

Amendment 1 to RFP 2024-PMO-01

March 7, 2024

NOTE THE FOLLOWING AND ATTACHED ADDITIONS, DELETIONS AND/OR CHANGES TO THE REQUIREMENTS FOR THE REQUEST FOR PROPOSAL NUMBER: RFP 2024-PMO-01. THIS AMENDMENT MUST BE INCLUDED IN THE BIDDER'S RESPONSE AND MEET THE REQUIREMENTS AS DEFINED IN THE RFP.

THE VENDOR MUST SIGN AND RETURN THIS AMENDMENT WITH THEIR PROPOSAL.

1. Section F – Common Processes, Page 20 – 6.1.2 Conflict of Interest - Changed as follows:

Currently Reads as:

All prospective, experienced Vendors interested in the PMO or future AMMP procurements as depicted in Figure II-2 are encouraged to bid on the AMMP Procurements when released by the Agency. There are, however, some restrictions regarding future contract awards, that are important to note.

1. The awarded PMO Contractor, including any and all subcontractors, are precluded from being awarded the PMO, TCOE, or SIS contracts.
2. Any Contractor, including any and all subcontractors, who has a current contractual engagement with the Agency for PMO Services, Testing Services, or SI Services is precluded from being awarded any module contract solution (e.g., EDS, CPMS, PM, MEVV, and/or CARES), either as the prime contractor or a subcontractor.

Revised as:

All prospective, experienced Vendors interested in the PMO or future AMMP procurements as depicted in Figure II-2 are encouraged to bid on the AMMP Procurements when released by the Agency. There are, however, some restrictions regarding future contract awards, that are important to note.

1. The awarded PMO Contractor, including any and all subcontractors, are precluded from being awarded the ~~PMO~~, TCOE, ~~and/or~~ SIS, or ~~module solution~~ contracts.
2. Any Contractor, including any and all subcontractors, who has a current contractual engagement with the Agency for PMO Services, ~~Testing~~ TCOE Services, or SI Services is precluded from being awarded any module ~~solution~~ contract ~~solution~~ (e.g., EDS, CPMS, PM, MEVV, and/or CARES), either as the prime contractor or a subcontractor.

2. Section F – Common Processes, Page 46 – 6.24 AMMP Tool maintenance and Configuration - second paragraph Changed as follows:

Currently Reads as:

The PMO Contractor shall create and maintain training materials on any configured tools used for AMMP and use them to provide training to users of the tools. The PMO Contractor shall be responsible for training Agency and module users for all AMMP tools. The PMO Contractor shall also create and maintain other supporting tool documentation such as but not limited to user guides and tools requirements. The PMO Contractor shall maintain bi-monthly touch point sessions until user becomes familiar with the tool. The PMO Contractor shall coordinate with the Agency to update and maintain these tools including but not limited to applying patches, version updates, backup, and recovery. The PMO Contractor shall document configuration, administration, and maintenance processes in AMMP Tools Maintenance and Configuration Guide. This document shall be kept current as changes occur. The Agency currently has documents for some of these tools. The Contractor shall combine these documents into the AMMP Tools Maintenance and Configuration Guide. The Contractor shall develop guides for those tools that do not have an existing documentation. These guides shall be part of this AMMP Tools Maintenance and Configuration Guide as well.

Revised as:

The PMO Contractor shall create and maintain training materials on any configured tools used for AMMP and use them to provide training to users of the tools. The PMO Contractor shall be responsible for training Agency and module users for all AMMP tools. The PMO Contractor shall also create and maintain other supporting tool documentation such as but not limited to user guides, [design documents](#), [standard operating procedure guides](#) and tools requirements. The PMO Contractor shall maintain bi-monthly touch point sessions until user becomes familiar with the tool. The PMO Contractor shall coordinate with the Agency to update and maintain these tools including but not limited to applying patches, version updates, backup, and recovery. The PMO Contractor shall document configuration, administration, and maintenance processes in AMMP Tools Maintenance and Configuration Guide. This document shall be kept current as changes occur. The Agency currently has documents for some of these tools. The Contractor shall combine these documents into the AMMP Tools Maintenance and Configuration Guide. The Contractor shall develop guides for those tools that do not have an existing documentation. These guides shall be part of this AMMP Tools Maintenance and Configuration Guide as well.

3. Section F- Common Processes, Page 47 – 6.24.1 SharePoint Sites - Changed as follows:

Currently Reads as:

The PMO Contractor shall be responsible for creating and maintaining document repositories (e.g., SharePoint) for multiple AMMP areas and modules (e.g., CARES, AMMP, SI, Provider Management, Program Management Office, EDS, CPMS, EQP, TCOE, MES, MEVV, Program wide). This shall be the PMO Contractor's responsibility for the term of the contract.

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4. Procurement Library updates - Changed as follows:

PL25_PMO Deliverable Schedule has been posted.

PL23_AMMP Plans and Templates has been updated.

PL18_MES_NTT_DEL_OCM-2-a_OCM Approach has been updated.

5. Section VI B – Single Point of Contact, Page 115 – Changed as follows:

Currently Reads as:

From the date this RFP is issued until a Vendor is selected and the selection is announced by the Project Director, all communication must be directed to the Project Director in charge of this solicitation.

Vendors or their representatives must not communicate with any State staff or officials regarding this procurement with the exception of the Project Director. Any unauthorized contact may disqualify the Vendor from further consideration. Contact information for the single point of contact is as follows:

Project Director: Shannon Crane
Address: Alabama Medicaid Agency
Lurleen B. Wallace Bldg.
501 Dexter Avenue
PO Box 5624
Montgomery, Alabama 36103-5624
E-Mail Address: PMO@medicaid.alabama.gov

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Project Director: ~~Shannon Crane~~ Anthony W. Daniel
Address: Alabama Medicaid Agency
Lurleen B. Wallace Bldg.
501 Dexter Avenue
PO Box 5624
Montgomery, Alabama 36103-5624
E-Mail Address: PMO@medicaid.alabama.gov

6. STAARS Document – Page 11 – Email Address - Changed as follows:

Currently Reads as:

ATTENTION: Alabama Medicaid intends to post Program Management Office Services specifications document by the close of business on 02/14/2024, to the Alabama Medicaid website at: http://www.medicaid.alabama.gov/CONTENT/2.0_newsroom/2.4_Procurement.aspx

All questions concerning this RFP must be directed to: PMORFP@medicaid.alabama.gov

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7. Appendix F: Procurement Library Contents, Page 180 – Changed as follows:

Currently Reads as:

Alabama Medicaid Procurement website
(https://medicaid.alabama.gov/content/2.0_Newsroom/2.4_Procurement.aspx)

1. PL01_2023 2024 AL State Holidays Schedule
2. PL02_Medicaid Enterprise Security Policy - Full Set - Moderate v1.4
3. PL03_AMMP Attestation and Agreement Document
4. PL04_AMA Data Governance Memo 918
5. PL05_AMA Data Management Plan Template
6. PL06_Data Governance Vendor Compliance
7. PL07_MMIS Concept of Operations v5.2.1
8. PL08_Technical Reference Architecture
9. PL09_AMMP Roadmap
10. PL10_Introduction to Data Governance Framework
11. PL11_PM-9 AMA ISO Medicaid Risk Management Strategy
12. PL12_2019 AMA MITA Maturity Matrix
13. PL13_AMMP Organizational Chart
14. PL14_AMMP Tools
15. PL15_Vendor Question Template
16. PL16_AMA IST Governance SharePoint Site Request Form
17. PL17_FY2022 MMIS Stats
18. PL18_MES NTT DEL OCM2a OCM Approach
19. PL19_2020 Alabama Annual Medicaid Report
20. PL20_AMA Enterprise Software List
21. PL21_Vendor StartUp Checklist
22. PL22_AMMP Acronyms and Glossary

23. PL23_AMMP Plans and Templates
24. PL24_Employee Qualification Matrix

Revised as:

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4. PL04_AMA Data Governance Memo 918
5. PL05_AMA Data Management Plan Template
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8. PL08_Technical Reference Architecture
9. PL09_AMMP Roadmap
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23. PL23_AMMP Plans and Templates
24. PL24_Employee Qualification Matrix
25. [PL25_PMO Deliverable Schedule](#)

I hereby acknowledge the receipt of Amendment 1 to *RFP 2024-PMO-01*.

Authorized [Proposer/Vendor] Signature

Date

[Proposer/Vendor] Organization