



MED-12-017 Independent Verification and Validation Services AMENDMENT 2

WHEREAS the Agency has determined it is necessary to amend RFP MED-12-017,
THEREFORE RFP MED-12-017 is amended as follows:

New text (if any) is in boldface font. Deleted text (if any) has a strike-through line in it.

Amendment 2	
Section	Revision Description
Bidder Eligibility Requirements	<p>Likewise the bidder winning the contract resulting from this award may not be the same bidder that is awarded a contract for any of the following:</p> <ul style="list-style-type: none"> • RFP MED-12-029, Project Oversight, Management and Integration Services for the MMIS Implementation Project. • RFP MED-12-014, Quality Assurance and Quality Control Services for the MMIS Implementation Project. • RFP MED-12-018, Project Director Services for the MMIS Implementation Project. • RFP ACFS-12-253 Project Director Services for the Iowa Integrated Eligibility Project (IIEP) Implementation. <p>An entity may not hold this contract or any one of the above mentioned contracts as the primary contractor and also hold another of these contracts as the subcontractor. Nor may an entity hold the position as a subcontractor in this contract and be a primary contractor for any of the above contracts. Likewise an entity may not hold the position of subcontractor on more than one of the above mentioned contracts.</p>
2.32 Use of Subcontractors	<p>The Agency acknowledges that the selected bidder may contract with third parties for the performance of any of the Contractor's obligations. The Agency reserves the right to provide prior approval for any subcontractor used to perform services under any contract that may result from this RFP.</p> <p>The Contractor must secure from the Agency prior written approval for any subcontract entered into by the Contractor for requirements of the Contract. A subcontract shall not affect payment by the Agency to the Contractor or the distribution of payments. All subcontracts shall be in writing and copies shall be provided to the Agency upon request. The terms and conditions imposed on the Contractor under the Contract shall also apply to any subcontractor and shall be incorporated into any subcontract. The Contractor shall be responsible for all work performed under the Contract, whether or not subcontractors are used. A subcontract shall not relieve the Contractor of any responsibility for performance under the Contract.</p>



	<p>The Contractor shall notify the Agency of any planned use of subcontractors. This notice shall include, at a minimum, the name and address of each subcontractor, the scope of work to be performed by each subcontractor, the subcontractor’s qualifications and the estimated dollar amount of each subcontract. Collectively, subcontractors are not to perform more than 40% of the work contracted by this Contractor. A representative of a subcontractor may be required to meet regularly with the Agency. If during the course of the subcontract period the Contractor or subcontractor wishes to change or revise the subcontract, prior written approval from the Agency shall be required. The Agency shall respond to any request for approval or consent in a timely manner. The Agency shall have the right to request the removal of a subcontractor for good cause.</p>																						
<p>Procurement Timetable</p>	<p>Procurement Timetable</p> <p>There are no exceptions to any deadlines for the bidder; however, the Agency reserves the right to change the dates. Times provided are Central Time.</p> <table border="1" data-bbox="418 940 1580 1640"> <thead> <tr> <th data-bbox="418 940 1166 978">Event</th> <th data-bbox="1166 940 1580 978">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="418 978 1166 1050">Agency Issues RFP Notice to Targeted Small Business Website (48 hours):</td> <td data-bbox="1166 978 1580 1050">September 26, 2011</td> </tr> <tr> <td data-bbox="418 1050 1166 1121">Agency Issues RFP to Bid Opportunities and IME Website</td> <td data-bbox="1166 1050 1580 1121">September 29, 2011</td> </tr> <tr> <td data-bbox="418 1142 1166 1213">Bidders’ Conference Will Be Held on the Following Date and Time</td> <td data-bbox="1166 1142 1580 1213">October 13, 2011 10:00 a.m.</td> </tr> <tr> <td data-bbox="418 1213 1166 1285">Bidder Letter of Intent to Bid and Written Questions Due By</td> <td data-bbox="1166 1213 1580 1285">October 18, 2011 3:00 p.m.</td> </tr> <tr> <td data-bbox="418 1285 1166 1327">Agency Responses to Questions Issued By</td> <td data-bbox="1166 1285 1580 1327">October 25, 2011</td> </tr> <tr> <td data-bbox="418 1327 1166 1398">Bidder Proposals and any Amendments to Proposals Due By</td> <td data-bbox="1166 1327 1580 1398">November 7, 2011 3:00 p.m.</td> </tr> <tr> <td data-bbox="418 1398 1166 1440">Oral Presentations</td> <td data-bbox="1166 1398 1580 1440">November 14 - 18, 2011</td> </tr> <tr> <td data-bbox="418 1440 1166 1512">Agency Announces Apparent Successful Bidder/Notice of Intent to Award</td> <td data-bbox="1166 1440 1580 1512">November 30, 2011</td> </tr> <tr> <td data-bbox="418 1512 1166 1583">Contract Negotiations and Execution of the Contract Completed</td> <td data-bbox="1166 1512 1580 1583">December 28, 2011</td> </tr> <tr> <td data-bbox="418 1583 1166 1640">Anticipated Start Date for the Provision of Services</td> <td data-bbox="1166 1583 1580 1640">January 3, 2012</td> </tr> </tbody> </table>	Event	Date	Agency Issues RFP Notice to Targeted Small Business Website (48 hours):	September 26, 2011	Agency Issues RFP to Bid Opportunities and IME Website	September 29, 2011	Bidders’ Conference Will Be Held on the Following Date and Time	October 13, 2011 10:00 a.m.	Bidder Letter of Intent to Bid and Written Questions Due By	October 18, 2011 3:00 p.m.	Agency Responses to Questions Issued By	October 25, 2011	Bidder Proposals and any Amendments to Proposals Due By	November 7, 2011 3:00 p.m.	Oral Presentations	November 14 - 18, 2011	Agency Announces Apparent Successful Bidder/Notice of Intent to Award	November 30, 2011	Contract Negotiations and Execution of the Contract Completed	December 28, 2011	Anticipated Start Date for the Provision of Services	January 3, 2012
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<p>1.8 Scope of Work Introduction</p>	<p>The definition of activities included under IVV is quite broad, including both technical and management activities. The IVV approach presented in this statement of work differs considerably from standard IVV such as that described in the Institute of Electrical and Electronic Engineers Standard for Software Verification and Validation (IEEE Std 1012-1998). The IVV approach does not require a continuous on-site presence or extensive testing. It instead requires periodic site visits to get a “snapshot” of the project’s management and technical processes so that a proactive strategy may be maintained. pre-determined Assessments must be performed at regular intervals to assess the ongoing health of the project.</p>																						



	<p>IVV of the project is not considered to be an ongoing, integral process within the larger development project. Rather it is considered to be a periodically performed adjunct activity that does not fall within the managerial oversight or control of the day-to-day operation of the project's management structure. The IVV contractor will have an on-site presence and rotate the focus of their assessment to include coverage of all aspects that could present serious risk to the success of the project. The IVV contractor must maintain organizational independence and autonomy from the project's organization, and therefore has a reduced role from that normally associated with full IVV services. Further, in some respects, the IVV contractor can be viewed as performing a "technology audit". Bidders should not view their role as that of providing a "continuous presence" to the project such as might be the case with Quality Assurance and Quality Control Services.</p>
<p>1.8 Scope of Work Introduction</p>	<p>The Agency will have an independent Project Oversight, Management, and Integration Services (POMI) contractor and an independent Quality Assurance/Quality Control (QA/QC) contractor on-site. The POMI contractor and the QA/QC contractor will both be on-site. The activities included within this scope of work are intended to be different from those performed by the POMI (MED-12-029) or QA/QC (MED-12-014) contractors. However, it is strongly encouraged that the successful IVV contractor work closely with the QA/QC and POMI contractors to ensure there is no duplication of effort and that all activities are complementary. It is expected that all contractors will cooperate fully with one another to ensure the success of each of the contractors.</p>
<p>Key Activity #2</p>	<p>Develop an IVV assessment tool(s), including assessment criteria, strategies and a schedule of assessments and the rotation of the assessment focus, for the System Services DDI phase and integration of the project including but not necessarily limited to these areas of focus:</p> <ul style="list-style-type: none"> • Project management • Quality management • Knowledge transfer management • Requirements management • Operating environment • Development environment • Software development • System and acceptance testing • Data management (including conversion and interfaces) • Operations oversight <p><u>See Attachment H for more details on this activity.</u></p>
<p>Key Activity #4</p>	<p>Conduct periodic assessments according to the approved Agency schedule and prepare and deliver follow-up written IVV reports on the required tasks. Report on the status of each task(s) and the progress since the previous report.</p>



Key Activity #4	<p>Performance Measures:</p> <ul style="list-style-type: none"> • An Assessments is are to be conducted monthly according to the Agency approved assessment schedule.
Key Activity #6	<p>Conduct an initial risk assessment of the project governance, and project structure including all elements of the flow and decision points identifying all risk points. Conduct monthly risk assessments according to the Agency approved assessment schedule thereafter.</p>
Key Activity #6	<p>Deliverables:</p> <ul style="list-style-type: none"> • Initial written risk assessment and recommended risk mitigation strategies on all identified project risks. Include all elements and risk points. • Monthly Written risk assessments according to the Agency approved schedule and recommended risk mitigation strategies on project structure, including governance and flow. • Final written report to be presented to all project teams and stakeholders as to the findings and recommended mitigation strategies.
Key Activity #6	<p>Performance Measures:</p> <ul style="list-style-type: none"> • Within 15 business days of the start date of the contract the IVV contractor shall begin an initial risk assessment. • Every month A periodic risk assessment according to the Agency approved schedule will be performed on the effectiveness of the project structure. • Within 14 calendar days of the completion of the initial and periodic assessments a final report shall be delivered to the Agency for approval. All risks associated with the project structure or governance will be identified with risk mitigation strategies recommended.