

Health Care Scheduling System
Request for Offers (RFO) #09-030-ITS through #09-032-ITS

Questions and Answers

1. Question(s)/Statement(s)

- If Offeror is a DVBE sub-contractor on the SOMS project with EDS/HP being the prime vendor, would this present a conflict when responding to the HCSS Management RFO's?

Answer(s)/Statement(s):

- Determination of potential conflicts of interest will be made during the procurement process and, therefore, this question cannot be addressed at this time.
- To secure offers from viable contractors who are able to provide the requested services, CMAS vendors are encouraged to submit an offer.

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

- Can you please tell me if this a new contract or a renewal? Also, if this is a renewal can you please tell me what the past dollar amounts were for the contract and who the previous consulting companies were?

Answer(s)/Statement(s):

- The Request for Offers (RFOs) #09-030-ITS, #09-031-ITS, and #09-031-ITS are for new agreements seeking project management services for the HCSS Project.
- There is no budgeted amount for RFOs. CPHCS seeks market-driven rates.

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

Page 1 of both. Regarding the reference to CMAS threshold and the term of the contract, including potential 2 option years:

- Are you referring to the CMAS threshold for each year of the contract, or for the entire 3-year term (one year, plus 2 one-year option years)?
- In other words, do you expect to stay within the \$500k CMAS limit for the entire 3 years?

Answer(s)/Statement(s):

- Yes; the maximum CMAS threshold (i.e., currently \$500,000) will apply throughout term of Agreement (i.e., whether term is one-year or exercised option up to three-years).

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

Page 3, item 15 of both: Three customer references:

- Do you want references for the consultant or for the bidding firm, or a mix? We ask because the Best Value Criteria table on page 5 lists “References for firm and consultant(s).” Please clarify.

Answer(s)/Statement(s):

- Three customer references for each proposed candidate are required.

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

In Exhibit A, Statement of Work, Section C. Scope of Services: the thirteen (13) items listed in this section seem to be the same items that are listed in Section C of RFO#09-031-ITS, Change Management Manager.

- Are the same services required of both positions?

Answer(s)/Statement(s):

- No. RFO #09-030-ITS, Addendum #1, Exhibit A (Statement of Work), Item C (Scope of Services) requires specific duties be performed by a Project Manager (PM) with overall responsibility of the Health Care Scheduling System (HCSS) project.
- RFO #09-031-ITS, Addendum #1, Exhibit A (Statement of Work), Item C (Scope of Services), requires specific duties be performed by a Change Management Manager to address organizational and individual change issues.

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

In Exhibit A, Statement of Work, Section G. Contractor Roles and Responsibilities: the item #7 is the same responsibility listed in Section G of RFO#09-031-ITS, Change Management Manager.

- Will both these positions have the responsibility this item describes?

Answer(s)/Statement(s):

- Yes. Both HCSS Project Manager and Change Management Manager are required to adhere to contractor roles and responsibilities as specified.

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

On page 13 it appears that the number of hours is 2008. Given the need for furlough days, time off, vacation, etc,

- Would it be acceptable to use a more probable number such as 1850 in the cost model?
Reasoning: $52 \text{ weeks} \times 40/\text{hours per week} = 2080$, less 2 furlough days per month $2080 - 192 (2 \times 8 \times 12) = 1888$, less one week PTO (sick/vacation) $1888 - 40 = 1848$.

Answer(s)/Statement(s):

- The 2008 hours shown on Exhibit B-1 (Rate Sheet) is the maximum number of annual hours to be performed by a PM for RFO #09-030-ITS.
- A vendor, however, is not precluded from proposing a different amount of annual hours to be performed.

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

- What is the contract budget for this RFO? The RFO states that it is bound by CMAS constraints. Is CPHCS trying to come in under the first level at \$250K, or can this contract stretch to the \$500K cap?

Answer(s)/Statement(s):

- There is no budgeted amount for RFO #09-030-ITS. CPHCS seeks market-driven rates.
- The CPHCS cannot award an Agreement that exceeds the maximum CMAS threshold.

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

- Per the non-disclosure agreement that is mentioned in the RFO, what types and sizes of financial interests would be considered "incompatible" with a staff member's participation on this project?

Answer(s)/Statement(s):

- Attachment D (Non-Disclosure Statement) states, in part: "no personal or financial interest or no present employment or activity, which would be incompatible with . . . participation . . . for HCSS Project."
- If a bidder identifies a potential conflict of interest or facts that may suggest a personal or financial interest, employment, or activity that may be incompatible with bidder's performance of work under the contract resulting from this solicitation, bidder must provide that information to CPHCS with its bid or immediately when the issue is first identified, and CPHCS will then consider the issue.
- For added information, please review Form 700 (Statement of Economic Interest) available at www.fppc.ca.gov, and the Office of Attorney General, at www.ag.ca.gov, involving opinions/incompatible activities.

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

- Is this project considered to be in its procurement phase? If not, what phase is this project in?

Answer(s)/Statement(s):

- The HCSS Project is currently in the design and development phase.

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

- According to Attachment C, the Contractor Confidentiality statement, what types of "past employment" would deem a contractor "incompatible" with performing this contract?

Answer(s)/Statement(s):

- To determine what type of past employment may be deemed incompatible is dependent upon past activities performed by proposed candidate. CPHCS recommends full disclosure of past employment activities in submittal of candidate resumes.
- If a bidder identifies a potential conflict of interest or facts that may suggest a personal or financial interest, employment, or activity that may be incompatible with bidder's performance of work under the contract resulting from this solicitation, bidder must provide that information to CPHCS with its bid or immediately when the issue is first identified, and CPHCS will then consider the issue.
- For added information, please review Form 700 (Statement of Economic Interest) available at www.fppc.ca.gov and the Office of Attorney General, at www.ag.ca.gov involving opinions and incompatible activities.

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

- Section F.1 CPHCS Roles and Responsibilities states that the cubicle accommodation "may include a desk, telephone, computer hardware and software necessary for performance of the work."
- To ensure that CPHCS provides a work environment that is conducive to effective program management, will CPHCS consider revising this statement to "will provide dedicated desk, telephone, computer hardware and software necessary for performance of the work"?

Answer(s)/Statement(s):

- No. CPHCS however is likely to provide a desk, telephone, computer hardware and software necessary for performance of the work.

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

RFO #09-030-ITS, Item 5 – Copy of Offeror's CMAS contract: All of the specific information enumerated in the requirements are included on the cover page of the contract. My entire CMAS contract is about 50 pages long and is not available electronically, so it would have to be scanned to include it with the RFO Response.

- If we are awarded the contract, I will be happy to provide a complete copy, but it seems excessive for the RFO Response.
- Can we supply just a scanned copy of the cover page for the RFO response?

Answer(s)/Statement(s):

- Yes; given length of some CMAS agreements, vendors may provide a copy of their CMAS cover page in response to the RFO.

- Please recognize, however, if awarded vendor will be required to submit a complete copy of their CMAS agreement prior to execution of Agreement.

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

- Item 7 – Proof of Workers’ Compensation Insurance: My firm has no employees and the subcontractor I plan to propose for this engagement will be an independent contractor.
- Can I be exempted from the Workers’ Compensation insurance requirement for this RFO?

Answer(s)/Statement(s):

- No, CPHCS cannot exempt a firm from submittal of proof of Workers Compensation (WC) Certificate of Insurance.
- A firm with no employees must submit a WC Certificate of Insurance that specifies workers’ compensation coverage is not applicable given Offeror has no employees.

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

- Item 9 – Offeror Declaration Form (STD 840A). This form is a DVBE reference form. My firm is not a DVBE and will not be claiming the DVBE preference.
- Is this form nevertheless required?

Answer(s)/Statement(s):

- The STD 840A has been replaced by GSPD-05-105, which is in the Multiple Project Bidder Declaration Addendum, released 12/10/2009 and located on the Receivers website at: http://www.cphcs.ca.gov/project_rfp.aspx .
- The GSPD-05-105 can be located at: <http://www.documents.dgs.ca.gov/pd/delegations/GSPD105.pdf> .

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

- Upon reviewing the proposal it was not clear if the Scheduling System vendor has been selected; or if a RFP has been issued to select one.
- Who should I contact to find out what scheduling system is being used.

Answer(s)/Statement(s):

- The CPHCS is currently working to amend the in force Agreement between the SOMS System Integrator, Hewlett Packard and CDCR.
- The scheduling system is a modified commercial off the shelf system that is part of the Strategic Offender Management System (SOMS) that been procured and is currently being prepared for deployment throughout CDCR.