

MEVV RFP Tab 6 – Tab 10 Scope of Work and Narrative Response Example Structure

Tab 6: Scope of Work / Narrative Questions Responses (RFP§II)

Vendor Instructions:

- Tab 6 CANNOT exceed 150 pages, single-sided, in length
- Vendors MUST provide a Narrative Response to all Section II – Scope of Work Narrative Questions in each section
- Vendors answers to Narrative Questions MUST follow sub-sectional Narrative Responses
- Duplicative/Repetitive answers can be cross referenced for brevity
- Identify and/or label any specific references to applicable requirements in-line with the text (e.g., “REQ – XXXX”)
- Unless specified otherwise Vendors are required to contain their response to the ENTIRE Section II – Scope of Work within Tab 6

Vendor Narrative Response to Section II. – Scope of Work – Alabama Medicaid Modular Electronic Visit Verification Narrative Questions

Vendor must describe their proposed approach, providing applicable examples of evidence supporting the proposed approach, to completing all of Section II – Scope of Work. The Vendor must also demonstrate a clear understanding of the services and support requested within Section II – Scope of Work. The Narrative Response to the entire SOW must be laid out, organized, and flowed in accordance with the order/manner as it is presented and laid out, within this RFP.

Vendor Response to Agency Narrative Questions (as included within) Section II – Scope of Work

Response to Narrative Questions – Roles and Responsibilities

- Q-01 What are your experiences, and approaches you took in working with state/governmental agencies embarking on modular solutions?

Vendor response to Question/Statement. Identify and/or label any specific references to applicable requirements in-line with the text (e.g., “REQ – XXXX”).

- Q-02 How did your team collaborate and remain engaged with multiple stakeholders?

Vendor response to Question/Statement. Identify and/or label any specific references to applicable requirements in-line with the text (e.g., “REQ – XXXX”).

Tab 7: RRM and Deliverables (Appendix E and RFP§II)

Vendor Instructions: Provide the following items as part of Tab 7:

1. Completed, signed Appendix E – AMMP MEVV Requirements Response Matrix (RRM)
2. Draft high-level EDS Project Schedule
3. Draft sample, or example of a Design and Technical Architecture Package (EJV2023-DTAP-001)
4. Comprehensive list of all proposed software components for the MEVV, including a description and its purpose.
5. Draft sample, example, or template for the Test Evaluation and Management Plan (TEMP; EJV2023-TEMP-001).

Tab 8: Corporate Background and Experience (RFP§V and RFP§II.H.8)

Vendor Instructions: Provide a Narrative Response to RFP content, regarding:

1. Evidence that the Vendor possesses the qualifications required in this RFP. If a subcontractor is necessary, the Contractor must identify the percentage of work, as measured by the total Proposal price, to be performed by the subcontractor. *All contractor and subcontractor employees must work in the continental United States.*
2. Narrative description of the Vendor's organization, with specificity to the scope of work required in the RFP, including items a) – j).
5. Vendor Procurement Participation Restrictions
Provide a narrative response that describes and explains the Vendor's understanding of the Procurement Participation Restrictions as laid out in the RFP.
6. Experience Requirements
Provide a narrative response that describes and explains how the Vendor, and/or any proposed sub-contractors, meet and exceed the Experience Requirements as laid out in the RFP.
7. Required Key Personnel
Provide résumés for all resources that are proposed to hold a Key Personnel position as denoted in RFP Section II.H.8 – Scope of Work, Enterprise & General Services – General Staffing

Tab 9: References (RFP§V)

Vendor Instructions: Provide the following items as part of Tab 9:

The proposal response for this tab does not have a page count requirement or limitation, and should include:

- All required (and any optional/additional and subcontractors) and completed Appendix G – Corporate Reference Worksheets.
- Minimum of three (3) completed Corporate Reference Worksheets (Appendix G). Vendors are encouraged to submit additional references, beyond the three (3) required references to help illustrate additional experience with Modular Electronic Visit Verification or the services required in this RFP.

Tab 10: Additional Attachments (RFP§V)

Vendor Instructions: Provide the following items as part of Tab10:

The proposal response for this tab does not have a page count requirement or limitation, and should include:

1. Signed, Appendices C.1 through C.5
2. Additional, sample, draft, example Deliverables and/or Artifacts, Templates, supporting the responses in Tabs 6 – 8.
3. Financial Statements