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Solicitation Information

June 17, 2015

ADDENDUM # 1

RFP# 7549627

RFP Title: Project Management Services for the Rhode Island All-Payer Claims Database (RI-APCD)

Bid Opening Date & Time: July 1, 2015 at 10:30 AM (Eastern Time)

Notice to Vendors:

ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES.
NO FURTHER QUESTIONS WILL BE ANSWERED.

David J. Francis
Interdepartmental Project Manager

Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.

**Vendor Questions with State Responses for RFP 7549627 Project Management
Services for the Rhode Island All-Payer Claims Database (RI-APCD)**

Question 1: Can you please share the current projected timelines for completion of developing and the implementation?

> **Answer to question 1:**
>
> The RIAPCD is an ongoing project. The majority of development around the data aggregation and analytic functionality will be complete by the end of 2015. The focus will then turn to increasing data quality, building analytic capacity, and increasing data use.

Question 2: Are the project management services outlined in this RFP replacing the existing project management services currently being provided by Freedman Healthcare.
  a. If Yes: Can the incumbent propose?
  b. If No: Can you provide a description of the relationship between the two project management vendors?

> **Answer to question 2:**
>
> Yes, the project management services outline in the RFP are those currently being performed by the incumbent and yes the incumbent can submit a proposal under this RFP.

Question 3: Is there an expectation that all project management hours (115-130 per month) would be performed on-site?

> **Answer to question 3:**
>
> There is no expectation that all project management hours will be performed on-site, but some functions such as management team (ISW) meetings and analytic review sessions must be attended in person by project management staff.

Question 4: Is there an expectation that all other hours (technical and subject matter expert) would all be performed on-site?

> **Answer to question 4:**

There is no expectation that all technical and subject matter expert hours will be performed on-site, but these staff will need to be available periodically for on-site meetings.

Question 5:   Would you consider a team approach, with the project management role shared between two project managers?

Answer to question 5:

We would prefer a single project manager position but not all of the work needs to be completed by the project manager. The project manager may have other team members supporting specific activities required by the contract such as staffing the Data Release Review Board.

Question 6:   What tools are currently being used to manage the project and store project artifacts? Is there a desire to replace or enhance these tools?

Answer to question 6:

We currently use standard Windows file storage on a network drive that is backed up nightly. The State is currently moving to SharePoint which we will evaluate once implemented.

Question 7:   Is there an MBE goal for this project?

Answer to question 7:

Yes.

Question 8:   In what structure would you like the cost proposal to be submitted?

Answer to question 8:

The cost proposal must contain a brief narrative outlining hours and costs by high-level task as well as a detailed cost breakdown using the attached: **Appendix A: Cost Proposal Spreadsheet**. Also, the electronic version has been uploaded to website for download.

Question 9:   May we include references as an Appendix?

Answer to question 9:

Yes

Question 10: Should we include separate electronic files of both technical and cost on a CD-ROM?

Answer to question 10:

Yes. In keeping with the RFP, a separate, signed and sealed Cost Proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project must be included. Both hardcopy and electronic copies of the cost proposal must be in a sealed envelope separate from the hardcopy and electronic copies of the technical proposal.

Question 11: Application to obtain Medicare Data:
  o One time or annual?

  o What does this application look like?

  o When is this application due?

  o Can you please provide the application as it would be helpful to see so that we can gauge the level of effort/time the application will take.

Answer to question 11:

The Medicare data request is typically submitted annually in April. The initial application has already been submitted and approved and the application process typically does not change. We will provide populated templates to the successful vendor for the application process.

Question 12: Meetings with ISW:
  o Is the ISW already meeting?
  o With what frequency?
  o Who is currently facilitating?

Answer to question 12:

The ISW has been meeting regularly since 2013. Meetings started off weekly and are currently Bi-weekly. If and when there is a need, weekly meetings could resume for the necessary period of time. The current project management vendor is facilitating these meetings.

Question 13: It mentions that we will have to "frame options and planning sessions to develop long-term funding solutions and multi-agency governance strategy"

- Who is responsible for coming up with the options for long-term funding solutions and multi-agency governance strategy

- Does this translate into the winning bidder being responsible for coming up with long-term funding solutions and a multi-agency governance strategy?

Answer to question 13:

The project management vendor, relying on their subject matter and technical experts, is expected to work with State representatives to determine viable strategies for long term sustainability and governance. A multi-agency governance structure is currently in place but we acknowledge that this may change and both long term funding solutions and governance will evolve as the RIAPCD matures.

Question 14: "Draft a plan for APCD public data access/transparency, including software and other detailed specifications"

- Do you want a draft plan within the proposal, or should applicants including development of the draft as part of the proposed work plan?

- Do you mean working with additional vendors for this software? Or will this be developed with the existing vendors?

Answer to question 14:

It is not necessary to include a draft data access/transparency plan within the proposal but it is necessary to describe the process proposed for how the project management team would for assist with developing a draft data access/transparency plan and supporting its implementation. Additionally it would be helpful to describe past related work performed by the vendor in this area.

Question 15: Freedman Healthcare is listed as the "Project Manager" on page 7 of the RFP. Is this RFP to replace the incumbent "Project Manager" organization?

Answer to question 15:

This RFP is to procure project management services by a vendor as outlined in this RFP.

Question 16: The RFP states that the "Project Manager" will manage all vendors. Can you provide further clarification and the specific tasks associated with managing the vendors?

       Answer to question 16:

       See RFP.

Question 17: Will the incumbent "Project Manager" be required to submit its files to the winning bidder?

       Answer to question 17:

       All key files related to project management functions such as agendas, meeting minutes, and presentations, etc., will be available to the winning bidder.

Question 18:   Page 7 of the RFP states that Freedman Healthcare is the Project Manager. Is the State of Rhode Island looking to replace Freedman Healthcare as the current Project Manager?

       Answer to question 18:

       See response to question 15

Question 19: Will Freedman Healthcare be allowed to bid on this RFP?

       Answer to question 19:

       Yes, the current project management vendor, Freedman Healthcare, is allowed to bid on this RFP.

Appendix A . Cost Proposal Spreadsheet: 12-Month Budget

Personnel	$	-
Other costs	$	-
Total	**$**	**-**

Authorized Signature: _____

Date: _____

Appendix A . Cost Proposal Spreadsheet: Staff

Role	Name	Fully loaded hourly rate	Hours	Total	
				$	-
				$	-
				$	-
				$	-
				$	-
				$	-
				$	-
				$	-
				$	-
				$	-
Total				**$**	**-**

Appendix A . Cost Proposal Spreadsheet: Other Costs

Item	Description	Cost
Total		**$ -**