

**Attachment I**  
**RESPONSE PACKET**  
**710-23-0037**

# RESPONSE SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION			
Company:			
Address:			
City:	State:	Zip Code:	
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit		
Minority and Women-Owned Designation*:	<input type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Service-Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Women-Owned		
	<input type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander American		
	AR Certification #: _____ * See <i>Minority and Women-Owned Business Policy</i>		
PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
<i>Provide contact information to be used for solicitation related matters.</i>			
Contact Person:		Title:	
Phone:		Alternate Phone:	
Email:			
CONFIRMATION OF REDACTED COPY			
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested.  <i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Solicitation Terms and Conditions for additional information.</i>			
ILLEGAL IMMIGRANT CONFIRMATION			
By signing and submitting a response to this <i>Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants and <b>shall not</b> employ or contract with illegal immigrants during the term of a contract awarded as a result of this solicitation.			
ISRAEL BOYCOTT RESTRICTION CONFIRMATION			
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel and <b>shall not</b> boycott Israel during the term of a contract awarded as a result of this solicitation.			
<input type="checkbox"/> Prospective Contractor does not and <b>shall not</b> boycott Israel.			

**An official authorized to bind the Prospective Contractor to a resultant contract shall sign below.**

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Solicitation* may cause the Prospective Contractor's response to be rejected.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed/Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation.

Authorized Signature: \_\_\_\_\_  
Use Ink Only.

Printed/Typed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## PROPOSED SUBCONTRACTORS FORM

• **Do not** include additional information relating to subcontractors on this form or as an attachment to this form.

**PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.**

*Type or Print the following information*

Subcontractor's Company Name	Street Address	City, State, ZIP

☐ **PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.**

## INFORMATION FOR EVALUATION

- *Provide a response to each item/question in this section. With the exception of the request for company information and experience, each of the sections below correspond to a section(s) in the RFP or Attachment(s). Prospective Contractors are encouraged to provide sample reports and/or screen shots of project management tools used as part of their project management methodology supporting the process of accomplishing the requirements.*
- *In addition to the information requested below, the Prospective Contractor must also fill out Attachment H – Client History Form. Responses in these attachments will be factored into the respective section’s evaluation and evaluation scoring.*
- **Do not** include additional information if not pertinent to the itemized request.
- **Ensure all information provided complies with any not to exceed page amount for the section.**

INFORMATION FOR EVALUATION	Maximum Weighted Score Possible
<b>E.1 - RFP Section 2.2 Minimum Qualifications</b>	<b>Pass/Fail</b>
<p>Please describe how Prospective Contractor meets all Minimum Qualifications set forth in RFP Section 2.2. Specifically address each, by letter and number.</p> <p>A. The Prospective Contractor must meet all the following:</p> <ul style="list-style-type: none"> <li>a. Experience with three (3) projects similar in size, complexity, and scope to this RFP in the past seven (7) years. At least one (1) of the three (3) referenced projects must have transitioned from implementation to operations;</li> <li>b. Experience providing project management services to two (2) State Medicaid Agencies;</li> <li>c. Experience supporting design, development, implementation and/or operations support for Medicaid modules (e.g., MMIS, integrated eligibility and enrollment, decision support system, pharmacy benefits management).</li> </ul> <p>B. <i>Attachment H – Client History Form</i> completed and signed.</p> <p>C. Official documentation of active registration with the Arkansas Secretary of State’s Office.</p> <p>D. Copy of all required licensure and certification documents.</p> <p>E. Letter of Bondability</p>	

E.2 - Company and Staff Information and Experience	400 Total
<p>A. Provide a <b>Company Profile</b>, to include the following:</p> <ol style="list-style-type: none"> <li>1. Company Name</li> <li>2. Ownership (sole proprietor, partnership, etc.)</li> <li>3. State and date of incorporation</li> <li>4. Number of years in business</li> <li>5. List of top officers</li> <li>6. Location of Company headquarters and other company offices</li> <li>7. Number of employees, both locally and nationally</li> </ol>	10
<p>The narrative provided for this section must not exceed more than <b>2 pages</b>.</p>	
<p>B. <i>Attachment H – Client History Form.</i></p>	100
<p>C. Provide example experience working directly with the following subsystems/programs. Experience can be cited for the Contractor and Contractor staff.</p> <ul style="list-style-type: none"> <li>• MMIS</li> <li>• Pharmacy Benefit Management</li> <li>• Third Party Liability</li> <li>• Provider Management</li> <li>• Data Analytics/Data Warehouse</li> <li>• Eligibility and Enrollment</li> <li>• Child Welfare</li> </ul>	30
<p>D. Provide example experience related to CMS Certification management. Specific expertise related to outcomes based and/or streamlined modular certification should be highlighted as applicable.</p>	20
<p>E. Provide example experience related to privacy and security compliance (including but not limited to: MARS-E; MITA Framework 3.0; FISMA; HIPAA; HITECH; e-Government Act of 2002, Patient Protection and Affordable Care Act of 2010, Section 1561 Recommendations; Section 471(a)(8) of the Social Security Act; and Section 106(b)(2)(B)(viii) of the Child Abuse Prevention and Treatment Act) across Medicaid programs and/or technologies.</p>	10
<p>F. Detail experience of providing project and program management within a multi-vendor environment. Preference for experience is provided to Medicaid related project examples.</p>	20
<p>G. Provide one instance of leading a project from initial design through certification.</p>	20
<p>H. Provide a sample engagement operating as a Contractor responsible for transitioning a large statewide project and/or system from the design, development, and implementation phase to an operational state. Include three (3) lessons learned related to the experience cited.</p>	40
<p>I. Provide a <b>Staff Qualifications and Experience (RFP Section 2.4)</b>, to include the following:</p>	150

1. Provide a narrative describing the key personnel proposed and the relevant experience. Include key personnel resumes for all identified key personnel in Table 1 (Project Key Personnel Responsibility and Qualification) as an Exhibit to the response.
2. Provide a staffing management plan for the PMO. The staffing management plan shall consist of but not be limited to the following items:
  - Proposed staffing levels of key and non-key staff for completing the activities described within Section 2.3 Scope of Services and Contractor Responsibilities
  - Staff turnover and replacement approach
  - Contractor invoicing and time keeping procedures

Contractors are requested to review Appendix 3 in the bidder's library to serve as a reference point for determining the staff management proposal detailed within this staffing management plan. Innovative staffing models proposed will be considered during evaluation.

3. Provide a sample staffing management plan for a similar size and scope engagement.
  4. Separately identify Prospective Contractor and subcontractor staff.
  5. Provide an organization chart of all proposed staff.
- J. If subcontractors are being proposed, then include the name and address of each subcontractor entity along with an organization chart indicating staffing breakdown by job title and staff numbers on this project. This organization chart must show how the individual subcontractor entity will be managed by your firm as the primary contractor. Any sub or co-contractor entity(s) proposed will need prior approval by the State before the contract is signed. If proposing no subcontractors, please state in this proposal section "No subcontractors are being proposed as part of this contract."
- K. Please explain the role of each subcontractor and the anticipated extent of their involvement in this project. Please confirm whether your subcontractors have, or do not have, signed agreements or letters of intent.

*Please note, as this section is holistic, the State may consider information provided elsewhere in a Respondent's proposal when scoring this Section.*

The narrative provided for this section must not exceed more than **25 pages**; any supporting documents such as sample reports and screenshots should be included as attachments and is not included in the not to exceed **25-page** requirement for this section.

E.3 - RFP Section 2.3– Approach to Contractor Responsibilities	140 Total
<p>Prospective Contractor shall provide a comprehensive Approach Plan to accomplish the PMO responsibilities outlined in Section 2.3. At a minimum, the plan must include the following elements:</p> <p>A. An overview of the overall project management methodology used by the Contractor. The Contractor shall include a sample project management plan used within a similar engagement.</p> <p>B. A high-level description of the steps (or high-level activities) and acknowledgement of responsibilities needed to complete the requirements. The response should include an explanation of approach for the following key activities of the PMO. The items below are not fully inclusive of all services to be provided by the selected Contractor.</p> <ul style="list-style-type: none"> <li>• Medicaid certification activities</li> <li>• Defect management including prioritization and resolution process for defects</li> <li>• APD tracking and management including fiscal budgeting for projects funded through APDs</li> </ul> <p>C. A high-level work plan structured for the first thirty (30) days of the engagement which is to serve as the transition period from the incumbent. The Contractor shall include a sample project work plan used within a similar engagement.</p> <p>The response provided on this section must reference the scope of work requirements listed in Section 2.3 of the solicitation document as applicable. The narrative provided for this section must not exceed more than <b>25 pages</b>; any supporting documents such as sample reports should be included as attachments and are not included in the not to exceed <b>25-page</b> requirement for this section.</p>	<p>70</p> <p>35</p> <p>35</p>



E.4 - RFP Section 2.5 – PMO Reporting Requirements and Milestones	160 Total
<p>Prospective Contractor shall detail the approach and methodology, including any resources that may be needed for each PMO report/deliverable outlined in RFP Sections 2.5 A-G. At a minimum, the plan must include the following elements:</p> <ul style="list-style-type: none"> <li>A. Staffing Management Plan</li> <li>B. Weekly Project Status Report</li> <li>C. Weekly Risks and Issues Report</li> <li>D. Monthly Performance Review Report</li> <li>E. Quarterly/On Demand Advisory Support Report</li> <li>F. Monthly Executive Summary Report</li> <li>G. Weekly Project Plan Update</li> </ul> <p>The contractor shall provide a sample document and/or template for A – F.</p> <p>The sample reports provided on this section must clearly reference the deliverable sample A-F above. Information provided for this section must not exceed more than <b>10 pages</b>; any supporting documents such as sample reports and/or templates should be included as attachments and is not included in the not to exceed <b>10-page</b> requirement for this section.</p>	<p>25</p> <p>25</p> <p>30</p> <p>20</p> <p>20</p> <p>20</p> <p>10</p> <p>10</p>