

New York State Department of Health
Office of Health Insurance Programs

Request for Proposals (RFP) #20179: Medicaid Technical Advisory Services

Amendment #3

March 29, 2023

The following are official modifications which are hereby incorporated into RFP #20179: Medicaid Technical Advisory Services. The information contained in this amendment prevails over the original RFP language.

For all amendments below, deleted language appears in strikethrough and underlined (“~~xxx~~”) and added language appears in red text. Bidders should review all documents in their entirety to ensure all amended language is incorporated into proposals.

Section 4.1: Scope Overview (RFP Page 12) is revised to:

The Department envisions a MES detailed roadmap to span approximately 10 years to implement. The TAS team is responsible for decomposing the actions and tasks of the entire roadmap to establish the schedule and identify ~~any missing~~ key milestones. Figure 3 depicts the high-level roadmap phases and activities.

At the direction of the Department, the TAS Team will coordinate, manage, propose, and guide the development of solutions which address Medicaid business needs and priorities. In addition, the TAS Team will assist the Department with communication and coordination of the existing vendors who currently have contracts with the Department as well as all internal and external stakeholders who participate in the MES. This will include assisting with building relationships and managing both the current, and future contractors such as the future MES system and data integrator and business module contractors. The DOS leadership team will oversee the work of the TAS Team who will be responsible for assignments that include managing various facets of the Medicaid systems program. **The Department acknowledges and agrees that the TAS Team’s services may include advice and recommendations; however, decisions in connection with the TAS Team’s advice and recommendations shall be the responsibility of, and made by, the Department.**

Section 4.2.4: People and Change (RFP Page 23) is revised to:

C. User and Stakeholder Training

The TAS Team will provide the learning mechanisms for driving acceptance and mastery of the changes occurring within DOS and the MES Program, including training for DOS staff and its vendors and consultants, DOS’ customers, and stakeholders. Comprehensive training shall include the processes, people and technology aspects of the change. Training shall also occur during early

periods when design of the change is complete as well as during implementation of the new change.

The TAS contractor shall use the most appropriate learning mechanism for the content and audience for the change topic.

The TAS contractor shall use multiple learning mechanisms will be used, including, but not limited to, recorded training sessions (webinars), in-person training, how-to guides, virtual classroom, mentoring, coaching, etc.

The TAS team will also provide expertise, user manual development, and training to the Department and its contractors for tools and methodologies that are established within DOS and the MES Program. All training materials, management artifacts such as attendee lists, FAQs, training content with version controls, etc. will be owned, saved and stored in the Department's document repository.

Section 4.3.2: Key and Supplemental Staff (RFP Pages 23-24) is revised to:

Key Staff are full time staff, who must be the core team who will participate on the project from the start date and continually throughout the contract term. Supplemental Staff may be added to the TAS Team after the contract start date, depending on need and Department approval. It is important to the Department that the contractor minimizes staff turnover to the extent possible.

Attachment D.1, and D.2 describe the roles (i.e., Labor Categories), qualifications and level of experience for Key and Supplemental Staff. **Not every "Target Specification" must be met exactly - Key Staff will be assessed on how well each specification exceeds, meets, or falls below the target criteria described.**

Section 4.3.2.2: Supplemental Staff (RFP Pages 25-26) is revised to:

Both the Department and the contractor may request supplemental staff join the TAS Team. To add a supplemental staff member, the Department or contractor will use the Attachment E – TAS Supplemental Staff SOW Template **REVISED V2** to create a new document to describe the project work tasks, anticipated start and end dates, and number and titles of the staff to be added to the TAS Team, and the total estimated effort. The Department will review the SOW. With Department approval, the contractor will submit the Attachment K – TAS Supplemental Staff Submission Forms **REVISED V2** with the proposed team member(s) who meet the qualifications described in Attachment D.2 – TAS Staffing Table Supplemental Staff Responsibilities and Experience Descriptions **REVISED V2** for the work and titles described in the Attachment E – TAS Supplemental Staff SOW **REVISED V2**. **In addition to submitting Attachment K, the contractor shall include resumes of the proposed candidates.** Note: The Department may need to reuse the Key Staff titles and labor categories to bring onboard TAS Team members for those titles however these staff are considered as Supplemental staff.

After Department approval of the proposed supplemental staff member(s), the supplemental staff team member(s) may begin work on the project. The contractor shall receive payment based on the actual hours worked at the hourly bill rate as presented ~~Attachment B – Cost Proposal~~ **Attachment B – Cost Proposal REVISED V2**, Pricing Schedule D of the contract.

At contract start, the Key staff will be onboarded and become familiar with current initiatives, ongoing operations, and DOS business functions. These staff will use their Strategic Management Plans and artifacts as their baseline and then customize these documents to meet NYS MES needs accordingly. These customized plans shall be delivered to the Department on the proscribed due dates as described in both Section 4.1 Scope Overview, Attachment O – Strategic Management Plans, and in Attachment N - TAS Service Level Agreement (SLAs) and shall become the property of the Department. All documentation delivered to or developed for the Department are the property of NYS and may be used to meet Department needs.

~~In addition, upon contract start, the Department and contractor will determine if supplemental staff are needed for customization of the Strategic Management Plans listed in Attachment O.~~

Section 4.3.3.2: Staff Vacancies, Performance, and Replacements (RFP Pages 26-27) is revised to:

The contractor shall provide for the continuity of the responsibilities for any Key and Supplemental Staff position that must be replaced with a qualified replacement to be made available within forty-five (45) business days, subject to the review and approval of the Department. **The Department will accept up to three candidates for a replacement position. The Department will respond with their approval or rejection of the replacement staff member within 5 business days of receiving the replacement information. The 5 business days are not included in the 45 business days the contractor has to provide a replacement and are not included in SLA-01 count of business days. The vacancy date is the date the position becomes unoccupied.**

The candidate replacement information shall include:

For Key Staff replacement: Attachment D.1 – TAS Staffing Table Key Staff Responsibility and Experience Description REVISED V2 and prepare a submission for the position title using Attachment H – Key Staff Proposal Form REVISED V2.

For Supplemental Staff replacement: Attachment D.2 TAS Staffing Table Supplemental Staff Responsibility and Experience Description REVISED V2 and prepare a submission for the position title using Attachment K – TAS Supplemental Staff Submission Forms REVISED V2.

The Department reserves the right to request a replacement for any of the Key or Supplemental staff. The Department may assess the contractor, at its sole discretion, a penalty for each Key or Supplemental Staff position that remains as vacant beyond the 45 business days to fill a position, regardless of the reason for the vacancy, unless otherwise agreed to by the Department. (See Attachment N – Service Level Agreement (SLAs)).

The contractor shall not transfer, reassign, or replace a Key staff person who is proposed or defined in the TAS SMP without the written approval of the Department, unless the change is due to the resignation, death, termination, military recall, or extended illness for any named individuals. Department approval shall not be unreasonably withheld. If the Department gives written approval of the transfer, reassignment, or replacement of Key and Supplemental staff, to the extent possible such personnel shall remain assigned to perform their duties under this contract until replacement personnel approved by the Department are in place and performing the Key and Supplemental Staff functions.

The contractor will not be paid for unfilled Key or Supplemental Staff positions. The Department reserves the right to request a replacement for any staff throughout the life of the contract. In the event

the Department does not approve the replacement staff member, the contractor shall re-submit a replacement for Department approval within the 45 business days **to avoid liquidated damages.**

Section 4.3.3.3: Office Facilities and Additional Operations (RFP Page 27) is revised to:

The contractor shall procure office space for the TAS Team and Department staff. Department staff includes State employees and any other consulting staff hired by the Department. Office space must include a location which will promote working relationships between all staff and increase efficiencies of the program and minimize overall administrative and program costs. NYSDOH reserves the right to inspect all facilities at any time.

The contractor will identify a facility that can be built out by the contract start date. The office space requirements are described in Attachment L – TAS Facility Requirements. The contractor shall prepare a Facilities Management Plan and Physical Security Plan within the first 30 days of occupying the facility. Details for these plans are described in Attachment L. **All TAS resources shall work in the continental US.** Key and Supplemental staffs shall work at the approved site. Depending on the staff role and assignments, the Department may allow telecommuting. The Department’s telecommuting policy currently allows for 50% remote work. The remote work requirement is at the discretion of the Department.

Approved telecommuting will require an agreement on file or an approved reasonable accommodation allowing the TAS team member to work remotely. Telecommuters may be required to report to the official work site upon the Department’s request therefore TAS team members should be within commuting distance.

In addition, the contractor shall include strategies to rapidly procure additional space for Department use if the Department adds staff to the MES project (i.e., additional vendors). The Department will provide **no less than 60 days** advance notice ~~to the extent possible~~ to the TAS Manager/Account Manager and include number of staff and requirements for the additional space to be acquired. If the Department anticipates that a future vendor’s staff size or equipment needs are beyond the approved TAS location or ability to procure additional space, the Department will add Facility Requirements to its new procurement(s) and the TAS Team will eventually relocate to the newly acquired space by the future vendor and end the leasing agreement for TAS Team facility. **The contractor will continue to provide leased office space (the Facility) for the TAS team and Department staff and its contractors during a transition to a new facility space if new space is needed. The Department and the TAS contractor can determine the facility transition details within the Facility Management Plan after contract award.**

The contractor shall provide IT equipment and other operational items described in Section 4.6 of this RFP and Attachment L.

Section 4.5.1: Status Reports (RFP Page 29) is revised to:

MES Program and Project status reports are required biweekly, or on an interval determined by the Department and will be prepared and submitted by either the TAS Project Manager or the TAS Manager/Account Manager. The status reports shall include, at a minimum, the following information:

1. The reporting period, date range.

2. MES project status of tasks and percent complete and calculated forecast finish dates, dependencies and impact, initiatives added or completed in the portfolio.
3. Accomplishments during the reporting period.
4. Issues identified with proposed solutions. Note, any issue with immediate or detrimental impact to the success of the MES Program, must be reported to DOS leadership within one business day.
5. Risks and Issues, and mitigation plans.
6. Planned goals, accomplishments, and activities for the next two weeks.
7. Schedule slippage, variances, and recommendations for resolution.
8. Current staff lists/status, location, % allocated time to project for supplemental ~~or third party~~ staff, and status of recruitment of key and supplemental staff, if vacant, remaining SOW hours for supplemental staff and budget impact.
9. Status of deliverables.
10. CMS Certification status of activities and required documents.
11. After development, approval, and implementation, report the KPIs, appropriate metrics and any performance management information including changes to improve the quality and meaningfulness of the data.

Section 4.5.5: Documentation (RFP Page 30) is revised to:

All documentation, deliverables, and work products (data, files, reports, plans, and diagrams, historical versions of data and documents, and records generated, etc.) must be saved in an identified ~~Department~~ **Document** Repository. The TAS Team shall always keep the repository current and on an annual basis or at the request of the Department, the contractor will audit the repository to ensure all appropriate documents are up-to-date and have been stored.

Section 4.6 Information Technology (RFP Page 31) is revised to:

The contractor shall be responsible for providing the TAS Team, both Key Staff and Supplemental Staff, with IT equipment, laptops and other components necessary for the TAS Team to perform the responsibilities and meet requirements of this RFP. Laptops must have enough processor speed, memory, and hard drive space to operate and support the current release of Microsoft's operating system and Microsoft Office Suite software as well as any additional equipment and software necessary to meet the requirements of this RFP. All laptops will be imaged by the Department to facilitate access to Departmental assets. **Bidders should anticipate 47 laptops (35 DOH and 12 TAS Key Staff) at contract start.** The contractor will ensure that the TAS Team have enough projectors to use during team meetings. The specific requirements for the Facilities, Equipment and Other Operational items are described in Attachment L – TAS Facilities Requirements. The TAS team will also be connecting to NYS network and will be using Department provided collaboration tools.

The Contractor shall provide cost information for the operations equipment, facilities, and other operational expenses in ~~Attachment B – TAS Cost Proposal~~ **Attachment B – Cost Proposal REVISED V2** (see Schedule E. Bidder's Add'l Operations). Any funds not used by the project at the conclusion of the contract shall be credited back to the Department.

Section 5.4.1: Payments (RFP Page 29) is revised to:

5.4.1 TAS Strategic Management Plans Payment

The awarded contractor will supply the full content of the baseline plans for each plan listed in Attachment O – TAS Strategic Management Plans. Their proposed fixed fee includes the baseline plan and NYS customizations. The contractor will not invoice for staff hours applied to develop the initial custom plans; this shall be included in the fixed fee proposed. Once the Department approves the initial customized plan, the contractor may submit an invoice for payment of that plan using the fixed fee amount provided in Schedule F of the contractor's ~~Attachment B – Cost Proposal~~ **Attachment B – Cost Proposal REVISED V2**.

5.4.2 Key Staff Payment

Key Staff payments will be based on hours worked using the hourly rates supplied in Schedule D of the contractor's ~~Attachment B – Cost Proposal~~ **Attachment B – Cost Proposal REVISED V2** for the labor categories identified in Attachment D.1- TAS Staffing Table Key Staff Responsibility and Experience Descriptions **REVISED V2**. Key Staff will be required to record their time using the contractor's proposed time tracking solution which should be used to report all Key staff time for approval by the Department for payment. Payment for a specific title will be withheld for any Key Staff vacancies.

5.4.3 Supplemental Staff Payment

The Department will use the SOW forms and process to define scope and supplemental staff needed. Payment is based upon actual hours worked and at the rates supplied in Schedule D of the contractor's ~~Attachment B – Cost Proposal~~ **Attachment B – Cost Proposal REVISED V2** for the labor categories identified in Attachment D.2 - TAS Staffing Table Supplemental Staff Responsibility and Experience Descriptions **REVISED V2**. These payments will be variable and based on the actual hours by contractor's Supplemental Staff working Department approved assignments in the SOW.

5.4.4 Invoices

If the invoice and supporting documentation are not received within the thirty (30) calendar days from the close of the preceding month, **the Department reserves the right to assess a 105% reduction penalty ~~will be enacted~~** on the subject invoice(s). If an invoice is rejected due to a material issue and a revision is required by the Contractor, a 0.5% penalty of the invoice amount may be assessed at the Department's discretion. In the event the invoice is rejected a second time for any material issue that requires resubmission, then DOH may reduce the invoice by an additional 2% of the invoice amount. The revised invoice must be provided within 30 calendar days following notification from the Department.

Section 5.4.6: Additional Operations Payment (RFP Page 36) is revised to:

The contractor must provide Additional Operations cost information that includes equipment, facilities, and other operational expenses (Section 4.3.3.3) that are not already built into the Staffing rates. The additional operations costs refer to the items described in Attachment L and proposed in Schedule E of the cost proposal. Upon request, the contractor shall provide documentation that show the details of

these fixed annual costs. The contractor will not be reimbursed for any Additional Operations costs not included in their ~~Attachment B: Cost Proposal~~ **Attachment B – Cost Proposal REVISED V2. These items are invoiced monthly as described in Section 5.4.4 Invoices.**

Section 6.1: Administrative Proposal (RFP Page 45) is revised to:

~~E.~~ **G. Encouraging Use of New York Businesses in Contract Performance**

Submit [Attachment 6](#), "Encouraging Use of New York State Businesses" in Contract Performance to indicate which New York Businesses you will use in the performance of the contract.

~~G.~~ **F. Bidder's Certified Statements**

Submit [Attachment 7](#), "Bidder's Certified Statements", which includes information regarding the Bidder. Attachment A must be signed by an individual authorized to bind the Bidder contractually. Please indicate the title or position that the signer holds with the Bidder. DOH reserves the right to reject a proposal that contains an incomplete or unsigned [Attachment 7](#) or no [Attachment 7](#).

Section 6.1 L Information Technology (RFP Page 45-46) is revised to:

L. State Finance Law Consultant Disclosure Provision

In accordance with New York State Finance Law Section 163(4)(g), State agencies must require all Contractors, including subcontractors, that provide consulting services for State purposes pursuant to a contract to submit an annual employment report for each such contract.

The successful bidder for procurements involving consultant services must complete a "State Consultant Services Form A, Contractor's Planned Employment from Contract Start Date through End of Contract Term" in order to be eligible for a contract.

The successful bidder must also agree to complete a "State Consultant Services Form B, Contractor's Annual Employment Report" for each state fiscal year included in the resulting contract. This report must be submitted annually to the Department, the Office of the State Comptroller, and Department of Civil Service.

Submit State Consultant Services Form A: Contractor's Planned Employment **with the proposal** and Form B: Contractor's Annual Employment Report, ~~available at:~~ **is due from the contractor that is awarded the contract.**

Form A: <http://www.osc.state.ny.us/agencies/forms/ac3271s.doc> ~~and~~
Form B: <http://www.osc.state.ny.us/agencies/forms/ac3272s.doc>

Section: 6.2 TECHNICAL PROPOSAL (RFP Page 48) is revised to:

E. Technical Proposal Narrative

To assist evaluators in locating proposal responses to requirements, bidders should complete Attachment G - TAS Proposal Requirements Matrix by filling in the section and page numbers of the location within the Technical Proposal Narrative where the bidder's response to the requirement(s) can be found. Each section of the RFP requirements has a corresponding tab in Attachment G - TAS Proposal Requirements Matrix excel workbook. **When complete, save the Excel file to PDF file format and then submit in electronic PDF form in accordance with Section 7 Proposal submission.**

Section: 6.3 COST PROPOSAL (RFP Page 60) is revised to:

6.3 Cost Proposal

Submit a completed and signed ~~Attachment B – Cost Proposal~~ **Attachment B – Cost Proposal REVISED V2**. The Cost Proposal should comply with the format and content requirements as detailed in this document and in Attachment B. Failure to comply with the format and content requirements may result in disqualification.

Offerors must use the Microsoft Excel spreadsheet titled "~~Attachment B – Cost Proposal~~ **Attachment B – Cost Proposal REVISED V2**" in the form and content provided with this RFP. Deviations from this format are not permitted. ~~Offerors MUST also submit the Excel spreadsheet in electronic form in accordance with Section 7. Proposal Submission.~~ Offerors should **prepare their cost proposal using the Excel spreadsheet, sign, and date their cost proposal using Tab G. Cost Proposal Signature, save the Excel file to PDF format and then submit in electronic PDF form in accordance with Section 7, Proposal Submission.** Failure to submit in this required format will result in disqualification.

Pricing schedules are provided in ~~Attachment B – Cost Proposal~~ **Attachment B – Cost Proposal REVISED V2**. The cost proposal includes Pricing Schedule A, B, C, D, E and F.

The offeror should complete the hourly pay rate, mark up percentage; the bill rate is calculated for each labor category, for each year of the contract by entering the rates into Pricing Schedule D – Bidders Staffing Rates.

The Pay Rate should be inclusive of the Salary and Fringe Benefits for each staff title. The Markup % refers to the offeror's anticipated markup, which should include but is not limited to anticipated overhead, indirect, administrative costs, travel, profit margin, and other miscellaneous costs of the offeror. The Bill Rate is the combination of the offeror's Pay Rate and Markup %.

The offeror should not enter any information into, or modify the Pricing Schedules A, B, and C. The offeror should complete Pricing Schedule E, Additional Operations – Equipment, and may complete Additional Operations – Other Operational Expenses.

The offeror should complete Pricing Schedule F, Strategic Management Plans with their proposed fixed fee for each plan.

The selected offeror will not be reimbursed for any costs outside of its submitted Attachment B - Cost Proposal REVISED V2.

Descriptions and instructions for the Pricing Schedules contained in ~~Attachment B – Cost Proposal~~ **Attachment B – Cost Proposal REVISED V2** are as follows:

- **Pricing Schedule A – Pricing Schedule Totals** - provides a total cost summary for the key and supplemental staffing through year 6. **Do not edit or change** any values for this form. This form includes fixed pricing for Supplemental Funding as described in section 4.6 and is automatically updated from other Pricing Schedules.
- **Pricing Schedule B – Key Staff** - provides a cost summary for key staff that is based on an annualized rate. **Do not edit or change** any values for this form, this form is automatically updated from Pricing Schedule D.
- **Pricing Schedule C – Supplemental Staff** - provides a cost summary for supplemental staff that is based on the hourly rate proposed and estimated fixed number of hours per contract year. Actual hours may be higher or lower and there is no guarantee of actual hours. **Do not edit or change** any values within this form, this form is automatically updated from Pricing Schedule D.
- **Pricing Schedule D – Bidder’s Staffing Rates** - the offeror should enter the pay rates, mark up percentage for each labor category for each year for both Key and Supplemental Staff. Bill Rate will be calculated based on pay rate and percentage mark up. These rates are fully loaded rates. These rates must not be exceeded for the duration of the contract without alternate provisions set forth within this RFP.

Fully Loaded Rates

The hourly staffing rates provided for both the key and supplemental staff is an all-inclusive rate and includes **Pay Rate and Mark up %**. **The Pay Rate and Mark up % are used to calculate the Bill Rate.** ~~all personnel, overhead, indirect, travel, profit, equipment usage and any other miscellaneous costs.~~ **These rates The Bill Rate** will be used in the event the Department determines the need to adjust for staff vacancies, or to add additional staff as set forth under Attachment B.

- **Pricing Schedule E – Bidder’s Add’l Operations** – the offeror should enter an annual amount for Additional Operations, which includes equipment and facilities described in Section 4.3 and Section 4.6 Information Technology. Do not include expenses that are included in the fully loaded labor category rates in Pricing Schedule D.
- **Pricing Schedule F – Bidder’s Strat. Mgmt. Plans** - the offeror should enter a fixed amount for each initial customized Strategic Management Plan. Each Strategic Management Plan deliverable shall be billed as a fixed fee. This fixed fee includes the baseline documents from the contractor and all TAS staff work hours to customize the plans.

Unused funding from any year can be moved to subsequent years and may be reallocated to any of the above schedules described above.

Section: ATTACHMENTS (PAGE 60-61)

The following attachments are included in this RFP and are available on the DOH Grants/Funding Opportunities website.

- A. Proposal Document Checklist (Revised below)
- B. TAS Cost Proposal **REVISED V2**
- C. TAS Example Deliverable Expectations Document
- D. TAS Staffing Cover Page
- D.1 TAS Staffing Table Key Staff Responsibility and Experience Descriptions **REVISED V2**
- D.2 TAS Staffing Table Supplemental Staff Responsibility and Experience Descriptions **REVISED V2**
- E. TAS Supplemental Staff SOW Template **REVISED V2**
- F. TAS Minimum Bidder Qualifications
- G. TAS Proposal Requirements Matrix
- H. TAS Key Staff Proposal Form **REVISED V2**
- I. TAS Acronyms and Glossary of Terms
- J. *Intentional Blank Page*
- K. TAS Supplemental Staff Submission Forms **REVISED V2**
- L. TAS Facility Requirements and Specifications **REVISED V2**
- M. TAS Division of Operations and Systems Security Requirements
- N. TAS Service Level Agreement (SLAs)
- O. TAS Strategic Management Plans
- P. Strategic Management Plans Proposal Form

ATTACHMENT A (RFP Page 61) is revised to:

ATTACHMENT A
Proposal Document Checklist

Please reference Section 7.0 for the appropriate format and quantities for each proposal submission.

RFP# 20179 – Medicaid Technical Advisory Services		
FOR THE ADMINISTRATIVE PROPOSAL		
RFP §	SUBMISSION	INCLUDED
§ 6.1.A	Attachment 1 – Bidder’s Disclosure of Prior Non-Responsibility Determinations, completed and signed.	<input type="checkbox"/>
§ 6.1.B	Freedom of Information Law – Proposal Redactions (If Applicable)	<input type="checkbox"/>
§ 6.1.C	Attachment 3- Vendor Responsibility Attestation	<input type="checkbox"/>
§ 6.1.D	Attachment 4 - Vendor Assurance of No Conflict of Interest or Detrimental Effect	<input type="checkbox"/>
§ 6.1.E	M/WBE Participation Requirements:	<input type="checkbox"/>
	Attachment 5 Form 1	<input type="checkbox"/>
	Attachment 5 Form 2 (If Applicable)	<input type="checkbox"/>
	Attachment 5 Form 4	<input type="checkbox"/>
§ 6.1.G	Attachment 6 7 - Encouraging Use of New York Businesses	<input type="checkbox"/>
§ 6.1.F	Attachment 7 6 - Bidder’s Certified Statements, completed & signed.	<input type="checkbox"/>
§ 6.1.H	Attachment 9 – References	<input type="checkbox"/>
§ 6.1.I	Attachment 10 - Diversity Practices Questionnaire	<input type="checkbox"/>
§ 6.1.J	Attachment 11 - Executive Order 177 Prohibiting Contracts with Entities that Support Discrimination	<input type="checkbox"/>
§ 6.1.K	Attachment 12 - Executive Order 16 Prohibiting Contracting with Entities Conducting Business Operations in Russia	<input type="checkbox"/>
§ 6.1.L	<u>State Finance Law Consultant Disclosure Provision - Forms A & B</u>	<input type="checkbox"/>
	A. Contractor’s Planned Employment	<input type="checkbox"/>
	B. Contractor’s Annual Employment Report	<input type="checkbox"/>
§ 6.1.M	<u>Sales and Compensating Use Tax Certification:</u>	<input type="checkbox"/>
	Form ST-220-CA for NYS Department of Health	<input type="checkbox"/>
	Form ST-220-TD for NYS Department of Taxation and Finance	<input type="checkbox"/>

FOR THE TECHNICAL PROPOSAL		
RFP §	SUBMISSION	INCLUDED
§ 6.2.A	Title Page	<input type="checkbox"/>
§ 6.2.B	Table of Contents	<input type="checkbox"/>
§ 6.2.C	Executive Summary	<input type="checkbox"/>
§ 6.2.D	Attachment F - TAS Minimum Bidder Qualifications.docx	<input type="checkbox"/>
§ 6.2.E	Technical Proposal Narrative	<input type="checkbox"/>
§ 6.2.E1	Scope Overview	<input type="checkbox"/>
§ 6.2.E2	Enterprise Architecture	<input type="checkbox"/>
§ 6.2.E3	Program and Project Management	<input type="checkbox"/>
§ 6.2.E4	Program Contract Management	<input type="checkbox"/>
§ 6.2.E5	People and Change	<input type="checkbox"/>
§ 6.2.E6	Staffing	<input type="checkbox"/>
§ 6.2.E6	Attachment H – TAS Key Staff Proposal Form REVISED V2	<input type="checkbox"/>
§ 6.2.E7	MES Program and TAS Contract Management	<input type="checkbox"/>
§ 6.2.E8	Reporting	<input type="checkbox"/>
§ 6.2.E9	Information Technology and Facilities	<input type="checkbox"/>
§ 6.2.E10	Security	<input type="checkbox"/>
§ 6.2.E11	Transition	<input type="checkbox"/>
§ 6.2.E	Attachment G – RFP TAS Proposal Requirements Matrix	<input type="checkbox"/>
§ 6.2.F	Separate Technical Proposal Submission Items	<input type="checkbox"/>
§ 6.2.F1	Attachment P – Strategic Management Plans Proposal Form	<input type="checkbox"/>
FOR THE COST PROPOSAL REQUIREMENT		
RFP §	REQUIREMENT	INCLUDED
§ 6.3	Attachment B – Cost Proposal Attachment B – Cost Proposal REVISED V2	<input type="checkbox"/>

ATTACHMENT B (RFP Page 63) is revised to:

ATTACHMENT B
Cost Proposal

~~Attachment B – Cost Proposal~~ **Attachment B – Cost Proposal REVISED V2**

RFP #20179

Offerors must use the Microsoft Excel spreadsheet titled “~~Attachment B – Cost Proposal~~ **Attachment B – Cost Proposal REVISED V2**” as described in section 6.3. Deviations from this format are not permitted. Offerors should ~~submit the~~ **prepare their cost proposal using the Excel spreadsheet, sign, and date their cost proposal using Tab G. Cost Proposal Signature, save the Excel file to PDF format and then submit an** ~~in~~ **in** electronic PDF form in accordance with Section 7, Proposal Submission. Failure to submit in this required format may result in disqualification.

The cost proposal template within ~~Attachment B – Cost Proposal~~ **Attachment B – Cost Proposal REVISED V2** includes Pricing Schedule A, B, C, D E, and F. The offeror should complete the pay rates and mark up percentage.

The Pay Rate should be inclusion of the Salary and Fringe Benefits for each staff title. The Markup % refers to the bidder’s anticipated markup, which should include but is not limited to anticipated overhead, indirect, administrative costs, travel, profit margin, and other miscellaneous costs of the bidder. The Bill Rate is the combination of the Bidder’s Pay Rate and Markup %.

The Bill Rate will be calculated based on the entries for each labor category, for each year of the contract by entering them into **Pricing Schedule D – Bidders Staffing Rates (tab)**, as described in section 6.3. The offeror should not enter any information into, or modify the Pricing Schedules A, B, and C. The offeror should complete Pricing Schedule E, Bidder’s Additional Operations, and Pricing Schedule F, Bidder’s Strat. Mgmt. Plans.

The selected Bidder will not be reimbursed for any costs outside of its submitted Attachment B- Cost Proposal.

Attachment B – Cost Proposal REVISED V2, TAB: C. Supplemental Staff, Cell B6 – B13 is revised to:

Values in cells B6 – B13 are revised to reference and move values from TAB D, Cells E 24 – E31, respectively.

Attachment D.1 – TAS Staffing Table Key Staff Responsibility and Experience Descriptions (Attachment D.1, added new Page 2)

Key Staff Specifications

The tables below describe in detail the specifications for Key Staff.

Bidders should respond using Attachment H – TAS Key Staff Proposal Form REVISED V2.

Key Staff should meet the Target Qualification/Experience specification. Each specification will be evaluated based on if it exceeds, meets, or falls below the target criteria described.

Bidders who propose Key Staff that meet or exceed the “Preferred Specification” will receive additional points.

The Department reserves the right to request references from provided client information to confirm qualifications and experience. Bidder’s will need to supply the client contact information including name, title, phone number, and email address, upon the request of the Department.

Attachment D.2 – TAS Staffing Table Supplemental Staff Responsibility and Experience Descriptions (Attachment D.2, Page 2)

Supplemental Staff Table

Supplemental Staff Specifications

The tables below describe in detail the specifications for Supplemental Staff.

Upon Department approval, the TAS Contractor shall use Attachment K – TAS Supplemental Staff Submission Forms REVISED V2 to submit supplemental staff.

Supplemental Staff should meet the Target Qualification/Experience specification. Each specification will be assessed on how it exceeds, meets, or falls below the target criteria described.

Staff that meet or exceed the “Preferred Specification” will receive additional points.

The Department reserves the right to request references from provided client information to confirm qualifications and experience. Bidder’s will need to supply the client contact information including name, title, phone number, and email address, upon the request of the Department.

The Department reserves the right to waive requirements to hire the best candidate possible for a position.

Attachment E: TAS Supplemental SOW Template (Tab: “Background and Instructions”)

Cell A4 is revised to:

Purpose

The TAS contract provides the Department with the ability to add Supplemental Staff to the TAS Team to perform related MES roadmap tasks. The allowable Supplemental Staff ~~and Third-Party~~ labor categories and qualifications are listed in **Attachment D.2 – TAS Staffing Table Supplemental Staff Responsibilities and Experience Descriptions REVISED V2** ~~or Attachment D.3 – TAS Staffing Table Third-Party Supplemental Staff~~ of the contract.

The purpose of this form, **Attachment E - TAS Supplemental Staff SOW Workbook REVISED V2**, is to provide a mechanism for the TAS Contractor to propose Supplemental Staff to be added to the TAS Team, to describe the scope and cost for the added staff, and to obtain formal Department approval to add the Supplemental Staff resources to the TAS Team.

Cell A6 is revised to:

1. To add two new worksheets to this workbook, use the **Plus Icon** to the right of the last tab in the workbook. Edit the default tab names (Sheet 1, Sheet 2) using the next sequential SOW number.
For example, "SOW Worksheet 001" and "Approvals Worksheet 001". The "001" represents the first SOW request to add the first Supplemental Staff member.
2. Copy the contents of tab "SOW Worksheet 000" to the new sheet and copy the contents from the "Approvals Worksheet 000" to the new sheet.
3. Fill in the SOW form. The gray-shaded cells indicate where information must be provided. Other fields may have calculations and **are not to be modified**. Only enter information in the gray shaded cells.
4. Upon approval from DOS, TAS Manager/Account Manager may recruit qualified candidates to fill the position included in the SOW form. Up to three candidates per position may be submitted to DOS.
5. To submit a candidate the TAS Manager/Account Manager must use **Attachment K – Supplemental Staff Submission Forms** to indicate that the proposed team member meets the qualifications as described in the contract, **Attachment D.2 – TAS Staffing Table Supplemental Staff Responsibilities and Experience Descriptions REVISED V2** ~~or Attachment D.3 – TAS Staffing Table Third-Party Supplemental Staff~~.
6. DOS will interview the proposed candidates and inform the TAS Manager/Account Manager of the selected candidate.
7. DOS and TAS Contractor will agree to an actual start date for the selected Supplemental Staff TAS Team member(s).
8. The Supplemental ~~and Third-Party~~ staff will be onboarded by the TAS Manager/Account Manager.
9. The TAS Program and Project Manager will adjust all appropriate Project Management Plans, Transition Plan, Staffing plans, and Reporting, to include changes based on the TAS Supplemental Staff SOW.
10. The contractor, the new Supplemental Staff member(s) and all members of the TAS Team, shall meet the obligations and responsibilities described in the contract C999999 (RFP #20179) and each approved SOW.

11. Payment for Supplemental Staff will be based on the actual hours worked at the hourly rate for that contract year, as presented the Cost Proposal, Pricing Schedule D, of the contract (~~Attachment B – Cost Proposal~~ **Attachment B – Cost Proposal REVISED V2**) for the title filled via the TAS Supplemental SOW. See sections 4.3 Staffing, and 5.4 Payments of the contract for details. ~~For Third Party Supplemental Staff payment, see section 4.3.2 of the contract to determine hourly rate and allowable mark up.~~

Attachment E: TAS Supplemental SOW Template (Tab: “SOW Worksheet 000”)

Cell A5 is revised to:

The TAS Contractor will provide Supplemental Staff to support to the Technical Advisory Services team from the Labor Category Staff Titles listed in Attachment D.2 - TAS Staffing Table Supplemental Staff **Responsibilities and Experience Descriptions REVISED V2**. ~~or Attachment D.3 – TAS Staffing Table Third Party Supplemental Staff.~~

Cell A9 is revised to:

List the high-level activities that the above Title is expected to perform. Refer to **Attachment D.2 - TAS Staffing Table Supplemental Staff Responsibilities and Experience Descriptions REVISED V2** ~~or Attachment D3 – TAS Staffing Table Third Party Supplemental Staff for General Responsibilities.~~ To add additional rows, **Copy** a blank, gray-shaded row and **Insert Copied Cells**.

Cell A17 is revised to:

Add the information requested in the gray-shaded cells of the table below. The Contractor will invoice the Department for work performed by the Supplemental Staff for actual hours worked as stated in the TAS Contract. ~~If adding a Third Party Supplemental Staff member, include the allowable percentage markup in the hourly rate. See Section 4.3.2 for details.~~

Note: NYS anticipates 2 weeks or 80 hours per year for vacation. For example, 12 months would be 50 weeks, and 2000 hours. See Tab Vacation Hours Table for guidance.

Attachment H: TAS Key Staff Proposal Form (Page 2) is revised to:

Instructions

In the Header portion of the page, type the bidder's name. Double click in the Header area to allow for entry. Double click elsewhere in the body of the document when done.

Provide ONE staff name for each the Key Staff position. Using the tables below, describe in detail how the proposed staff member meets or exceeds the ~~Required~~ **Target Experience/Qualification** Specifications (on specific projects/systems/software/etc.).

Please provide clear and accurate descriptions of the team member's experience for each ~~Required~~ **Target Experience/Qualification** Specification. Type to expand the gray-shaded response areas on the form. Insert additional sets-of-rows, as needed, following the format used in the forms below, to meet (or exceed) the ~~Required~~ **Target** and Preferred Specifications.

Responses to this Attachment will be evaluated by the Department. Not every "~~Required~~ **Target Specification**" must be met exactly - Key Staff will be assessed on how well ~~their overall experience meets the required specifications~~ **each specification exceeds, meets, or falls below the target criteria described.**

To receive additional consideration, include qualifications and experience for the Preferred ~~Experience/Qualification~~ Specification described for each role in the Attachment D.1 – TAS Staffing Table Key Staff Responsibility and Experience Descriptions **REVISED V2** and.

Attachment H: TAS Key Staff Proposal Form (Pages 3-27) have revisions to each specification label, as shown in the example.

Example: ~~Required~~ **Target Specification A:**

Attachment K: TAS Supplemental Staff Submission Forms (Page 2) is revised to:

Purpose

After the Technical Advisor Services Contract is signed, the Department or Contractor may decide to add Supplemental Staff to the TAS Team. This document is used to propose Supplemental Staff ~~or Third Party staff~~ who will be added to the TAS Team. This document is used only after the Department has agreed to and approved **Attachment E – TAS Supplemental Staff SOW REVISED V2**. See section 4.3 of the contract for details.

Instructions

In the Header portion of the page, type the bidder's name. Double click in the Header area to allow for entry. Double click elsewhere in the body of the document when done.

Using the tables below, describe in detail how the proposed staff member meets or exceed the Required Specifications (on specific projects/systems/software/etc.) for the staff title(s) in the approved in Attachment E – TAS Supplemental Staff SOW **REVISED V2**.

Please provide clear and accurate descriptions of the team member’s experience for each **Required Target Specification**. Type to expand response areas on the form. Insert additional sets-of-rows, as needed, following the format used in the forms below, to meet (or exceed) the **Required Target Specifications**. Unused tables (each table contains one title) may be deleted from the submission.

Responses to this Attachment will be evaluated and candidates will be interviewed by Department staff. Not every “**Required Target Specification**” must be met exactly – Supplemental Staff will be assessed on how well ~~their overall experience meets the required specification.~~ **each specification exceeds, meets, or falls below the target criteria described.**

To receive additional consideration, include qualifications and experience for the Preferred **Experience/Qualification Specification Requirements** described for each role in the Staffing Table, Supplemental section. ~~There are no Preferred Requirements for Third Party Vendor Staff.~~

The Department reserves the right to request references from provided client information to confirm qualifications and experience. The contractor will need to supply the client contact information including name, title, phone number, and email address, upon the request of the Department. **Resumes for each candidate shall be submitted as well.**

Attachment K: TAS Supplemental Staff Submission Forms (Attachment K, Page 3) is revised to:

<u>Third Party Vendor Supplemental Staff Labor Categories</u>		
<u>Solution Implementation Manager</u>	<u>Senior Consultant</u>	<u>Project Manager 1</u>
<u>Consultant 1</u>	<u>Senior Managing Consultant</u>	<u>Project Manager 2</u>
<u>Consultant 2</u>	<u>Architect</u>	<u>Project Manager 3</u>
<u>Consultant 3</u>	<u>Senior Architect</u>	<u>Project Manager 4</u>
		<u>Project Manager 5</u>

And Pages 61-70 are deleted.

Attachment K: TAS Supplemental Staff Submission Forms (Pages 4-60) have revisions to each specification label, as shown in the example.

Example: Required Target Specification A:

Attachment L: TAS Facility Requirements (Attachment L, Page 1-2) is revised to:

It is anticipated that the Department staff will include:

25 Department staff and Department consultant & contractor staff

10 Visitors / Growth

35 total Department staff

e. Technical and user support helpdesk functions to support and maintain office equipment such as laptops, printers, projectors, etc.