VENDOR COMPLIANCE REQUIREMENTS

Purpose and Intent

The Data Governance Office (DGO) of the Alabama Medicaid Agency (AMA) has implemented a Data Governance Framework consisting of activities that relate to several knowledge areas of data management. The Framework defines the policies and practices required to implement the Enterprise Data Governance Program. When an external vendor hosts a module, the vendor must abide by the Agency's data governance framework and provide evidence that the required governance activities are in place. The purpose of this document is to define the requirements that the vendor must meet to demonstrate compliance with requisite governance activities.

Compliance Requirements

Vendors will meet with the Data Governance Office (DGO) within the first two weeks of the contract to discuss the Data Governance Framework and Methodology. This meeting introduces the vendor to the framework and allows the vendor and the DGO to discuss the module's specific data governance requirements. It is unlikely that a single meeting will sufficiently define all data governance requirements for the module. Therefore, the Medicaid Enterprise Systems Program Management Office (MES PMO) and the DGO will schedule subsequent discussions with the vendor to finalize and document the module's data governance requirements. The data governance requirements will encompass the following knowledge areas of the AMA Data Governance Framework:

- Data Architecture
- Data Modeling & Design
- Data Storage & Operations
- Data Security*
- Data Integration & Interoperability
- Document & Content Management*
- Reference & Master Data
- Metadata Management
- Data Quality

The AMA Information Security Office (ISO) and the AMA PPMO define the requirements for their respective areas. This vendor must demonstrate compliance with those policies within their Data Management Plan (DMP).

The vendor will document the module's data governance requirements and evidence of compliance with each requirement within the DMP and submit it within six weeks of the contract start date. The DGO will make the DMP and associated artifacts available within the AMA metadata repository.

The "Introduction to the Data Governance Framework" document provides information about the key activities and required outcomes from each framework knowledge area. The Medicaid Enterprise Systems Program Management Office (MES PMO) will provide a copy of that document to the vendor.

Record of Changes

Version	Date	Author	Description of Change
1.0	02/24/2021	Jason Shanks	Document created.
1.1	02/26/2021	Jason Shanks	Added clarification on the definition of requirements for the Data Security and Document & Content Management knowledge areas.