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January 29, 2019

ADDENDUM #1

RFP #: 7598553

Title: Health Information Technology Strategic Roadmap and Implementation Plan

**Submission Deadline: February 22, 2019 at 11:00 AM (ET)
Note Change**

Notice to Vendors

EXTENSION OF CLOSING DATE:

The original RFP # 7598553 Health Information Technology Strategic Roadmap and Implementation Plan submission deadline has been changed from February 7, 2019 at 10:00 AM (ET) to February 22, 2019 at 11:00 AM (ET).

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

ALSO, A REVISED BUDGET FORM (Ver. 2) IS ELECTRONICALLY ATTACHED TO THE WEBSITE.

**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 7598553 Health Information Technology Strategic Roadmap and Implementation Plan

Question 1: Would it be possible to find out the estimated budget for this contract?

Answer to question 1: No.

Question 2: Could you confirm if there is an incumbent vendor?

Answer to question 2: There is no incumbent vendor.

Question 3: The second paragraph of Page 6 mentions a lot of HIT initiatives the state is looking to implement such as opioid related HIE tools, an electronic clinical quality measurement reporting system, etc. I was wondering if the agency was planning to have procurements for these systems/services in the future?

Answer to question 3: The development and implementation of opioid-related HIE tools and electronic clinical quality measurement reporting system are already underway. There could be additional procurement for systems and services as a result of the HIT Strategic Roadmap and Implementation Plan.

Question 4: Will the State consider modifying Section 7 – Vendor Eligibility, to allow for firms who only currently conduct financial or programmatic audits according to Generally Accepted Auditing Standards (GAAS) and Generally Accepted Government Auditing Standards (GAGAS) for one of the entities listed in Section 7 to propose on this opportunity? Our understanding of the Vendor Eligibility requirement is that EOHHS does not want to hire a firm currently performing consulting services for the State because their current work may provide an unfair advantage, and/or they may benefit in the future from recommendations and plans developed in the resulting HIT Roadmap. Independent auditor firms conducting governmental financial or programmatic audits are required to remain independent and avoid conflicts of interest, therefore, those firms would not gain an unfair advantage from being awarded this work. (Page 7)

Answer to question 4: The State does not plan to modify Section 7 – Vendor Eligibility.

Question 5: Given the 20-page limit for the Technical Proposal, will the State accept proposals that use size 11-point font for proposal content and 10-point font for proposal graphics? Can the use of Arial font be permitted, in addition to Times New Roman and Calibri? (Page 16)

Answer to question 5: Yes, the Technical Proposal may use Times New Roman font in size 12, or Calibri or Arial font in size 11 or 12. Size 10-point font is acceptable for graphics.

Question 6: Page 7, Section 3 – Scope of Work and Requirements/Vendor Eligibility: The vendor eligibility requirement limits potential qualified applicants by restricting any current vendors or subcontractors to vendors who are under contract with EOHHS and any agencies and departments within EOHHS from bidding on this RFP. We believe that, depending on the circumstances, not all existing vendors would pose a conflict of interest for this RFP. Further, we believe that a blanket restriction severely limits the pool of potential vendors, creating multiple disadvantages to the state, such as limiting the quality of expertise and increasing the cost to the state as a result of decreased competition. We recognize the State’s goal to minimize bias in the development of the Strategic Roadmap but allowing current vendors the opportunity to demonstrate how they can provide an objective and unbiased solution would provide an open and competitive selection process that results in the best outcome for the State.

- Would the State consider removing the restriction on current vendors or subcontractors to vendors who are under contract with the EOHHS and any agencies or departments within EOHHS from being considered under this RFP, or agree to review on a case-by-case basis?
- If the State agrees to remove the vendor eligibility restriction, should all existing contracts with EOHHS be listed in our response with supporting rationale as to why they do not pose a conflict?
- If the vendor eligibility restriction is removed, would the State agree to extend the proposal submission deadline to allow vendors – currently excluded from bidding based on the Vendor Eligibility Restriction – to have adequate time to form our proposal response?

Answer to question 6: See question 4.

Question 7: Per Section 3. Scope of Work and Requirements, Subsection: Vendor Eligibility - Will the State of Rhode Island, Executive Office of Health and Human Services (EOHHS) consider responses from vendors who have existing contracts with EOHHS, but are providing unrelated services and are proposing a team that is not involved in any current contracts with EOHHS?

Answer to question 7: See question 4.

Question 8: **Appendix B, Form 1 of 5.** We believe that Cell B13 of Form 1, currently “=Personnel!O14,” should actually read “=Personnel!O15,” in order to bring over the total Personnel dollar amount from Task 6 (Column O) of Form 2 of 5. Would the State please check this formula and confirm?

Answer to question 8: The budget form (ver. 2) has been corrected and has been attached electronically to the website for download.

Question 9: **Section 7, page 15 of 19, 7/a.**

Please explain in which “original copy” vendors should insert the bidder certification form as the instructions indicate it should not go in the Technical or Cost proposal; please clarify how this certification form should be submitted and where within the proposal response.

Answer to question 9: The bidder certification form should be included as part of the original technical proposal document which should be marked as original. It should not be included in any of copies of the technical or cost proposal being submitted.

Question 10: **Section 7, page 15 of 19, 7/b.**

Please explain in which “original copy” vendors should insert the Rhode Island W-9 in, as the instructions indicate it should not go in the Technical or Cost proposal; please clarify how this certification form should be submitted and where within the proposal response.

Answer to question 10: The Rhode Island W-9 should be included as part of the original technical proposal document which should be marked as original. It should not be included in any of copies of the technical or cost proposal being submitted.

Question 11: **Capability, Capacity, and Qualifications of the Offeror Section 4, Item A, page 10-11.**

Would the State please clarify that the definition of a “current vendor” means the legal entity that is under contract with either one of the named Rhode Island agencies or under a subcontract with a vendor who has a contract with one of the named Rhode Island entities?

Answer to question 11: “Current vendor” would mean the legal entity that was under contract when the RFP was released on January 10, 2019, and any subcontractors included in an existing RI contract.

Question 12: **Capability, Capacity, and Qualifications of the Offeror Section 4, Item A, page 10-11.**

Would the State clarify that if a legal entity does not have a contract with or a subcontract in support of a prime contract with one of the named Rhode Island agencies but has affiliates who do, that the State would consider such a bidder, provided that the bidder included a disclosure of such affiliates and their contracts, while also describing a mitigation plan that prevents the bidding entity from having an organizational conflict of interest if it were to be awarded the contract resulting from this RFP?

Answer to question 12: This may depend upon the relationship between affiliates. The State may consider whether the bidder may be considered based upon the circumstances.

Question 13: Capability, Capacity, and Qualifications of the Offeror Section 4, Item A, page 10-11.

Will the vendor awarded this contract be precluded from implementation work and subsequent RFPs to support the strategy that is define as part of this RFP?

Answer to question 13: No, the vendor awarded this contract will not be precluded from bidding on related future RFPs.

Question 14: Can the state provide a list of vendors excluded from bidding on the opportunity?

Answer to question 14: No.

Question 15: Is the project plan (project schedule) included in the technical proposal page limit (20 pages) found on page 15 of the RFP document?

Answer to question 15: The project plan (schedule) is not included in the page limit of 20 pages.

Question 16: Can EOHHS provide additional detail on the portfolio of existing HIT systems and pending or prospective initiatives, to help vendors understand the order of magnitude of this endeavor? Section 3

Answer to question 16: The primary efforts we anticipate being included are those listed in Section 2: Background. We anticipate that others may be identified through Specific Activities/Tasks #2: Current HIT State Assessment.

Question 17: What is EOHHS's expectation regarding the type and number of non-state entities to be contacted with regard to describing HIT initiatives external to state government? Section 3-2

Answer to question 17: EOHHS anticipates around 5-10 non-government entities to be contacted specific to the assessment in Section 3, Specific Activities/Tasks #2: Current HIT State Assessment, particularly the HIE, the 4 major commercial payers, and 3-4 large hospital systems/ACOs.

Question 18: What role does EOHHS expect to play in identifying and facilitating conversations with relevant government and private sector policy makers and academics? To what extent will this be the vendor's responsibility? Section 3-2

Answer to question 18: EOHHS staff will work closely with the selected vendor to help determine and identify the relevant government and private sector

policy makers and academic partners and will help facilitate introductions to the vendor and goal of this project.

Question 19: What type and volume of external stakeholders does EOHHS expect to involve in the stakeholder assessment, and to what extent will the identification of and communication with those stakeholders be the vendor's role (vs. EOHHS's role). Section 3-3

Answer to question 19:

Examples of types of non-state entities is included in Section 3, Specific Activities/Tasks #3: Stakeholder Assessment. In Section 4, A. Technical Proposal, #4 Work Plan and Timeline, item b., EOHHS has asked for vendors to propose the number and type of stakeholders to be engaged to accomplish the goals as outlined in the RFP. Vendors should anticipate contacting 25-35 external stakeholder organizations. EOHHS staff will work closely with the selected vendor to help determine and identify the relevant external stakeholders and will help facilitate introductions to the vendor and goal of this project. The vendor is expected to obtain stakeholder input independent of the state.

Question 20: The TOTAL worksheet in Appendix B notes a budget period of March 15, through September 15, 2019; however in the RFP the state indicates that it expects the project to last 9 months. Please clarify.

Answer to question 20: The date range in the budget templates has been updated to reflect the 9-month time period. Note that if the vendor plans to propose an alternate schedule (see question 22), the date range in the budget templates should be adjusted to reflect the alternate schedule.

Question 21: The Personnel worksheet in Appendix B notes that "A basic hourly or a fully loaded hourly rate may be used...".

- a. Can you confirm that your definition of fully loaded hourly rate includes salary, fringe and other costs tied to personnel, and
- b. Can you confirm that the Fringe worksheet would not have to be completed if fully loaded hourly rates are used in the Personnel worksheet?

Answer to question 21: Yes, a fully loaded hourly rate could include salary, fringe, and other costs tied to personnel. In this scenario, there would be no need to fill out the fringe worksheet, but the Fringe form should still be included with a \$0 total.

Question 22: Can a bidder propose an alternative timeline for completing the project as long as the bidder's proposal includes a justification for this proposal?

Answer to question 22: Yes.

Question 23: The budget form separates personnel, indirect rate, fringe, travel, and other. Can fully burdened labor category billing rates be provided instead of personnel, indirect rate, and fringe, where BILLING RATE x NUMBER OF HOURS = TOTAL PERSONNEL COST? Personnel costs would exclude travel expenses and subcontractors.

Answer to question 23: See question 21.

Question 24: Section 3: Scope of Work and Requirements - Vendor Eligibility

Would the EOHHS please provide a list of the current vendors who are prohibited from bidding this procurement?

Answer to question 24: See question 14.

Question 25: Section 3: Scope of Work and Requirements - Vendor Eligibility

Has the EOHHS has performed a recent MITA State Self-Assessment? If so, who was the vendor and are they excluded from bidding this procurement?

Answer to question 25: EOHHS performed a MITA State Self-Assessment which was completed in May 2018. The vendor was CSG Government Solutions, Inc.

Question 26: Section 7: Proposal Content - c.

Please clarify the number of completed and copy versions of the signed Appendix A. Is the bidder required to submit one (1) original and one (1) copy for a total of two (2) Appendix A OR two (2) original and two (2) copies for a total of four (4) Appendix A?

Answer to question 26: Include (2) originals and (2) copies of Appendix A.

Question 27: Section 3: General Scope of Work - Specific Activities/Tasks

Does the current MITA SS-A contain HIT Initiatives in the Road-map? If so, would EOHHS please provide the current MITA 3.0 State Self-Assessment?

Answer to question 27: This question will be addressed in a future addendum. Please monitor the website.

Question 28: Section 3 General Scope of Work – Specific Activities/Tasks

Does the State have a current SAMHSA assessment of the state resources connect to the Medicaid HIT Enterprise? If so, would EOHHS please provide this assessment?

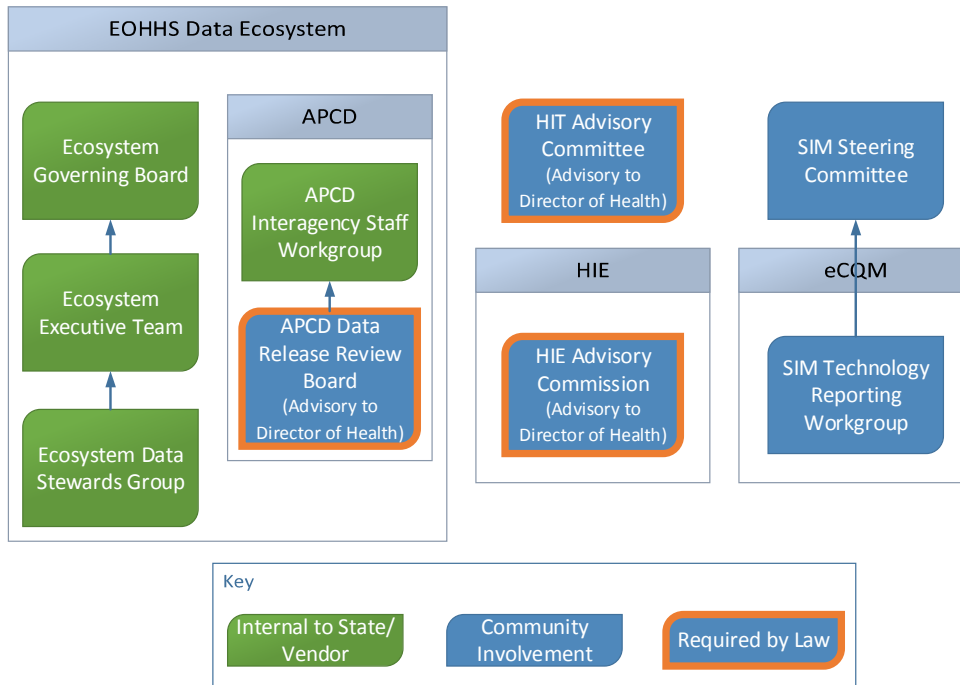
Answer to question 28: No

Question 29: Section 3: HIT Strategic Road-map
Would the State please provide a copy of the current HIT Governance Structure?

Answer to question 29: Currently, there are several different governance structures for different HIT initiatives. There is no overarching statewide governance structure at this time. The below schematic identifies many of the governance entities related to specific HIT initiatives but may not include all.

Health Information Technology State Governance Diagram

January 2019



Question 30: Is there a possibility to extend the submission deadline since most of the HIT industry will be planning for and attending HIMSS the following week?

Answer to question 30: The deadline has been extended until February 22, 2019 at 11:00 AM ET.

Question 31: Are there other contractors we will need to work with?

Answer to question 31: There are other contractors that may be involved in providing information as part of the Current State HIT Assessment and/or that may be part of the stakeholder engagement activities, but there will be no other

contractors that will be responsible for any part of the scope of work within this RFP.

Question 32: Can we submit proposals electronically instead of hard copy?

Answer to question 32: No.

Question 33: Is there an expectation to work with neighboring state agencies in addition to other RI agencies?

Answer to question 33: While there is no expectation for the vendor to work with neighboring state agencies, the roadmap may include implementation strategies or recommendations that include efforts to work with neighboring state agencies.

Question 34: Is the reference to the SIM Operational Plan intended to link to "Version 3", May 3, 2017 (<http://www.health.ri.gov/publications/plans/StateInnovationModelTestGrantOperational.pdf>) or is there a more recent version?

Answer to question 34: Yes, the most recent version is available here: <http://www.eohhs.ri.gov/Portals/0/Uploads/Documents/SIM/RISIMOperationalPlanInitialAY4Submission4.26.2018.pdf>

Additional information about SIM can be found here: <http://www.eohhs.ri.gov/ReferenceCenter/StateInnovationModelSIM.aspx>

Question 35: If there was no update in 2018, what is the status of the SIM Test Grant today?

Answer to question 35: See Question 34. The SIM grant is currently scheduled to end on June 30, 2019.

Question 36: Should the contractor's proposed profit be included in the "Other" Budget Form? If not, where should profit be included?

Answer to question 36: Yes, alternative budget items or pricing models that do not fit on forms 2-4 should be provided on "Form 5: Other." A detailed description of each budget item should be provided either on the budget form or within the budget narrative.

Question 37: Which budget form should subcontractor costs be included on?

Answer to question 37: Subcontractor costs should be included with as much detail as possible on the "Other" budget form.

Question 38: Can you confirm that fully loaded labor rates can be proposed on the Personnel Budget form and that the individual cost elements that make up the loaded rate do not need to be shown?

Answer to question 38: See question 21.

Question 39: What type of contract will this be (i.e., Fixed Price, T&M, Cost Reimbursable)?

Answer to question 39: If there is a preference, proposals may include a suggestion for what type of contract would best fit with the proposed work plan. EOHHS reserves the right to make this determination once the proposals have been reviewed and a tentative notice of award has been issued.

Question 40: (Not specific to a particular RFP section) Can you elaborate on the role EOHHS envisions EOHHS resources will play on this project? Specifically, can you provide more detail on:

- a. Whether there will be an EOHHS project manager with whom the vendor project manager will interact to coordinate work, help identify stakeholders which the vendor should engage, and ensure draft deliverables are reviewed in a timely manner.
- b. Whether an EOHHS resource will be available to assist with document compilation (for due diligence purposes), meeting scheduling and logistics, obtaining contact information, and other project administration tasks.

Answer to question 40: The State HIT Coordinator will serve as the primary point of contact for the vendor. EOHHS HIT staff work as a team and collectively will coordinate with the vendor project manager with providing guidance on activities within the scope of work, including identifying stakeholders and reviewing draft deliverables. EOHHS does not have additional staff resources to provide administrative task support.

Question 41: (Not specific to a particular RFP section) Is there a steering committee or some other governance body overseeing the development of the HIT Roadmap and Implementation Plan? If so, can you elaborate on the composition of this governance body, the role it will play in overseeing the project and whether/how the vendor will have to present/meet with this body during the course of the project?

Answer to question 41: Although there is no steering committee overseeing the HIT Strategic Roadmap and Implementation Plan, directors and senior leadership of EOHHS and its agencies will be involved in overseeing this project as it progresses. The State will work with the vendor to develop a plan to seek guidance as needed from and provide updates to with EOHHS and its agencies senior leadership throughout the project. Additionally, the vendor may be asked to present the findings at several stakeholder/community- based meetings during the course of the project.