

PMO for SHOP

Final Response to Questions

4/12/2013

No.	Question	Response
1	Given the short turn around time included in the RFP for responses, would Covered California consider extending the response deadline?	Yes
2	We consider the "Contractor" to be the business entity. Will both the business entity and the business entity's personnel performing consulting tasks be required to complete Form 700?	Only the business personnel performing consulting tasks who are considered consultants under the Political Reform Act and implementing regulations must file the Form 700. The business entity does not file a Form 700.
3	The instructions to Form 700 indicate that "employees and appointed officials filing pursuant to a conflict-of-interest code ("code filers")" must obtain the disclosure categories from their agency. Can Covered California provide a copy of the conflict-of-interest code and tell us which disclosure categories apply?	Consultants are in disclosure category 1 unless Covered California finds a compelling reason to include them in category 2. The Conflict of Interest Code is attached to this e-mail.
4	Is this requirement to manage and oversee the user acceptance testing or to provide Business Analyst to conduct the user acceptance testing?	No, Please refer to #18 under Project Tasks. Assistance may be needed with user acceptance testing and scheduling but the UAT is managed by others.
5	If it is to conduct the user acceptance testing what is the estimated number of scripts to be tested and the time period for UAT?	See #4
6	Are there policies and procedures already written and in place or will these need to be developed?	Policies and procedures are currently in-process and will be on-going. Assistance may be needed.
7	Section 3.12 page 15 indicates there will be occasional travel to the Shop vendors Irvine site. Section 3.13 page 15 indicates the Contractor is required to perform all services at the Covered California site in Sacramento, CA. Can Covered California please clarify whether the PMO team is expected to provide these services on site in Irvine, CA, in Sacramento or both? If both, could Covered California please provide an approximate percentage of time expected on site in each location?	The Project Site is Sacramento. There will be occasional travel to the SHOP Vendor site in Irvine, Ca to work with the SHOP Vendor Project management staff on various project tasks.
8	To assist vendors with estimating travel costs, can Covered California provide the current State of California reimbursement rates for travel?	They were included as Attachment 2-H, Exhibit F of this RFP, see solicitation website for this information
9	Are any vendors currently working with the CA Health Benefit Exchange excluded from bidding on this opportunity?	No
10	As part of Understanding and Approach section the RFP asks for the vendor to discuss your strategy for providing a draft solicitation document within the time period allocated for that task. Can Covered California please clarify what solicitation document the vendor is expected to produce or if this statement was made in error, please clarify what should be addressed?	There is no solicitation document to produce. The sentence referred to should read: "Discuss your strategy for providing those tasks identified in Section 3.4 of this RFP within the time period allocated for that task."

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11	The Understanding and Approach section also indicates the vendor needs to provide a table showing the hours per week by person. With the exception of the Project Management Plan, most of the other tasks identified in this RFP are ongoing project management tasks. Would Covered California consider a monthly staff loading plan instead of a weekly?	Yes
12	With the exception of the work plan itself, this section appears to be repetitive of sections 5.2.1 and 5.2.5. Is the purpose of this section to capture the work plan itself?	5.2.1 is a narrative of the understanding and creative approach you will provide Covered California. 5.2.5 should be specific to project management techniques and approach, which can include the workplan.
13	Having to use track changes in this section also impacts the total number of pages. Would Covered California consider allowing vendors to reference other sections of their proposals where they have described the understanding of the SOW and approach to the tasks required to complete the work?	The number of pages for the work plan does not include the number of pages for the model contract submission. There is no page limit to the model contract response.
14	Would Covered California consider allowing vendors to submit their work plan as an attachment instead of in a track change version? The track change version impacts the readability of the work plan itself.	Yes
15	Under section 3.1.-Will proposals be allowed from consulting teams that have already received contracts for SHOP work under HBEX 11 and Solicitation RFQ 2012-01 SHOP Procurement Assistance Consultant Services? If so, would this not be a conflict of interest that would preclude Covered California from receiving a detailed "outside" objective oversight of current processes and recommend improved efficiencies of all SHOP implementation supporting tasks? This is particularly critical given that Task 1-item 9 calls for an "independent executive-level perspective."	Yes. This is not considered a conflict of interest.
16	Under section 3.12, do you have a rough estimate of how many times travel will be needed to Irvine, and for what length of stay, in order to establish a travel cost projection as a separate line item as requested in the RFP?	Not at this time. Travel will be occasional. The majority of work time will be at the Project Site in Sacramento.
17	In section 1.1. the RFP notes that this is a Time and Materials contract. However, in section 3.14 it states that Covered California will only pay upon completion of service rendered. Since it is unknown how many Project Management processes, plans and other materials/consultations will occur, can we project in our assumptions that Covered California will allow for monthly Time and Materials invoicing based on the Covered California Project Manager approval of a submitted monthly invoice?	Yes

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18	RFP Section 2.1, Respondent's Minimum Qualifications, states that Project Management Certification (PMP) is among the required skills and experience. Our project management staff includes both PMP-certified and non-PMP certified resources, all with proven skills. If the proposed project lead has at least five years of appropriate senior-level project management experience, can this substitute for a PMP certification?	Yes. The PMP minimum qualification will be changed to a desirable qualification.
19	RFP Section 3.13 states: "The Contractor is required to perform all services under this Agreement on site at the Covered California's office in Sacramento...." Further, under RFP Section 3.4 with respect to Contractor tasks and deliverables, the RFP states: "This most likely will include working onsite at the SHOP Vendor's office which is located in Irvine, CA." If a vendor has qualified project management resources located in the Irvine area, will it be acceptable to include that resource as a locally-based PMO team member reporting to Contractor staff located onsite in Sacramento?	Resource can be included; however, project site is Sacramento with occasional site work in Irvine.
20	If it is permitted to use a resource located in the Irvine area, will required travel to Headquarters for that resource be eligible for reimbursement?	No
21	RFP Section 5.1.2, item 6, refers to the Form 700 certification form as Attachment 1-D. Please confirm that this form should be referenced as Attachment 1-C.	Yes, the attachment is 1-C
22	RFP Section 5.1.2, item 7, refers to the Darfur Contracting Act Certification in Attachment 1-F. Please confirm that this form should be referenced as Attachment 1-G.	Yes, the attachment is 1-G
23	RFP Section 5.2.1, Understanding and Approach, asks the Bidder to: "Discuss your strategy for providing a draft solicitation document within the time period allocated for that task." Can you please clarify what solicitation document this refers to?	There is no solicitation document to produce. The sentence referred to should read: "Discuss your strategy for providing those tasks identified in Section 3.4 of this RFP within the time period allocated for that task."
24	RFP Section 5.2.1, Understanding and Approach, asks the Bidder to: "Provide a table showing hours per week by person covering the contract term." PMO staff hours may fluctuate significantly from week to week depending on implementation activities and issues with the SHOP vendor. We respectfully suggest that it will be difficult to produce accurate weekly estimates of hours. Over the course of the 12-month engagement, we feel it would be more accurate to estimate by month. Will it be acceptable to provide a table of hours per month rather than hours per week?	Yes

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25	RFP Section 5.2.5 limits the Contractor's Project Management Approach proposal response to only eight pages. In order to provide examples of project management artifacts we will produce as a part of managing this project, can we include them under a separate tab in the proposal, outside the eight-page limit, and reference them as needed in the body of the proposal?	The number of pages for the work plan does not include the number of pages for the model contract submission. There is no page limit to the model contract response.
26	When completing the statement of work (Attachment 2-B) using track changes, we will likely repeat content from appropriate sections of the body of the proposal. Is it acceptable to have this repetitive content?	Yes
27	The RFP states that the tasks performed by the Contractor will most likely involve working onsite at the SHOP Vendor's facility in Irvine, CA. Is it expected that this would involve a full-time onsite presence at the SHOP Vendor facility, a part-time presence at the Vendor site, or could this be met via webinar or teleconferencing?	The Project Site is Sacramento. There will be occasional travel to the SHOP Vendor site in Irvine, Ca to work with the SHOP Vendor Project management staff on various project tasks. Teleconference will be on-going.
28	Is there currently an incumbent consultant or consulting firm performing these services for the Small Business Health Options Program?	No
29	Page 8, Section 2.1 of the RFP lists the minimum qualifications for an individual or entity proposed for the Statement of Work. If a firm proposes a team (multiple individuals) to perform the work, is every member of the team required to have a PMP? Is it permissible for a firm to propose lead consultants with a PMP, along with support staff without a PMP?	Yes--see question #18. The PMP minimum qualification will be changed to a desirable qualification.
30	Does an award of this project preclude the bidder from other work on HBEX or the SHOP project specifically?	Not necessarily. It depends on the nature of the work performed under this contract and under any other desired contracts. This question is inherently fact-specific and requires detailed knowledge about the circumstances.
31	Given that the RFP was released on April 10 th , and is due on April 19 th , with questions due 24 hours later, this is an insufficient amount of time to review and prepare a response. The proposal requirements will require a significant level of effort, and therefore we request a two week extension. There are requirements in this solicitation that are both vague and restrictive which will curtail competition for this important role.	See time extension

