



REQUEST FOR OFFER INDEPENDENT VERIFICATION AND VALIDATION RFO #13-001-ITS

ADDENDUM #1

QUESTIONS/STATEMENTS AND ANSWERS

1. Question(s)/Statement(s):

“Page 12 and after: Mention is made in the RFO for utilizing CCHCS report templates for producing the various IV&V reports – can samples of these please be provided?”

Answer(s)/Statement(s):

CCHCS’ IV&V report templates are ad-hoc and based on Institute of Electrical and Electronics Engineers (IEEE) requirements. The following sections of the California Department of Technology (CTA) Statewide Information Management Manual (SIMM) are helpful in understanding what is needed:

- SIMM Section 17 – California Project Management Methodology (CA-PMM); and
- SIMM Section 45 – Information Technology Project Oversight Framework

Samples and templates can be found at http://cta.ca.gov/Government/IT_Policy/SIMM.html.

Additionally, the Deliverable Expectations Document (DED) will define the specific requirements of the report(s).

2. Question(s)/Statement(s):

“Has the COTS implementation vendor been selected for EHRS implementation, can details be provided on their contract?”

Answer(s)/Statement(s):

Yes, the EHRS COTS implementation vendor has been selected.

3. Question(s)/Statement(s):

“The requested “Technical Experience” qualifications include:

- One (1) of the proposed consultants must have at least five (5) years of experience in IT clinical office healthcare systems including Electronic Medical Records (EMR’s) or EHRS’s.
- Each consultant must have experience auditing a large-scale project for the State of California (i.e., 2,000 or more users and a total project cost of \$20 million or more).

We have staff members who meet both of these requirements (EMR/EHRS experience and State of CA experience); however, we also have staff with many years of distinguished experience on successful EMR and EHRS project implementations outside of California that would be beneficial to this project. We understand and appreciate the need for experience auditing large-scale projects for the State of California but would the department considering broadening the requirement to include other states?”

Answer(s)/Statement(s):

This Addendum to RFO #13-001-ITS revises the Technical Experience, Item 5 to read as follows:

Each Consultant must have experience auditing a large-scale IT project for a state government agency or department (i.e., 2,000 or more users and a total project cost of \$20 million or more).

4. Question(s)/Statement(s):

“Could you please provide the successful bidder for RFO #12-044-ITS Project Organizational Change Management and Business Process Reengineering solicitation?”

Answer(s)/Statement(s):

RFO #12-045-ITS was cancelled. No award was made.

5. Question(s)/Statement(s):

“Could you please provide the successful bidder for RFO #12-046-ITS EHRS Project & Risk Management Support Services solicitation?”

Answer(s)/Statement(s):

RFO #12-046-ITS was cancelled. No award was made.

6. Question(s)/Statement(s):

“The Offer Response Submission Due Date is September 2, 2013 – as this is a state holiday is this the correct date?”

Answer(s)/Statement(s):

This Addendum to RFO #13-001-ITS extends the Offer Response Submission Due Date to Friday, September 13, 2013, at 4:00 p.m.

7. Question(s)/Statement(s):

“In the Scope of Services (pages 11-14), included in the deliverables are the CCHCS Project Management Plan, Quarterly Report, and IV&V Final report. Would it be possible to see a sample of these templates?”

Answer(s)/Statement(s):

CCHCS’ IV&V report templates are ad-hoc and based on IEEE requirements. The following sections of the California Department of Technology (CTA) Statewide Information Management Manual (SIMM) are helpful in understanding what is needed:

- SIMM Section 17 – California Project Management Methodology (CA-PMM); and
- SIMM Section 45 – Information Technology Project Oversight Framework

Samples and templates can be found at http://cta.ca.gov/Government/IT_Policy/SIMM.html.

Additionally, the Deliverable Expectations Document (DED) will define the specific requirements of the report(s).

8. Question(s)/Statement(s):

“In the Deliverable Acceptance and Criteria section, #3 (page 14), CCHCS states, “The Project Director, or designee, shall have up to ten (10) business days following receipt of each Deliverable or Service to review said Deliverable and return a completed DAD to Contractor.” What is the process or consequence if CCHCS does not provide any response within the 10-day or agreed to review period?”

Answer(s)/Statement(s):

If CCHCS does not respond within the 10-day or agreed upon review period, the deliverable or service rendered by the Consultant(s) shall be considered accepted (i.e. implied acceptance).

9. Question(s)/Statement(s):

“In the Contract Roles and Responsibilities section, #8 (page 17), CCHCS states, ‘Perform any other duties as requested by the Project Director, or designee.’

- a. Since this is a deliverables based contract, will CCHCS please clarify/list these duties so that we may submit relevant costs in our proposal?
- b. Will additional direction be captured in a work authorization?”

Answer(s)/Statement(s):

- a. This Addendum to RFO #13-001-ITS adds deliverable #4, Administrative Tasks to address the prospective duties. CCHCS will determine the cost associated with deliverable #4 upon award, and add funds to the ensuing Agreement.
- b. All services outside of the Scope of Work will be handled via a Work Authorization.

ATTACHMENTS

The following revisions are made to RFO #13-001-ITS with this Addendum. All other terms and conditions of the RFO remain the same.

COVER PAGE:

Modify the proposed term dates and offer response submission due date.

The term of proposed Agreement is targeted for September ~~15~~ 30, 2013 through September ~~15~~ 29, 2016. CCHCS reserves the option to extend the Agreement for up to twenty-four (24) additional months at the same deliverable rate(s) and/or to add funds up to the maximum MSA threshold. The contract award is subject to availability of funds approved for this purpose and Offeror having a current and valid MSA for IT Consulting Services issued by the California Department of General Services.

Offers are due by **4:00 p.m., ~~Monday~~ Friday, September ~~2~~ 13, 2013**. Contractor responses and any required documents must be submitted by electronic mail and clearly labeled to the department contacts noted below:

Department Contacts:

California Correctional Health Care Services
Dave Wynn · dave.wynn@cdcr.ca.gov · (916) 691-3529
and

Corey Miller-Rose · corey.miller-rose@cdcr.ca.gov · (916) 691-3847

PAGE 2 – KEY DATES:

Modify the Offer Response Submission Due Date, Comparison of Offers dates, Selection of Vendor dates and Proposed contract Start Date.

Event	Date	Time
Release of Request for Offer	August 1, 2013	
Questions or Clarifications Submittal (latest date)	August 12, 2013	2:00 p.m.
Offer Response Submission Due Date	September 2 <u>13</u> , 2013	4:00 p.m.
Comparison of Offers and Interview(s), if warranted.	September 2-6 <u>16-20</u> , 2013	
Best Value Determination – Selection of Vendor	September 6 <u>23</u> , 2013	4:00 p.m.
Proposed Contract Start Date	September 15 <u>30</u> , 2013	

PAGE 7 – BEST VALUE CRITERIA, TECHNICAL EXPERIENCE:

Revise Technical Criteria Item #5 of to read as follows:

- Each consultant must have experience auditing a large-scale IT project for ~~the State of California~~ a state government agency or department (i.e., 2,000 or more users and a total project cost of \$20 million or more);

PAGE 11 – EXHIBIT A (STATEMENT OF WORK), SECTION B (OFFEROR’S PROPOSED PERSONNEL QUALIFICATIONS), MANDATORY QUALIFICATIONS:

Revise Mandatory Qualifications Item #5 of to read as follows:

5. Each consultant must have experience auditing a large-scale IT project for ~~the State of California~~ a state government agency or department (i.e., 2,000 or more users and a total project cost of \$20 million or more);
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PAGE 13 – EXHIBIT A (STATEMENT OF WORK), SECTION C (SCOPE OF SERVICES):

Add Deliverable #4 to read as follows:

4. Administrative Tasks

Contractor shall perform administrative tasks as requested and approved by CCHCS’ EHRIS Project Director or designee. Administrative tasks shall be defined in a Deliverable Expectations Document (DED) that includes estimated number of hours and costs, and is mutually agreeable to both parties.

Deliverable

1. Completed Deliverables.
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PAGE 15 – EXHIBIT A (STATEMENT OF WORK), SECTION E (ASSUMPTIONS AND CONSTRAINTS):

Revise Item #8 to read as follows:

8. CCHCS reserves the right to renegotiate services deemed necessary to meet the needs of the project according to State priorities. CCHCS and Contractor shall mutually agree to all changes; and renegotiated services outside the scope of original contract may require control agency approval prior to commencement of work.
 - Work Authorization

Either party may at any time propose a change to Scope. If Contractor believes that such change will increase Contractor’s costs or delay completion, the parties will negotiate in good faith to try to accommodate such requests. Contractor will price any additional fees, at CCHCS’ option, based on time and materials and/or fixed cost per deliverable. Contractor will disclose and explain to CCHCS its method of pricing a change order. At CCHCS’ request, the parties will use project estimation tools to aid in determining pricing and to ensure that it is competitive in the marketplace. No change will be effective unless and until set forth in a written amendment to the Agreement, which is approved and signed by the parties. Any agreed upon modifications will be performed by Contractor in accordance with the amendment and Agreement provisions. Any failure to agree to a proposed change will not impair the enforceability of other Agreement terms or in Scope.
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PAGE 17 – EXHIBIT A (STATEMENT OF WORK), SECTION H (PERIOD OF PERFORMANCE), PARAGRAPH 1.

Modify anticipated contract term date.

The anticipated term of the ensuing Agreement is September ~~45~~ 23, 2013 through September ~~45~~ 22, 2016. CCHCS reserves the option to extend the Agreement for up to twenty-four (24) additional months at the same deliverable rate(s) and/or to add funds up to the maximum MSA threshold.