

Amendment 2 to RFP 2022-SIS-01

February 24, 2022

NOTE THE FOLLOWING AND ATTACHED ADDITIONS, DELETIONS AND/OR CHANGES TO THE REQUIREMENTS FOR THE REQUEST FOR PROPOSAL NUMBER: RFP 2022-SIS-01. THIS AMENDMENT MUST BE INCLUDED IN THE BIDDER'S RESPONSE AND MEET THE REQUIREMENTS AS DEFINED IN THE RFP.

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

1. Section II. Scope of Work, Sub-Section B. Alabama Medicaid Enterprise Systems Modernization Program, Item 1. Overview of Alabama’s Roadmap to AMMP, Pages 10 – 11, Changed as follows:

Currently Reads as:

The Agency is moving forward with the modernization of the Alabama Medicaid program by replacing Alabama Medicaid Management Information System (AMMIS). This modernization will be accomplished through the use of loosely coupled modules as required by the Centers for Medicare & Medicaid Services (CMS). The Agency has organized the project to implement the System Integration Services (SIS) in order to achieve the end-state MES in a proposed project timeline (see Figure 1-1) that aligns with the existing AMMIS architecture and the constraints imposed through the existing contract term.

The Agency will use a modular approach that complies with CMS, promotes the use of industry standards for information exchange and interoperability, provides a seamless business services environment for users. Project oversight for CMS will be conducted by the Agency’s Program Quality Assurance (PQA) group.

AMMP is expected to be completed over the course of several years and multiple projects. Figure II-1 represents the current AMMP roadmap.

Revised as:

The Agency is moving forward with the modernization of the Alabama Medicaid program by replacing Alabama Medicaid Management Information System (AMMIS). This modernization will be accomplished through the use of loosely coupled modules as required by the Centers for Medicare & Medicaid Services (CMS). The Agency has organized the project to implement the System Integration Services (SIS) in order to achieve the end-state MES in a proposed project timeline (see Figure 1-1) that aligns with the existing AMMIS architecture and the constraints imposed through the existing contract term.

The Agency will use a modular approach that complies with CMS, promotes the use of industry standards for information exchange and interoperability, provides a seamless business services environment for users. Project oversight for CMS will be conducted by the Agency’s Program Quality Assurance (PQA) group.

The SIS contract, and each module contract, will individually stand alone, and will not incorporate any other commercial, State, or Federal cooperative purchasing agreements such as through the General Services Administration (GSA) or the National Association of State Procurement Officials (NASPO). Furthermore, the SI Contractor and each module contractor will provide all of their own technical solution; the Agency or the State will not provide any data center hosting, software licenses, or other technology for the contractors to use.

AMMP is expected to be completed over the course of several years and multiple projects. Figure II-1 represents the current AMMP roadmap.

2. Section II. Scope of Work, Sub-Section C. System Integration Services, Item 1. System Integration Platform, d. Data Governance, Page 28, 2nd Paragraph and Bullets – Changed as follows:

Currently Reads as:

The Agency requires active participation between the SI Contractor and the DGO in establishing and enforcing data governance policies, including quality and data management, by integrating with the DGO tools and executing the data management program as defined by the DGO. The SI Contractor will use APIs to integrate with Agency data governance platform seamlessly. While the SI Contractor is not responsible for creating the data management rules, the Agency's expectation is the SIP will include functionality to:

- Dynamically retrieve Agency business rules from the Agency's data governance platform/tool.
- Apply those rules to data interfaces between MES modules and the Agency and take appropriate actions as needed.
- Log all data transmitted across the SIP, including errors and rejections.
- Collect data quality metrics and transfer to the Agency upon an agreed-upon schedule.

Revised as:

The Agency requires active participation between the SI Contractor and the DGO in establishing and enforcing data governance policies, including quality and data management, by integrating with the DGO tools and executing the data management program as defined by the DGO. The SI Contractor will use APIs to integrate with Agency data governance platform seamlessly. While the SI Contractor is not responsible for creating the data management rules, the Agency's expectation is the SIP will include functionality to:

- Dynamically retrieve Agency business rules from the Agency's data governance platform/tool.
- Apply those rules to data interfaces between MES modules and the Agency and take appropriate actions as needed.
- Log all data transmitted across the SIP, including errors and rejections. *The Agency does not require the SIP to store the data content of the transaction files.*
- Collect data quality metrics and transfer to the Agency upon an agreed-upon schedule.

3. Table II-2: Planned MES Contractor System Integrations, Page 32 – Changed as follows:

Currently Reads as:

SIP Interface Sequence		Projected AMMP Completion Date
AMMIS		March 31, 2027
SIP Interface Source	SIP Interface Target	Projected Start of Production Interface Routing through SIP
MEVV	AMMIS	Q4 2024
CARES	AMMIS	Q1 2025
AMMIS	EDS	Q2 2026
PM	AMMIS	Q2 2027
CPMS	EDS	Q2 2028
PM	CPMS	Q2 2028
CARES	CPMS	Q2 2028
MEVV	CPMS	Q2 2028

Revised as:

SIP Interface Sequence		Projected AMMP Completion Date
AMMIS		March 31, 2027
SIP Interface Source	SIP Interface Target	Projected Start of Production Interface Routing through SIP
MEVV	AMMIS	Q4 2024 Q3 CY 2025
CARES	AMMIS	Q1 2025 Q4 CY 2025
AMMIS	EDS	Q2 CY 2026
PM	AMMIS	Q2 CY 2027
CPMS	EDS	Q2 CY 2028
PM	CPMS	Q2 CY 2028
CARES	CPMS	Q2 CY 2028
MEVV	CPMS	Q2 CY 2028

4. Section II. Scope of Work, Sub-Section D. Centralized Services, Item 2. MES Portal, Page 40 – Changed as follows:

Currently Reads as:

The Agency requires the Medicaid Enterprise Systems Portal to provide login and registration functionality on an initial landing page for MES. It is anticipated that the registration functionality is provided by the Identity Management (IdM) solution as described in RFP Section II.D. – Scope of Work – Centralized Services, Sub-Section 1 – Identity Management. Once a user is successfully registered and

has been provided role-based access by participating modules, the user would be presented with an access landing page upon successful sign-in. This access page would present links to applications tailored to the user profile and any relevant system alert messaging. The user would then select functional and/or navigation options that are presented on the Portal landing page, and then be passed seamlessly to the authorized applications.

The MES Portal shall be the gateway for access to all Medicaid Enterprise Systems and Services and provide notifications/system messages relevant to the authorized MES User Base. The MES Portal shall enable the users to have all the modules they might need to access to carry out their business located in one place. This portal is SSO-enabled to allow users to seamlessly navigate from one module to another depending on the business need. The SI Contractor shall provide Multi-Factor Authentication as part of the login process for the MES Portal.

Revised as:

The Agency does not require the Medicaid Enterprise Systems Portal to be accessible for the public to use to apply to become a Recipient or a Provider, or for the MES Portal to include temporary credentials for applicants for purposes of Identity Management. Instead, applicants will use the respective modules' portals. However, the use of the MES Portal and Identity Management services to support modules management of applicants is in scope of the AMMP and of the System Integration Services Centralized Services, should the Agency decide in the future to request a Change Order to add this requirement (see Section II.E. – Scope of Work – Enterprise and General Services, Sub-Section 2 – Project and Contract Administration, Item b) Contract Administration).

The Agency requires the Medicaid Enterprise Systems Portal to provide login and registration functionality on an initial landing page for MES. It is anticipated that the registration functionality is provided by the Identity Management (IdM) solution as described in RFP Section II.D. – Scope of Work – Centralized Services, Sub-Section 1 – Identity Management. Once a user is successfully registered and has been provided role-based access by participating modules, the user would be presented with an access landing page upon successful sign-in. This access page would present links to applications tailored to the user profile and any relevant system alert messaging. The user would then select functional and/or navigation options that are presented on the Portal landing page, and then be passed seamlessly to the authorized applications.

The MES Portal shall be the gateway for access to all Medicaid Enterprise Systems and Services and provide notifications/system messages relevant to the authorized MES User Base. The MES Portal shall enable the users to have all the modules they might need to access to carry out their business located in one place. This portal is SSO-enabled to allow users to seamlessly navigate from one module to another depending on the business need. The SI Contractor shall provide Multi-Factor Authentication as part of the login process for the MES Portal.

5. Section II. Scope of Work, Sub-Section D. Centralized Services, Item 4. Centralized Change Management System, a. Operations, Page 41 – Changed as follows:

Currently Reads as:

The CCMS must provide accurate and up-to-date information on the progress and status of changes throughout the MES. The Agency anticipates that the SI Contractor shall automate interfaces with MES Module Change Management tools to exchange Change Management information. The SI Contractor

shall produce reports and extracts from the CCMS for the CAB, Change Management support and, other Governance boards as requested.

Revised as:

The CCMS must provide accurate and up-to-date information on the progress and status of changes throughout the MES. The Agency anticipates that the SI Contractor shall automate interfaces with MES Module Change Management tools to exchange Change Management information. *The Agency requires that during operations, the SI Contractor shall maintain the CCMS and integrations of MES modules with the system, which includes providing access through licenses or APIs, etc., and staff to support working with each module contractor on requests for integrations with the system.* The SI Contractor shall produce reports and extracts from the CCMS for the CAB, Change Management support and, other Governance boards as requested.

6. Section II. Scope of Work, Sub-Section E. Enterprise and General Services, Item 11. Personnel, c. Location of Work Performed, Page 64 – Changed as follows:

Currently Reads as:

Services required of the SI Contractor for the AMMP may be performed onsite, remote or a combination of both.

For personnel that travel to work onsite, typical badge operating hours are 6:00 A.M. to 6:00 P.M. Central Time, Monday through Friday, excluding state holidays and emergency closures, throughout the term of the contract. Exceptions may include release support or critical test activities occurring outside normal business hours. SI Contractor personnel shall adhere to all applicable Agency policies, procedures, and training required annually by the Agency. The Agency has strict procedures for things such as badge use, exiting and entering the building, and elevator access. Contractor personnel having access to an Alabama Medicaid Agency building or office shall be subject to background checks at the Contractor's expense. The SI Contractor personnel shall be responsible for their own parking, transportation, and lodging.

Revised as:

Services required of the SI Contractor for the AMMP may be performed onsite, remote or a combination of both.

~~For personnel that travel to work onsite, typical badge operating hours are 6:00 A.M. to 6:00 P.M. Central Time, Monday through Friday, excluding state holidays and emergency closures, throughout the term of the contract. Exceptions may include release support or critical test activities occurring outside normal business hours. SI Contractor personnel shall adhere to all applicable Agency policies, procedures, and training required annually by the Agency. The Agency has strict procedures for things such as badge use, exiting and entering the building, and elevator access. Contractor personnel having access to an Alabama Medicaid Agency building or office shall be subject to background checks at the Contractor's expense. The SI Contractor personnel shall be responsible for their own parking, transportation, and lodging.~~

The SI Contractor personnel shall be responsible for the cost of their own travel, parking, local transportation, per diem, and lodging. SI Contractor personnel that travel to work onsite in the Agency's facility require escort by an authorized State employee or contractor. It is the responsibility of the SI Contractor to coordinate their escorted access through the Medicaid Service Desk. Typical badge operating hours are 6:00 A.M. to 6:00 P.M. Central Time, Monday through Friday, excluding state

holidays and emergency closures, throughout the term of the contract. Exceptions for outside of normal business hours may include visiting contractors' onsite support for releases or critical test activities. Escorted access requests shall include the visiting individuals' names and their company name, the company point of contact if different from the visitors, the Agency contact's name and telephone number, the reason for the visit, date, time, and duration of visit. If unescorted access to the Agency's facility is justified, the SI Contractor shall request it through the Agency. An unescorted visitor's badge requires a state and national fingerprint-based background check performed by the Alabama Law Enforcement Agency (ALEA), and the completion of annual Agency-designated security awareness training. The ALEA background check must be coordinated with the Agency, and the costs shall be borne by the Contractor.

7. Section II. Scope of Work, Sub-Section E. Enterprise and General Services, Item 12. System Compliance and Security Management, Page 65, 1st Paragraph – Changed as follows:

Currently Reads as:

It is the Agency's expectation that the SI Contractor ensures the comprehensive SI solution meets the Security Specifications as described in the Medicaid Enterprise Security Policy, which is based on Federal Office of Management and Budget (OMB) Circular A-130, National Institute for Standards and Technology (NIST) Federal Information Processing Standard (FIPS) 200, NIST Special Publication 800-53: Security and Privacy Controls for Federal Information Systems and Organizations, and other applicable NIST Special Publications. Adherence to the Medicaid Enterprise Security Policy is maintained in the Medicaid Governance, Risk, and Compliance (GRC) management platform. The SI Contractor shall document the SI Solution System Security Plan in the GRC management platform. The GRC management platform will be made available to the SI Contractor through VPN access upon Contract start. The current policy for proposal purposes will also be available in an access-controlled SharePoint site, as discussed in RFP Section II.E. – Scope of Work – Enterprise and General Services, Sub-Section 11 – Personnel, Item a) Key Personnel.

Revised as:

It is the Agency's expectation that the SI Contractor ensures the comprehensive SI solution meets the Security Specifications as described in the Medicaid Enterprise Security Policy, which is based on Federal Office of Management and Budget (OMB) Circular A-130, National Institute for Standards and Technology (NIST) Federal Information Processing Standard (FIPS) 200, NIST Special Publication 800-53: Security and Privacy Controls for Federal Information Systems and Organizations, and other applicable NIST Special Publications. Adherence to the Medicaid Enterprise Security Policy is maintained in the Medicaid Governance, Risk, and Compliance (GRC) management platform. The SI Contractor shall document the SI Solution System Security Plan in the GRC management platform. The GRC management platform will be made available to the SI Contractor through VPN access upon Contract start. The current policy for proposal purposes will also be available in an access-controlled SharePoint site, as discussed in RFP Section ~~II.E. – Scope of Work – Enterprise and General Services, Sub-Section 11 – Personnel, Item a) Key Personnel.~~ *Section VI – Submission Requirements, Sub-Section C – RFP Documentation, Item 1a) Access Controlled SharePoint.*

8. Section II. Scope of Work, Sub-Section E. Enterprise and General Services, Item 16. Warranty, Page 68, 1st Paragraph – Changed as follows:

Currently Reads as:

The Contractor shall warrant that the SI solution meets contract requirements as defined in this RFP, the DTAP, and the Agency-approved system documentation for one (1) year from go-live of the CPMS, whichever comes first. Any technical design deficiencies, configuration, or code defect developed under this Contract will be remedied at no additional cost to the Agency during the warranty period. Additionally, the Agency requires the following:

Revised as:

The Contractor shall warrant that the SI solution meets contract requirements as defined in this RFP, the DTAP, and the Agency-approved system documentation for one (1) year from go-live of ~~the CPMS, whichever comes first~~ *each module integration (see Table II 2: Planned MES Contractor System Integrations)*. Any technical design deficiencies, configuration, or code defect developed under this Contract will be remedied at no additional cost to the Agency during the warranty period. Additionally, the Agency requires the following:

9. Section VI. Submission Requirements, Sub-Section N. Proposal Format, Page 111, as amended in Amendment 1, Item 18 - Changed as follows:

Currently Reads as:

1. Each proposal must be prepared on standard 8 ½” x 11” paper, using a font no smaller than 11 point with 1” margins, and must be bound. The Agency will **only** allow the following exceptions:
 - Graphics may contain font no smaller than 8 point
 - Detailed illustrations or graphics (on a limited basis) may be printed on no larger than 8 ½” x 14” paper, and folded to fit within the binders
 - Pre-printed documents (e.g., financial statements, required materials) may be included in their original, existing formats, margins, size, and fonts for the original and additional hard copies submitted

Revised as:

2. Each proposal must be prepared on standard 8 ½” x 11” paper, using a font no smaller than 11 point with 1” margins, and must be bound. The Agency will **only** allow the following exceptions:
 - Graphics *and tables* may contain font no smaller than 8 point
 - Detailed illustrations or graphics (on a limited basis) may be printed on no larger than 8 ½” x 14” paper, and folded to fit within the binders
 - Pre-printed documents (e.g., financial statements, required materials) may be included in their original, existing formats, margins, size, and fonts for the original and additional hard copies submitted

10. Section VI. Submission Requirements, Sub-Section N. Proposal Format, Item 1. Proposal Structure, f. Tab 6 – Scope of Work and Narrative Response, Page 113 – Changed as follows:

Currently Reads as:

The proposal response for this tab has a page count/limitation of 150 pages, and the response for this Tab must include narrative responses to all sub-sections within RFP Section II – Scope of Work (except responses pertaining to Section V.B. – Corporate Background and References – Experience Requirements and Section II.E. – Scope of Work – Enterprise and General Services, Sub-Section 11 – Personnel) and all section-specific narrative questions contained within this RFP; as detailed in the Procurement Library (see item PL23_ SIS RFP Tab 6 – Tab 10 Response Example Structure) for further detail on how to structure the response. In this tab the Vendor will provide a response aligned to the following format:

Revised as:

The proposal response for this tab has a page count/limitation of 150 pages, *single-sided*, ~~and the response for this Tab must include narrative responses to all sub-sections within RFP Section II – Scope of Work (except responses pertaining to Section V.B. – Corporate Background and References – Experience Requirements and Section II.E. – Scope of Work – Enterprise and General Services, Sub-Section 11 – Personnel) and all section-specific narrative questions contained within this RFP; as detailed in the Procurement Library (see item PL23_ SIS RFP Tab 6 – Tab 10 Response Example Structure) for further detail on how to structure the response.~~ *This Tab must include narrative responses to all sub-sections within RFP Section II – Scope of Work and all section-specific narrative questions contained within this RFP; with the exception of responses pertaining to Section II.E. – Scope of Work – Enterprise and General Services, Sub-Section 11 – Personnel, which will be included in Tab 8. Please see the Procurement Library item PL23_ SIS RFP Tab 6 – Tab 10 Response Example Structure for an example on how to structure the response.* In this tab the Vendor will provide a response aligned to the following format:

11. Section VI. Submission Requirements, Sub-Section T. Copies Required, Page 116 - Changed as follows:

Currently Reads as:

Vendors must submit the following in response to this RFP:

1. One (1) original Proposal with original signatures in ink. Vender must identify the original hard copy clearly on the outside of the proposal.
2. Three (3) additional hard copies (of the original proposal) in binder form.
3. A jump drive clearly labeled with the Vendor name with the following content.
 - a) Four(4) electronic copies of the Proposal on jump drive clearly labeled with the Vendor name.
 - b) Two electronic copies (Word and searchable PDF format) MUST be a complete version of the Vendor’s response
 - c) Two electronic copies (Word and searchable PDF format) MUST have any information asserted as confidential or proprietary removed.
 - d) Completed copy of the Pricing Schedule file as submitted in the Vendor’s response.
 - e) Completed copy of the Requirement Response Matrix (RRM) file as submitted in the Vendor’s response

Revised as:

Vendors must submit the following in response to this RFP:

1. One (1) original Proposal with original signatures in ink, *in a three-ring binder. Tab 6 – Scope of Work and Narrative Response shall be printed single-sided.* Vender must identify the original hard copy clearly on the outside of the proposal. *See Section VI.N – Submission Requirements – Proposal Structure.*
2. Three (3) additional hard copies (of the original proposal) in binder form.
3. A jump drive clearly labeled with the Vendor name with the following content. *The Agency must be able to read and copy files; Vendors must provide passwords for any encryption that they use.*
 - ~~a) Four(4) electronic copies of the Proposal on jump drive clearly labeled with the Vendor name;~~
 - ~~b) Two electronic copies (Word and searchable PDF format) MUST be a complete version of the Vendor’s response~~
 - ~~c) Two electronic copies (Word and searchable PDF format) MUST have any information asserted as confidential or proprietary removed.~~
 - a) *One single searchable PDF file containing the entire proposal (Tabs 1 through 10) that MUST be a complete version of the Vendor’s response.*
 - b) *One single searchable PDF file containing the entire proposal (Tabs 1 through 10) that MUST have any information asserted as confidential or proprietary removed.*
 - c) *One separate searchable PDF file for each Tab of the proposal that MUST be a complete version of the Vendor’s response, and the filename shall include the Tab number and name.*
 - d) *Where applicable, one separate searchable PDF file for each Tab of the proposal that has any information asserted as confidential or proprietary removed, and the filename shall include the Tab number and name and that is has been redacted.*
 - e) *One MS Word file of Tab 6 – Scope of Work and Narrative Response, that MUST be a complete version of the Vendor’s response.*
 - f) *One MS Word file of Tab 6 – Scope of Work and Narrative Response, that MUST have any information asserted as confidential or proprietary removed.*
 - g) Completed copy of the Pricing Schedule *MS Excel* file as submitted in the Vendor’s response.
 - h) Completed copy of the Requirement Response Matrix (RRM) *MS Excel* file as submitted in the Vendor’s response

12. Appendix A. Proposal Compliance Checklist – RFP Checklist, Item 3, Page 131 – Changed as follows:

Currently Reads as:

<input type="checkbox"/>	<p>3. Vendor submitted the specified copies of proposal and in electronic format.</p> <ul style="list-style-type: none"> • One (1) original Proposal with original signatures in ink. • Three (3) additional hard copies (of the original proposal) in binder form. • A jump drive with the following content: <ul style="list-style-type: none"> ○ Four (4) electronic copies of the Proposal on jump drive clearly labeled with the Vendor name. <ul style="list-style-type: none"> ▪ Two electronic copies (Word and searchable PDF format) MUST be a complete version of the Vendor’s response 	
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	<ul style="list-style-type: none"> ▪ Two electronic copies (Word and searchable PDF format) MUST have any information asserted as confidential or proprietary removed. ○ Completed copy of the Pricing Schedule file as submitted in the Vendor’s response. ○ Completed copy of the Requirement Response Matrix (RRM) file as submitted in the Vendor’s response. 	
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Revised as:

<input type="checkbox"/>	<p>3. Vendor submitted the specified copies of proposal and in electronic format.</p> <ul style="list-style-type: none"> • One (1) original Proposal with original signatures in ink, <i>in a three-ring binder. Tab 6 shall be printed single-sided; see Section VI.N. for additional guidance.</i> • Three (3) additional hard copies (of the original proposal) in binder form. • A jump drive with the following content: <ul style="list-style-type: none"> ○ Four (4) electronic copies of the Proposal on jump drive clearly labeled with the Vendor name. ○ <i>One single searchable PDF file containing the entire proposal (Tabs 1 through 10) that MUST be a complete version of the Vendor’s response.</i> ○ <i>One single searchable PDF file containing the entire proposal (Tabs 1 through 10) that MUST have any information asserted as confidential or proprietary removed.</i> ○ <i>One separate searchable PDF file for each Tab of the proposal that MUST be a complete version of the Vendor’s response, and the filename shall include the Tab number and name.</i> ○ <i>Where applicable, one separate searchable PDF file for each Tab of the proposal that has any information asserted as confidential or proprietary removed, and the filename shall include the Tab number and name and that is has been redacted.</i> ○ <i>One MS Word file of Tab 6 – Scope of Work and Narrative Response, that MUST be a complete version of the Vendor’s response.</i> ○ <i>One MS Word file of Tab 6 – Scope of Work and Narrative Response, that MUST have any information asserted as confidential or proprietary removed.</i> ▪ Two electronic copies (Word and searchable PDF format) MUST be a complete version of the Vendor’s response 	
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	<ul style="list-style-type: none">▪ Two electronic copies (Word and searchable PDF format) MUST have any information asserted as confidential or proprietary removed.○ Completed copy of the Pricing Schedule <i>MS Excel</i> file as submitted in the Vendor's response.○ Completed copy of the Requirement Response Matrix (RRM) <i>MS Excel</i> file as submitted in the Vendor's response.	
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13. Appendix A. Proposal Compliance Checklist – RFP Checklist, Changed as follows:

Original Appendix A (as posted on 11/01/2022):

Appendix A: Proposal Compliance Checklist

NOTICE TO VENDOR:

It is highly encouraged that the following checklist be used to verify completeness of Proposal content.

Vendor Name

RFP Coordinator

Review Date

*Proposals for which **ALL** applicable items are marked by the RFP Coordinator are determined to be compliant for responsive proposals.*

<input checked="" type="checkbox"/> IF CORRECT	BASIC PROPOSAL COMPLIANCE	PROPOSAL REFERENCE
Proposal Packet		
<input type="checkbox"/>	1. Vendor attended the Mandatory Pre-Proposal Conference.	
<input type="checkbox"/>	2. Vendor's original proposal received on time at correct location.	
<input type="checkbox"/>	3. Vendor submitted the specified copies of proposal and in electronic format. <ul style="list-style-type: none"> • One (1) original Proposal with original signatures in ink. • Three (3) additional hard copies (of the original proposal) in binder form. • A jump drive with the following content: <ul style="list-style-type: none"> ○ Four (4) electronic copies of the Proposal on jump drive clearly labeled with the Vendor name. <ul style="list-style-type: none"> ▪ Two electronic copies (Word and searchable PDF format) MUST be a complete version of the Vendor's response ▪ Two electronic copies (Word and searchable PDF format) MUST have any information asserted as confidential or proprietary removed. ○ Completed copy of the Pricing Schedule file as submitted in the Vendor's response. ○ Completed copy of the Requirement Response Matrix (RRM) file as submitted in the Vendor's response. 	
<input type="checkbox"/>	4. Printed and Signed Pricing Schedule.	
<input type="checkbox"/>	5. Vendor submitted signed acknowledgement and all amendments to the RFP.	
RFP Cover Sheet		
<input type="checkbox"/>	6. The Proposal must include a completed and signed in ink RFP Cover Sheet by an individual authorized to legally bind the Vendor.	

<input checked="" type="checkbox"/> IF CORRECT	BASIC PROPOSAL COMPLIANCE	PROPOSAL REFERENCE
<input type="checkbox"/>	7. A Total Firm and Fixed Contract Price of all line items in the Pricing Schedule Template is entered on the RFP Proposal Sheet Firm and Fixed Total Price box. (The amount entered must match the amount in the Pricing Schedule.)	
RFP Checklist		
<input type="checkbox"/>	<p>8. The Proposal is a complete and independent document.</p> <ul style="list-style-type: none"> • Meets the Proposal Format and Structure defined in the RFP • Prepared on standard 8 ½” x 11” paper, using a font no smaller than 11 points with 1” margins, and must be bound • All pages are numbered • All responses, as well as any reference material presented, must be written in English. • Must not include references to information or documents located externally, such as Internet websites. • Includes all defined Tabs in the Proposal Format and Structure section of the RFP. 	
Transmittal Letter (needs to have):		
<input type="checkbox"/>	<p>9. Statement of attestation, as part of the Transmittal Letter, that indicates:</p> <ul style="list-style-type: none"> • The Vendor has an understanding of and will comply with the terms and conditions as set out in this RFP. Any addition or exception to the terms and conditions are considered severed, null, and void and may result in the Vendor’s proposal deemed non-responsive. • The Vendor understands and shall comply with all the specifications, requirements, and provisions of the RFP 	
<input type="checkbox"/>	10. A statement of compliance with Affirmative Action and Equal Employment Opportunity regulations.	
<input type="checkbox"/>	11. A statement acknowledging and agreeing to all of the rights of the State contained in the provisions of this RFP.	
<input type="checkbox"/>	12. A statement that, unless otherwise required by law, the prices quoted must not be knowingly disclosed by the Vendor, directly or indirectly, prior to award of the contract, to any other Vendor, competitor or any other person or entity.	
<input type="checkbox"/>	13. A statement that no person or agency has been employed or retained to solicit or secure the proposed contract based on an agreement or understanding for a commission, percentage, brokerage, or contingent fee.	
<input type="checkbox"/>	14. A statement that any person submitted as a candidate, for any position defined in this RFP, will be exclusive to ONLY this Vendor proposal response and cannot be submitted as a candidate in another Vendor’s proposal. Furthermore, any	

<input checked="" type="checkbox"/> IF CORRECT	BASIC PROPOSAL COMPLIANCE	PROPOSAL REFERENCE
	candidate submitted for any position defined in this RFP that is discovered to be submitted by more than one Vendor for potential work assigned as part of this engagement will be considered disqualified.	
<input type="checkbox"/>	15. A statement that the Vendor and its subcontractors will maintain a drug-free workplace.	
<input type="checkbox"/>	16. A statement that the successful Vendor will be required to complete (RFP) Contract and Attachments listed as Appendix B in this RFP, inclusive of the Alabama Medicaid Agency Business Associate Addendum and a State of Alabama Disclosure Statement with the executed contract. See Appendix B – (RFP) Contract and Attachments for all required forms.	
<input type="checkbox"/>	17. A statement that the Vendor has reviewed PL17_AMA Enterprise Software List and understands the number of accounts provided upon contract award to the successful Vendor.	
<input type="checkbox"/>	18. A statement that the Vendor’s Pricing Schedule includes all necessary solution components and services, as proposed, to meet the Agency’s solution requirements and expectations as listed in this RFP.	
<input type="checkbox"/>	19. The letter must include a statement identifying any and all subcontractors and percentage of work done by subcontractors, if any, who are needed in order to satisfy the requirements of this RFP.	
<input type="checkbox"/>	20. The proposal includes a written confirmation that the Agency will not reimburse the Contractor until: (a) the Project Director has approved the invoice; and (b) the Agency has received and approved all deliverables covered by the invoice.	
<input type="checkbox"/>	21. The proposal includes a written confirmation that the Contractor understands the Conflict-of-Interest Exclusion prohibiting the Contractor from responding to any other contracts related to this RFP.	
Corporate Background		
<input type="checkbox"/>	<p>22. The Proposal includes a corporate background for Vendor and Subcontractor, that contains the following:</p> <ul style="list-style-type: none"> • Name of the corporation or other legal entity submitting the proposal. Vendor must use this section to state whether it is a partnership, non-profit corporation, Alabama Corporation, Non-Alabama Corporation, or some other structure. • Date established. • Ownership (public company, partnership, subsidiary, etc.). Include an organizational chart depicting the Vendor’s organization in relation to any parent, subsidiary, or related organization. 	

<input checked="" type="checkbox"/> IF CORRECT	BASIC PROPOSAL COMPLIANCE	PROPOSAL REFERENCE
	<ul style="list-style-type: none"> • Number of employees and resources in regard to this contract. • All Contractor and subcontractor employees must work in the continental United States. 	
Corporate Reference		
<input type="checkbox"/>	23. A list of all similar projects the Vendor and subcontractor(s) has completed within the last five (5) years.	
<input type="checkbox"/>	24. The Proposal includes required three (3) client references for contractor and each subcontractor (with all identifying information in specified format and order).	
<input type="checkbox"/>	25. Names and resumes of Senior Managers and partners working on or overseeing this contract.	
<input type="checkbox"/>	26. Details of any pertinent judgment, criminal conviction, investigation, or litigation pending against the Vendor or any of its officers, directors, employees, agents, or subcontractors of which the Vendor has knowledge, or a statement that there are none. The Agency reserves the right to reject a proposal solely on the basis of this information.	
Corporate Financial and Registration		
<input type="checkbox"/>	27. The Vendor must provide audited financials for the last three (3) years, or similar evidence of financial stability for the last three (3) years.	
<input type="checkbox"/>	28. The Vendor and subcontractor(s) includes all necessary business licenses, registration (or Application of Registration or letter/form showing application has been made with the Secretary of State) and professional certification (if applicable) at the time of the contracting to be able to do business in Alabama.	
<input type="checkbox"/>	29. The response must include an E-Verify Memorandum of Understating with the Department of Homeland Security.	
Scope of Work		
<input type="checkbox"/>	30. The proposal includes signed Key Personnel resumes, and three (3) professional references must be submitted within the response. Use Appendix H: Key Personnel Resume Sheet.	

Appendix A - Replaced in its Entirety (02/24/2023):

Appendix A: Proposal Compliance Checklist

NOTICE TO VENDOR:

It is highly encouraged that the following checklist be used to verify completeness of Proposal content.

Vendor Name

RFP Coordinator

Review Date

*Proposals for which **ALL** applicable items are marked by the RFP Coordinator are determined to be compliant for responsive proposals.*

<input checked="" type="checkbox"/> IF CORRECT	BASIC PROPOSAL COMPLIANCE	PROPOSAL REFERENCE
Proposal Packet		
<input type="checkbox"/>	1. Vendor attended the Mandatory Pre-Proposal Conference.	
<input type="checkbox"/>	2. Vendor's original proposal received on time at correct location.	
<input type="checkbox"/>	3. Vendor submitted the specified copies of proposal and in electronic format. <ul style="list-style-type: none"> • One (1) original Proposal with original signatures in ink, in a three-ring binder. Tab 6 shall be printed single-sided; see Section VI.N. for additional guidance. • Three (3) additional hard copies (of the original proposal) in binder form. • A jump drive with the following content: <ul style="list-style-type: none"> ○ One single searchable PDF file containing the entire proposal (Tabs 1 through 10) that MUST be a complete version of the Vendor's response. ○ One single searchable PDF file containing the entire proposal (Tabs 1 through 10) that MUST have any information asserted as confidential or proprietary removed. ○ One separate searchable PDF file for each Tab of the proposal that MUST be a complete version of the Vendor's response, and the filename shall include the Tab number and name. ○ Where applicable, one separate searchable PDF file for each Tab of the proposal that has any information asserted as confidential or proprietary removed, and the filename shall include the Tab number and name and that is has been redacted. ○ One MS Word file of Tab 6 – Scope of Work and Narrative Response, that MUST be a complete version of the Vendor's response. ○ One MS Word file of Tab 6 – Scope of Work and Narrative Response, that MUST have any 	

<input checked="" type="checkbox"/> IF CORRECT	BASIC PROPOSAL COMPLIANCE	PROPOSAL REFERENCE
	<p>information asserted as confidential or proprietary removed.</p> <ul style="list-style-type: none"> ○ Completed copy of the Pricing Schedule MS Excel file as submitted in the Vendor's response. ○ Completed copy of the Requirement Response Matrix (RRM) MS Excel file as submitted in the Vendor's response. 	
<input type="checkbox"/>	4. Printed and Signed Pricing Schedule.	
<input type="checkbox"/>	5. Vendor submitted signed acknowledgement and all amendments to the RFP.	
RFP Cover Sheet		
<input type="checkbox"/>	6. The Proposal must include a completed and signed in ink RFP Cover Sheet by an individual authorized to legally bind the Vendor.	
<input type="checkbox"/>	7. A Total Firm and Fixed Contract Price of all line items in the Pricing Schedule Template is entered on the RFP Proposal Sheet Firm and Fixed Total Price box. (The amount entered must match the amount in the Pricing Schedule.)	
RFP Checklist		
<input type="checkbox"/>	<p>8. The Proposal is a complete and independent document.</p> <ul style="list-style-type: none"> • Prepared in accordance with and meets the Proposal Format and Structure defined in RFP Section VI.N. – Submission Requirements – Proposal Format • All pages are numbered • All responses, as well as any reference material presented, must be written in English. • Must not include references to information or documents located externally, such as Internet websites. • Includes all defined Tabs in the Proposal Format and Structure section of the RFP. 	
Transmittal Letter (needs to have):		
<input type="checkbox"/>	<p>9. Statement of attestation, as part of the Transmittal Letter, that indicates:</p> <ul style="list-style-type: none"> • The Vendor has an understanding of and will comply with the terms and conditions as set out in this RFP. Any addition or exception to the terms and conditions are considered severed, null, and void and may result in the Vendor's proposal deemed non-responsive. • The Vendor understands and shall comply with all the specifications, requirements, and provisions of the RFP 	
<input type="checkbox"/>	10. A statement of compliance with Affirmative Action and Equal Employment Opportunity regulations.	
<input type="checkbox"/>	11. A statement acknowledging and agreeing to all of the rights of the State contained in the provisions of this RFP.	

<input checked="" type="checkbox"/> IF CORRECT	BASIC PROPOSAL COMPLIANCE	PROPOSAL REFERENCE
<input type="checkbox"/>	12. A statement that, unless otherwise required by law, the prices quoted must not be knowingly disclosed by the Vendor, directly or indirectly, prior to award of the contract, to any other Vendor, competitor or any other person or entity.	
<input type="checkbox"/>	13. A statement that no person or agency has been employed or retained to solicit or secure the proposed contract based on an agreement or understanding for a commission, percentage, brokerage, or contingent fee.	
<input type="checkbox"/>	14. A statement that any person submitted as a candidate, for any position defined in this RFP, will be exclusive to ONLY this Vendor proposal response and cannot be submitted as a candidate in another Vendor's proposal. Furthermore, any candidate submitted for any position defined in this RFP that is discovered to be submitted by more than one Vendor for potential work assigned as part of this engagement will be considered disqualified.	
<input type="checkbox"/>	15. A statement that the Vendor and its subcontractors will maintain a drug-free workplace.	
<input type="checkbox"/>	16. A statement that the successful Vendor will be required to complete (RFP) Contract and Attachments listed as Appendix B in this RFP, inclusive of the Alabama Medicaid Agency Business Associate Addendum and a State of Alabama Disclosure Statement with the executed contract. See Appendix B – (RFP) Contract and Attachments for all required forms.	
<input type="checkbox"/>	17. A statement that the Vendor has reviewed PL17_AMA Enterprise Software List and understands the number of accounts provided upon contract award to the successful Vendor.	
<input type="checkbox"/>	18. A statement that the Vendor's Pricing Schedule includes all necessary solution components and services, as proposed, to meet the Agency's solution requirements and expectations as listed in this RFP.	
<input type="checkbox"/>	19. The letter must include a statement identifying any and all subcontractors and percentage of work done by subcontractors, if any, who are needed in order to satisfy the requirements of this RFP.	
<input type="checkbox"/>	20. The proposal includes a written confirmation that the Agency will not reimburse the Contractor until: (a) the Project Director has approved the invoice; and (b) the Agency has received and approved all deliverables covered by the invoice.	
<input type="checkbox"/>	21. The proposal includes a written confirmation that the Contractor understands the Conflict-of-Interest Exclusion prohibiting the Contractor from responding to any other contracts related to this RFP.	

<input checked="" type="checkbox"/> IF CORRECT	BASIC PROPOSAL COMPLIANCE	PROPOSAL REFERENCE
Corporate Background		
<input type="checkbox"/>	<p>22. The Proposal includes a corporate background for Vendor and Subcontractor, that contains the following:</p> <ul style="list-style-type: none"> • Name of the corporation or other legal entity submitting the proposal. Vendor must use this section to state whether it is a partnership, non-profit corporation, Alabama Corporation, Non-Alabama Corporation, or some other structure. • Date established. • Ownership (public company, partnership, subsidiary, etc.). Include an organizational chart depicting the Vendor's organization in relation to any parent, subsidiary, or related organization. • Number of employees and resources in regard to this contract. • All Contractor and subcontractor employees must work in the continental United States. 	
Corporate Reference		
<input type="checkbox"/>	23. A list of all similar projects the Vendor and subcontractor(s) has completed within the last five (5) years.	
<input type="checkbox"/>	24. The Proposal includes required three (3) Corporate Reference Worksheets, one for each required experience, providing client references for contractor and/or subcontractor (with all identifying information in specified format and order).	
<input type="checkbox"/>	25. Names and resumes of Senior Managers and partners working on or overseeing this contract.	
<input type="checkbox"/>	26. Details of any pertinent judgment, criminal conviction, investigation, or litigation pending against the Vendor or any of its officers, directors, employees, agents, or subcontractors of which the Vendor has knowledge, or a statement that there are none. The Agency reserves the right to reject a proposal solely on the basis of this information.	
Corporate Financial and Registration		
<input type="checkbox"/>	27. The Vendor must provide audited financials for the last three (3) years, or similar evidence of financial stability for the last three (3) years.	
<input type="checkbox"/>	28. The Vendor and subcontractor(s) includes all necessary business licenses, registration (or Application of Registration or letter/form showing application has been made with the Secretary of State) and professional certification (if applicable) at the time of the contracting to be able to do business in Alabama.	
<input type="checkbox"/>	29. The response must include an E-Verify Memorandum of Understating with the Department of Homeland Security.	
Scope of Work		
<input type="checkbox"/>	30. The proposal includes signed Key Personnel resumes, and	

<input checked="" type="checkbox"/> IF CORRECT	BASIC PROPOSAL COMPLIANCE	PROPOSAL REFERENCE
	three (3) professional references must be submitted within the response. Use Appendix H: Key Personnel Resume Sheet.	

14. Appendix E. Requirements Response Matrix – Requirements Changed as follows:

REQ 4856

Currently Reads as:

4856	II.D.1.	Centralized Services	Identity Management	The Contractor shall provide a system that has a messaging retrieval mechanism that will enable the recall of archived messages in accordance with Agency approved timeframes.
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Revised as:

4856	II.D.1.	Centralized Services <i>System Integration Services</i>	Identity Management <i>System Integration Platform</i>	The Contractor shall provide a system that has a messaging retrieval mechanism that will enable the recall of archived messages in accordance with Agency approved timeframes.
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15. Appendix E. Requirements Response Matrix – Replaced as follows:

Original Posted File (Name):

The Amended file, posted on December 21, 2022:

Appendix_E_AMMP_SI_Services_RFP_Requirements_Response_Matrix_A-2REV1.xls has been removed in its entirety.

Replaced File (Name):

File Appendix_E_AMMP_SI_Services_RFP_Requirements_Response_Matrix_A-2REV2.xls has been posted and replaced.

16. Appendix F. RFP Documentation, Page 164 as amended in Amendment 1, Item 26 – Changed as follows:

Currently Reads as:

Procurement Library Contents

Alabama Medicaid Procurement website

https://medicaid.alabama.gov/content/2.0_Newsroom/2.4_Procurement.aspx

1. PL01_2022 2023 Holiday Schedule
2. PL02_Medicaid Enterprise Security Policy - Full Set - Moderate v1.0
3. PL03_Data Entity Catalog

4. PL04_AMA Data Governance Memo 918
5. PL05_ASMA Data Management Plan Template
6. PL06_Data Governance Vendor Compliance
7. PL07_MMIS Concept of Operations
8. PL08_AMMP-Program Plans Guides and Templates
9. PL09_Technical Reference Architecture - EA-k-1
10. PL10_Incident and Service Desk Data for Medicaid Operations (Zip File)
11. PL11_AMMP Organizational Responsibilities
12. PL12_Introduction to the Data Governance Framework
13. PL13_TO BE System Integration
14. PL14_PM-9 AMA ISO Medicaid Risk Management Process
15. PL15_2019 AMA MITA Maturity Matrix
16. PL16_AMMP Acronyms and Glossary
17. PL17_AMA Enterprise Software List
18. PL18_AMA Interfaces List
19. PL19_Overview of Eligibility and Enrollment Systems and Ancillary Functions
20. PL20_Vendor Question Template
21. PL21_AMA IST Governance SharePoint Site Access Request Form
22. PL22_AMA Intent to Attend Mandatory SIS RFP Pre-Proposal Vendor Conference Notification Form
23. PL23_SIS RFP Tab 6 – Tab 10 Response Example Structure
24. PL24_AMA-01 AMA Attestation and Agreement Document
25. PL25_MES NTT DEL OCM-2-a OCM Approach
26. PL26_2020 Alabama Annual Medicaid Report

Access Controlled SharePoint Contents

27. IT Project Governance – Approved Policies, Procedures, and Artifacts
28. Security Governance – Approved Policies, Procedures, and Artifacts
29. Data Governance – Approved Policies, Procedures, and Artifacts

Revised as:

Procurement Library Contents

Alabama Medicaid Procurement website

https://medicaid.alabama.gov/content/2.0_Newsroom/2.4_Procurement.aspx

1. PL01_2022 2023 Holiday Schedule
- ~~2. PL02_Medicaid Enterprise Security Policy – Full Set – Moderate v1.0~~

3. *PL02_Medicaid Enterprise Security Policy 1.4 - Full Set - Moderate v1.4*
2. PL03_Data Entity Catalog
3. PL04_AMA Data Governance Memo 918
4. PL05_ASMA Data Management Plan Template
5. PL06_Data Governance Vendor Compliance
6. PL07_MMIS Concept of Operations
7. PL08_AMMP-Program Plans Guides and Templates
8. PL09_Technical Reference Architecture - EA-k-1
9. PL10_Incident and Service Desk Data for Medicaid Operations (Zip File)
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11. PL12_Introduction to the Data Governance Framework
12. PL13_TO BE System Integration
13. PL14_PM-9 AMA ISO Medicaid Risk Management Process
14. PL15_2019 AMA MITA Maturity Matrix
15. PL16_AMMP Acronyms and Glossary
16. PL17_AMA Enterprise Software List
17. PL18_AMA Interfaces List
18. PL19_Overview of Eligibility and Enrollment Systems and Ancillary Functions
19. PL20_Vendor Question Template
20. PL21_AMA IST Governance SharePoint Site Access Request Form
21. PL22_AMA Intent to Attend Mandatory SIS RFP Pre-Proposal Vendor Conference Notification Form
22. PL23_SIS RFP Tab 6 – Tab 10 Response Example Structure
23. PL24_AMA-01 AMA Attestation and Agreement Document
24. PL25_MES NTT DEL OCM-2-a OCM Approach
25. PL26_2020 Alabama Annual Medicaid Report

Access Controlled SharePoint Contents

26. IT Project Governance – Approved Policies, Procedures, and Artifacts
27. Security Governance – Approved Policies, Procedures, and Artifacts
28. Data Governance – Approved Policies, Procedures, and Artifacts

17. Updates to the Procurement Library (since December 21, 2022) – Changes as follows:

- PL02_Medicaid Enterprise Security Policy - Full Set - Moderate v1.0 has been revised and replaced by PL02_Medicaid Enterprise Security Policy 1.4 - Full Set - Moderate v1.4.

- PL10_Incident and Service Desk Data for Medicaid Operations (Zip File) has been updated and replaced.
- PL23_SIS RFP Tab 6 – Tab 10 Response Example Structure has been updated and replaced.

I hereby acknowledge the receipt of Amendment 2 to *RFP 2022-SIS-01*.

Authorized [Proposer/Vendor] Signature

Date

[Proposer/Vendor] Organization