



COMMONWEALTH of VIRGINIA

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

600 East Broad Street, Suite 1300

Richmond, VA 23219

July 5, 2016

ADDENDUM No. 1 TO VENDORS:

Reference Request for Proposal: RFP 2016-03, Financial Management Solution

Dated: June 15, 2016

Proposal Due Date: August 5, 2016

Below are updates that may delete, add, modify or clarify certain aspects of the aforementioned RFP. Please incorporate as necessary.

1. Add to RFP Appendix I – Milestones and Deliverables

Insert the following three (3) table entries in Appendix I – Milestones and Deliverables in the table planning section, between Configuration Management Plan and Conversion Plan.

Draft Policy and Procedures Manual	6 weeks after contract signed	Each Contractor
Final Policy and Procedures Manual	12 weeks after contract signed	Each Contractor
Operating Level Agreement	Per request	Each Contractor

2. Add to RFP Appendix J.2 – Major Milestones and Deliverables

- a. Renumber each of the Appendix J.2 – Major Milestones and Deliverables requirements starting with Requirement ID FMS-PROJ-DDI-023 by an increment of 3 (i.e. FMS-PROJ-DDI-023 is renumbered to FMS-PROJ-DDI-026).
- b. After completing the renumbering, insert the following three (3) requirements just after the Requirement ID FMS-PROJ-DDI-022. The resulting table should be consecutively numbered from Requirement ID FMS-PROJ-DDI-001 through FMS-PROJ-DDI-067.

FMS-PROJ-DDI-023	The Contractor shall provide a draft of the Policy and Procedures Manual as described in the Managed Environment section in Exhibit H.
FMS-PROJ-DDI-024	The Contractor shall provide a final Policy and Procedures Manual as described in the Managed Environment section in Exhibit H.

FMS-PROJ-DDI-025	The Contractor shall provide an Operating Level Agreement as described in the Managed Environment section in Exhibit H.
------------------	---

The Requirements Traceability Matrix (RTM) in the DMAS procurement library reflects this revision.

3. Add to RFP Appendix J.11 – Integration Services

- a. Insert the following requirement to the end of the Appendix J.11 – Integration Services requirements table. The resulting table should have a total of four (4) requirements.

FMS-IS-004	The Contractor shall conform to the responsibilities and expectations of an Integrated Supplier as described in the Managed Environment section in Exhibit H.
------------	---

The Requirements Traceability Matrix (RTM) in the DMAS procurement library reflects this revision.

4. Section 9.D “Managed Environment” has been added to Appendix H.

The Appendix H document in the DMAS procurement library reflects this update.

See Attachment 1 (below) for additional questions posed by Offerors and the Department of Medical Assistance Services (DMAS) responses.

Please note some questions may take additional time to generate an adequate response. If you do not see a response to a question you have submitted, please monitor the DMAS and eVA website for future addendums.

A signed acknowledgment of this addendum must be received by this office, either prior to the proposal due date and hour required or attached to your proposal response. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Sincerely,



Christopher M. Banaszak
DMAS Contract Manager

Name of Firm: _____

Signature and Title: _____

Date: _____

Attachment 1
RFP 2016-03, Addendum 1
Offerors Questions and DMAS Responses

RFP	Question #	RFP Cite	Offeror Question	DMAS Response
FMS	1	General	Whether companies from Outside USA can apply for this? (like, from India or Canada)	Interested Offerors/Suppliers should read the requirements and restrictions located throughout the RFP and consult with their legal counsel on determining eligibility to apply.
FMS	2	General	Whether we need to come over there for meetings?	Offerors/Suppliers may be required to attend meetings on-site at DMAS. Contractors will be required to attend meetings on-site at DMAS.
FMS	3	General	Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	RFP Appendix H, Section 25. Import/Export requires that any data deemed "restricted" or "sensitive" must only be collected, developed, analyzed, or otherwise used or obtained by persons or entities working within the boundaries of the United States. Offerors are encouraged to read all requirements and restrictions contained within the solicitation to ensure compliance and consult with their legal counsel before considering proposal submission.
FMS	4	General	Can we submit the proposals via email?	No. Proposals will not be accepted via email and must be submitted per the requirements as stipulated in the RFP.
FMS	5	General	I am wondering if there is approved funding for the project at this time? If so, how much does the state anticipate spending on the FMS system?	Yes, there is approved funding for this project at this time Per Virginia Code, § 2.2-4342., B., "Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection".