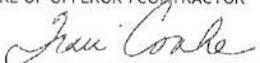
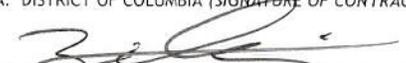


GOVERNMENT OF THE DISTRICT OF COLUMBIA TASK ORDER/DELIVERY ORDER FOR SERVICES OFFEROR TO COMPLETE BLOCKS 18 & 29				1. REQUISITION NUMBER		PAGE 1 of 10	
2. TASK ORDER AGREEMENT NO. CW31163		3. Award/Effective Date 10/1/2014 <i>See block 30-C 3</i>		4. CONTRACT NUMBER GS-35F-0371N		5. SOLICITATION NUMBER	
6. SOLICITATION ISSUE DATE 09/05/14		7. FOR SOLICITATION INFORMATION CONTACT: Email: <u>Chris.Yi@dc.gov</u>		A. NAME Chris Yi		B. TELEPHONE (No Collect Calls) 202-727-5069	
8. OFFER DUE DATE: 09/08/14		9. ISSUED BY Office of Contracting and Procurement Information Technology Group 441 4TH Street, N.W., Suite 700 South Washington, D.C. 20001		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE %FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUS. <input checked="" type="checkbox"/> GSA Federal Supply Schedule SIC: SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> N/A <input type="checkbox"/> 13. RESERVED	
12. PAYMENT DISCOUNT TERMS Net 30 days		14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFTOP <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP <input type="checkbox"/> 2-STEP		5. CONTRACTOR / OFFEROR Accenture Federal Services LLC. 800 North Glebe Road, Suite 300 Arlington, VA 22203		16. PAYMENT WILL BE MADE BY CODE Department of Human Services OCFO/Accounts Payable 64 New York Avenue NE 4th Floor Washington, DC 20002 United States Phone: 1(202) 671-4200	
15A DUNS NO.		15B TAX ID NO.		17. DELIVER TO Department of Human Services OCFO/Accounts Payable 64 New York Avenue NE 4th Floor Washington, DC 20002 United States Phone: 1(202) 671-4200		18. ADMINISTERED BY Office of Contracting and Procurement Information Technology Group 441 4TH Street, N.W., Suite 700 South Washington, D.C. 20001	
18A. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>				18B. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 16 UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19 ITEM NO.	20 SCHEDULE OF SUPPLIES/SERVICES			21 QUANTITY	22 UNIT	23 UNIT PRICE	24 AMOUNT
001	Independent Verification and Validation Services (Base Year: October 01, 2014 to September 30, 2015)			(See Price Schedule)			\$1,876,872.00
25. ACCOUNTING AND APPROPRIATION DATA TOTAL AMOUNT						26. TOTAL AWARD (FOR GOVT. USE ONLY) \$1,876,872.00	
27. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ONE COPY TO THE ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL PAGES SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. THIS ORDER IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE GSA FEDERAL SUPPLY SCHEDULE CONTRACT IDENTIFIED IN BLOCK 4. The letter Contract and subsequent modification 001 to 005 are incorporated to the task order.				28. THE FOLLOWING DOCUMENTS ARE INCORPORATED BY REFERENCE INTO THIS TASK ORDER IN THE FOLLOWING PRIORITY: (1) Department of Human Services Scope of Work (2) GSA FEDERAL SUPPLY SCHEDULE CONTRACT IDENTIFIED IN BLOCK 4			
29A. SIGNATURE OF OFFEROR / CONTRACTOR 				30A. DISTRICT OF COLUMBIA (SIGNATURE OF CONTRACTING OFFICER) 			
29B. NAME AND TITLE OF SIGNER (TYPE OR PRINT) Traci Cooke Contract Mgmt, Civilian Lead		29C. DATE SIGNED 2/6/2015		30B. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Chris Yi Contracting Officer		30C. DATE SIGNED 3-20-15	

1. SERVICES REQUIRED

This Agreement, on behalf of the District of Columbia, Department of Human Services is to provide Information Technology Implementation services related to the Independent Verification and Validation of Software (IV & V) to be implemented for the District of Columbia Access System (DCAS). The Contractor shall be responsible for providing all IV & V services including, but not limited to: program assessment, project management, User Acceptance Testing and Sustainability Planning related to the District of Columbia Access System.

2. PRICE SCHEDULE**2.1. BASE YEAR: from 10.01.14 to 30.09.15**

CLIN	ITEM DESCRIPTION	Total Price
0001	IV&V Plan (update)	\$59,968
0002	Monthly IV&V Review Report (MRR)	\$1,031,604
0003	Quarterly Verification & Validation Reports	\$239,872
0004	Release 2 UT/UAT Strategy, Approach and Reports	\$287,502
0005	Business Sustainability Project Plan, Operating Model and Financial Management and Interagency Budget Management	\$69,746
0006	Sustainability Roadmap	\$188,180
BASE YEAR TOTAL		\$1,876,872

2.2. OPTION YEAR ONE: from 10.01.15 to 30.09.16

CLIN	ITEM DESCRIPTION	Total Price
1001	IV&V Plan (update)	\$55,136
1002	Monthly IV&V Review Report (MRR)	\$661,633
1003	Quarterly Verification & Validation Reports	\$220,544
1004	Release 2 UT/UAT Strategy, Approach and Reports	\$661,633
OPTION YEAR ONE TOTAL		\$1,598,946

2.3. OPTION YEAR TWO: from 10.01.16 to 30.09.17

CLIN	ITEM DESCRIPTION	Total Price
2001	IV&V Plan (update)	\$56,321
2002	Monthly IV&V Review Report (MRR)	\$506,889
2003	Quarterly Verification & Validation Reports	\$168,963
2004	Release 2 UT/UAT Strategy, Approach and Reports	\$506,889
OPTION YEAR TWO TOTAL		\$1,239,063

3. DELIVERABLES AND DELIVERY SCHEDULE

The Contractor shall perform the activities required to successfully complete the District’s requirements and submit each deliverable to the CA identified in section 6 in accordance with the following:

3.1 Base Year

Base Year		Deliverables in CLIN	Due Date
0001	IV&V Plan (update)	1	March 2015
0002	Monthly IV&V Review Report (MRR)	12	October 2014 November 2014 December 2014 January 2015 February 2015 March 2015 April 2015 May 2015 June 2015 July 2015 August 2015 September 2015
0003	Quarterly Verification & Validation Reports	4	March 2015 May 2015 July 2015 September 2015
0004	Release 2 UT/UAT Strategy, Approach and Reports	3	December 2014 Feb 2015 August 2015
0005	Business Sustainability Project Plan, Operating Model and Financial Management and Interagency Budget Management	2	October 2014
0006	Sustainability Roadmap	1	November 2014 December 2014 March 2015

3.2 Option Year One:

Option Year 1		Deliverables in CLIN	Due Date
1001	IV&V Plan (update)	1	October 2015
1002	Monthly IV&V Review Report (MRR)	12	October 2015 November 2015 December 2015 January 2016

			February 2016 March 2016 April 2016 May 2016 June 2016 July 2016 August 2016 September 2016
1003	Quarterly Verification & Validation Reports	4	December 2015 March 2016 June 2016 September 2016
1004	Release 2 UT/UAT Strategy, Approach and Reports	12	October 2015 November 2015 January 2016 February 2016 March 2016 April 2016 May 2016 June 2016 July 2016 August 2016 September 2016

3.3 Option Year Two:

OY2		Deliverables in CLIN	Due Date
2001	IV&V Plan (update)	1	October 2016
2002	Monthly IV&V Review Report (MRR)	9	October 2016 November 2016 December 2016 January 2017 February 2017 March 2017 April 2017 May 2017 June 2017
2003	Quarterly Verification & Validation Reports	3	December 2016 March 2017 June 2017
2004	Release 2 UT/UAT Strategy, Approach and Reports	9	October 2016 November 2016 December 2016 January 2017 February 2017 March 2017 April 2017

			May 2017 June 2017
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4. TERM OF CONTRACT

4.1 The term of the contract shall be for one year (1) from 10.01.14 to 30.09.15.

This Agreement, on behalf of the District of Columbia, Department of Human Services is to provide Information Technology Implementation services related to the Independent Verification and Validation of Software to be implemented for the District of Columbia Access System (DCAS). The Contractor shall be responsible for providing all independent verification and validation services including, but not limited to: program assessment, project management, User Acceptance Testing and Sustainability Planning related to the District of Columbia Access System.

The tasks to be provided under this Agreement for the Independent Verification and Validation services are identified in the Statement of Work (Attachment A).

Under this Agreement, Contractor shall perform all Independent Verification and Validation Services, providing the firm-fixed-price schedule identified in section 2 Price Schedule.

4.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

4.2.1 The District may extend the term of the resulting Task Order Agreement for a period of two (2), one-year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the Task Order Agreement; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the Task Order Agreement expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the Task Order Agreement.

4.2.2 If the District exercises this option, the extended Task Order Agreement shall be considered to include this option provision.

4.2.3 The price for the option period shall be as specified in the section 2 of this Task Order Agreement

4.2.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed **three (3) years**.

5. CONTRACTING OFFICER (CO)

Contracts may be entered into and signed on behalf of the District Government only by Contracting Officers. The name, address and telephone number of the Contracting Officer for this task order is:

*Chris Yi
Contracting Officer
Information Technology Group
Office of Contracting and Procurement
441 4th Street, NW, Suite 700S
Washington, D.C. 20001
202-724-5236 (Phone)*

6. CONTRACT ADMINISTRATOR (CA)

The CA is responsible for the technical administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the CA is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in writing by the Contracting Officer. The CA for this task order is:

Marina Havana
64 New York Avenue NE 4th Floor
Washington, DC 20002

It is understood and agreed that the CA shall not have the authority to make changes in the specifications/scope of work or terms and conditions of the contract.

Contractor shall be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer, may be denied compensation or other relief for any additional work performed that is not so authorized, and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

7. ORDERING

Services to be furnished under this contract will be ordered by the Contract Administrator specified in Section 4 above. Orders may be issued by facsimile by electronic methods or verbally.

8. PAYMENTS

A/ Unless otherwise specified in this contract, payment will be made as per the agreed upon payment schedule below, of goods and services accepted by the District if:

- a) The Contractor requests it and the amount due on the deliveries is in accordance with the following:

- "Payment will be made on completion and acceptance of each item for which the price is stated in the Schedule below".
- "Payment will be made on completion and acceptance of each item in accordance with the agreed upon delivery schedule in Section 3".

c) Presentation of a properly executed invoice.

B/ PAYMENT Schedule

(see next page)

B/ PAYMENT Schedule

BASE YEAR:

CLIN	Deliverable	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Total Price
0001	IV&V Plan (update)						\$ 59,968							\$ 59,968
0002	Monthly IV&V Review Report	\$ 138,639	\$ 138,639	\$ 138,639	\$ 135,937	\$ 59,968	\$ 59,968	\$ 59,968	\$ 59,968	\$ 59,968	\$ 59,968	\$ 59,968	\$ 59,968	\$ 1,031,601
0003	Quarterly Verification & Validation Reports	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,968		\$ 59,968		\$ 59,968		\$ 59,968	\$ 239,873
0004	Release 2 UT/ UAT Strategy, A	\$ -	\$ -	\$ 76,019	\$ -	47,667.56	\$ -					\$ 168,817	\$ -	\$ 287,503
0005	Business Sustainability Proj	\$ 69,747	\$ -											\$ 69,747
0006	Sustainability Roadmap	\$ -	\$ 64,106	\$ 64,106	\$ -		\$ 59,968							\$ 188,180
	MONTHLY TOTAL:	\$ 208,387	\$ 202,746	\$ 278,764	\$ 135,937	\$ 102,636	\$ 239,873	\$ 59,968	\$ 119,936	\$ 59,968	\$ 119,936	\$ 228,785	\$ 119,936	\$ 1,876,872

OPTION YEAR ONE:

CLIN	Deliverable	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Total Price
1001	IV&V Plan (update)	\$ 55,136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,136
1002	Monthly IV&V Review Report	\$ 55,136	\$ 55,136	\$ 55,136	\$ 55,136	\$ 55,136	\$ 55,136	\$ 55,136	\$ 55,136	\$ 55,136	\$ 55,136	\$ 55,136	\$ 55,136	\$ 661,633
1003	Quarterly Verification & Validation Reports	\$ -	\$ -	\$ 55,136	\$ -	\$ -	\$ 55,136		\$ -	\$ 55,136	\$ -	\$ -	\$ 55,136	\$ 220,544
1004	Release 2 UT/ UAT Strategy, A	\$ 55,136	\$ 55,136	\$ 55,136	\$ 55,136	\$ 55,136	\$ 55,136	\$ 55,136	\$ 55,136	\$ 55,136	\$ 55,136	\$ 55,136	\$ 55,136	\$ 661,633
1005	Business Sustainability Proj	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1006	Sustainability Roadmap	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	MONTHLY TOTAL:	\$ 155,408	\$ 110,272	\$ 165,408	\$ 110,272	\$ 110,272	\$ 165,408	\$ 110,272	\$ 110,272	\$ 165,408	\$ 110,272	\$ 110,272	\$ 165,408	\$ 1,598,946

OPTION YEAR TWO:

CLIN	Deliverable	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Total Price
2001	IV&V Plan (update)	\$ 56,321	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,321
2002	Monthly IV&V Review Report	\$ 56,321	\$ 56,321	\$ 56,321	\$ 56,321	\$ 56,321	\$ 56,321	\$ 56,321	\$ 56,321	\$ 56,321	\$ 56,321	\$ 56,321	\$ 56,321	\$ 506,889
2003	Quarterly Verification & Validation Reports	\$ -	\$ -	\$ 56,321	\$ -	\$ -	\$ 56,321		\$ -	\$ 56,321	\$ -	\$ -	\$ 56,321	\$ 168,963
2004	Release 2 UT/ UAT Strategy, A	\$ 56,321	\$ 56,321	\$ 56,321	\$ 56,321	\$ 56,321	\$ 56,321	\$ 56,321	\$ 56,321	\$ 56,321	\$ 56,321	\$ 56,321	\$ 56,321	\$ 506,889
2005	Business Sustainability Proj	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2006	Sustainability Roadmap	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	MONTHLY TOTAL:	\$ 168,963	\$ 112,642	\$ 168,963	\$ 112,642	\$ 112,642	\$ 168,963	\$ 112,642	\$ 112,642	\$ 168,963	\$ 112,642	\$ 112,642	\$ 168,963	\$ 1,239,063

9. INVOICE SUBMITTAL

- 9.1 The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in this contract. Invoices shall be prepared in duplicate and submitted to the Department of Human Services OCFO/ Accounts Payable, with a concurrent copy to the Contract Administrator (CA) specified in Section 4 above. The address of the Budget Office is:

Department of Human Services OCFO/Accounts Payable
64 New York Avenue NE 4th Floor
Washington, DC 20002
United States
Phone: 1(202) 671-4200

- 9.2 The District will make payments in accordance with the terms of the contract upon submission of proper invoices or vouchers less any discounts, allowances or adjustments provided for in this contract.

To constitute a proper invoice, the Contractor shall submit the following information:

- Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
- Task Order Agreement Number and Purchase Order Number. Assignment of an invoice number by the contractor is also recommended;
- Description, price, quantity, and dates of work actually performed;
- Other supporting documentation or information, as required by the Contracting Officer;
- Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- Name, title, phone number of person preparing the invoice;
- Authorized signature.

The District will make payments in accordance with the terms of the contract upon the submission of proper invoices or vouchers less any discounts, allowances or adjustments provided for in this contract.

The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

10. INCORPORATED DOCUMENTS

Contractor shall perform under this task order pursuant to the terms of the following documents that are hereby incorporated by reference and made a part of this contract, which in the event of a conflict shall be resolved by giving precedence in the order of priority listed below:

- (1) Task order CW31163
- (2) Department of Human Services SOW (Attachment A)

- (3) GSA Schedule Contract No. GS-35F-0371N
- (4) Technical Proposal dated January 23, 2015

Statement of Work
GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Human Services (DHS)
DC Access System Design Independent Verification and Validation

1. Scope

The District of Columbia Office of Contracting and Procurement, on behalf of The District of Columbia's Department of Human Services is seeking a Contractor to provide Independent Verification and Validation services to support the implementation of Releases 2 and 3 of the District of Columbia Access System (DCAS). Specifically, the Department of Human Services is seeking a Contractor who understands and has experience in information technology assessment, implementation quality control and quality assurance as well as expertise in business planning. In addition, the Contractor must understand Medicaid and Human Services business functions and have experience implementing IT solutions to support those functions. The Contractor must also understand the IT requirements of the Affordable Care Act (ACA).

1.1 Background

DCAS will be a state-of-the-art health and human services solution, providing the District with a new integrated eligibility system for Medicaid, private health insurance and other programs with new case management capabilities that span programs and agencies. DCAS Release 2 is expected to go live in phases through calendar year 2015, and Release 3 is expected to be implemented in calendar year 2016.

Specifically, the Department of Human Services is seeking a Contractor who understands and has experience in information technology assessment, implementation quality control and quality assurance as well as expertise in business planning. In addition, the Contractor must understand Medicaid and Human Services business functions and have experience implementing IT solutions to support those functions. The Contractor must also understand the IT requirements of the Affordable Care Act (ACA).

2. REQUIREMENTS

2.1 Independent Verification & Validation Services

2.1.1 Project Management

2.1.1.1 The Contractor shall provide a detailed plan and approach for the IV&V effort.

2.1.2 Program Assessment

2.1.2.1 The Contractor shall support the PMO by reviewing and making recommendations on both the management of the DCAS Project and the technical implementation of the DCAS Project.

2.1.2.2 The Contractor shall consult with stakeholders and assess the user involvement and buy-in regarding system functionality and the system's ability to meet program needs.

2.1.2.3 The Contractor shall conduct an analysis of past DCAS Project performance (schedule, budget) sufficient to identify and make recommendations for improvement.

2.1.2.4 The Contractor shall provide a risk management assessment.

2.1.3 Verification & Validation

2.1.3.1 The Contractor shall review and provide feedback on all SI vendor deliverable documents. Additional detail on the review of key deliverables is described below; however review is not limited to these key deliverables.

2.1.3.2 The Contractor shall conduct review of change requests from SI vendor and DC agencies, validating that the change is not already in scope and verifying that the cost meets industry practices.

2.1.3.3 The Contractor shall review the process for tracking of business and technical requirements to their source and review the process established during the planning phase for requirements traceability throughout the subsequent development/implementation phase. Review the traceability of all documented system requirements to design, code, test, and training (including base requirements, change requests, and requirements owned by the SI vendor, District agencies, and other contractors).

2.1.3.4 The Contractor shall develop federally mandated and requested reports related to DCAS implementation progress.

- 2.1.3.5 The Contractor shall assess and recommend improvements, as needed, to assure software testing is being performed adequately through review of test plans or other documentation and through direct observation of testing where appropriate, including participation in and coordination of peer reviews.
- 2.1.3.6 The Contractor shall support the PMO by reviewing SI Vendor invoice submissions to ensure that payments made by the District can be traced to completed work products.
- 2.1.3.7 The Contractor shall evaluate Operation & Maintenance activity to validate that the appropriate processes are in place to serve the needs of clients and staff for all agencies and programs. These activities will include managing warranty support, security management and release management. These activities will be audited on regular basis to ensure the processes are appropriately being followed.

2.2 User Acceptance Testing

- 2.2.1 The Contractor shall plan and manage, in coordination with District resources, User Testing and User Acceptance Testing.
- 2.2.2 The Contractor shall provide recommendations and templates for User Testing/User Acceptance Testing artifacts (test cases, test scripts) and provide training and guidance to the District during their creation. Additionally the contractor shall evaluate the end products to ensure that the artifacts are sufficient to be used for User Acceptance Test execution.
- 2.2.3 The Contractor shall create reports during and after the execution of User Testing/User Acceptance Testing regarding execution and pass rates, requirements traceability, and product acceptance.

2.3 DCAS DHS Sustainability Planning

- 2.3.1 The contractor will work with DHS to develop a business plan to sustain the operations of DCAS within the District of Columbia contracting and procurement framework. The plan will incorporate the following aspects of sustainability:
 - 2.3.1.1 Organizational Plan and Staffing options
 - 2.3.1.2 Transition Planning and Internal Staff Training
 - 2.3.1.3 Budget Planning and Financial Management
 - 2.3.1.4 Inter-agency Agreement

2.3.2 The contractor will work with DHS and Office of Chief Technology Officer to conduct a cost benefit analysis of options to maintain the system after it is fully operationalized. The analysis will include IT as well as customer service and support.

2.4 Personnel

The Contractor shall identify dedicated individuals and staff a team comprised of the following skills and experience:

- a) Multi-project experience in the types of activities for which each individual is proposed with experience in the approach and methodologies used by the Contractor;
- b) Demonstrable experience in large-scale software delivery in a number of state government or commercial health insurer environments. Federally funded human services systems experience is preferred;
- c) Demonstrable experience performing testing and systems analysis verification and validation activities comparable to an IV&V engagement on a large scale state government or commercial health insurer environment. Federally funded human services systems experience is preferred;
- d) Demonstrable experience performing IT business planning activities comparable to a planning engagement for a large scale state government or commercial health insurer environment. Federally funded human services systems experience is preferred;
- e) Experience with Systems Development Lifecycle (“SDLC”) and the approach and methodologies used by the Contractor; and
- f) Human Services and Medicaid eligibility experience, as well as experience with commercial health insurer environments are also preferred.

The Contractor will provide a Project Manager who is onsite 5 days per week. For other project resources a modified schedule of 4 days onsite per week may be acceptable and is subject to approval by the District. Facility space will be provided for up to eight (8) Contractor staff at District offices where the DCAS project team is based during the Contract period at no cost to the Contractor. The team composition and personnel time commitment to the project is subject to review by the District. The IV&V Contractor shall notify the District within thirty (30) days of any personnel changes.

Personnel responsibilities include, but are not limited to:

Table A. Personnel Responsibilities

Role	Responsibilities
Project Manager	<ul style="list-style-type: none"> • Lead and drive IV&V efforts for Release 2. Direct the work of the IV&V team. Serve as primary point of contact for District and SI Vendor leadership. • Review and provide feedback on Functional Design and Organizational Change Management artifacts, deliverables, and processes • Support conversion and testing activities by assessing functional coverage and contributing to business prioritization • Prepare District SMEs to review deliverables by reviewing relevant contract and requirements clarifications.
Technical Lead	<ul style="list-style-type: none"> • Serve as an SOA and Technical Architecture subject matter expert • Review and provide feedback on technical artifacts, deliverables, and processes. • Prepare District SMEs to review deliverables by reviewing relevant contract and requirements clarifications.
Test Lead	<ul style="list-style-type: none"> • Review and provide feedback on Testing artifacts, deliverables, and processes • Lead and drive User Testing/User Acceptance Testing planning and initial preparation activities. (Remaining planning and execution activities will take place in OY3) • Recommend appropriate test populations (data) and appropriate number of scenarios for UT/UAT • Recommend criteria for Product Acceptance or rejection based on UT/UAT results • Coordinate with District Test Lead for all UT/UAT activity
Delivery Excellence Lead	<ul style="list-style-type: none"> • Assess project management processes and artifacts for compliance with defined standards • Recommend Deliverable Expectations and Performance Criteria for Implementation • Assess Operations and Maintenance activities for compliance with defined standards and SLAs • Manage IV&V review of SI vendor CLINs; review and track completion status and evidence required to support invoicing
Business Planning Lead	<ul style="list-style-type: none"> • Lead Business sustainability planning activities including the creation of all business planning deliverables

3. DISTRICT RESPONSIBILITY

- 3.1 The District will provide a resource that is knowledgeable about in-scope capabilities and functions to serve as a co-lead for UT/UAT.
- 3.2 District resources will execute User Testing/User Acceptance Testing.

4. DELIVERABLES

- 4.1 The contractor shall provide the following deliverables during the initial (Base) period of performance:

ID No.	Deliverable	Requirement Number(s)	Description	Time Period
0001	IV&V Plan (update)	2.1.1.1	The Contractor will provide an updated IV&V Plan describing the team structure, approach, and timing of IV&V activities planned for the performance period.	Within 30 days of Option Period start
0002	Monthly IV&V Review Report (MRR) 10.1.14 – 9.30.15	2.1.2.1- 2.1.2.4, 2.1.3.3, 2.1.3.7, 2.1.3.4, 2.1.3.5	<p>Each month, the Contractor will provide the results of a detailed evaluation and assessment of DCAS project activities, including, as applicable based on the project lifecycle:</p> <ul style="list-style-type: none"> • Project Management • Requirements Management • Design and Development Environment and processes • Quality Management & Testing • Conversion, • Operations & Maintenance • Key dependencies and impacts from Release 1 <p>In addition, the Contractor will provide weekly status reports describing the tasks and deliverables completed for the previous week, status of upcoming tasks and deliverables, and key risks and issues identified by IV&V. Weekly status reports will be packaged with Monthly IV&V Review Reports for acceptance by the District.</p>	Monthly, aligned with the timing of the Monthly Steering Committee Meeting.
0003	Quarterly Verification &	2.1.3.1, 2.1.3.2,	Verification & Validation Reports	Each PDDR shall be

ID No.	Deliverable	Requirement Number(s)	Description	Time Period
	Validation Reports – 10.01.2014-12.31.2014 01.01.2015-03.31.2015 04.01.2015-06.30.2015 07.01.2015-09.30.2015	2.1.3.6	<p>consist of three components.</p> <p>1. IV&V Project Deliverable Review Reports (PDDR):</p> <p>Produce a report for each version/iteration of any DCAS Project Deliverable submitted by the SI Vendor (Infosys) during the specified time frame. (no fewer than 20 and no more than 70)</p> <p>PDDRs shall list all defects, deficiencies and issues discovered by the IV&V team in any deliverable. Recommendations corrective actions shall also be described within the report.</p> <p>2. IV&V Project Deliverable Completion Assessments (PDCA):</p> <p>An assessment of in-scope DCAS Contract Deliverables submitted by the SI Vendor to determine deliverable completion for invoicing purposes via reference to submitted evidence. (no fewer than 20 and no more than 70)</p> <p>The format will be an Excel spreadsheet with one row for each PDCA.</p> <p>3. IV&V assessment of Change Requests:</p> <p>Review all DCAS project change requests impacting DHS or DHCF scope or funding to validate that the change is not already in scope and to verify that the cost meets industry practices. (no fewer than 20 and no more than 70)</p>	<p>submitted to the District within (5) days of the corresponding deliverable(s) being formally delivered to the District.</p> <p>Each PDCA shall be initially submitted to the District within (5) days of the corresponding deliverable(s) being formally delivered to the District, and will be updated as changes occur in the completion status of the deliverable within the contract option year.</p> <p>Assessment shall be submitted within 5 business days of the request being assigned to IV&V</p> <p>A package of all Verification & Validation reports created during the specified time frame shall be submitted to the District for Acceptance</p>

ID No.	Deliverable	Requirement Number(s)	Description	Time Period
				within 5 business days of the end of the time frame.
0004	Release 2 UT/UAT Strategy, Approach and Reports	2.2.1, 2.2.2, 2.2.3	<p>Definition of the overall UT/UAT approach, including, but not limited to</p> <ul style="list-style-type: none"> • Functional scope of coverage • Key activities for planning, preparation, and execution • Entry ;and Exit Criteria • High level schedule • Roles and Responsibilities <p>A detailed plan for UT/UAT activity, as well as tactical details about test preparation and execution, including, but not limited to</p> <ul style="list-style-type: none"> • Test Cycle Control Sheet • Work product templates • Sample scenarios and cases • Participant guidelines • Test data definition <p>Provide a written evaluation of District produced testing artifacts listing deficiencies and issues that would prevent the artifacts from being successfully used to User Acceptance Test the system. Recommendations corrective actions shall also be described within the evaluation.</p> <p>Provide weekly (at minimum) reports during User Testing and User Acceptance Test execution describing the progress, status, and outcomes using metrics-based measures.</p>	Within 15 business days after SI vendor submission of the Release 2 Test Plan. Assumes requirements confirmation is completed prior.
0005	Business Sustainability Project Plan, Operating Model and Financial Management and Interagency Budget	2.3.1	Define/maintain a detailed plan for the sustainability planning activities covered by this SOW, including detailed acceptance criteria for all	Within 30 days of the award of this contract

ID No.	Deliverable	Requirement Number(s)	Description	Time Period
	Management		<p>deliverables.</p> <p>Develop an operating model, including resource skills and staffing options</p> <p>2.3.1.1 Organizational Plan and Staffing options</p> <p>2.3.1.2 Transition Planning and Internal Staff Training</p> <p>Develop a cost benefit analysis of the staffing options, including pros and cons for each option</p> <p>2.3.1.4 Inter-agency Agreement</p>	
006	Sustainability Roadmap	2.3.2	Develop a high level roadmap for implementing the operating model	(No later than September 30, 2015)

4.2 The contractor shall provide the following deliverables during the first (1) optional period of performance:

ID No.	Deliverable	Requirement Number(s)	Description	Time Period
1001	IV&V Plan (update)	2.1.1.1	The Contractor will provide an updated IV&V Plan describing the team structure, approach, and timing of IV&V activities planned for the performance period.	Within 30 days of Option Period start

1002	<p>Monthly IV&V Review Report (MRR)</p> <p>10.1.14 – 9.30.15</p>	<p>2.1.2.1-2.1.2.4, 2.1.3.3, 2.1.3.7, 2.1.3.4, 2.1.3.5</p>	<p>Each month, the Contractor will provide the results of a detailed evaluation and assessment of DCAS project activities, including, as applicable based on the project lifecycle:</p> <p>Project Management</p> <p>Requirements Management</p> <p>Design and Development Environment and processes</p> <p>Quality Management & Testing</p> <p>Conversion,</p> <p>Operations & Maintenance</p> <p>Key dependencies and impacts from Release 1</p> <p>In addition, the Contractor will provide weekly status reports describing the tasks and deliverables completed for the previous week, status of upcoming tasks and deliverables, and key risks and issues identified by IV&V. Weekly status reports will be packaged with Monthly IV&V Review Reports for acceptance by the District.</p>	<p>Monthly, aligned with the timing of the Monthly Steering Committee Meeting.</p>
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1003	<p>Quarterly Verification & Validation Reports –</p> <p>10.01.2014-12.31.2014</p> <p>01.01.2015-03.31.2015</p> <p>04.01.2015-06.30.2015</p> <p>07.01.2015-09.30.2015</p>	<p>2.1.3.1, 2.1.3.2, 2.1.3.6</p>	<p>Verification & Validation Reports consist of three components.</p> <p>IV&V Project Deliverable Review Reports (PDDR):</p> <p>Produce a report for each version/iteration of any DCAS Project Deliverable submitted by the SI Vendor (Infosys) during the specified time frame. (no fewer than 20 and no more than 70)</p> <p>PDDRs shall list all defects, deficiencies and issues discovered by the IV&V team in any deliverable. Recommendations corrective actions shall also be described within the report.</p> <p>IV&V Project Deliverable Completion Assessments (PDCA):</p> <p>An assessment of in-scope DCAS Contract Deliverables submitted by the SI Vendor to determine deliverable completion for invoicing purposes via reference to submitted evidence. (no fewer than 20 and no more than 70)</p> <p>The format will be an Excel spreadsheet with one row for each PDCA.</p> <p>IV&V assessment of Change Requests:</p> <p>Review all DCAS project change requests impacting DHS or DHCF scope or funding to validate that the change is not already in scope and to verify that the cost meets industry practices. (no fewer than 20 and no more than 70)</p>	<p>Each PDDR shall be submitted to the District within (5) days of the corresponding deliverable(s) being formally delivered to the District.</p> <p>Each PDCA shall be initially submitted to the District within (5) days of the corresponding deliverable(s) being formally delivered to the District, and will be updated as changes occur in the completion status of the deliverable within the contract option year.</p> <p>Assessment shall be submitted within 5 business days of the request being assigned to IV&V</p> <p>A package of all Verification & Validation reports created during the specified time frame shall be submitted to the District for Acceptance within 5 business days of the end of the time frame.</p>
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1004	Release 2 UT/UAT Strategy, Approach and Reports	2.2.1, 2.2.2, 2.2.3	<p>Definition of the overall UT/UAT approach, including, but not limited to</p> <p>Functional scope of coverage</p> <p>Key activities for planning, preparation, and execution</p> <p>Entry ;and Exit Criteria</p> <p>High level schedule</p> <p>Roles and Responsibilities</p> <p>A detailed plan for UT/UAT activity, as well as tactical details about test preparation and execution, including, but not limited to</p> <p>Test Cycle Control Sheet</p> <p>Work product templates</p> <p>Sample scenarios and cases</p> <p>Participant guidelines</p> <p>Test data definition</p> <p>Provide a written evaluation of District produced testing artifacts listing deficiencies and issues that would prevent the artifacts from being successfully used to User Acceptance Test the system. Recommendations corrective actions shall also be described within the evaluation.</p> <p>Provide weekly (at minimum) reports during User Testing and User Acceptance Test execution describing the progress, status, and outcomes using metrics-based measures.</p>	<p>Within 15 business days after SI vendor submission of the Release 2 Test Plan. Assumes requirements confirmation is completed prior.</p>
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1005	Business Sustainability Project Plan, Operating Model and Financial Management and Interagency Budget Management	2.3.1	<p>Define/maintain a detailed plan for the sustainability planning activities covered by this SOW, including detailed acceptance criteria for all deliverables.</p> <p>Develop an operating model, including resource skills and staffing options</p> <p>2.3.1.1 Organizational Plan and Staffing options</p> <p>2.3.1.2 Transition Planning and Internal Staff Training</p> <p>Develop a cost benefit analysis of the staffing options, including pros and cons for each option</p> <p>2.3.1.4 Inter-agency Agreement</p>	Within 30 days of the award of this contract
1006	Sustainability Roadmap	2.3.2	Develop a high level roadmap for implementing the operating model	(No later than September 30, 2015)

4.3 The contractor shall provide the following deliverables during the second (2) optional period of performance:

ID No.	Deliverable	Requirement Number(s)	Description	Time Period
2001	IV&V Plan (update)	2.1.1.1	The Contractor will provide an updated IV&V Plan describing the team structure, approach, and timing of IV&V activities planned for the performance period.	Within 30 days of Option Period start

2002	<p>Monthly IV&V Review Report (MRR)</p> <p>10.1.14 – 9.30.15</p>	<p>2.1.2.1-2.1.2.4, 2.1.3.3, 2.1.3.7, 2.1.3.4, 2.1.3.5</p>	<p>Each month, the Contractor will provide the results of a detailed evaluation and assessment of DCAS project activities, including, as applicable based on the project lifecycle:</p> <p>Project Management</p> <p>Requirements Management</p> <p>Design and Development Environment and processes</p> <p>Quality Management & Testing</p> <p>Conversion,</p> <p>Operations & Maintenance</p> <p>In addition, the Contractor will provide weekly status reports describing the tasks and deliverables completed for the previous week, status of upcoming tasks and deliverables, and key risks and issues identified by IV&V. Weekly status reports will be packaged with Monthly IV&V Review Reports for acceptance by the District.</p>	<p>Monthly, aligned with the timing of the Monthly Steering Committee Meeting.</p>
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2003	<p>Quarterly Verification & Validation Reports –</p> <p>10.01.2014-12.31.2014</p> <p>01.01.2015-03.31.2015</p> <p>04.01.2015-06.30.2015</p> <p>07.01.2015-09.30.2015</p>	<p>2.1.3.1, 2.1.3.2, 2.1.3.6</p>	<p>Verification & Validation Reports consist of three components.</p> <p>IV&V Project Deliverable Review Reports (PDDR):</p> <p>Produce a report for each version/iteration of any DCAS Project Deliverable submitted by the SI Vendor (Infosys) during the specified time frame. (no fewer than 20 and no more than 70)</p> <p>PDDRs shall list all defects, deficiencies and issues discovered by the IV&V team in any deliverable. Recommendations corrective actions shall also be described within the report.</p> <p>IV&V Project Deliverable Completion Assessments (PDCA):</p> <p>An assessment of in-scope DCAS Contract Deliverables submitted by the SI Vendor to determine deliverable completion for invoicing purposes via reference to submitted evidence. (no fewer than 20 and no more than 70)</p> <p>The format will be an Excel spreadsheet with one row for each PDCA.</p> <p>IV&V assessment of Change Requests:</p> <p>Review all DCAS project change requests impacting DHS or DHCF scope or funding to validate that the change is not already in scope and to verify that the cost meets industry practices. (no fewer than 20 and no more than 70)</p>	<p>Each PDDR shall be submitted to the District within (5) days of the corresponding deliverable(s) being formally delivered to the District.</p> <p>Each PDCA shall be initially submitted to the District within (5) days of the corresponding deliverable(s) being formally delivered to the District, and will be updated as changes occur in the completion status of the deliverable within the contract option year.</p> <p>Assessment shall be submitted within 5 business days of the request being assigned to IV&V</p> <p>A package of all Verification & Validation reports created during the specified time frame shall be submitted to the District for Acceptance within 5 business days of the end of the time frame.</p>
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2004	Release 2 UT/UAT Strategy, Approach and Reports	2.2.1, 2.2.2, 2.2.3	<p>Definition of the overall UT/UAT approach, including, but not limited to</p> <p>Functional scope of coverage</p> <p>Key activities for planning, preparation, and execution</p> <p>Entry ;and Exit Criteria</p> <p>High level schedule</p> <p>Roles and Responsibilities</p> <p>A detailed plan for UT/UAT activity, as well as tactical details about test preparation and execution, including, but not limited to</p> <p>Test Cycle Control Sheet</p> <p>Work product templates</p> <p>Sample scenarios and cases</p> <p>Participant guidelines</p> <p>Test data definition</p> <p>Provide a written evaluation of District produced testing artifacts listing deficiencies and issues that would prevent the artifacts from being successfully used to User Acceptance Test the system. Recommendations corrective actions shall also be described within the evaluation.</p> <p>Provide weekly (at minimum) reports during User Testing and User Acceptance Test execution describing the progress, status, and outcomes using metrics-based measures.</p>	<p>Within 15 business days after SI vendor submission of the Release 3 Test Plan. Assumes requirements confirmation is completed prior.</p>
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4.4 Format and Content Reporting Requirements

All deliverables, reports, analyses, etc., whether in draft or final, must be delivered by the Contractor directly to the District. In this regard, the Contractor should ensure delivery to the Contract Administrator who is the District entity responsible for deliverables dissemination to the District's Project, Agency, Departmental, and Stakeholder personnel.

The deliverables for this contract shall be provided on electronic media, using the following software standards:

DOCUMENT TYPE	FORMAT
Word Processing	Microsoft Word
Spreadsheets	Microsoft Excel
Graphics	Microsoft PowerPoint; Microsoft Visio
Project Management	Microsoft Project 2010