

Sixth Amendment to the Contract

This Sixth Amendment (“Amendment”) to Contract MED-09-006 is made pursuant to Section 2.1 (7) of the contract “Technical Assistance and Support for Iowa Medicaid Enterprise Services Procurement” (the “Contract”) between the State of Iowa, Department of Human Services (the “Department” or “DHS”) and FOX Systems, LLC (the “Contractor”) effective as of October 15, 2008. This Amendment is effective as of the last date of signatories and will remain coterminous with the Contract. This Amendment modifies, to the extent specified below, the terms and conditions of the Contract:

1. Amendment to the Contract: The document attached to this Amendment and incorporated herein by reference as Attachment C is hereby appended to the Contract.

2. Amendment to the Contract. Section 2.1(3) of the Contract entitled Scope of Work is hereby amended to read as follows:

Contractor shall provide all services required by the Scope of Work set forth in RFP MED-09-006, and all services required to be provided pursuant to Attachment 1 and Attachment 2, as well as Attachment C.

3. Amendment to the Contract: Section 3 of the Contract is hereby amended by adding the following at the end of the Section:

In addition to the above, for the scope of work as outlined in Attachment C, contractor shall be entitled in invoice for the additional sums as set forth in Attachment C1. All sums invoiced pursuant to the Sixth Amendment may be subject to a withhold of up to twenty percent (20%). Sums withheld will be payable at the conclusion of each phase of the project after all project deliverables have been approved and accepted by the Department.

4. Ratification, Authorization, and Contingency: Except as expressly amended and supplemented herein, the Contract shall remain in full force and effect, and the parties hereby ratify and confirm the terms and conditions thereof. Each party to this Amendment represents and warrants to the other that it has the right, power, and authority to enter into and perform its obligations under this Amendment, and it has taken all requisite actions (corporate, statutory, or otherwise) to approve, execute, deliver and perform pursuant to this Amendment, and this Amendment constitutes a legal, valid and binding obligation upon itself in accordance with its terms. This amendment is subject to and contingent upon CMS approval.

5. Execution: IN WITNESS WHEREOF, in consideration of the mutual covenants set forth above and for other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the parties have entered into the above Amendment and have caused their duly authorized representatives to execute this Amendment.

FOX Systems, LLC	Iowa Department of Human Services
Signature:	Signature:
Printed Name:	Printed Name: Charles M. Palmer
Title:	Title: Director
Date:	Date:

ATTACHMENT C

While performing the services under Contract MED-09-006, Amendment 5, the Department has concluded that a new eligibility determination system must be acquired to meet compliance standards of the federal Patient Protection and Affordable Care Act (PPACA) legislation.

In an effort to provide support services to the Department as they prepare to meet the federal mandates of the PPACA, specifically the Iowa Integrated Eligibility Project (IIEP), the Technical Assistance (TA) contractor will provide the Department with Decision Support, Health Benefits Exchange (HBE) visioning, and Project Management Office (PMO) services that lead to the acquisition of a new eligibility determination system and integration with the Iowa HBE.

The Technical Assistance (TA) contractor will update the project management plans to continue the operation of the current PMO structure, collaborate with the Department on creating vision and standards for both a Health Benefits Exchange and a new eligibility system, and identify the changes necessary to current business processes. The TA contractor will run requirement development sessions, create a Request for Proposal (RFP), create an Implementation Advanced Planning Document (IAPD) to secure federal funding, and provide procurement assistance for the award of a contract to an implementation vendor.

The Scope of Work and payment schedule are broken into three separate sets of deliverables based on scheduling constraints.

- (1) Decision Support services will be performed in June and July 2011 while awaiting federal approval of the Phase 2 funding request.
- (2) HBE Visioning Support will take place during June, July and potentially August 2011, as key state agency stakeholders and HBE Interagency Planning Workgroup members are available to participate. Sessions to be scheduled as determined by the Department, and will be billed as costs are incurred.
- (3) Phase 2 Procurement services will begin approximately August 1, 2011, pending federal approval of funding and the work plan.

SCOPE OF WORK

(1) Decision Support Services: Key Activity 1(June and July, 2011)

Key Activity #1 – Ongoing Project Management Services

These services commence immediately upon the execution of the contract and continue until the deliverables are completed to the Department's satisfaction.

Contractor Responsibilities

- Continue Project Management Office (PMO) established in Amendment 5, Attachment B, Key Activity #1. Accelerate the analysis and creation of process maps to ensure the “As Is” process is thoroughly documented before Phase 2 begins.
- Provide updates and revisions for any necessary resubmissions of the Planning Advance Planning Document (PAPD) to gain CMS and FNS approval. This activity secures funding for IIEP Phase 2.
- Conduct Stakeholder Analysis with Iowa Integrated Eligibility Project (IIEP) Executive Sponsors to envision and set standards that a new eligibility system and processes must meet in order align with DHS operational goals. This sets the expectations for the outcomes of the IIEP and creates a foundation for future project scope and functionality decisions. Lessons learned from the Idaho eligibility replacement project will be a starting point for discussions.
- Based on stakeholder analysis, facilitate sponsor meetings to further refine the benefits and risks of each approach outlined in the Options Analysis document.
- Conduct interviews with states that have selected one of the options under consideration by Iowa to document lessons learned from their RFP and vendor selection process. Conduct site visits with or on behalf of the IIEP Director to further analyze the business and financial impacts of its system replacement activities. Update or append the Options Analysis document as needed or requested by the Department.
- Conduct stakeholder analysis with the IIEP Team to clarify outstanding questions developed from vendor demonstrations and RFI responses. Submit clarifying questions to vendors and update or append the Options Analysis documents as needed.

Deliverables

- An approved PAPD for IIEP Phase 2 (Planning)
- Documented stakeholder analysis and expected project outcomes
- Facilitated Sponsor meetings to guide the project direction
- A cumulative Lessons Learned document from other states with similar goals
- Site visits to other states as time and budget allow
- Documented questions and answers from select vendors
- Updates to the Options Analysis document

Performance Measures

- Complete Stakeholder analysis and document desired outcomes of IIE project within 3 business days of the completion of each meeting. All meetings must be completed by August 1, 2011.
- Submit to the IIE Project Director a weekly status report each Monday by 5:00 p.m. Central Standard Time (CST) for the previous week
- Submit to the IIE Project Director a monthly status report each month by the fifth business day for the preceding month by 5:00 p.m. CST

Key Activity #2: Facilitate business architecture and Member Management discussions/solutions. (This activity will be funded through the Special Projects Support funding with prior approval from the Department).

Contractor Responsibilities:

- 1) Facilitate Joint Application Review (JAR) sessions with DHS leadership, the MMIS team and IIEP team to identify the desired Business Architecture for eligibility determination and MMIS integration. Points for resolution include:
 - IRS identity matches
 - SSA identity matches
 - CMS identity matches
 - Tying these identity matches to the correct DHS Member ID
 - Bendex/Buy-in processes
 - Medicare A, B and D eligibility
 - Which system should take over existing Title XIX technical functions
- 2) Conduct interviews with other states to document how these business functions are performed in states that have recently upgraded eligibility and/or MMIS systems. Identify best practices from these interviews.
- 3) Acquire a technical architect to design data interfaces to accomplish items from list 1) above.

Deliverables:

- Facilitated Business Architecture meetings
- Documented Business Architecture
- Business Requirements for the eligibility system
- Documented best practices and lessons learned from other states

Performance Measures:

- Minutes, action items and decisions from each meeting within 3 business days of completion of each JAR session.
- Deliver a high-level design of Business Architecture within 5 business days of the final JAR session.
- Documented system requirements for the MMIS and/or Eligibility system within 5 business days of the final JAR session

(2) HBE Visioning Support: Key Activity 2 (June, July and August, 2011)

Key Activity #3 – DHS HBE Visioning Process Support

Guiding the planning and development of Iowa's Health Benefits Exchange, which will be linked to both a new eligibility determination system and Medicaid Management Information System (MMIS), is a responsibility of Iowa's HBE Interagency Workgroup.

The Contractor will assist the early stages of planning by facilitating visioning workshops through DHS for the Interagency Workgroup.

Contractor Responsibilities

- Present National HBE Perspective
- Develop HBE Education Slides
- Conduct Structured Interviews with HBE Inter-agency Workgroup leadership
- Analyze and Synthesize Interview Results
- Facilitate/Participate In Up To Three Visioning Sessions

Deliverables

- Develop HBE Slides
- Facilitate and Participate in up to three HBE Visioning Sessions for Iowa's Interagency Workgroup
- Incorporate HBE Vision into IIEP Strategic Plan

Performance Measures

- Completion of documented goal statements, joint vision agreement, meeting minutes, list of key activities and assumptions and submitted to the IIE Project Director within five (5) business days of the completion of each facilitated meeting.

(3) Phase 2 Procurement Support: Key Activities 4, 5 and 6 (August 2011-February 2012).

Key Activity #4 – Ongoing Project Management Services

Upon receiving federal approval of the Phase 2 funding request and work plan, the Contractor will begin the following activities. This is anticipated to begin on or before August 1, 2011.

Contractor Responsibilities

- Continue the operation of the PMO and make necessary changes to the project management plan and sub-plans
- A Work Breakdown Structure (WBS) must be created for the Phase 2 activities and agreed upon by the Contractor and DHS
- Provide weekly, monthly, and quarterly status reports.

Deliverables

- Phase 2 work breakdown structure.
- Updated Project Charter
- Updated the Staffing Management Plan and the Quality, Risk, and Communication Plans if needed
- Continue analysis of developments in both the Eligibility System and HBE markets and update Phase 1 Market Research Analysis as directed by the Department.

- Project Status Reports

Performance Measures

- Project Charter submitted within five (5) business days of the execution of Amendment 6.
- Work Breakdown Structure submitted within ten (10) business days of the execution of Amendment 6.
- Updates to the Staffing Management Plan and the Quality, Risk, and Communication Management Plans within ten (10) business days of the execution of Amendment 6.
- Submit to the IIE Project Director a weekly status report each Monday by 5:00 p.m. CST for the previous week
- Submit to the IIE Project Director a monthly status report each month by the fifth business day for the preceding month by 5:00 p.m. CST

Key Activity #5 – JAD Sessions

Contract Responsibilities

- Schedule, staff, and facilitate JAD sessions
- Create functional requirements that include:
 - Process descriptions of the business processes that are potentially the responsibility of the selected vendor. These will be identified and subsequently reviewed and approved by DHS management.
 - A Responsibility Matrix. The Contractor will develop a table that cross-references the responsibilities of each contractor, DHS, and the Contractor.
 - Technology Requirements. The Contractor will identify technology requirements for the Iowa Medicaid eligibility determination system hardware and software, including CPU platforms, application languages including client and server-based applications, database management systems, operating systems, middleware requirements, network requirements (LAN/WAN), and PC workstation configuration. Enabling technologies that are not strictly an application will also be identified, such as Health Insurance Portability and Accountability Act (HIPAA) and workflow/imaging.
 - Analyze the current DHS technical infrastructure, including interfaces, databases, third-party applications, developer capabilities, and technology investments. Lead role will be DHS staff with assistance from the Contractor.

Deliverables

- Facilitated JAD sessions
- Prioritized list of functional requirements
- Process descriptions
- Responsibility Matrix
- Technical requirements including applicable state and federal standards and guidelines

Performance Measures

- Schedule for JAD sessions submitted for approval within ten (10) business day from the beginning of Phase 2 activities that will begin once the PAPD has been approved.
- Submit gathered functional requirements (including process descriptions, responsibility matrix and technical requirements) for approval on the date defined in the Department approved WBS within ten (10) business days after the completion of the final JAD session.

Key Activity #6 – IAPD Creation**Contractor Responsibilities**

- Cost Benefit Analysis (CBA) of the options outlined in the Options Analysis. This is a mandatory step for gaining IAPD approval.
- Draft, gain approval, and submit an IAPD to CMS and FNS
- Take feedback from federal agencies and make recommended changes. Regain DHS approval and resubmit until approval is secured.

Deliverables

- A CBA to support the IAPD
- Draft and Submit an IAPD
- Revisions and resubmission of IAPD if necessary

Performance Measures

- Submit Cost Benefit Analysis on a date as defined in the Department approved WBS.
- Submit IAPD for Department approval on a date as defined in the Department approved WBS.

Key Activity #7 – RFP Support**Contractor Responsibilities**

- Prepare an RFP with DHS input and submit to federal partners for approval
- Support the publishing of the RFP
- Support the response RFP response process
- Support DHS decision makers as a vendor is selected

Deliverables

- Draft and Submit an RFP (including scoring evaluation methodology)
- RFP Evaluation Methodology
- Hold a Bidders Conference (if necessary)
- Vendor Selection Support

Performance Measures

- Submit an RFP for approval on a date as defined by the Department approved WBS.

- Schedule and facilitate a bidder's conference (if requested by the Department) on a date mutually agreed to by both parties.

During the Amendment period, the Department may submit written requests for special work assignments related to the Phase 2 Planning and Procurement Support. Special work includes, but is not limited to independent analysis, recommendations on unforeseen problems, opportunities for improvement, research and recommendations on alternative courses of action. Additionally, consulting assistance may be requested for the contractor to develop and review documents. All requests will assist in the ultimate contract goal of assisting the Department in its effort to meet compliance with the PPACA requirements within the specified timeline.

Within five (5) business days of the Contractor's receipt of a special work request, the Contractor shall provide the Department's IIE Project Director with a written fixed cost proposal detailing a proposed schedule. Proposed services and costs associated with such proposals shall reflect the skill level of positions required to complete the request in the most efficient manner.

Upon receiving the Department Project Director's written approval and notice to proceed, the Contractor shall initiate the work plan detailed in the fixed cost proposal, and include this work product in the weekly, monthly and quarterly progress reports as needed. An invoice for this work will be delivered at the conclusion of the month in which the work was performed

Attachment C1**Decision Support Services
June 1 – July 31, 2011**

Date	Fixed Price Payment
June 2011	\$37,184
July 2011	\$37,184
Invoiced by August 15, 2011*	\$18,592
Total	\$92,960

* To be paid upon approval of all deliverables

**HBE Visioning Support
As Scheduled by DHS, Billed as incurred:**

Date	Billed as Approved by DHS and incurred by FOX
Session 1 – TBD by DHS	\$18,667
Session 2 – TBD by DHS	\$18,667
Session 3 – TBD by DHS	\$18,666
Total (not to exceed)	\$56,000

**Phase 2 Procurement Support
August 1, 2011 – February 29, 2012**

Date	Fixed Price Payment
August 2011	\$92,553.33
September 2011	\$92,553.33
October 2011	\$92,553.33
November 2011	\$92,553.33
December 2011	\$92,553.33
January 2012	\$92,553.33
February 2012 **	\$138,830.02
Total	\$694,150.00

**Fixed price upon approval of all deliverables

**Special Projects Support
June 1, 2011 – February 29, 2012**

Date	Billed as Prior Approved by DHS and incurred by FOX
June 2011 – February 2012	Hourly rate as specified in Amendment 4
Total (not to exceed)	\$90,000