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April 15, 2015

ADDENDUM # 1

RFP#: 7549419

**Title: Rhode Island WIC Management Information System (MIS)
Planning Project**

Bid Closing Date & Time: Monday, May 18, 2015 at 10:00 AM (Eastern Time)

Notice to Vendors:

**ATTACHED ARE VENDOR QUESTIONS WITH STATE
RESPONSES.**

NO FURTHER QUESTIONS WILL BE ANSWERED.

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Interdepartmental Project Manager

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

Vendor Questions for RFP# 7549419 Rhode Island WIC Management Information System (MIS) Planning Project

Question 1: How will the WIC MIS System be funded?

Answer to question 1: The WIC MIS system would be federally funded by NSA Grants and OA Funds that would be approved by USDA/FNS.

Question 2: How old is the current WIC MIS System?

Answer to question 2: The current WIC MIS system (RIWEBS) was developed and implemented in 2006; RIWEBS has been in service for 10 years.

Question 3: Has a timeline been established for the Healthcare Quality Measurement, Reporting and Feedback System RFP to be released?

Answer to question 3: Not applicable to this RFP.

Question 4: The 3 SAM systems have been identified in the RFP as options for review. Has Rhode Island WIC identified or seen any other state systems that they are interested in? If so, which ones? How many other state systems, in addition to the 3 SAM systems, are expected to be reviewed as part of the Alternatives Analysis?

Answer to question 4: Yes, the State has seen other state systems and will continue to evaluate other approved state systems to determine best fit for RI WIC.

Question 5: On page 8, paragraph 3, the RFP states, "The intention is to transfer a system that most closely meets the needs of the SA and therefore requires minimal changes. This can be accomplished by determining up front that a particular system has the functionality that is needed by the SA." However, under Contractor Tasks on page 12, it is indicated that the Alternatives Analysis will be due in advance of the completion of the Functional Requirements Document. Might it not be difficult to complete a thorough Alternatives Analysis without having a completed FReD to use in measuring suitability?

Answer to question 5: The State will be looking at USDA approved systems that have FReD already completed. By performing the alternatives analysis, it will demonstrate which alternative is the best fit for the WIC Program. Also, the FReD document is a requirement for the APD process and how the system will function once selected.

Question 6: On page 9-10, the RFP states that "Implementing both a new MIS and EBT at the same time has been attempted by other states before. " Have these implementations been completed successfully? (On time, on budget etc.)

Answer to question 6: Yes, Virginia is the first state to successfully implement a new management information system and EBT at the same time. Vermont, California and a few other states will also be implementing a new MIS and EBT concurrently.

Question 7: Page 13.2 states that “The Feasibility Study shall include a Cost Benefits Analysis which shall be performed to estimate the costs and benefits that might be incurred for each of the system transfers or options analyzed.” To perform such an analysis for 3+ systems would be a time-consuming task. Would the Department consider allowing the Vendor to perform a detailed analysis only for the system identified as the best fit for Rhode Island?

Answer to question 7: Please refer to Handbook 901, Section 2.3.2.1.3 Cost-Benefit Analysis. The State must show that a meaningful Cost-Benefit Analysis was performed on all alternatives and be included in the IAPD.

Question 8: To clarify, the Department anticipates that the MIS vendor will be responsible for merging the MIS/EBT IAPDs?

Answer to question 8: No, the Planning Contractor will have the responsibility to develop the MIS/EBT IAPD.

Question 9: The due dates for the Business Capacity Planning Study (Deliverable #3) and the IAPD (Deliverable #4) appear to be the same, assuming that the approval of Deliverable #1 includes the 60 day FNS review period. Is this correct?

Answer to question 9: No, the due dates for deliverables #3 and #4 are different. For Deliverable #3, the due date will be 5 months after execution of the contract. As for Deliverable #4, the due date will be approximately 6 months.

Question 10: Overall, the schedule laid out for the project may be unattainable. Is the Department open to negotiating a revised schedule?

Answer to question 10: The Department of Health (WIC Program) would like to keep on schedule with the current timeline to satisfy the required mandate of 2020.

Question 11: Is the MBE requirement a goal or mandatory? Is it awarded points in the evaluation or considered pass/fail? Pg.4, Section 1, item 14

Answer to question 11: The successful vendor must work with the MBE Office to obtain the MBE goal at the point of tentative selection. No, it is not awarded points in the evaluation.

Question 12: Will the State please describe the review timeliness for deliverables for the State and a timeframe for revision required by the contractor? Pg. 16

Answer to question 12: On average the State would need 2 weeks for review of deliverables and require the contractor also 2 weeks for revision.

Question 13: There seems to be a description of CLAS language that begins on page 19 and ends on page 21. Will the State please clarify whether this is considered part of the RFP? Pg. 19

Answer to question 13: Yes, the CLAS language is part of the RFP, the contract, and is also a requirement for federal accounts.

Question 14: Will the State please clarify whether the cost and technical electronic copies of the proposal should be provided separately or together on one electronic media? Pg. 26

Answer to question 14: Please provide any electronic copies of the Technical and Cost proposals together on one electronic media (CD) but under separate folders.

Question 15: Will the State please verify that the technical proposal is limited to six pages? Pg. 26, item 3

Answer to question 15: Yes, the Technical Proposal is limited to six (6) pages (this excludes any appendices).

Question 16: Will the State please clarify if travel cost should be included in the deliverable cost or will it be paid separately? Pg. 27 Attachment A Cost Form

Answer to question 16: The Cost Proposal form has been modified to allow for the inclusion of travel. This should be included in your proposal.

Question 17: Will the State please clarify if there is a different form to itemize the requested “estimated cost for additional hardware/software needed by Health to implement the bidder’s system”? Pg. 27 Attachment A Cost Form

Answer to question 17: No, there is no form to itemize cost for hardware/software for this RFP.

Question 18: Page 22 Staff Qualifications: Regarding the statement, “The Offeror’s personnel assigned to this project must provide a statement or proof of the following required credentials”: Does this mean that each individual assigned to the project team must possess all of these required credentials, or may the team as a whole meet these required credentials?

Answer to question 18: The team as a whole must meet the required credentials and provide billable hours for each individuals performing certain tasks.

Question 19: Page 26 Response Contents- Can you confirm that the Technical Proposal is limited to six (6) pages excluding appendices?

Answer to question 19: Yes, the Technical Proposal is limited to six (6) pages (this excludes any appendices).

Question 20: Page 26 Response Contents-Will the resumes of key staff also be excluded from the page count?

Answer to question 20: Yes, the resumes of key staff will be excluded from the page count and should be submitted as an appendix.

Question 21: Page 26 Response Contents-There is no signature line on Attachment A: Cost Form. Would you prefer that we sign the form or provide a signed cover letter with Attachment A?

Answer to question 21: Please provide a signed cover letter with sealed submission of Attachment A.

Question 22: List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.

Answer to question 22: Please refer to RFP # RFP# 7549419 Rhode Island WIC Management Information System (MIS) Planning Project, which is available on the Purchasing Website.
<http://www.purchasing.ri.gov/bidding/BidSearch.aspx>

Question 23: Soft Copy of the Tender Document through email.

Answer to question 23: All information regarding RFP# 7549419 Rhode Island WIC Management Information System (MIS) Planning Project is available on the Purchasing Website.
<http://www.purchasing.ri.gov/bidding/BidSearch.aspx>

Question 24: Names of countries that will be eligible to participate in this tender.

Answer to question 24: Only companies that have an office located in the United States will be able to participate in this offering; and are required to verify the employment eligibility of all employees hired during the term of the contract. All companies must comply with Federal and State laws.

Question 25: Information about the Tendering Procedure and Guidelines?

Answer to question 25: Please refer to the RFP and the State's General Conditions of Purchase, which is available on the Purchasing Website.
<http://www.purchasing.ri.gov/bidding/BidSearch.aspx>

Question 26: Any Extension of Bidding Deadline?

Answer to question 26: No.

Question 27: Any Addendum or Pre Bid meeting Minutes?

Answer to question 27: All information regarding RFP# 7549419 Rhode Island WIC Management Information System (MIS) Planning Project is available on the Purchasing Website.
<http://www.purchasing.ri.gov/bidding/BidSearch.aspx>

Question 28: Estimated budget for this Purchase?

Answer to question 28: N/A