related to payment and delivery system reform, which are key pieces of Act 48 of the Acts of 2011. Delivery and Payment Reforms are important to long term sustainability of health care costs in the State.*

40. Please confirm the required qualification and experience for Project Management Lead is similar to other Project Managers given at page 7 under "Section 4. PROFESSIONAL SERVICE REQUIREMENTS"?

*A: The State expects professional project managers to bid on this RFP.*

41. Is Vermont looking for a budget breakdown for the entire term or a single year of services?

*A: The State is looking for a budget breakdown for four months of services.*

42. In section 1.2, it states that on February 21st, Vermont was notified of the award of a \$45 million SIM grant from the federal government. Has Vermont already started the grant activities? If not, when will you start? Have any other vendors been subcontracted for other parts of the SIM grant? What, if any, SIM related work has started in Vermont? In order to review any conflict of interest issue is there a vendor list of those currently doing work related to the SIM grant in Vermont?

*A: The State is in the implementation period of the grant and will begin model testing on October 1, 2013. Planning for SIM work and establishment of the Steering Committee has begun. Additionally, the State is heavily engaged in providing a detailed Operations Plan, which is due to CMMI on August 1<sup>st</sup>.*

43. In Section 3.1 Deliverables, it states that the project team is responsible for the development of a life cycle cost analysis. Would we be required to use the DII guideline templates?

*A: DII templates would be required for IT projects. Other templates could be used for the other projects.*

44. In Section 6.3 it states that the bidder must offer documentation to show proof of financial capacity to undertake the contract responsibilities. What types of documentation would meet this requirement?

*A: Contractors should provide profit and loss statements or other certifications demonstrating financial capacity.*

45. Section 8.3 "Location of Work" states "as a general rule, project work will be done in Montpelier, VT. The Contractor will be required to work on-site in (such site or sites in Montpelier, VT as may be identified by the State) where space will be provided, however travel to other State facilities may be needed and the vendor will be responsible for such travel using its own mode of transportation. Occasional exceptions to this rule may be established by mutual agreement between the Contractor and the State." Are their current vendors on-site providing project management duties for other SIM related work? Is the preference to have a Monday-Friday onsite presence of project management staff?

*A: There are no other project management vendors working on the project at this time. Monday -Friday onsite is preferably. Please see answers above regarding onsite availability.*

46. Confidentiality of State Information, Section 8.6, it states that the Contractor shall represent and warrant that it has implemented and it shall maintain during the term

of any agreement the highest industry standard administrative, technical, and physical safeguards and controls consistent with NIST Special Publication 800-53 and Federal Information Processing Standards Publication 200. What documentation, if any, is required to demonstrate compliance?

*A: Please provide certification of compliance.*

47. In section "8.11 Insurance" required in "Attachment C, Standard State Provisions for Contracts and Grants, the Contractor shall carry Professional Liability insurance and data breach insurance in minimum coverage amounts of \$1,000,000 per occurrence." Can this section be waived?

*A: This section cannot be waived without explicit permission from the State Attorney General's Office. Bidders should highlight any requests for changes in the standard terms and conditions in the bid.*

48. In Attachment E, it states that the Contractor shall have recovery procedures in place to handle replacement of data in the event of a disaster. How fast do you require replacement of data?

*A: Vermont's Department of Information and Innovation provides these guidelines here: [http://dii.vermont.gov/DII\\_Divisions](http://dii.vermont.gov/DII_Divisions).*

49. In section 8.18 the "Required Project Policies, Guidelines and Methodologies" states that "the Contractor shall be required to comply with all applicable laws, regulations, policies, standards, fingerprint supported background checks, and guidelines

affecting State of Vermont IT projects, which may be created or changed periodically. It is the responsibility of the Contractor to ensure adherence and to remain abreast of new or revised Laws, regulations, policies, standards and guidelines affecting project execution.” Does this project utilize or come in contact with PHI or PII related data? Does the requested vendor services need to have access to PHI or PII data?

*A: No access to PHI data is needed for this work.*

50. On page 10 of the RFP it indicates that the bidder should have Vermont-specific health care experience. Is other health care experience applicable?

*A: You do not necessarily have to have Vermont-specific health care experience, but if you do not, please explain why any relevant experience is applicable and qualifies you for this work.*