

PM RFP Tab 6 – Tab 10 Response Example Structure

Tab 6: Scope of Work / Narrative Questions Responses

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*
- The Narrative Response to the entire Section II – Scope of Work must be laid out, organized, and flowed in accordance with the order/manner and sequencing as it is presented and laid out, within this RFP
- Vendors answers to Narrative Questions MUST follow sub-sectional Narrative Responses, as presented, laid out, and sequenced with the RFP
 - With each question and corresponding answer clearly marked/identified and referenced as listed/numbered within the RFP
- The Vendor must demonstrate a clear understanding of the services and support requested within Section II – Scope of Work.
 - Vendor must describe their proposed approach, providing applicable examples of evidence supporting the proposed approach
 - For all deliverables, the Vendor must define a clear scope and requirements specific to a deliverable, including the acceptance criteria for the final deliverables. The Vendor’s proposal response must include the following:
 - Objective/purpose
 - Required scope/definition of the deliverable
 - Roles and responsibilities
 - Timeframe expectations
 - Delivery dependencies
 - Quality Management requirement
 - Acceptance criteria
 - Formatting or other special delivery needs
 - Sample Table of Contents
- Duplicative/Repetitive answers can be cross-referenced for brevity
- The Vendor should 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.B.4. – Scope of Work – Alabama Medicaid Enterprise Systems Modernization Program, 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** Describe your approach to working with both the Agency and all MES Module Contractors to achieve the following:
- Cohesive project team
 - Collaborative relationships with 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”).

Q-02 Describe your experience and approach to working with state/governmental agencies embarking on modular solutions. What lessons have you learned with other engagements that will help your engagement with Alabama?

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

Vendor Instructions – The Vendor’s proposal response must define a clear scope and requirements specific to a deliverable, including the acceptance criteria for the final deliverables. The Vendor’s proposal response for all deliverables, requested for submittal, must include the following:

- Objective/purpose
- Required scope/definition of the deliverable
- Roles and responsibilities
- Timeframe expectations
- Delivery dependencies
- Quality Management requirement
- Acceptance criteria
- Formatting or other special delivery needs
- Sample Table of Contents

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

- Completed, signed Appendix E – AMMP PM Services Requirements Response Matrix (RRM)
- Draft PM Project Schedule (DEL-01).
- Draft sample, or example of a Design and Technical Architecture Package (DTAP; DEL-02).
- Comprehensive list of all proposed software components for the PM, including a description and its purpose.
- Draft sample, example, or template for the Test Evaluation and Management Plan (TEMP; DEL-05).
- 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.
- Provider Management Experience Requirements: Provide a narrative response that describes and explains how the Vendor, and/or any proposed sub-contractors, meet, and/or exceed the Experience Requirements as laid out in Section V of the RFP.
- Required Key Personnel: Provide résumés for all resources that are proposed to hold a Key Personnel position as denoted in RFP Section II.L.1.c. General Staffing.

Tab 8: Corporate Background and Experience

Vendor Instructions: Entities submitting proposals must:

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

- Provide 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.
- Provide a description of the Vendor’s organization, including:
 - 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.
- Names and resumes of Senior Managers and Partners in regard to this contract.
- A list of all similar projects the Vendor has completed within the last three years.
- A detailed breakdown of proposed staffing for this project, including names, education background and resumes of all employees that will be assigned to this project.
- A list of all Medicaid agencies or other entities for which the Vendor currently performs similar work.
- Evidence that the Vendor is financially stable and that it has the necessary infrastructure to complete this contract as described in the Vendor’s Proposal. The Vendor must provide audited financial statements for the last three years, or

similar evidence of financial stability for the last three years.

- Vendor’s acknowledgment that the State 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.
- 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.
- The contractor and subcontractor must have and submit, as part of the proposal response, all necessary business licenses, registrations, and professional certifications required (at the time of the contracting) to be able to do business in Alabama. All companies submitting proposals in response to this RFP must be qualified to transact business in the State of Alabama in accordance with to include, but not limited to, Code of Alabama 1975, 10A-1- 7.01 et seq., and shall have filed and possess a valid “Application for Registration” issued by the Secretary of State at the time of responding to this RFP. To obtain forms for the application, contact the Secretary of State, (334) 242-5324, www.sos.state.al.us.
- General Staffing: Provide a narrative response that describes and explains how the Vendor, and/or any proposed subcontractors, plan to fulfill the requirements in Table II-45: General Staffing Requirements and related requirements located in Appendix E: Requirements Response Matrix, as well as responses to relevant Proposal Narrative Questions.
- Lead Personnel: Provide a narrative response that describes and explains how the Vendor, and/or any proposed subcontractors, plan to fulfill the requirements in Table II 54: Lead Personnel and all related requirements located in Appendix E: Requirements Response Matrix, as well as responses to relevant Proposal Narrative Questions.

Tab 9: Corporate References

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.
 - The Vendor should provide a minimum of three (3) references for projects of similar size and scope, including contact name, title, telephone number, and address. Performance references should also include contract type, size, and duration of services rendered. **You may not use any Alabama Medicaid Agency personnel as a reference.**

Tab 10: Additional Attachments

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:

- Additional, sample, draft, example Deliverables and/or Artifacts, Templates, supporting the responses in Tabs 6 – 8.