

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement



IT Related Equipment and Services
Commodity Buying Group No. 2



TO: DC SUPPLY SCHEDULE CONTRACTORS

REQUEST FOR TASK ORDER PROPOSALS

Solicitation No.: DCTO-2009-T-0128
Caption: Senior Project Manager

Issuance Date: April 27, 2009

Due Date: May 5, 2009

The Office of Contracting and Procurement (OCP) on behalf of the Department of Health Care Finance (DHCF), is seeking a project manager to provide technical and project management assistance to assist with on-going operational needs, implementation of new contract initiatives, and modifications to existing contract actions in support of administration initiatives in accordance with Attachment A - Statement of Work (SOW) and your current DC Supply Schedule (DCSS) contract. The successful contractor(s) shall be expected to provide services under a labor hourly rate task order agreement.

The task order proposal should be prepared according to the instructions listed below.

1. Proposal Submission Requirements

The task order proposal shall consist of two parts: Technical and Price, three (3) copies each. Each shall be submitted in a sealed envelope conspicuously marked: "Task Order Proposal in response to Solicitation No. DCTO-2009-T-0128, Senior Project Manager".

All proposals must be submitted on 8.5" x 11" paper and typewritten. Telephonic and telegraphic proposals will not be accepted unless otherwise directed in writing.

2. Technical Proposal

This section shall be submitted under a separate cover titled "Technical Proposal". The technical portion shall, at a minimum:

- a. Describe the offeror's technical approach and capability to provide a candidate that meet or exceed the specification of the position describe in the Senior Project Manager Position (Attachment B).
- b. Provide a detailed resume for the candidate proposed of the position describe in the Project Manager Position (Attachment B). The resume should clearly identify areas/experience of the candidate background and qualifications that meet or exceed the requirement for the position.
- c. Describe which portions of the effort will be subcontracted, if any.
- d. Identify deliverables as specified in the Statement of Work.

3. Price Proposal

This section shall be submitted under a separate cover titled "**Price Proposal**". It shall include the hourly labor rate for the candidate proposed in the offeror's technical proposal. Pricing shall include base period and option years and be a firm fixed price. Unless otherwise directed in writing, the price shall, at a minimum include:

- a. The skill categories and hourly labor rate.
- b. Completed Price Schedule, Attachment C.
- c. DCSS Contract Number.

Offerors shall also complete and return the Tax Certification Affidavit. (Attachment D)

4. Term of Contract

The term of the contract shall be from the date of award through one year.

5. Option to Extend the Term of the Contract

The District may extend the term of this contract for a period of four (4) one (1) year, option periods (2080) or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract 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 contract.

If the District exercises this option, the extended contract shall be considered to include this option provision.

The price for the option period shall be as specified in the contract.

The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

6. Hand Delivery or Mailing of Proposal

Deliver or Mail to:

Office of Contracting and Procurement
Bid Counter
441 4th Street, N.W., Suite 703 South
Washington, D.C. 20001
Attention: Priscilla Mack

7. Proposal Submission Date

The closing date for receipt of proposals is **May 5, 2009, by 2:00 p.m.** local time.

8. Evaluation for Award

The contractor will be awarded to the responsible DCSS contractor whose offer is most advantageous to the District based upon the evaluation criteria specified below. The District reserve the right to reject any or all proposals determined to be inadequate or unacceptable. The District may award a contract on the basis of initial offers received without discussions. Therefore, each initial offer should contain the offeror's best terms from a fixed hourly labor rate basis and technical standpoint.

9. Proposal Evaluation

The technical evaluation criteria set forth below have been developed by the program office and have been tailored to the requirements in this solicitation. The DCSS contractor is informed that these criteria, (1) serve as the standard against which all proposals will be evaluated and (2) serve to identify the significant matters which the DCSS contractor must specifically address in complying with the requirement of this solicitation.

The offeror's technical proposal and price proposal shall be evaluated separately. Offerors are advised that the technical and price proposals will be evaluated by the District based on the criteria outlined below. Technical factors are more important than price.

Technical Evaluation Criteria

Award will be based on the following technical evaluation factors (in descending order of importance:

- Undergraduate degree in Computer related field. **(10 points)**
- Demonstrated experience in Project Management in a healthcare environment for seven years. **(20 points)**
- Knowledge of Center for Medicare and Medicaid Services (CMS) including Medicaid Information Technology Architecture (MITA) and Medicaid Transformation grant initiatives. **(15 points)**
- Demonstrated experience with case management in a healthcare environment for three years. **(15 points)**
- Demonstrated experience with managing software development initiatives and the ability to forecast required system and infrastructure revisions needed to achieve project initiatives. **(10 Points)**
- Candidate Interview **(5 points; to be evaluated in the interview for those candidates that make the competitive range.**

9. Determination of Points for Price

The price evaluation will be objective. Actual points assigned to each offeror in the category will be computed in accordance with the following formula. The offeror with the lowest average hourly labor rates will receive the maximum points. All other proposals will receive a proportionately lower total score, calculated in accordance with the following formula:

$$\frac{\text{Lowest Average Hourly Rate Offered}}{\text{Average Hourly Rate of Proposal Being Evaluated}} \times 25 = \text{Evaluated Score}$$

5. Attachments

- Attachment A – Statement of Work
- Attachment B – Senior Project Manager Position
- Attachment C – Price Schedule
- Attachment D – Tax Certification Affidavit

Questions may be referred to Priscilla Mack, Contract Specialist, by email at priscilla.mack@dc.gov. Questions regarding the solicitation must be received no later than 10:00 a.m. on Thursday, April 30, 2009, in order to be considered.



Kenneth Morrow
Contracting Officer

ATTACHMENT A
STATEMENT OF WORK

1.1 SCOPE

The DC Department of Health Care Finance (DHCF) is seeking a project manager to provide technical and project management assistance to assist with on-going operational needs, implementation of new contract initiatives, and modifications to existing contract actions in support of administration initiatives.

1.2 BACKGROUND

1.2.1 The Department of Health Care Finance (DHCF) is the state agency responsible for administering Title XIX of the Social Security Act, the Medical Charities program, and other health care financing initiatives (the Alliance) of the District. Additionally, DHCF:

- a. Develops eligibility, service coverage, and payment policies for the District's health care financing programs.
- b. Ensures that District health care programs take full advantage of federal funding for services for the indigent and uninsured.
- c. Manages the use of health care services and the cost of care in District health care financing programs.
- d. Analyzes existing health care financing policies to ensure that they are promoting efficient, effective, and economical care.

1.2.2 In order to achieve these responsibilities, DHCF contracts with a variety of contractors for varying services, many that is mandated by federal law for Medicaid operations or local law for Alliance operations. Existing and potential contracting actions include but are not limited to the following:

- a. Center for Medicare and Medicaid Services (CMS)
 1. Medicaid Information Technology Architecture (MITA) State Self Assessment
- b. Medicaid Transformation Grant
- c. Medicaid Management Information System
 1. Case Management Software Application

1.2.2.1 Given the critical role that these contracts play in DHCF operations and the delivery of services to the Medicaid and Alliance populations, it is essential that DHCF have expert professional assistance to adjust to the dynamic needs of the agency.

1.2.2.2 Similarly, given the vulnerable populations served through the Medicaid and Alliance programs, it is essential that these projects must be brought on line without interrupting existing business operations.

1.3 REQUIREMENTS

1.3.1 Technical and Project Management Support

1.3.1.1 The primary focus of the Senior Project Manager shall be to manage the implementation of or provide input into, at a minimum, the following:

- a. Assist DHCF in the development of the business processes for the usage of the case management system by the provider agency workers;
- b. Work with the MMIS web portal team to post the case management business processes onto the MMIS web portal.
- c. Work with members of the case management contractor to develop a process to capture system design changes from DHCF staff and provider agency case workers for phase II of the case management project.

1.3.1.2 In addition, the Senior Project Manager shall:

- 1.3.1.2.1 Work with the case management contractor to ensure provider agency case worker user-related issues are being captured and resolved. Prepare a weekly report detailing issues that are open and resolved.
- 1.3.1.2.2 Review All Deliverables submitted by the case management application contractor.
- 1.3.1.2.3 Provide project management assistance to DHCF by Monitoring and Reporting the Status weekly of Tasks of the EPSDT Plus project.
- 1.3.1.2.4 Monitor and Report the Status weekly of Tasks of the State Self Assessment project.
- 1.3.1.2.5 Work with the State Self Assessment contractor to schedule all State Self Assessment meetings with members of the DHCF staff.
- 1.3.1.2.6 Participate in all State Self Assessment meetings with members of the DHCF staff. Prepare meeting meetings documenting decisions, action items, and issues.
- 1.3.1.2.7 Review All Deliverables submitted by the State Self Assessment contractor.
- 1.3.1.2.8 Monitor and Report the Status weekly of Tasks of the Medicaid Transformation Grant project.

- 1.3.1.2.9 Work with the Medicaid Transformation Grant contractor to schedule all Medicaid Transformation Grant meetings with DHCF staff members as well as other District government project stakeholders.
- 1.3.1.2.10 Participate in all Medicaid Transformation Grant meetings with DHCF staff members. Prepare meeting meetings documenting decisions, action items, and issues.
- 1.3.1.2.11 Review All Deliverables submitted by the Medicaid Transformation Grant contractor.
- 1.3.1.2.12 Prepare DHCF senior manager briefings detailing the status of the State Self Assessment, Medicaid Transformation Grant, case management application, and EPSDT Plus application

1.3.2 Supervision

In fulfilling the requirements of this contract, the Contractor shall:

- 1.3.2.1 Assure that the Senior Project Manager receives ongoing supervision of the work on this contract by Contractor's management supervisor in order to provide quality control of the contractor's work.
- 1.3.2.2 Meet with District through the Contracting Officer's Technical Representative (COTR) at least monthly unless otherwise specified by the District. At such meetings, the contractor's supervisor shall report findings impacting achievement of project goals to District representative with proposed actions.
- 1.3.2.3 Continuously monitor the status of work hereunder and update status, providing District management with timely information regarding possible problems and proposed action required to mitigate such problems.
- 1.3.2.4 Continuously communicate status of the work relative to the approved schedule. This requirement may be fulfilled by timely filing of the weekly status reports by the Senior Project Manager.
- 1.3.2.5 Assure that staff working under this contract provides weekly status report throughout the performance of the contractor's work, setting out current and upcoming activities, decisions required and issues of concern.
- 1.3.2.6 Assure the Senior Project Manager provides timesheets to the COTR as a record of time provided to the project and to support invoices that will be submitted by the Contractor.

2.1 DELIVERABLES

No.	Deliverable	Qty./Format/Method of Delivery	Due Date
1	Operational business process matrix. (1.3.1.1 – a)	1 Hard Copy and 1 electronic copy in MS Excel format	As requested by COTR
2	Web page with case management business processes. (1.3.1.1 – b)	1 Hard Copy and 1 electronic copy in MS Word format	As requested by COTR
3	Case management application enhancement documentation (1.3.1.1 – c)	1 Hard Copy and 1 electronic copy in MS Excel format	As requested by COTR
4	Meeting minutes. (1.3.1.2.6, 1.3.1.2.10)	1 Hard Copy and 1 electronic copy in MS Word format	As requested by COTR
5	Weekly status reports. (1.3.1.2.1, 1.3.1.2.3, 1.3.1.2.4, 1.3.1.2.8)	1 Hard Copy and 1 electronic copy in MS Word format	Weekly - beginning immediately after contract award
6	DHCF Senior Staff Briefing. (1.3.1.2.12)	1 Hard Copy and 1 electronic copy in MS Powerpoint format	As requested by COTR

ATTACHMENT B
STAFF POSITION

The Contractor shall provide, at a minimum, a Senior Project Manager that meets or exceeds the following qualifications:

- a. Undergraduate degree in Computer related field
- b. Information Technology and Project Management recognized professional credentials
- c. Demonstrated experience in Project Management in a healthcare environment for seven years
- d. Knowledge of Center for Medicare and Medicaid Services (CMS) including at a minimum the following:
 - a. Medicaid Information Technology Architecture (MITA)
 - b. Medicaid Transformation grant initiatives
- e. Demonstrated experience with case management in a healthcare environment for three years
- f. Communication skills
- g. Demonstrate professional capabilities to conduct their responsibilities at all times
- h. Work collaboratively within an integrated team with limited supervision to achieved the stated tasks and goals of the program or specific contracts or contract modification
- i. Ability to forecast required system and infrastructure revisions needed to achieve project initiatives

**ATTACHMENT C
PRICE SCHEDULE**

B.1 The Contractor shall provide technical and project management assistance to assist with ongoing operational needs, implementation of new contract initiatives, and modifications to existing contract actions in support of DHCF initiatives.

B.2 This is a Labor Hourly Rate Task Order.

B.3 PRICE SCHEDULE – FIRM FIXED PRICE

B.3.1 BASE YEAR

Task Order Line Item No. (CLIN)	Item Description	Quantity	Unit	Unit Price	Amount
0001	Project Manager	2080	Hours		

B.3.2 OPTION YEAR ONE

Task Order Line Item No. (CLIN)	Item Description	Quantity	Unit	Unit Price	Amount
1001	Project Manager	2080	Hours		

B.3.3 OPTION YEAR TWO

Task Order Line Item No. (CLIN)	Item Description	Quantity	Unit	Unit Price	Amount
2001	Project Manager	2080	Hours		

B.3.4 OPTION YEAR THREE

Task Order Line Item No. (CLIN)	Item Description	Quantity	Unit	Unit Price	Amount
3001	Project Manager	2080	Hours		

B.3.5 OPTION YEAR FOUR

Task Order Line Item No. (CLIN)	Item Description	Quantity	Unit	Unit Price	Amount
4001	Project Manager	2080	Hours		

GOVERNMENT OF THE DISTRICT OF COLUMBIA
 OFFICE OF THE CHIEF FINANCIAL OFFICER
 OFFICE OF TAX AND REVENUE



TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date: _____

Name of Organization/Entity: _____

Address: _____

Business Telephone No.: _____

Principal Officer:

Name: _____ Title: _____

Soc. Sec. No.: _____

Federal Identification No.: _____

Contract No.: _____

Unemployment Insurance Account No.: _____

I hereby certify that:

1. I have complied with the applicable tax filing and licensing requirements of the District of Columbia.
2. The following information is true and correct concerning tax compliance for the following taxes for the past five (5) years:

District:		Current	Not Current	Not Applicable
Sales and Use		()	()	()
Employment Withholding		()	()	()
Ball Park Fee		()	()	()
Corporation Franchise		()	()	()
Unincorporated Franchise		()	()	()
Personal Property		()	()	()
Real Property		()	()	()
Individual Income		()	()	()

The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities. The penalty for making false statements is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code § 47-4106.

This affidavit must be notarized and becomes void if not submitted within 90 days of the date notarized.

 Signature of Authorizing Agent _____
 Title

 Print Name

Notary: DISTRICT OF COLUMBIA, ss:

Subscribed and sworn before me this _____ day of _____ Month and Year

Notary Public: _____

My Commission Expires: _____