



STATE OF TENNESSEE
DEPARTMENT OF HEALTH

**REQUEST FOR PROPOSALS # 34353-14516
AMENDMENT # 1
FOR PROFESSIONAL PLANNING SERVICES FOR THE
IMPLEMENTATION OF A MODERN WIC MANAGEMENT
INFORMATION SYSTEM**

DATE: May 15, 2015

RFP # 34353-14516 IS AMENDED AS FOLLOWS:

1. **This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.**

EVENT	TIME (central time zone)	DATE (all dates are state business days)
1. RFP Issued		April 27, 2015
2. Disability Accommodation Request Deadline	2:00 p.m.	April 30, 2015
3. Pre-response Conference	8:30 a.m.	May 5, 2015
4. Notice of Intent to Respond Deadline	2:00 p.m.	May 6, 2015
5. Written "Questions & Comments" Deadline	2:00 p.m.	May 11, 2015
6. State Response to Written "Questions & Comments"		May 15, 2015
7. Response Deadline	2:00 p.m.	June 29, 2015
8. State Completion of Technical Response Evaluations		July 6, 2015
9. State Opening & Scoring of Cost Proposals	2:00 p.m.	June 30, 2015
10. Negotiations (Optional)	4:30 p.m.	June 30, 2015
11. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	July 8, 2015
12. End of Open File Period		July 15, 2015
13. State sends contract to Contractor for signature		August 7, 2015
14. Contractor Signature Deadline	2:00 p.m.	August 11, 2015

2. State responses to questions and comments in the table below amend and clarify this RFP.

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

QUESTION / COMMENT	STATE RESPONSE
1 Will the State please clarify what the insurance requirements are?	The State has added insurance requirements. Please see section 4 below.
2 Will the State please clarify each point value 0-5, as cited in RFP states "little value"	This was a typographical error. Please see Section 3 below as the State has corrected this error.
3 Will the State please clarify if subcontractors need to be registered with the State of Tennessee Dept of Revenue?	The Department of Revenue requirement only applies to Prime contractors and not subcontractors.
4 Will the State please clarify if the required references are only needed for the Prime contractor and not any subcontractors?	The State requires references for the Prime contractor only.
5 FNS reviews are 60 day review timeframes and typically take at least 2 iterations of review (120 days). Is it the intention of the State to include these reviews within the 8/31/16 contract end date or is it the intention of the States to have final state-approved documents by that date and have initiated those reviews?	Yes. The state's intention is to have the documents completed by 08/31/2016. (Refer to page 44 for "Term of Contract" information)
6 How many staff does the State intend to train? Are separate training sessions expected for clinic/local agency and state staff? Will WIC vendors need to be trained?	State and Local Agency Management staff will be trained. There are about 75 individuals. No No
7 Is it the intention of the State to have the contractor facilitate a requirements prioritization activity to assess the most likely candidate systems or is it the intention of the State to assess systems against the FReD and UI requirements as a whole? Many States find that not all the requirements in the FReD are significant to the way they administer the program in their State while others are critical.	Yes, both are intended by the State. (RFP Attachment 6.6., Pro Forma, Section A.5.b.). Any FNS approved system for transfer should meet the critical elements necessary for the transfer.
8 Please confirm that the intent of item 2 of the MIS Interoperability Analysis is to identify whether the candidate transfer system includes interfaces to the systems noted in the RFP in states where it is currently operating.	Yes
9 How many systems does the State intend to be included in this analysis? Would the scope be limited to SAM systems or include non-SAM systems as well?	The State intends to consider any FNS approved transferrable systems.
10 The RFP includes an evaluation of policies, procedures and practices and the identification of process changes. Does the State intend the scope to include in-depth clinic and local agency business process review and reengineering?	No

QUESTION / COMMENT	STATE RESPONSE
11 How many WIC vendors are currently authorized in Tennessee? How many of these are major chains?	862, 751
12 Many states have found it helpful for the continuity of the project for the planning contractor to have the opportunity to provide quality assurance support. The inclusion of the development of a QA RFP will preclude the planning contractor from bidding on the QA project. Would the State consider removing this task from the scope of work?	No, according to Handbook 901 and FNS guidance removing this statement could create a conflict of interest.
13 Can we please get the RFP as a Word document?	The State does not provide the RFP in a word format as to reduce the possibility of typographical errors.
14 Reference – RFP Page 23, Customer Reference – The RFP asks for total 5 references, 2 from larger accounts, and 3 from completed projects. Does this mean we need 5 total references? Can we present a references that are from completed projects from a large account? Thereby leveraging the same reference to address both requirements?	A Respondent does not need 5 total references, but the respondent is required to include references that meet the requirement of 3 completed projects AND 2 larger accounts.
15 The RFP requires us to use the Cost proposal and the Reference Questionnaire exactly are presented in the RFP. Are these available as word documents or forms as a separate download, or we are to copy and paste these forms from the RFP?	The State does not provide the RFP in a word format as to reduce the possibility of typographical errors.
16 Reference – RFP Page 26, Attachment 6.2, Section C. There seems to be an error in the raw point scale presented in the RFP. Could the State please clarify?	This was a typographical error. Please see Section 3 below as the State has corrected this error.

3. Delete RFP Attachment 6.2. – Section C in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):

RFP ATTACHMENT 6.2. — SECTION C

TECHNICAL RESPONSE & EVALUATION GUIDE

SECTION C: TECHNICAL QUALIFICATIONS, EXPERIENCE & APPROACH. The Respondent must address all items (below) and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Respondent must also detail the response page number for each item in the appropriate space below.

A Proposal Evaluation Team, made up of three or more State employees, will independently evaluate and score the response to each item. Each evaluator will use the following whole number, raw point scale for scoring each item:

0 = little value 1 = poor 2 = fair 3 = satisfactory 4 = good 5 = excellent

The Solicitation Coordinator will multiply the Item Score by the associated Evaluation Factor (indicating the relative emphasis of the item in the overall evaluation). The resulting product will be the item's Raw Weighted Score for purposes of calculating the section score as indicated.

RESPONDENT LEGAL ENTITY NAME:					
Response Page # (Respondent completes)	Item Ref.	Section C— Technical Qualifications, Experience & Approach Items	Item Score	Evaluation Factor	Raw Weighted Score
	C.1.	Provide a narrative that illustrates the Respondent's understanding of the State's requirements and project schedule.		2	
	C.2.	Provide a narrative that illustrates how the Respondent will complete the scope of services, accomplish required objectives, and meet the State's project schedule.		3	
	C.3.	Provide a narrative that illustrates how the Respondent will manage the project, ensure completion of the scope of services, and accomplish required objectives within the State's project schedule.		3	
	C.4.	The State has set an ambitious goal of a pilot implementation of both a modern MIS that meets all WIC functional requirements with an Electronic Benefits Transfer (EBT) component by the end of 2016. Please provide a description of the Respondent timeline for completion (citing specific dates, timeframe for each step, and deadlines) for each of the major implementation tasks (refer to Pro Forma Contract Sections A.4. and A.5.) Respondent is required to provide a delivery date as detailed in Section A.6. for the first 11 line items.		3	
	C.5.	Provide a narrative that illustrates the Respondent's approach to collecting and documenting Functional Requirements according to the Scope of Services A.4.a.(4).		2	
	C.6.	Provide a narrative that illustrates the Respondent's qualifications and experience in providing training according to the Scope of Services A.5.a.(4).		1	
	C.7.	Provide a narrative that illustrates the Respondent's qualifications and experience in conducting the MIS Analysis described in the Scope of Services A.5.b.through A.5.d.		2	
	C.8.	Provide a narrative that illustrates the Respondent's qualifications and experience in conducting the EBT Analysis described in the Scope of Services A.5.e. through A.5.g.		2	
	C.9.	Provide a narrative that illustrates the Respondent's qualifications and experience in developing Implementation Advance Planning Documents (IAPDs) in accordance with USDA FNS Advance Planning Document Handbook 901 as described in Scope of Services A.5.h.		2	
	C.10.	Provide a narrative that illustrates the Respondent's qualifications and experience in drafting statements of work for the implementation contractor as described in the		2	

RESPONDENT LEGAL ENTITY NAME:					
Response Page # (Respondent completes)	Item Ref.	Section C— Technical Qualifications, Experience & Approach Items	Item Score	Evaluation Factor	Raw Weighted Score
		Scope of Services A.5.i through A.5.j.			
	C.11.	Provide a narrative that illustrates the Respondent's qualifications and experience in defining the statement of work activities required for a successful software quality assurance engagement per the Scope of Services A.5.k.		2	
	C.12.	Provide details of any expectation of involvement of State personnel during the course of the entire project.		1	
<i>The Solicitation Coordinator will use this sum and the formula below to calculate the section score. All calculations will use and result in numbers rounded to two (2) places to the right of the decimal point.</i>			Total Raw Weighted Score: <i>(sum of Raw Weighted Scores above)</i>		
Total Raw Weighted Score		X 45 <i>(maximum possible score)</i>	= SCORE:		
Maximum Possible Raw Weighted Score <i>(i.e., 5 x the sum of item weights above)</i>					
<i>State Use – Evaluator Identification:</i>					
<i>State Use – Solicitation Coordinator Signature, Printed Name & Date:</i>					

4. Add the following as RFP section RFP Attachment 6.6. Pro Forma, Section E.2. and renumber any subsequent sections as necessary:

E.2. Insurance. The Contractor shall carry adequate liability and other appropriate forms of insurance.

a. The Contractor shall maintain, at minimum, the following insurance coverage:

- (1) Workers' Compensation/ Employers' Liability (including all states coverage) with a limit not less than the relevant statutory amount or one million dollars (\$1,000,000) per occurrence for employers' liability whichever is greater.
- (2) Comprehensive Commercial General Liability (including personal injury & property damage, premises/operations, independent contractor, contractual liability and completed operations/products) with a bodily injury/property damage combined single limit not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate.
- (3) Automobile Coverage (including owned, leased, hired, and non-owned vehicles) with a bodily injury/property damage combined single limit not less than one million dollars (\$1,000,000) per occurrence.

(4) Errors and Omission Coverage with a limit of not less than one million dollars (\$1,000,000) per claim and two million dollars (\$2,000,000) aggregate.

b. The Contractor shall provide a valid Certificate of Insurance naming the State as an additional insured and detailing Coverage Description; Insurance Company & Policy Number; Exceptions and Exclusions; Policy Effective Date; Policy Expiration Date; Limit(s) of Liability; and Name and Address of Insured. Contractor shall obtain from Contractor's insurance carrier(s) and will deliver to the State waivers of the subrogation rights under the respective policies. Failure to provide required evidence of insurance coverage shall be a material breach of this Contract.

5. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.