



SOLICITATION AMENDMENT #1

<p>YH19-0007 IV&V Vendor for EVV Project</p>	<p>Solicitation Due Date: October 16, 2018 3:00 pm Arizona Time with proposal submission</p>	<p>Procurement Officer: Michael Kowren michael.kowren@azahcccs.gov</p>
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A signed copy of this amendment must be returned with the proposal and received by the State of Arizona on or prior to the Solicitation due date and time.

This Solicitation is amended as follows:

1. Section 11.1: Estimated delivery date of Progress Report #5 – Certification Milestone Report, is hereby corrected from 3/2019 to 3/2020.
2. The attached Answers to Vendor Questions are hereby incorporated as part of this solicitation amendment.

<p>OFFEROR HEREBY ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THIS SOLICITATION AMENDMENT.</p>	<p>THIS SOLICITATION AMENDMENT IS HEREBY EXECUTED ON THIS DAY, IN PHOENIX, AZ.</p>
<p>SIGNATURE OF AUTHORIZED INDIVIDUAL:</p>	<p>SIGNATURE: SIGNATURE ON FILE</p>
<p>TYPED NAME:</p>	<p>TYPED NAME: Meggan Harley, CPPO, MSW</p>
<p>TITLE:</p>	<p>TITLE: Chief Procurement Officer</p>
<p>DATE:</p>	<p>DATE: October 1, 2018</p>



QUESTIONS AND ANSWERS FORM FOR RFP YH19-0007

IV&V Contractor for Electronic Visit Verification Project

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Monday, September 24, 2018 by 3:00 PM, Arizona Time

Question#	VENDOR NAME	Paragraph # or Title	Page #	Vendor Question	Leave Blank for AHCCCS Response
1.	Deltek	n/a	n/a	Is there an incumbent vendor for this contract?	No.
2.	Deltek	n/a	n/a	What is the estimated budget for this project?	No budget has been established at this time.
3.	BerryDunn			Is there an approved budget for this scope of work?	See Question 2.
4.	BerryDunn			Can the State please confirm if vendor hourly rates can include travel expenses, or if travel expenses must be billed separately?	All consultant travel should be outlined in your method of approach and built into the hourly rate, with the exception of trips defined in Pricing Attachment A. Travel expenses for these trips shall be pre-approved by AHCCCS and comply with State of Arizona Travel Policy
5.	BerryDunn	5. Milestone Review Schedule 11.1 Component 1 13.2.1 (Pricing)	5 8 9	On Page 5, there is a tentative Project Initiation Milestone review in <u>March of 2019</u> ; on page 8, the table has an estimated delivery date of <u>2/2019</u> for the Project Initiation Milestone Report; and then, on page 9, the Pricing Schedule asks for costs for "Phase 1: Work performed up to the Project Initiation Milestone Review" to be provided quarterly <u>through Q2 of FFY 2020, and the summary sheet asks for Year 1 and 2 pricing for Phase 1.</u> Will the States please clarify the timing of the work to be performed for Phase 1, including the anticipated start, end, and duration of this work?	All dates are subject to change based upon the on-boarding of an EVV vendor.
6.	BerryDunn	Pricing Sheet 11.2 Component 2	9	The pricing sheet has a section for Component 2 deliverables; however, on page 9, the RFP indicates that Component 2 will be defined and agreed to between the Contractor and the State as the need arises.	Provide titles and hourly rates. In the event additional investigation or reports are indicated, the states will issue an amendment with the additional requirements and cost. Component 2



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				Will the States please clarify what potential vendors should provide in the pricing sheet for Component 2? Are the States looking for an hourly rate only? Or would the States prefer that vendors make assumptions regarding the types of additional reports and investigations that may be needed?	hourly rates should not be included in Phase 1 or 2 spreadsheets.
7.	BerryDunn	11.1 Component 1	Page 8 of 49	On page 8 of 49, the table indicates Progress Report #5 – Certification Milestone Report has an estimated delivery of 3/2019. Please clarify the date. Should it be 3/2020?	The correct date is 3/2020; AHCCCS will issue a solicitation amendment.
8.	BerryDunn	Attachment A – Pricing Schedule	Tab “Phase 1 Deliverables” and Tab “Phase 2 Deliverables”	In the Pricing Schedule Attachment, in the Phase 1 Deliverables and Phase 2 Deliverables worksheets, if a vendor is proposing multiple staff titles which each has its own hourly rate, in column C, should vendors separately list each hourly rate for each staff title, or does the State prefer that vendors provide a composite hourly rate?	Please answer with individual titles, hours and rates. Respondents may add rows where more than one title is involved in a Component.
9.	BerryDunn	Attachment A – Pricing Schedule	Tab “Phase 1 Deliverables” and Tab “Phase 2 Deliverables”	In the Pricing Schedule Attachment, in the Phase 1 Deliverables and Phase 2 Deliverables worksheets, if a vendor is proposing multiple staff titles which each has different hours allocated to each Component of the project, in column D, should vendors separately list the total # of hours for each staff title, or should vendors only provide the total number of staff hours being allocated to each Component?	See answer to Question 8.
10.	Cognosante Consulting, LLC	Section 8.1 Progress Reports and Medicaid Enterprise Certification Checklists	6	“The IV&V contractor will fill out the reviewer comment portion of the Medicaid Enterprise Certification Checklists and append them to the progress report.” Can this statement be assumed to apply only to the Progress Report submitted in support of a Milestone Review?	Yes. In accordance with the updated MECL 2.3 checklists are no longer required with each quarterly report.
11.	Cognosante Consulting, LLC	Section 11.1 Component 1	8	“The Contractor will also complete periodic reports on the entire MMIS project at least twice per year or as often as requested by CMS.”	The scope is limited to the EVV module.



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				Is the scope of the IV&V engagement limited to the EVV Module or does the scope include the core MMIS and other MMIS Modules?	
12.	Cognosante Consulting, LLC	5. Milestone Review Schedule 11.1 Component 1	5 and 8	Seeing that AHCCCS is targeting March 2019 for the R1, and thus February 2019 for IV&V submission of Progress Report #1 (a.k.a., Project Initiation Milestone Report), what does AHCCCS desire the IV&V contract start date to be?	We plan to have received CMS approval of the selected vendor by the end of December 2018 and would seek to start the IV&V contract in early January 2019.
13	Cognosante Consulting, LLC	8 Contractor Responsibilities	6	Will AHCCCS and Med-QUEST provide work space for one or more IV&V staff when onsite in Arizona or Hawaii to conduct stakeholder interviews, observe project activities, etc.?	Yes.
14.	Cognosante Consulting, LLC	8 Contractor Responsibilities	6	Will all EVV project documentation be available online for IV&V access? And via what software/tools (e.g., SharePoint)?	Yes. AHCCCS will make available its SharePoint repository for IV&V access after IV&V personnel submit the AHCCCS User Security forms. AHCCCS and CMS will also establish a secure file transfer method to allow for submission of artifacts to CMS.
15.	Cognosante Consulting, LLC	13.1 and 13.3	9-10	Section 13.1 says that "the rate shall be inclusive of all costs associated with the delivery of the service ..." while Section 13.3 says "Pricing must include not to exceed travel expense ...", which we presume are to be shown separately from rate-related pricing. These requirements seem to contradict each other. Please explain.	See answer to Question 4.
16.	Cognosante Consulting, LLC	13.3	10	What process is used to have travel approved by AHCCCS? Is travel billing to be included in services invoice or in separate invoices? What form of travel expense documentation is required?	Travel requests will be submitted as described in Section 12 Notices. Invoicing of travel shall be in accordance with Section 14 Invoices. All travel must be documented with detailed receipts as described in the State Travel Policy and Procedure (https://gao.az.gov/travel)



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17.	Cognosante Consulting, LLC	13.3	10	<p>How long is it likely to take to have travel approved (Arizona Accounting Manual Section 45 suggests that approval by the State Comptroller is required, which likely could take some time)?</p> <p>How far in advance can travel be approved?</p> <p>What is the process for billing for incurred travel cost when that travel has been cancelled at the request of AHCCCS on short notice?</p>	<p>Travel is approved internally by AHCCCS.</p> <p>Travel can be requested as far in advance as is practical and in accordance with the timeline. It should take less than a week to approve travel. We do not have to go through the comptroller for travel for a non-state employee</p>
18.	Cognosante Consulting, LLC	Attachment A		<p>Where are we to include cost and other information related to travel to be billed separately from services, as required in Phase 1 and Phase 2 cell A28?</p> <p>Is the assumption to be that there will be 1-2, 2-3 day trips to each state during the during the course of each Phase (for a maximum of 24 trip-days for the duration of the contract)?</p> <p>Will the need for additional trips be handled through Change Orders?</p>	<p>Respondents may propose a schedule of travel and lump sum estimate of costs in their proposals to be included as a line item in spreadsheet Phase 1 and Phase 2.</p> <p>Yes, the estimate for 24 days is correct.</p> <p>Any increase to the estimated total costs would be handled through amendment.</p>
19.	Cognosante Consulting, LLC	Attachment A		<p>In the Phase 1 and Phase 2 tabs, cell A24 says that "... Costs shall include all travel" while cell A28 call for a not-to-exceed estimate of travel expense.</p> <p>Is this travel expense to be included separate from the costs in the body of the table?</p>	<p>Travel expense should be listed as a separate line item cost.</p>
20.	Cognosante Consulting, LLC	Special Instructions to Offerors 3. Proposal Information	19	<p>Is the Cost volume to be submitted in a separate binder from the Technical volume, or submitted as one complete volume?</p>	<p>Respondents may submit Cost and Technical volumes in their preferred manner.</p>
21.	CSG Government Solutions	Scope of Work Section 11, IV&V Support Components	8	<p>In Section 11.1, as part of Component 1, the RFP states that "The Contractor will also complete periodic reports on the entire MMIS project..." Can the state please clarify the scope of requirements for the "entire MMIS project" vs. the EVV project?</p>	<p>See answer to Question 11</p>



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22.	MAXIMUS	Scope of Work (SOW) Section 2, Paragraph 3	4	The RFP indicates that the States intend to employ an Open Vendor Model EVV System. Will the States be contracting with a vendor for this system? What is the status of the procurement? Will the vendor be expected to work onsite in Arizona, in Hawaii, in both, or in a remote location?	The states intend to contract with a vendor for the EVV system through RFP YH19-0025 which was issued on September 28, 2018. We plan to award the final contract following the Project initiation milestone and other state procurement reviews by April 2019.
23.	MAXIMUS	SOW Section 2, Paragraph 3	4	Can the State provide further detail on the relationship between MedQUEST and AHCCCS for purposes of the EVV system? What role will each State play in the project? How many staff will each State contribute to the project?	Through an intergovernmental service agreement, AHCCCS supports processing for the Hawaii Medicaid Program (MedQUEST). AHCCCS and MedQUEST are jointly seeking an EVV vendor for both states and are collaborating on the selection and implementation of the vendor's solution. AHCCCS has a primary role and will be the managing agency for the contract. Exact staffing has not been determined by the states.
24.	MAXIMUS	SOW Section 11.2; Attachment A	9	The RFP indicates that "For additional reports or investigation requested by the States beyond the milestone, periodic, and weekly reports, the Contractor and the States will agree on a cost and scope document that outlines the request or report and the estimated number of hours to complete the work will be prepared by the Contractor and agreed upon by the States." This implies that the level of effort will be mutually determined at the time any Component 2 request is made by the States. However, Attachment A, Pricing Schedule, asks for an hourly rate, number of hours, and proposed timeline for component 2. Please clarify.	Respondents should provide titles and hourly rates only for this section of the Pricing Schedule.
25.	MAXIMUS	SOW Section 11.3; Attachment A	9	Regarding Component 3, the Scope of Work indicates "The Contractor will charge a fixed monthly price for these updates and bill monthly." However, Attachment A, Pricing	The Pricing schedule should show the total number of hours and hourly rates for the titles involved in Component 3. This can



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				Schedule, asks for an hourly rate, number of hours, and proposed timeline for Component 3. Please clarify.	then be further described as a fixed monthly cost for each month of the proposed schedule.
26.	MAXIMUS	SOW Section 13.3	10	The RFP indicates that "Pricing must include not to exceed travel expense with quote of how many trips contractor plans to take to each state in each Phase." We know from our experience with MECL and MEELC in other states that CMS generally prioritizes onsite presence. Has an alternative agreement with CMS been reached related to this IV&V work? Can the State provide additional information to assist offerors in identifying the number of trips to be expected?	See answer to Question 18. Travel for consultants on-site should be included in their hourly rate and outlined in the method of approach. Trips detailed in the Attachment A: are required by AHCCCS and MedQuest and are priced in a separate line item.
27.	MAXIMUS	SOW Section 13.3; Attachment A	10	With regard to the number of trips to each state in each phase, where are offerors to provide this information in the pricing sheet?	See Question 18
28.	MAXIMUS	SOW Section 13.3	10	The RFP says "The Contractor must be available for travel to attend meetings, conduct interviews, or perform other IV&V services in person when necessary in Kapolei, HI. All expenses for travel may only be reimbursed in accordance with the (Arizona) State Travel Policy and Procedure." Will trips to Hawaii also be reimbursed only at Arizona State rates?	No. The Arizona State Travel Policy includes rates for other states, including Hawaii.
29.	MAXIMUS	Special Instructions to Offerors, Section 2	19	The State provides three evaluation criteria that will be used to evaluate proposals. Can the State provide additional information, such as point values or percentages that will help offerors understand the relative value of these categories?	No additional scoring criteria will be provided.
30.	MAXIMUS	Special Instructions to Offerors, Section 2; Attachment A	19	Given the multiple data points requested in Attachment A, how will points for cost be assigned? Will both Phase I and Phase 2 costs be considered?	See answer to Question 29. Costs shown for both phases will be considered.
31.	MAXIMUS	Attachment A	Deliverables Sheets	Attachment A asks for staff titles and rates for each component. Since there may be a range of skills needed to perform the Scope of Work, can offerors provide a rate	See answer to Question 8.



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				card with expected hours by title/position, or must offerors provide one blended rate?	
32.	Grant Thornton LLP	8.2 Oversight	7	Section 8.2 mentions "EV&V location(s)." Other than the AHCCCS location at 801 E. Jefferson, what other location would IV&V need to visit to conduct interviews and how often?	The IV&V vendor may want to visit MedQuest at 1001 Kamokila Suite 300 Kapolei, HI 96707. See answer to Question 18.
33.	Grant Thornton LLP	11.1 Component 1	8	Section 11 component 1 notes that progress report #5 would be completed in March 2019. Please confirm that is the correct year.	See Question 7.
34.	Grant Thornton LLP	13. Pricing	9	On section 13, pricing, would AHCCCS be willing to accept payment milestones within each phase, such as the completion of each milestone report?	Milestone payments will be made upon completion of the milestone review with CMS.
35.	Grant Thornton LLP	6. Financial Stability	20	Offeror's policy prohibits the release of our financial information, which is consistent with the practice of other large private companies. Would AHCCCS consider other evidence of financial stability other than the requested financial statement?	The request for an annual financial statement is optional, and AHCCCS is not planning to request that statement.
36.	Grant Thornton LLP	2.4 Timelines	14	For requested Exceptions to the Terms and Conditions, will AHCCCS allow a redline of the requested edits/changes?	No exceptions will be considered by AHCCCS.