Independent Verification and Validation

Michigan MMIS Cloud Enablement & Migration Project

Request for Proposals

Issued By
Michigan Public Health Institute

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Section 1.0 Introduction

1.1 General Information

1.1.1 The Michigan Public Health Institute (MPHI) is soliciting competitive, responsive proposals from experienced and financially sound organizations to perform Independent Verification and Validation (IV&V) for the Michigan Department of Health and Human Services (MDHHS) for the Michigan Medicaid Management Information System (MI MMIS) Cloud Infrastructure project.

1.1.2 The main purpose of this IV&V project is to provide an objective verification and validation of the project.

1.1.3 General solicitation information, timelines and proposal submission requirements are available in Appendix A, Administrative Information. To be considered responsive, a Bidder shall comply with all of the requirements and timelines contained in Appendix A.
Section 2.0     Terminology

2.1    Acronyms, Abbreviations, and Other Terminology

2.1.1    Acronyms, abbreviations and other terminology are defined at their first occurrence in this Request for Proposals (RFP). The following list is provided to assist the reader in understanding acronyms, abbreviations and terminology used throughout this document.

2.1.1.1    Bidder – Any individual or entity that submits a proposal, or intends to submit a proposal, in response to this solicitation.

2.1.1.2    Business Day – Any day in which the Department is open and conducting business, but shall not include weekend days or any day on which one of the Department’s holidays are observed. The Department observes the following holidays:

2.1.1.2.1    New Year’s Day, January 1.
2.1.1.2.2    Martin Luther King Jr. Day, third Monday in January.
2.1.1.2.3    President’s Day, third Monday in February.
2.1.1.2.4    Memorial Day, last Monday in May.
2.1.1.2.5    Independence Day, July 4.
2.1.1.2.6    Labor Day, First Monday in September.
2.1.1.2.7    General Election Day, first Tuesday in November, even numbered years.
2.1.1.2.8    Veteran’s Day, November 11.
2.1.1.2.9    Thanksgiving Day, fourth Thursday in November.
2.1.1.2.10   Day after Thanksgiving Day
2.1.1.2.11   Christmas Eve, December 24.
2.1.1.2.12   Christmas Day, December 25.
2.1.1.2.13   New Year’s Eve, December 31.

2.1.3    BOM – Bill of Materials.

2.1.4    CBAP – Certified Business Analysis Professional.

2.1.5    CCBA – Certified Competency in Business Analysis.

2.1.6    CFR – Code of Federal Regulations.

2.1.7    CHAMPS – Community Health Automated Medicaid Processing System.
2.1.1.8 CMS – The federal Centers for Medicare and Medicaid Services, an agency of the federal Department of Health and Human Services.

2.1.1.9 Contract – The agreement that is entered into as a result of this solicitation.

2.1.1.10 Contractor – The individual or entity selected as a result of this solicitation to complete the work contained in the contract.

2.1.1.11 DDI – Data Documentation Initiative.

2.1.1.12 Department – The Michigan Department of Health and Human Services, a department of the government of the State of Michigan.


2.1.1.15 ICD – International Classification of Diseases.

2.1.1.16 IIBA – International Institute of Business Analysis.

2.1.1.17 Institute – Michigan Public Health Institute.

2.1.1.18 IV&V – Independent Verification and Validation.

2.1.1.19 Key Personnel – The position or positions that are specifically designated as such in the Contract.

2.1.1.20 MaaS – Medicaid as a Service.

2.1.1.21 MDHHS – Michigan Department of Health and Human Services.

2.1.1.22 MITA – CMS’s Medicaid Information Technology Architecture.

2.1.1.23 MMIS – Medicaid Management Information System.

2.1.1.24 MMIS Component – Any component of the core MMIS and supporting services.

2.1.1.25 MMIS Vendor – An entity selected to be the Contractor for any of the MMIS Components. Any subcontractor, selected by a MMIS Vendor, with responsibilities relating to any MMIS Component shall be treated as a single entity with that MMIS Vendor for the purposes of the contract.

2.1.1.26 MPHI – Michigan Public Health Institute.

2.1.1.27 MSA – Medical Services Administration within the MDHHS.

2.1.1.28 NIST – National Institute of Standards and Technology.

2.1.1.29 PgMP – Program Management Professional.
2.1.1.30 PMI-PBA – Project Management Institute Professional in Business Analysis.

2.1.1.31 PMP – Project Management Plan.

2.1.1.32 PMP – Project Management Professional.

2.1.1.33 Start Date – The date the Department authorizes the Contractor to begin fulfilling its obligations under the Contract.

2.1.1.34 UAT – User Acceptance Test.


2.1.1.36 Work – The tasks and activities the Contractor is required to perform to fulfill its obligations under the Contract, including the performance of any services and delivery of any goods.
Section 3.0 Background Information

3.1 Institute and Department

3.1.1 MPHI is a Michigan non-profit 501(c)(3) Corporation authorized under Public Act 264 of 1989 as a cooperative venture of the State of Michigan Department of Health and Human Services, University of Michigan, Michigan State University and Wayne State University, to plan, promote, and coordinate all facets of health care services. MPHI currently administers a number of health information technology initiatives on behalf of its clients.

3.1.2 MDHHS serves as the Medicaid Single State Agency, as defined by Code of Federal Regulations (CFR) Title 45 Section 205.100 (45 CFR §205.100). MDHHS develops and implements policy and financing for Medicaid as well as a variety of other publicly funded health care programs for Michigan's low income families, children, pregnant women, the elderly and people with disabilities. For more information about MDHHS, visit http://www.michigan.gov/mdch.


3.2 Project Background

3.2.1 The Michigan Department of Health and Human Services is undertaking a significant upgrade of the Community Health Automated Medicaid Processing System (CHAMPS) to a Cloud - Based MMIS. Through this initiative, MDHHS Medicaid Services Administration (MSA) is implementing a major transformational shift in the way MMIS's are developed, implemented, and delivered. This "Medicaid as a Service" (Maas), cloud-enabled MMIS will serve Michigan and other state tenants who may decide to join.

The new MMIS must be versatile enough in its architecture; structure, and code to support current and evolving MDHHS business needs, and it must meet the Seven Conditions and Standards set forth in the April 19, 2011 CMS Directive. The new MMIS must meet federal certification requirements, be state-of-the-art, comply with the Health Insurance Portability & Accountability Act (HIPAA) and International Classification of Diseases (ICD)-10, and be designed to meet the requirements set forth by the CMS MITA initiative.

3.2.2 The State of Michigan recognized that this asset could also be utilized by other states to facilitate significant cost savings through rapid deployment and the sharing of operational, maintenance, and subsequent configuration, and implementation costs. It embarked on an analysis to determine the feasibility of this approach. There are no current examples of the functionality of an MMIS being provided as a service. As a result, states typically implement systems individually and do so through a lengthy Data Documentation Initiative (DDI) process. This is a very costly process, and it is not clear that it is always efficient and effective.
3.2.3 The State of Michigan has conceived of taking its current MMIS through a refinement process to transform into a service that can be offered to other states. This private cloud MMIS service will be known as Medicaid Management Information System as a Service, or MaaS.

3.2.4 Per the definitions provided by the National Institute of Standards and Technology (NIST) in special Publication 500-292 entitled “NIST Cloud Computing Reference Architecture,” the envisioned MaaS implementation will be a multi-tenant (community), private cloud. The services of the MaaS could be provided to multiple states from a cloud service infrastructure that is dedicated solely to delivering the MaaS.
Section 4.0  Bidder’s Requirements

4.1  Organization Qualifications

4.1.1  Mandatory Organization Experience or Qualification Requirements

4.1.1.1  Bidder’s organization shall meet all mandatory experience and/or qualification requirements to be considered for award of a Contract from this solicitation.

4.1.1.2  Any Bidder that does not demonstrate that its organization meets all requirements may be disqualified.

4.1.1.3  Bidder’s organization shall have all of the following:

4.1.1.3.1  The Bidder is a corporation in good standing and qualified to conduct business in Michigan.

4.1.1.3.2  A minimum of three (3) years, within the past five (5) years performing IV&V services for the implementation of systems with similar transaction volumes to the Department’s MMIS.

4.1.1.4  Bidder shall not have a conflict of interest. A conflict of interest may occur in, but is not limited to, any of the following circumstances:

4.1.1.4.1  Bidder is a parent or subsidiary of any entity who intends to submit a proposal for the Department’s solicitations for, or is currently contracted to perform work on, any MMIS Component.

4.1.1.4.2  Bidder shares a parent entity with or has a majority of the same ownership as any entity who intends to submit a proposal for the Department’s solicitations for, or is currently contracted to perform work on, any MMIS Component.

4.1.1.4.3  Bidder is an affiliate of any entity who intends to submit a proposal for the Department’s solicitations for, or is currently contracted to perform work on, any MMIS Component.

4.2  Staffing Qualifications

4.2.1  Bidder shall designate people to hold the Key Personnel as specified in this solicitation.

4.2.1.1  The Key Personnel identified for this Contract are:

4.2.1.1.1  Two (2) IV&V Consultants (One designated as the Lead IV&V Consultant.)

4.2.1.2  Bidder’s IV&V Consultant shall have all of the following:
4.2.1.2.1 A minimum of three (3) years performing IV&V Services for the implementation of systems with similar transaction volumes to the Department’s MMIS.

4.2.1.2.2 A minimum of two (2) years experience as a business analyst or project manager.

4.2.1.3 Bidder's IV&V Consultant shall have one of the following:

4.2.1.3.1 Certification as either a Project Management Professional (PMP) or as a Program Management Professional (PgMP) by the Project Management Institute.

4.2.1.3.2 Certification as a Certified Business Analysis Professional (CBAP) or with Certified Competency in Business Analysis (CCBA) through the International Institute of Business Analysis (IIBA).

4.2.1.3.3 Certification as a PMI Professional in Business Analysis (PMI-PBA).

4.2.1.3.4 A minimum of five (5) years experience as a business analyst.

4.2.1.3.5 A minimum of five (5) years experience as a consultant on projects for the implementation of systems with similar transaction volumes to the Department’s MMIS.

4.3 Specific Experience

4.3.1 In addition to meeting the Organization and staffing Qualifications, the Department has determined that it desires specific experience and/or skills for a Bidder to possess in order for the Bidder to complete the Work efficiently while meeting the demands and deadlines of the Department.

4.3.2 The Department will evaluate the Bidder’s experience within the past five (5) years with the following:

4.3.2.1 Experience performing IV&V services for the implementation of systems with similar transaction volumes to the Department’s MMIS.

4.3.2.2 Experience performing IV&V services for a project that included transitioning data from a legacy or existing system into a new system.

4.3.2.3 Experience with Centers for Medicare and Medicaid Services (CMS) Medicaid Information Technology Architecture (MITA).

4.3.2.4 Experience working with CMS or projects that had CMS oversight.
Section 5.0 Statement of Work

5.1 Contractor's General Requirements

5.1.1 The Institute will contract with only one (1) organization, the Contractor, and will work solely with that organization with respect to all tasks and deliverables to be completed, services to be rendered and performance standards to be met.

5.1.2 The Contractor will identify any resources subcontracted to complete any portion of the Work.

5.1.3 The Contractor may be privy to internal policy discussions; contractual issues; price negotiations; protected health information; Department financial information; and advance knowledge of legislation. The Contractor shall consider and treat any such information as confidential and shall not disclose it to any third party without the written consent of the Department.

5.1.4 The Contractor shall work cooperatively with key Institute and Department staff and, if applicable, the staff of other contractors in the course of the Contract period to ensure the success of the Work. The Institute may, in its sole discretion, use other contractors to perform activities related to the Work that are not contained in the Contract.

5.1.5 The Contractor shall maintain complete and detailed records of all meetings, presentations, project artifacts, and any other interactions or deliverables related to the project described in the Contract. The Contractor shall make such records available to the Institute and Department upon request, throughout the term of the Contract.

5.1.6 The Contractor may be considered for other MDHHS IV&V projects.

5.1.7 Project Personnel

5.1.7.1 The Contractor shall not change individuals in Key Personnel positions without prior written approval of the Department. The Contractor shall supply the Department with the name(s), resume and references for any proposed replacement whenever there is a change to Key Personnel. Any individual replacing Key Personnel shall have qualifications that are equivalent to or exceed the stated qualifications for the position, unless otherwise approved, in writing by the Department.

5.1.7.1.1 DELIVERABLE: Name(s), resume(s) and references for the person(s) replacing anyone in a Key Personnel position.

5.1.7.1.2 DUE: At least five (5) business days prior to the change in Key Personnel.

5.1.7.2 The Contractor’s personnel assigned to the Contract shall perform the majority of their work and responsibilities on this project in the Lansing metropolitan area, unless the Department grants permission otherwise in writing.
5.1.7.1.3 The Contractor shall maintain appropriate staffing levels throughout the term of the Contract.

5.1.7.2 Personnel Availability

5.1.7.2.1 The Contractor shall ensure Key Personnel assigned to the Contract are available on site in a designated Michigan location during regular business hours unless an exception is made by the Department in writing.

5.1.7.2.2 The Contractor's Key Personnel shall be available for all regularly scheduled meetings between the Contractor and the Department, unless the Department has granted prior, written approval otherwise.

5.1.7.2.3 The Contractor shall ensure that the staff attending all meetings between the Department and the Contractor have the authority to represent and commit the Contractor regarding work planning, problem resolution and program development.

5.1.7.2.4 At the Department’s direction, the Contractor shall make its Key Personnel assigned to the Contract available to attend meetings as subject matter experts with stakeholders both within the State government and external or private stakeholders.

5.1.7.2.5 All of the Contractor’s personnel that attend any meeting with the Department or other Department stakeholders shall be physically present at the location of the meeting, unless the Department gives prior, written permission to attend by telephone or video conference. In the event that the Contractor has any personnel attend by telephone or video conference, the Contractor shall be responsible for providing the conference line or virtual meeting place.

5.1.7.2.6 The Contractor shall respond to all telephone calls, voicemails and emails from the Department within one (1) Business Day of receipt by the Contractor.

5.1.7.3 Key Personnel Responsibilities

5.1.7.3.1 Lead IV&V Consultant

5.1.7.3.1.1 Serve as Contractor’s primary point of contact for the Department.

5.1.7.3.1.2 Oversee the Work performed under the Contract in accordance with work plans or timelines or as determined between the Contractor and the Department.

5.1.7.3.1.3 Be responsible for completion and/or submission of all tasks and deliverables in the Contract.

5.1.7.3.1.4 Be present at all scheduled status meetings between the Department and each MMIS Vendor, unless the Department provides permission otherwise.
5.1.7.3.1.5 Be present at all other meetings between the Department and each MMIS vendor as requested by the Department.

5.1.7.3.2 IV&V Consultant

5.1.7.3.2.1 Be responsible for completion and/or submission of all tasks and deliverables in the Contract.

5.1.7.3.2.2 Be present at all scheduled status meetings between the Department and each MMIS Vendor, unless the Department provides permission otherwise.

5.1.7.3.2.3 Be present at all other meetings between the Department and each MMIS vendor as requested by the Department.

5.1.8 Deliverables

5.1.8.1 All deliverables shall meet Department-approved format and content requirements. The Department will specify the number of copies and media for each deliverable.

5.1.8.2 Each deliverable will be reviewed by the Department and shall require formal, written approval from the Department before acceptance of the deliverable. The Contractor shall allow for a minimum ten (10) Business Days following receipt, per deliverable, for the Department to review each deliverable and document its findings, except as specified herein. Based on the review findings, the Department may accept the deliverable, reject portions of the deliverable, reject the complete deliverable or require that revisions be made. The Contractor shall make all changes directed by the Department. Unless otherwise agreed to by the Department in writing, the Contractor shall be required to submit replacement portions or a complete revised version of the deliverable within five (5) Business Days following receipt of Department comments. The Department shall have an additional five (5) Business Day review period whenever replacement portions or a complete revised version of a deliverable is resubmitted.

5.1.8.3 The Contractor shall employ an internal quality control process to ensure that all deliverables, documents and calculations are complete, accurate, easy to understand and of high quality. The Contractor shall provide deliverables that, at a minimum, are responsive to the specific requirements, organized into a logical order, contain no spelling or grammatical errors, formatted uniformly and contain accurate information and correct calculations. The Contractor shall retain all draft and marked-up documents and checklists utilized in reviewing documents for reference through the duration of the project and project acceptance.

5.1.8.4 The Contractor shall document, in writing, and deliver to the Department its responses to the Department’s comments and requests for revisions or clarification of deliverable contents.

5.1.8.5 At the Department’s request, the Contractor shall be required to conduct a walkthrough of Department-selected deliverables to facilitate the Department’s review
and approval process. The walk-through shall consist of an overview of the deliverable, explanation of the organization of the deliverable, presentation of critical issues related to the deliverable and other information as requested by the Department. It is anticipated that the content of the walk-through may vary with the deliverable presented.

5.1.8.6 In the event that any due date for a deliverable falls on a day that is not a Business Day, then the due date shall be automatically extended to the next Business Day, unless otherwise directed by the Department.

5.1.8.7 All due dates or timelines that reference a period of days shall be measured in calendar days, months and quarters unless specifically stated as Business Days or otherwise. All times stated in the Contract shall be considered to be in Eastern Standard Time, adjusted for Daylight Saving Time as appropriate, unless specifically stated otherwise.

5.1.8.8 No deliverable, report, data, procedure or system created by the Contractor for the Department that is necessary to fulfilling the Contractor's responsibilities under the Contract, as determined by the Department, shall be considered proprietary.

5.1.8.9 Any document, deliverable or other item delivered to the Department for review and approval shall require written approval by the Department before the Contractor may consider that document, deliverable or other item approved.

5.1.9 Stated Deliverables and Performance Standards

5.1.9.1 Any section within this Statement of Work headed with or including the term "DELIVERABLE" or "PERFORMANCE STANDARD" is intended to highlight a deliverable or performance standard contained in this Statement of Work and provide a clear due date for deliverables. The sections with these headings are not intended to expand or limit the requirements or responsibilities related to any deliverable or performance standard.

5.1.10 Communication Requirements

5.1.10.1 Communication with the Department

5.1.10.1.1 The Contractor shall enable all Contractor staff to exchange documents and electronic files with the Department staff in compatible formats. The Department currently uses Microsoft Office 2010. If the Contractor uses a compatible program that is not Microsoft Office 2010, then the Contractor shall ensure that all documents or files delivered to the Department are completely transferrable and reviewable, without error, on the Department's systems.

5.1.10.2 Communication with Clients, Providers and Other Entities
5.1.10.2.1 The Contractor shall not engage in any non-routine communication with any Client, any Provider, the media, any other Department contractor or the public without the prior written consent of the Department.

5.1.11 Intellectual Property Ownership

5.1.11.1 In addition to the intellectual property ownership rights in the Contract, the following subsections describe the intellectual property ownership requirements that the Contractor shall meet during the term of the Contract in relation to federal financial participation.

5.1.11.2 To facilitate obtaining the desired amount of federal financial participation under 42 CFR §433.112, the Department shall have all ownership rights, not superseded by other licensing restrictions, in all materials, programs, procedures, etc., designed, purchased, or developed by the Contractor and funded by the Department. The Contractor shall use contract funds to develop all necessary materials, programs, procedures, etc., and data and software to fulfill its obligations under the Contract. Department funding used in the development of these materials, programs, procedures, etc. shall be documented by the Contractor. The Department shall have all ownership rights in data and software, or modifications thereof and associated documentation and procedures designed and developed to produce any systems, programs reports and documentation and all other work products or documents created under the Contract. The Department shall have these ownership rights, regardless of whether the work product was developed by the Contractor or any Subcontractor for work product created in the performance of this Contract. The Department reserves, on behalf of itself, the Federal Department of Health and Human Services and its contractors, a royalty-free, non-exclusive and irrevocable license to produce, publish or otherwise use such software, modifications, documentation and procedures. Such data and software includes, but is not limited to, the following:

5.1.11.3 All computer software and programs, which have been designed or developed for the Department, or acquired by the Contractor on behalf of the Department, which are used in performance of the Contract.

5.1.11.4 All internal system software and programs developed by the Contractor or subcontractor, including all source codes, which result from the performance of the Contract; excluding commercial software packages purchased under the Contractor's own license.

5.1.11.5 All necessary data files.

5.1.11.6 User and operation manuals and other documentation.

5.1.11.7 System and program documentation in the form specified by the Department.
5.1.11.8 Training materials developed for Department staff, agents or designated representatives in the operation and maintenance of this software.

5.1.12 Performance Reviews

5.1.12.1.1 The Department may conduct performance reviews or evaluations of the Contractor in relation to the Work performed under the Contract.

5.1.12.1.2 The Department may work with the Contractor in the completion of any performance reviews or evaluations or the Department may complete any or all performance reviews or evaluations independently, at the Department’s sole discretion.

5.1.12.1.3 The Contractor shall provide all information necessary for the Department to complete all performance reviews or evaluations, as determined by the Department, upon the Department’s request. The Contractor shall provide this information regardless of whether the Department decides to work with the Contractor on any aspect of the performance review or evaluation.

5.1.12.1.4 The Department may conduct these performance reviews or evaluations at any point during the term of the Contract, or after termination of the Contract for any reason.

5.1.12.1.5 The Department may make the results of any performance reviews or evaluations available to the public, or may publicly post the results of any performance reviews or evaluations.

5.1.13 Conflict of Interest

5.1.13.1.1 Throughout the term of the Contract, the Contractor shall not have a conflict of interest. A conflict of interest may occur in, but is not limited to, any of the following circumstances:

5.1.13.1.1.1 Contractor is or becomes a parent or subsidiary of any MMIS Vendor.

5.1.13.1.1.2 Contractor shares a parent entity with or has a majority of the same ownership as any MMIS Vendor.

5.1.13.1.1.3 Bidder is an affiliate of any MMIS Vendor.

5.1.13.1.2 If the Contractor becomes aware of a conflict of interest relating to this Contract, the Contractor shall inform the Department within one (1) Business Day.

5.1.13.1.3 If the Contractor has a conflict of interest at any point during the term of the Contract, the Department may, in its sole discretion, terminate the Contract for cause.
5.2 Independent Verification and Validation Services

5.2.1 Project Verification and Validation Management

5.2.1.1 The Contractor shall create a Work Breakdown Structure (WBS) for IV&V activities related to the project and deliver the Work Breakdown Structure to the Department for review and approval.

5.2.1.1.1 DELIVERABLE: Work Breakdown Structure

5.2.1.1.2 DUE: No later than thirty (30) days following the Start Date.

5.2.2 Independent Verification and Validation

5.2.2.1 The Contractor shall evaluate the Project Management Plan (PMP) and project schedule to determine completeness and feasibility.

5.2.2.2 The Contractor shall review Bill of Materials (BOM) for hardware and software components to meet project needs.

5.2.2.3 The Contractor shall review the updated design documents Detailed System Design Documents (DSDDs) for consistency.

5.2.2.4 The Contractor shall review the system test plan and system test results for completeness and meeting the business needs of the Department.

5.2.2.5 The Contractor shall review the User Acceptance Test (UAT) test plan and test results for completeness and meeting the business needs of the Department.

5.2.2.6 The Contractor shall review the Implementation Plan and Checklist for completeness and meeting project milestones.

5.2.2.7 The Contractor shall conduct periodic independent risk analyses of the Michigan MMIS Cloud Enablement & Migration Project and review analysis results with project leadership.

5.2.2.8 The Contractor shall attend the following project collaboration meetings with state and vendor partners:

- Bi-Weekly project status meeting
- Project leadership meetings as necessary
- Monthly sponsors meetings
- Implementation planning meetings
• Tier 1 and Tier 2 Change Control Board meetings related to the project

5.3 Reporting Requirements

5.3.1 The Contractor shall provide the reports listed in this section in the format directed by the Department and containing the information requested by the Department.

5.3.2 Monthly Status Report

5.3.2.1 The Contractor shall create a Monthly Status Report that contains, at a minimum, all of the following:

5.3.2.1.1 Written support and documentation of all Work conducted during the prior month.

5.3.2.1.2 The results or findings of any assessments, evaluations, reviews or verifications completed during the prior month.

5.3.2.1.3 Any recommendations to mitigate any risk, deficiency or issue discovered as a result of any assessment, evaluation, review or verification completed during the prior month.

5.3.2.1.4 Any updated Work Breakdown Structure developed during the prior month.

5.3.2.2 The Contractor shall deliver the Status Report to the Department on a monthly basis. The report shall include the following: activities completed, activities planned for the next month, and outstanding risks and issues identified.

5.3.2.2.1 DELIVERABLE: Monthly Status Report

5.3.2.2.2 DUE: Monthly, no later than seven (7) Business Days following the month the report covers.

5.3.3 IV&V Dashboard

5.3.3.1 The Contractor shall produce a monthly IV&V Dashboard noting appropriate risks and mitigation strategies.

5.3.3.1.1 DELIVERABLE: IV&V Dashboard

5.3.3.1.2 DUE: Monthly, no later than (7) Business Days following the month the report covers.

5.3.4 Staffing Report

5.3.4.1 The Contractor shall create a monthly Staffing Report that contains, at a minimum, all of the following:
5.3.4.2  A listing of each position that contributed to the Work during the month that the report covers.

5.3.4.3  A listing of the number of hours worked for each position that contributed to the Work during the month that the report covers.

5.3.4.4  The Contractor shall deliver the Staffing Report to the Department, on a monthly basis, with the Monthly Status Report.

5.3.4.4.1  DELIVERABLE: Staffing Report

5.3.4.4.2  DUE: Monthly, no later than seven (7) Business Days following the month the report covers.
Section 6.0  Compensation and Invoicing

6.1  Compensation

6.1.1  The Institute shall pay the Contractor a monthly fixed price triggered by the receipt and acceptance of the monthly deliverables. The monthly fixed price is all inclusive of the IV&V Consultants travel and all other administrative costs. The deliverables are listed below.

One Time Deliverables
   • Work Breakdown Structure

Monthly Deliverables
   • Monthly Status Report
   • IV&V Dashboard
   • Staffing Report

6.1.2  The Contractor shall invoice the Institute on a monthly basis as described in the Appendix C, MPHI Sample Contract.

6.1.3  The invoice shall contain all of the following for the month for which the invoice covers:

6.1.3.1  The cost for each deliverable, described in section 6.1.1, if that deliverable was accepted by the Department during the month that the invoice covers and was received by their required due dates for the month that the invoice covers.

6.1.4  Payment of Invoices
   The Institute shall remit payment to the Contractor as described in Appendix C, MPHI Sample Contract.

6.2  Project Duration

IV&V for the Michigan MMIS Cloud Enablement and Migration Project is expected to begin on August 1, 2015 and end on December 31, 2017.
Section 7.0 Evaluation Methodology

7.1 Evaluation Process

7.1.1 The evaluation of proposals will result in a recommendation for award of the Contract. The award will be made to the Bidder whose proposal, conforming to the solicitation, will be most advantageous to the State of Michigan, price and other factors considered.

7.1.2 The Department will conduct a comprehensive, thorough, complete and impartial evaluation of each proposal received.

7.2 Evaluation Committee

7.2.1 An Evaluation Committee will be established utilizing measures to ensure the integrity of the evaluation process. These measures include the following:

7.2.1.1 Selecting committee members who do not have a conflict of interest regarding this solicitation.

7.2.1.2 Facilitating the independent review of proposals.

7.2.1.3 Requiring the evaluation of the proposals to be based strictly on the content of the proposal.

7.2.1.4 Ensuring the fair and impartial treatment of all Bidders.

7.2.2 The objective of the Evaluation Committee is to conduct reviews of the proposals that have been submitted, to hold frank and detailed discussions among themselves, and to recommend a Bidder for award.

7.2.3 The Evaluation Committee will evaluate proposals to determine if each Bidder met all mandatory experience and/or qualification requirements. The mandatory experience and/or qualification requirements are scored on a Met/Not Met basis and only those proposals found by the Evaluation Committee to meet all mandatory requirements can be considered for a Contract resulting from this solicitation.

7.2.4 Proposals will then be evaluated by the Evaluation Committee using the evaluation criteria in Section 7.4. Evaluation criteria may be weighted in order to reflect the relative importance of the criterion. The number of points given for each criterion will be based on the evaluator's assessment of the response including whether all critical elements described in the solicitation have been addressed, the capabilities of the Bidder, the quality of the approach and/or solution proposed, and any other aspect determined relevant by the Department. Scores for all evaluators will be multiplied by the weighting, if specified, to determine the number of points.

7.2.5 The Evaluation Committee may, if it deems necessary, request clarifications, conduct discussions or oral presentations, or request best and final offers. The Evaluation
Committee may adjust its scoring based on the results of such activities. However, proposals may be reviewed and determinations made without such activities. Bidders should be aware that the opportunity for further explanation might not exist; therefore, it is important that proposal submissions are complete.

7.3 Compliance

7.3.1 It is the Bidder’s responsibility to assure that Bidder’s proposal is complete in accordance with the direction provided within all solicitation documents. Failure of a Bidder to provide any required information and/or failure to follow the response format set forth in Appendix A, Administrative Information, may result in the disqualification of the proposal.

7.4 Evaluation Criteria

7.4.1 The evaluation criteria to be used in evaluating proposals and recommending an award from this solicitation are as follows:

<table>
<thead>
<tr>
<th>Mandatory Minimum Requirements</th>
<th>Met / Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience - minimum of 3 years performing IV&amp;V services for the implementation of systems with similar transaction volumes to the Department’s MMIS</td>
<td>Met / Not Met</td>
</tr>
<tr>
<td>No Conflicts of Interest</td>
<td>Met / Not Met</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical Proposal</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidder’s plan to provide sufficient personnel to complete all Work described in this solicitation.</td>
<td>10</td>
</tr>
<tr>
<td>Bidder’s Experience as described in section 4.3.2, on at most three (3) IV&amp;V projects for health care claims processing systems.</td>
<td>20</td>
</tr>
<tr>
<td>Detailed description of the Bidder’s approach to providing the IV&amp;V services described in this solicitation and any additional services necessary for the Bidder to provide a complete IV&amp;V of all MMIS Components for all MMIS Vendors that were not already described in this solicitation.</td>
<td>50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost Proposal</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Price Bid for the duration of the project.</td>
<td>20</td>
</tr>
</tbody>
</table>