

## SIS RFP Tab 6 – Tab 10 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 content/text
- 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.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

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*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?

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*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.F.)**

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

1. Completed, signed Appendix E – AMMP SI Services Requirements Response Matrix (RRM)
2. Draft SIS Project Schedule (DEL-01).
3. Draft sample, or example of a Design and Technical Architecture Package (DTAP; DEL-02).
4. Comprehensive list of all proposed software components for the SIP, including a description and its purpose.
5. Draft sample, example, or template for the Partner Integration Plan (DEL-03) and Guide (DEL-04).
6. Draft sample, example, or template for the Test Evaluation and Management Plan (TEMP; DEL-05).

**Tab 8: Corporate Background and Experience (RFP§V and RFP§II.11.a.)**

*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 warranted, 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) – i).
- A. *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.
- B. *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.
- a. *SIP Experience*
  - b. *Module Integration Experience*
  - c. *Identity Management Experience*
- C. *Required Key Personnel*  
Provide résumés for all resources that are proposed to hold a Key Personnel position as denoted in RFP Section II.11.a – Scope of Work, Personnel, Key Personnel.

**Tab 9: References (RFP§V)**

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

1. Minimum of three (3) completed Corporate Reference Worksheets (Appendix G). Vendors are encouraged to submit additional references, beyond the three (3) required worksheets to help illustrate additional experience with System Integration, System Integration Platforms, and any Centralized Services.

**Tab 10: References (RFP§X and V.2.g)**

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

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