



**CALIFORNIA MULTIPLE AWARDS SCHEDULE (CMAS)
DEPARTMENT OF CORRECTIONS AND REHABILITATION
CALIFORNIA PRISON HEALTH CARE SERVICES
STATE OF CALIFORNIA**

REQUEST FOR OFFER

**LEVERAGED PROCUREMENT AGREEMENT
INFORMATION TECHNOLOGY DIRECT SERVICES
CLINICAL DATA REPOSITORY (CDR) – BUSINESS ANALYST
RFO #11-31-ITS**

ADDENDUM #1

BACKGROUND AND PURPOSE

The California Department of Corrections and Rehabilitation (CDCR), California Prison Health Care Services (CPHCS), is requesting offers for Information Technology (IT) Consultant Services to provide system analyses for CPHCS' Clinical Data Repository (CDR) and Clinical Documentation (ClinDocs) system. Consultant(s) will analyze the current CDR and ClinDocs system, provide program-specific work processes and project artifacts, and a requirements document with sufficient specificity for development personnel to design and implement a solution. Artifacts shall include, but are not limited to, an interface specification document that includes recommendations for Electronic Medical Record components to interface with the CDR portal and Clinical Documentation automated workflow and electronic forms. Deliverables include, but are not limited to, development of use and test cases, and facilitation of program personnel involvement.

The term of the proposed Agreement is targeted for June 13, 2011, through June 12, 2012. CPHCS reserves the option to extend the Agreement for up to two (2) additional years at the same rate of award and/or to add additional funds up to the maximum CMAS threshold. The contract award is subject to availability of funds approved for this purpose and renewal of the IT CMAS.

All offers must be signed by an authorized officer of the company or firm who has legal and binding authority. By submitting an offer, your firm agrees to the terms and conditions stated in this Request for Offer and in accordance with your authorized Leveraged Procurement Agreement (i.e., California Multiple Award Schedule [CMAS] contract).

Offers are due by **4:00 p.m., Monday ~~Tuesday~~, May 23 31, 2011**. Responses and any required copies must be submitted by electronic mail and clearly labeled to the department contact noted below.

Department Contact:

California Prison Health Care Services
Attention: CYNTHIA BASA
P.O. Box 4038
Sacramento, CA 95812-4038
(916) 324-8045
Cynthia.Basa@cdcr.ca.gov

ACTION(S)

The RFO Key Dates have been revised as follows:

KEY DATES

Event	Date	Time
Release of Request for Offer	05/05/2011	
Questions or Clarifications Submittal (latest date)	05/13/2011	4:00 p.m.
Offer Response Submission Due Date	05/23/2011 <u>05/31/2011</u>	4:00 p.m.
Comparison of Offers and Interview(s), if warranted.	05/25/2011 to 05/27/2011 <u>06/01/2011 to</u> <u>06/07/2011</u>	
Best Value Determination – Selection of Vendor	05/31/2011 <u>06/08/2011</u>	4:00 p.m.
Proposed Contract Start Date	06/13/2011	

QUESTIONS/STATEMENTS AND ANSWERS

1. Question(s)/Statement(s):

Regarding Mandatory Qualifications listed on page 9:

“Under our CMAS contract, the Labor Category we will be using allows for 10 years of experience in lieu of a baccalaureate degree. Will CPHCS also accept this to meet Mandatory Qualification #3?”

Answer(s)/Statement(s):

Your submission will be taken under consideration.

2. Question(s)/Statement(s):

“Is there an expectation for a single resource or consultant for this project? Can a multiple-person team (i.e., 2-3 consultants) be offered?”

Answer(s)/Statement(s):

A team approach may be offered.

3. Question(s)/Statement(s):

“If a team is proposed, must the entire team be located at the work location in Sacramento, CA? Can one individual be staffed in Sacramento and others provide reach-back support from various locations?”

Answer(s)/Statement(s):

Consultant(s) offered must be located in the Sacramento region.

4. Question(s)/Statement(s):

Regarding Mandatory Qualifications listed on page 9:

“Can the qualifications be met by the team, or do they need to be met by each proposed team member?”

Answer(s)/Statement(s):

A team is adequate.

5. Question(s)/Statement(s):

“Does the offer response require a Pricing Volume, or should a Rate Sheet be used?”

Answer(s)/Statement(s):

A rate sheet must be included with all offers.

6. Question(s)/Statement(s):

“CPHCS vision regarding health records shows work on CDR-ClinDocs continuing through 2015. This RFO has a period of performance of June 13, 2011 through June 12, 2012 (with optional extensions until 2014). What scope of this work is included in the deliverables? For example, on Deliverable 3, is the analysis of to-be processes required just for the processes currently being worked on, or for work until mid-2012, or 2014, or 2015?”

Answer(s)/Statement(s):

The scope of work stated through 2012 is in support of specific clinical programs. Work in the following consecutive years is planned to be performed by additional programs.

7. Question(s)/Statement(s):

"Although the Department did not specify a budget for this RFO, we understand that DGS has established a \$500,000 limit on CMAS contracts. We believe that the effort required to complete the deliverables required will exceed this limit. Will the department consider the any of the following?

- 1) A Time and Materials contract with a focus on making progress on the required deliverables
- 2) Redefining the scope and timing of the required deliverables to fit under the \$500,000 cap
- 3) Reissuing the RFO under a contract vehicle with a higher dollar limit"

Answer(s)/Statement(s):

- 1) No
- 2) No
- 3) No

8. Question(s)/Statement(s):

"The deliverables specified in the RFO are broad and will require significant time to complete. Invoicing and getting paid after the completion of such long-term deliverables may pose a cash-flow problem for vendors. Will the Department consider a proposal that identifies discrete interim monthly deliverables that will support a more reasonable payment stream?

Answer(s)/Statement(s):

Exhibit B (Budget Detail and Payment Provisions), Item 1.C., allows for progress payments that shall not exceed ninety-percent (90%) of the total amount of the deliverable, with the balance invoiced upon successful completion of all agreement deliverables.

9. Question(s)/Statement(s):

"Is there an incumbent already performing this work?"

Answer(s)/Statement(s):

No, there is no incumbent performing proposed services.

10. Question(s)/Statement(s):

"Is the level of effort for this project such that one consultant can perform the duties, or is a team approach preferred?"

Answer(s)/Statement(s):

The RFO Response Guidelines indicate that Offeror is to submit a detailed description of approach for performing services (i.e., an individual consultant or team of consultants).

11. Question(s)/Statement(s):

"Can CDCR roughly estimate to what level (or total number) of Use Cases will be required by this work?"

Answer(s)/Statement(s):

There will be approximately 150 Use Cases generated during performance of requested deliverables.