

Addendum 1
STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES

REQUEST FOR QUOTES IN RESPONSE TO
DAS MASTER AGREEMENT#18PSX0087
INFORMATION TECHNOLOGY STRATEGIC
SERVICE RESOURCES
FOR
JUSTICE-INVOLVED WAIVER
ENTERPRISE PROJECT MANAGEMENT OFFICE
PROJECT MANAGMMENT & CONSULTING SERVICES

The State of Connecticut Department of Social Services is issuing **Addendum 1** to the **RFQ 05.16.2025: JI Waiver EPMO Project Management & Consulting Services**.

Addendum 1 contains:

- A.** Revisions
- B.** Questions submitted by existing contracted vendors, currently under Contract with DAS for Information Technology ("IT") Strategic Services, per Contract Id# 18PSX0087 and the official responses. These Responses shall amend or clarify the requirements of the RFQ.
- C.** Addendum Acknowledgment Sheet to be signed and returned by vendors.

In the event of an inconsistency between information provided in the RFQ and information in this response, the information in Addendum 1 shall control.

A. REVISIONS

The following Section of the RFQ have been revised to read as follows:

1. **Part 2. Scope of Services, Section B. EMPO Portfolio Management Project Resources, Subsection i. Project Manager Skills/Experience Required, 4th bullet shall be amended as follows:**
 - The Department shall consider either Portfolio Management Professional or a Project Management Professional certification or both. Additional project management certifications are a plus.
2. **Part 3. Response Format, Section a. shall be amended as follows:**
3. Response Format shall be amended to read Submission requirements.
 - a. Prospective respondents shall include, at a minimum, the following information in their responses:

- Cost: Pricing shall be based on either a time & materials or a fixed-price arrangement (rates shall be inclusive of all costs). Weight: 25 points
 - Staffing: Proposed staff to fill the role and experience with resumes. Weight: 25 points
 - Organization's experience: Corporate experience with similar projects. Weight: 25 points
 - Service Delivery. Weight: 25 points
- i. Quotations must be responsive to all positions identified, and pricing must be broken out by resources. Quotations that do not include all the specific resources identified above shall not be considered.
 - ii. **Contract awards.** The offer of the right to negotiate a contract pursuant to this RFQ is dependent upon the availability of funding to the Department. The Department anticipates the following:

Number of Contracts: One (1) Contract award: The right to negotiate a contract shall be awarded to the Respondent that has achieved more than 60% of the total available points based on a ranked score.

3. **Part 4. Key Information, 4th bullet labeled Equipment shall be amended as follows:**

Equipment: The Department shall provide the necessary resource(s) such as VPN access, and other IT resource access necessary to complete the work. The Vendor shall be responsible for their own equipment such as laptops.

B. QUESTIONS AND RESPONSES:

1. **Question:** In Part 2 Scope of Services, Section A. EMPO Portfolio Management Project Activities, Subsection xxx. Implement safeguards for protecting patient information, what systems and aspects of the project would be included in this requirement?

Response: Recommendations of implementation of safeguards that align to electronic health records software, closed loop referral systems or health information exchanges.

2. **Question:** In Part 2 Scope of Services, Section B. EMPO Portfolio Management Project Resources, Subsection i. Project Manager Skills/Experience Required, 4th bullet, would the state consider a Project Manager candidate who has either a Portfolio Management Professional or a Project Management Professional certification, rather than requiring both?

Response: See Section A. Revisions, Subsection 1 of Addendum 1.

3. In Part 2 Scope of Services, Section B. EMPO Portfolio Management Project Resources, Subsection i. Project Manager Skills/Experience required, 4th bullet, would the State please consider relaxing the Project Manager certification requirement for a Portfolio Management Professional certification to be optional or to accept comparable certifications?

Response: See Section A. Revisions, Subsection 1 of Addendum 1.

4. **Question:** In Part 2 Scope of Services, Section B. EMPO Portfolio Management Project Resources, Subsection ii. Consultant/Senior Consultant Skills/Experience required, 1st bullet, would the State please consider relaxing the Consultant/Senior Consultant educational requirement to allow degrees beyond Computer Science and Computer Engineering if experience requirements are satisfied or exceeded? For example, would a master's degree in Public Administration or master's degree in Public Health be acceptable provided there is relevant and sufficient IT-related experience?

Response: The State will consider relaxing the technical degree if candidates have either a master's degree in Public Administration, or a master's degree in Public Health.

5. **Question:** In Part 2 Scope of Services, Section B. EMPO Portfolio Management Project Resources, Subsection iii. Business Analyst Skills/Experience required, 2nd bullet, can the state define what is meant by benefit delivery methods in this requirement?

Response: Benefit delivery methods in Medicaid refers to ways that health care services and benefits are provided to enrollees. These methods determine how the enrollees interact with and access care, how providers are reimbursed, and how enrollee care is coordinated across Medicaid providers.

6. **Question:** In Part 2 Scope of Services, Section B. EMPO Portfolio Management Project Resources, Subsection iii. Business Analyst Skills/Experience required, 6th bullet, can the state confirm if experience in one of the three areas will suffice or is experience required in all three areas?

Response: Experience in one of the three areas will suffice, however, the Department of Corrections experience would be a high priority.

7. **Question:** In Part 2 Scope of Services, Section B. EMPO Portfolio Management Project Resources, Subsection iv. Technical Analyst Skills/Experience required, 1st bullet, what is the state expecting as experience related to care delivery models?

Response: Assessing and applying care delivery models requires a structured approach to evaluate the model's effectiveness, practicality, and influence on patient servicing, triage, outcomes and the broader healthcare system. The evaluation phase identifies whether a model is suitable for a particular population and setting, while the implementation phase emphasizes incorporating the model into existing healthcare practices.

8. **Question:** In Part 2 Scope of Services, Section B. EMPO Portfolio Management Project Resources, Subsection v. Workflow Efficiency Analyst Skills/Experience required, 5th bullet, can the state elaborate/clarify this requirement and what experience would qualify to meet this requirement?

Response: Experience would be preferred in benefit care delivery or system design within any of the following areas: supporting the design, or usage of software that could be used within incarceration settings, implementation of electronic health records, support of

companies, health agencies or providers that directly or indirectly support reimbursement methodologies, and / or provider management.

- 9. Question:** In Part 3 Response Format, Section a., 4th bullet, what is the state expecting for a response to Service Delivery? Is the vendor expected to respond to all 32 bullets listed in the Scope of Services or provide more of an overall approach?

Response: Providing a summary touching on as many of the bullets the vendor can, highlighting the overall approach.

- 10. Question:** In Part 4 Key Information, 4th bullet, will DSS be providing any equipment such as laptops for the vendor resources?

Response: Please see Section A. Revisions, Subsection 3 of Addendum 1.

- 11. Question:** Can the State please confirm the proposal scoring/weighting of each section of the response and the State's evaluation process?

Response: Please see Section A. Revisions, Subsection 2 of Addendum 1.

- 12. Question:** Would the State consider switching from a Time and Materials (T&M) contract to a fixed-price arrangement? This change could provide greater cost predictability and budgeting certainty for the State, as well as incentivize efficiency and timely project completion.

Response: Please see Section A. Revisions, Subsection 2 of Addendum 1. The Department shall consider a fixed-price arrangement in addition to T&M.

- 13. Question:** Would the State respectfully consider extending the Q&A deadline to allow for more detailed reviews and questions related to the underlying waiver, legal terms, etc.?

Response: No extension shall be granted for the Q&A deadline.

- 14. Question:** What is the State's budget for the vendor services under this solicitation?

Response: At this time, the State's budget for vendor services under this solicitation is not available for public disclosure. The vendor selected for a contract with DSS in response to this RFQ will be chosen based on the four evaluation criteria outlined in Part 3. Submission Requirements, as specified in Section A, Subsection 2 of Addendum 1. DSS encourages Respondents to submit their best value proposals in alignment with the outlined requirements and deliverables.

- 15. Question:** Can the State please confirm the types of sensitive client data that vendors would be expected to access as part of their work under this solicitation?

Response: Protected Health Information (PHI) and Personally Identifiable Information (PII).

16. Question: Will the selected vendor be provided State equipment to access any secure/sensitive client data, or are vendors expected to use their own equipment? If the latter, can the State please confirm security and other requirements for vendor equipment?

Response: Please see Section A. Revisions, Subsection 3 of Addendum 1. The Vendor must meet resource and equipment protocols that are listed in the DAS Master Agreement #18PSX0087.

C. Addendum 1 Acknowledgment

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Addendum 1 issue date 5/28/2025:

This Addendum acknowledgement must be signed and returned with your submission.

Authorized Official Signature

Name of Authorized Official

Name of Vendor