

Technical Assistance and Support for Iowa Medicaid  
Enterprise Services Procurement  
MED-09-006  
Questions and Answers

1. Section 1.1, Page 1, Purpose

It is understood that a validation of the key assumptions in Section 1.3 is part of the scope of work. Should this process result in a change in the assumptions, would the Department consider a modification in the QSP scope of work through a contract amendment?

**Yes.**

2. Section 1.3, Page 5, Key Assumptions

Please note that the final rules for the HIPAA electronic attachment, HIPAA 5010, and ICD10 have not been issued. Is it the intent of this analysis to assess the ability of the IME tools to support future changes? Or is the intent to define what specific changes may be required if the final rules are the same as the current NPRMs?

**It is the intent of this analysis to assess the ability of the IME tools to support future changes.**

3. Section 3.2.3, Page 20, Develop the Requests for Proposals

It is our experience that the development of the APD and RFPs are joint contractor/state activities. However the service requirements in Section 3.2 only define contractor responsibilities. Please define the elements of the subtasks for the APD and RFPs that will be developed and provided by DHS to the contractor for inclusion in the deliverables in this service requirement.

**DHS will provide the following:**

- **bidders' library,**
- **deliverables from DHS planning meetings,**
- **JAD sessions between successful bidder and state staff,**
- **timely review of Contractor's work, and**
- **timely decisions from the Department.**

4. Section 4.1.3, Page 28, Instructions

Is the State willing to reconsider and allow bidders' to submit proposals in three-ring binders?

**No.**

5. Section 4.1.3, Page 28, Instructions

Clarification needed: each original and hard copy of the proposal must be submitted in its own envelope. Therefore, the State will receive 1 original/7 hard

copies of the technical proposal – in 8 envelopes, and 1 original/7 copies of the cost proposal – in 8 envelopes. Is that correct?

**Yes.**

6. Section 4.1.3, Page 28, Instructions

Do CD-ROMs need to be placed in separate envelopes, as well?

**No.**

7. Attachment C, Page 46, Component 3

Is it the intent of the RFP that this component (currently operated by DHS) will be procured in the next contract cycle? Are there any differences in the current contract for this component that may not be applicable in the next contract cycle?

**This will be part of the successful bidder’s comparative analysis, which may or may not result in changes to this or other components of the IME.**

8. Attachment C, Page 46, Component 3

Please define what is meant by “capability to upgrade to include MAR and SUR subsystems”. Is this capability to be considered in the Comparative Analysis described in service requirement 3.2.2? Or is this excluded in the assumptions in Section 1.3?

**The Department’s Division of Data Management (DDM) currently holds the Data Warehouse/Decision Support (DW) contract. DDM is contractually obligated to have the capability of upgrading the DW to include in the DW the Management and Administrative Reporting Subsystem (MARS) and Surveillance and Utilization Review Subsystem (SURS). Today, the DW has the capability of incorporating these subsystems into the DW environment. However, these functions are currently performed within the MMIS system and not the DW. The IME has no plans at this time of moving the MARS and SURS functions into the DW environment, as such a change would likely necessitate a new CMS system certification. Therefore, the successful bidder will not be obligated to include the MARS/SURS function analysis in the Comparative Analysis outlined in Section 3.2.2 of the RFP. That said, the IME would welcome contractor input in this regard to better understand industry best practices.**

9. Attachment M, Page 59, Business Associate Agreement

Please note that this is included in the Contract Terms and Conditions in Attachment Q. Is this attachment necessary?

**No. Attachment M will be removed via RFP Amendment.**

10. Contract Delegations and Executions, Page 79, 2.1(6) Contract Payment Clause  
Would the State be willing to reduce the withholding from the 20% that is listed in the contract, or create a schedule for the withholding payment over the course of the contract amount rather than one sum at contract termination?

**No.**

11. General Information

What organizations have submitted questions pertaining to this RFP?

**FOX Systems, Inc.  
Navigant Consulting, Inc.**

12. General Information

What is the anticipated budget for this project?

**To be decided.**

Have the funds for this project been appropriated?

**Yes.**

13. General Information

Does the Contractor need to be registered to do business in Iowa prior to the proposal due date? Section 4.1.7 (4) requires a statement confirming that the prime contractor is registered to do business in Iowa and requires a corporate charter number and assurances that any subcontractor proposed is also licensed to do work in Iowa. Section 4.2.7.1.11 state that the successful bidder will be required to register to do business in Iowa. Please clarify.

**We believe the bidder intends to reference Section 4.2.2(4) of the RFP. This section of the RFP will be amended to require the assurance that the bidder either is or will become registered to do business in Iowa before signing the contract reached through this RFP process.**

14. Section 4.2.7.4.2, Page 35, Financial Information

Please clarify what is required for the three (3) financial references.

**References from people with whom you do financial business (i.e. your bank(s) or your suppliers).**

15. Section 4.1.7, Page 29, Instructions

Section 4.1.7 requests that the number and text of the requirements be repeated in the response. Please clarify what level of requirement text needs to be restated (e.g., “Key Activity”, “Contractor Responsibilities” and/or “Deliverables”?)

**Yes, all of the above.**

16. Section 2.5, Page 8, Bidders' Library

Can the Department provide the Bidders' Library on CD-ROM?

**See Section 2.5 of the RFP.**

17. General Information

While hourly fees are all-inclusive of travel costs, would the state be willing to consider a cost structure that recognizes extraordinary and unanticipated changes in airline travel costs?

**No.**

18. General Information

Can the Department provide current state operational documentation for this project (e.g., process flows, financial costs, organization, information technology)?

**This information is in the Bidders' Library.**

19. General Information

Please identify any consultants/organization who worked with the Department on the systems design and development, or overall strategy, within the last three years.

**Software Engineering Services**

- **Project Management of the Design, Development and Implementation (DDI) phase of the Medicaid Management Information Systems (MMIS).**

**FOX Systems, Inc.**

- **Project Management of the National Provider Identifier (NPI) project.**

Is the Department currently working with any of these organizations?

**Yes, but not within the IME.**