

	SOLICITATION AMENDMENT #1		AHCCCS Arizona Health Care Cost Containment System
	SOLICITATION NO.: YH13-0037 Solicitation Due Date: JANUARY 7, 2013, 3:00 P.M.	PAGE 1 OF 10	701 East Jefferson, MD 5700 Phoenix, Arizona 85034

Procurement Officer: Jennifer Roberts

E-mail: Jennifer.Roberts@azahcccs.gov

A signed copy of this amendment must be returned with the proposal and received by the State of Arizona on or prior to the Solicitation due date and time.

- The attached Answers to Questions are incorporated as part of this solicitation amendment.

Offeror hereby acknowledges receipt and understanding of this Solicitation Amendment.		This Solicitation Amendment is hereby executed this 21 st day of December, 2012, in Phoenix, Arizona.
Signature	Date	
		Signature on File
Typed Name and Title		Michael Veit
		Contracts and Purchasing Administrator
Name of Company		



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Question #	Section Name	Paragraph #/ Title	Page #	Question	Response
1.	General	Resource Eligibility		Is it mandatory that all the proposed personnel are currently employed with the vendor? As a general practice, our first preference is to find the best-fit engineers from the internal recruitment. But, if the vendor is able to find the best-fit resources for a few of the proposed positions, would they be considered for the evaluation? (The Offeror will handle all PayRoll and Accounting responsibilities). If so, how does it need to be mentioned in Exhibit-B that a resource is not currently employed.	No, the submitted resumes should be a representative sample of the type of consultants you will submit. <ul style="list-style-type: none"> • Yes, the vendor will be considered for evaluation. • If a resource is not currently employed, under title list proposed title, and not currently employed.
2.	General	Employment Status		Are Foreign Resources eligible for this proposal? If eligible, does the vendor need to fill-in any additional forms or provide additional details with the proposal?	No work may be performed off-shore. However, personnel must be lawfully eligible to work in the US. Personnel are subject to E-Verify, but no additional information is needed with your proposal.
3.	General	Work Permit		If Foreign Resources are eligible, whether they need to possess the Work Permit as on the date of the Response? The Offeror would take care of all the processing required regarding the Work Permit.	No, not to reply to the RFP, but when submitting resources to Project Assignments, the consultant must be lawfully eligible to work in the US (refer to section 4.2) <ul style="list-style-type: none"> • Yes, the Offeror must take care of all the processing required regarding the Work Permit.
4.	General			Since the exact contract start date is not specified, can the Offeror propose more than one resource for a given position and finalize one of them depending on the exact work assignment start date?	Yes, you may submit multiple people for our review on any give project assignment.
5.	General			If the Offeror's proposal is short-listed, what is the process of evaluating the resources proposed by the vendor? If there are any interviews, will they need to be attended in-person?	We will select individuals with the best fit for the project assignment. Phone interviews/Skype may be allowed.



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6.	General			Will there be any tentative start date? In general, or for any of the specific positions mentioned? This may help us plan our resourcing process accordingly.	No specific start dates for any assignments.
7.	General	Proposal Format		Are there any requirements on the paper usage in submitting proposal? SoftPath, under the Green initiative, prints the pages on both the sides, by default, unless otherwise specified. Please provide if there are any such guidelines or compliances to be met.	Double-sided copies are welcomed.
8.	General	Proposal Format		Apart from meeting the Exhibit-F requirements, can a vendor add any additional references, such as documents on vendor's Engineering Processes to state the vendor's capability?	Yes, you may attach to Section 8 of Exhibit F.
9.	General	Offer and Acceptance		Is it mandatory that we carry <i>Arizona Transaction (Sales) Privilege Tax License No?</i> We are a Michigan based company.	Consult your tax professional.
10.	General	Offer and Acceptance		<p>4. <i>The bidder certifies that the above referenced organization __ is / __ is not a small business with less than 100 employees or has gross revenues of \$4 million or less.</i></p> <p>To be honest, we are a small business, as of today, and in the growing phases. And our staff is less than 100. How does this factor affect us, given that we satisfy all other technical factors – in assigning the best-qualified personnel and all other project management activities which we have built as an organization and our key personnel carry?</p>	You must respond regarding your business size as of today.
11.	4.18	Optional Add-On Services	12	We are Service & Solutions based company with a special focus on Business Process, Workflow and Case Management and Application Integrations & SOA	Yes.



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				solutions, with a focus on industry leading BPM, SOA products and Microsoft SharePoint. Can we propose for these services along with the associated Java/J2EE and .NET developers?									
12.	4.18	Optional Add-On Services	12	<p>The pricing section for the Add-On Services in Exhibit-A is not clear and it requires adding a few more rows for all the Add-On Services being proposed with both Minimum and Maximum rates (corresponding to the Minimum and Maximum experience mentioned in the RFP for this requirement). Please confirm which of these two options are compliant with your requirements.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">SharePoint Administrator (4-8 Years)</td> <td style="text-align: right;">\$60-\$90</td> </tr> <tr> <td colspan="2" style="text-align: center;">(OR)</td> </tr> <tr> <td>SharePoint Administrator (4-6 Years)</td> <td style="text-align: right;">\$70</td> </tr> <tr> <td>SharePoint Administrator (6-8 Years)</td> <td style="text-align: right;">\$90</td> </tr> </table>	SharePoint Administrator (4-8 Years)	\$60-\$90	(OR)		SharePoint Administrator (4-6 Years)	\$70	SharePoint Administrator (6-8 Years)	\$90	Submit with range.
SharePoint Administrator (4-8 Years)	\$60-\$90												
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13.	4.20.2	Project Assignment and Acceptance	13	<p><i>4.20.2 Upon receiving notice of the task order, the Contractor shall provide a written response to AHCCCS containing the following information:</i></p> <ol style="list-style-type: none"> 1) <i>A detailed project management plan which includes the name of the contact person and the names and qualifications of all staff, designated by position, to be assigned to the project.</i> 2) <i>An all-inclusive project price estimate detailing the estimated number of hours, by position and any other related project costs.</i> <p>Since the RFQ says that AHCCCS may select multiple vendors, we would like to confirm if that the above statement mean that <i>a specific project will solely be assigned to one vendor with end-to-end planning to delivery responsibilities, and not shared between multiple vendors.</i> Also, as to the Project Manager for planning and</p>	<p>Section 4.20 – Project Assignment will most likely involve one vendor.</p> <ul style="list-style-type: none"> • Sharing between multiple vendors depends on the Project Assignment. 								



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				executing these projects, is it one of the proposed personnel (per Section 4.6 Qualifications) and is a resource billable by the vendor to AHCCCS.	
14.	3.1	Experience and Expertise of Key Personnel	27	About the Proposed Key Personnel in the RFP, does the Offeror need to specify all the Personnel proposed for the AHCCCS services? (OR) Is it the Key Organizational Personnel who may not be directly associated with the AHCCCS contract?	Specify personnel proposed for Project Assignment.
15.	18	Key Personnel	45	<p><i>It is essential that the contractor provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The contractor must assign specific individuals to the key positions. Once assigned to work under the contract for a specific project, key personnel shall not be removed or replaced without the prior written approval of AHCCCS' authorized representative and a copy to the Contracting Officer of record.</i></p> <p>Please clarify between Key Personnel and other Personnel assigned to the contract. If there is significant gap between different project assignments, it may not be possible for the vendor to have All Personnel dedicated to the project, considering the technical and the cost factors. As to the Key Personnel, we may assure that they are dedicated to AHCCCS and their free time between the projects can be used for working on our internal programs.</p>	Typical project assignments are full time, but we will specify in the Project Assignment.
16.	4	Position Descriptions		Apart from the desired years of experience on a particular Domain/Technology, are there any guideline requirements on the overall years of experience for each position?	No, however we will have more specific requirements listed in Project Assignments.
17.	4.17	Pass Through		<i>AHCCCS occasionally has a need to pass an independent consultant through one of our existing vendors. If interested in working with us in this capacity, please</i>	Yes.



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				<p><i>submit the pass through fee you require in the form of a flat hourly fee on the Pricing Schedule.</i></p> <p>We understand this as handling the Payroll and Accounting aspects associated with the consultant are handled by the vendor and the work assignments/contract terminations etc. are handled by AHCCCS. Please confirm.</p>	
18.	Special Instructions to Offerors	3.1 Experience and Expertise of Key Personnel	27	<p>Please clarify on the proposed Key Persons whose resumes are to be submitted in the response?</p> <p>We assume that, as key persons, we need to provide resumes of the Contract Management Team who will manage the contract. Please confirm this?</p>	No. The submitted resumes should be a representative sample of the type of consultants you will submit.
19.	Project or Service Overview/ Background	2. Project or service overview/ background	4	<p>Project or Service overview background discusses providing "The Contractor shall provide any or all of the following described personnel on an as needed basis." What does that mean exactly?</p>	Please refer to Position Descriptions (Section 4).
20.	Proposal Information	3.1.1 Experience and Expertise of Key Personnel	27	<p>What is meant by the term "key personnel"-are Key personnel the personnel identified to fill each position listed in the RFP?</p>	Yes. The submitted resumes should be a representative sample of the type of consultants you will submit.
21.	Position Descriptions	4.20.1 Project Assignment and Acceptance	13	<p>Discusses task orders for consultant positions-do we need to rebid for each position as a task order?</p>	You will need to respond separately to each individual Project Assignment.
22.	Project or Service Overview/Background (Section 2)	First paragraph	4	<p>The RFP states "The Contractor shall provide any or all of the following described personnel on an as needed basis". Does this mean that bidders must provide resumes for all described personnel or just those that are applicable to the bidder?</p>	The submitted resumes should be a representative sample of the type of consultants you will submit.
23.	Experience and Expertise of Key	Paragraph subsection 3.1.2	27	<p>Without prior knowledge of the scope of work, domain, duration, etc. it is difficult to list key personnel by name who will be appropriate for the specific task orders</p>	The submitted resumes should be a representative sample of the type of consultants you will submit.



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	Personnel (Section 3.1)			generated from this contract. Would the contracting office consider allowing bidders to provide representative resumes of existing in-house staff that meet or exceed the requirements of the required positions?	
24.	Pass Through (Section 4.17)	Section 4.17	12	Should bidders who are interested in participating in Pass Through assume that they have the right to refuse specific Pass Through opportunities brought forth by AHCCCS if they identify potential OCI issues or other factors that could conflict with their existing project work?	The Offeror may refuse. In RFP response please clarify what "OCI" is. Company is responsible for billing only.
25.	Pass Through (Section 4.17)	Section 4.17	12	Will bidders interested in participating in Pass Through opportunities be responsible for providing the independent consultant's equipment, travel expenses, and work facilities? Or will this be billable as Other Direct Costs (ODCs)?	No.
26.	Insurance Requirements	A.1/ Commercial General Liability	49	Are you willing to reduce the annual aggregate insurance requirement of \$2M down to \$1M?	No.
27.	Special Instructions to Offerors	3.1.2/ Experience and Expertise of Key Personnel	27	Are you looking for resumes of our Key Contract Management Team or do we have to provide resumes of our W2 employees on each of the positions? Please clarify.	The submitted resumes should be a representative sample of the type of consultants you will submit. Do not need to be W2 employees.
28.	Special Instructions to Offerors	3.1.2/ Experience and Expertise of Key Personnel	27	Are you looking for resumes of our Key Contract Management Team or do we have to provide sample resumes on each of the positions? Please clarify.	The submitted resumes should be a representative sample of the type of consultants you will submit.
29.	Experience and Expertise	3.1.2 (Attachment	27	"The Offeror should also indicate the estimated amount of time the proposed person will devote to any resultant	Estimated hours are not required. This information may be requested based on Project Assignments



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	of Key Personnel	#2)		contract.” Given that the scope of work will not be defined until a Task Order has been released, how should this amount of time be estimated? Would a percentage of full time equivalent be sufficient? Is an estimate of time methodology in a not-to-exceed or minimum hours preferred?	(See Section 4.20).
30.	Insurance Requirements		49-51	Our current insurance coverage and/or limits may not exactly match those outlined in the Insurance Requirements. Are these types of coverage and limits amendable?	No, the coverage and limits are not amendable.
31.				What other location will work be performed at besides the E. Jefferson location?	No other location.
32.				Do consultants need to provide their own computers and equipment?	No.
33.				Will the work all be done on a time and materials basis or project basis?	For hourly personnel, work will be billed and paid for on an hourly basis. No additional compensation will be paid. (Refer to Section 4.20).
34.				Who will be responsible for managing and reporting on consultant work?	If hourly personnel, AHCCCS will be responsible for managing and reporting on consultant work. For specific consulting projects, it may be either as specified in Project Assignment.
35.				Please describe in greater detail 4.17 Pass Through. Will AHCCCS be responsible for validating the IC or will the supplier have that responsibility?	The contractor is responsible for billing (and, if applicable, any contractual agreements with the independent contractor).



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36.				Can AHCCCS provide the list of firms currently providing these services along with their associated pricing?	Please submit a Public Records Request with the AHCCCS Procurement Office.
37.				Is it acceptable for a staffing firm to provide these services by engaging qualified talent or is AHCCCS looking for firms with in-house talent?	Yes.
38.	Offer and Acceptance	Offer	3	The paragraph entitled OFFER states "The undersigned Offeror hereby agrees to provide all services in accordance with the terms and requirements stated herein...."	Yes, a proposal may be submitted for selected positions.
	Scope of Work	2. Project or Service Overview/ Background	4	The paragraph entitled PROJECT OR SERVICE OVERVIEW/BACKGROUND states "The Contractor shall provide any or all of the following described personnel on an as needed basis."	
		Pricing Instructions	16	b. Pricing states "Offerors are <u>not</u> required to submit rates for each position category in order to be considered for a contract award" Will AHCCCS provide clarification as to whether a proposal may be submitted for selected positions described in Section 4, Position Descriptions, of this RFP?	
39.	Scope of Work	4.20 Project Assignment and Acceptance	13-15	The RFP describes both project work and hourly individual work and states AHCCCS will issue a Task Order for project work. Will a Task Order draw only from Position Descriptions listed in the RFP?	Yes.
40.	Scope of Work	4.20 Project Assignment and	13-15	When responding to a Task Order, is an Offeror required to utilize only rates specified in the proposal?	Yes.



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		Acceptance			
41.	Special Terms and Conditions	3.1.1	27	<p>The RFP states " Offeror should provide a list of the names and titles for all proposed key personnel"</p> <p>The RFP states "It is essential that the contractor provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The contractor must assign specific individuals to the key positions."</p> <p>Do the aforementioned Key Personnel reference the Offeror's staff providing management and oversight of the contract execution?</p> <p>Or, do the aforementioned Key Personnel reference the Offeror's staff providing individual proposed services?</p> <p>Or, do the aforementioned Key Personnel reference both Offeror's staff providing management and oversight of the contract execution and well as staff providing proposed services?</p> <p>Will AHCCCS provide clarification on the requirement for providing information for all proposed Key Personnel as it relates to this RFP?</p>	<p>No.</p> <p>Yes.</p> <p>See above.</p> <p>See above.</p>
42.	Notice of Request for Proposal	Proposal Due Date	1	Would AHCCCS consider extending the deadline for the proposal due date by one (1) week?	No.