

**Request for Resume (RFR)
CATS II Master Contract**

All Master Contract Provisions Apply

Section 1 –General Information			
RFR Number: (Reference BPO Number)	MOOB1400567		
Functional Area (Enter One Only)	10 – IT Management and Consulting Services		
Labor Category/s			
A single support staff or support groups of up to five members may be engaged for up to six months without renewal options. A single award for a Major IT Development Project Manager may have tenure of one base year with up to two optional years, or through the end of the project within the Master Contract term. An RFR is limited to only labor categories defined in the CATS II RFP.			
1. Sr. Subject Matter Expert – Health Care Reform Exchange			
Anticipated start date	June 13, 2011		
Duration of assignment	6 months		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	No		
MBE goal, if applicable	0%		
Issue Date: mm/dd/yyyy	5/13/11	Due Date: mm/dd/yyyy	6/01/11
		Time (EST): 00:00 am/pm	5:00 PM
Place of Performance:	MD Department of Health and Mental Hygiene 201 W. Preston St., Baltimore, MD 21201		
Special Instructions: (e.g. interview information, attachments, etc.)	Interviews will be conducted by a panel of 4-5 persons using a standardized set of interview questions.		
Security Requirements (if applicable):	Selected individual must pass background checks and obtain State ID badges		
Invoicing Instructions:	Invoices will be submitted with every fourth time sheet for the duration of the task order. Invoices shall comply with all requirements in Section 2.8 of the CATS II Master Contract RFP.		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Maryland Department of Health and Mental Hygiene, Department of Information Technology		
Agency POC Name:	Saleem Sayani	Agency POC Phone Number:	410-767-2234
Agency POC Email Address:	ssayani@dhmh.state.md.us	Agency POC Fax:	
Agency POC Mailing Address:	201 W. Preston St., Room 415, Baltimore, MD 21201		

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Section 3 – Scope of Work	
Background	
<p>The Patient Protection and Affordable Care Act of 2010 (ACA) – the national health care reform law – provides Maryland with the opportunity to dramatically improve health care and coverage across a number of areas. One major area of focus is to expand Medicaid eligibility for low-income adults, and to seamlessly make eligibility and enrollment determinations between Medicaid and the health insurance exchange (Exchange). To this end, policy, operations and key information systems are a top focus. There are three immediate priorities in implementing key information systems to support ACA implementation around Medicaid for MD: developing an eligibility and enrollment interface, migrating an existing health system of record (case management) to a new platform, and establishing the Exchange to determine and process advanceable tax credits, and to all individuals and small businesses to select care options. As a recipient of a federal innovator grant, Maryland must advance all three areas, and provide updates to the federal government on its progress in these areas. Maryland expects to be a leader in implementing health care reform. The Senior Subject Matter Expert will play a critical role in ensuring Maryland's success.</p>	
Job Description/s	
Labor Category/s (From Section 1 Above)	Duties / Responsibilities
1. Senior Subject Matter Expert	<p>DHMH is filling five positions on a project management team. Four of these positions require significant expertise in information systems related to eligibility and enrollment, to provide key support to DHMH in making and executing decisions on the information systems development pathway to pursue to design and implement the eligibility and enrollment solution to support the Medicaid expansion and the Exchange. The selected candidate for this role will provide expertise related to eligibility categories, policies, and processes, across Medicaid and existing related means-tested programs. The selected candidate must have the capacity to actively work in collaboration with the other project team members, to provide essential subject matter knowledge by which the remaining project team members will evaluate potential technical solutions and make recommendations. The role requires an innovative thinker with demonstrated strategic ability coupled with great communication skills, analytical, and entrepreneurial skills. The Sr. Subject Matter Expert will be viewed as an Advisor to the entire DHMH</p>

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	<p>Health Care Reform Exchange team. He/She must be facile and serve a “translation” role, explaining eligibility policies and procedures to the technical staff, and explaining the potential technical approaches to policy and eligibility staff. This position promises to be an exciting and rewarding opportunity by being at the forefront of activities related to implementing Health Care Reform on the national level.</p> <p>It is expected that the individual has significant expertise in eligibility policies and procedures, including familiarity with case definitions, income rules, asset and resource rules, federal requirements, as well as the new requirements in ACA related to Modified Adjusted Gross Income (MAGI). The selected candidate also must have expertise in how eligibility for Medicaid and CHIP relates to other means-tested programs, such as TANF and SNAP, because the existing eligibility platform requires eligibility workers to gather and simultaneously process all data elements to adjudicate eligibility across these programs, with the decision rules largely embedded in a legacy system known as CARES.</p> <p>The Senior Subject Matter Expert will interface closely with the DHMH CIO, the DHMH and other related agencies’ Secretary and Deputy Secretaries, as well as the Medicaid Policy and Operations teams, the Project Manager for Health Care Reform, Senior Advisors / Architects, the business analyst and systems analyst for Health Reform, as well as External third parties.</p> <p>Specific Duties</p> <ul style="list-style-type: none">• Learn the principles, methods, and business approaches associated with MAGI, the Medicaid expansion, and the eligibility and enrollment related to the Exchange.• Interview all key informants, including but not limited to policy and operations staff at DHMH and DHR, eligibility caseworkers, employees at existing information systems’ vendors, and others as designated by the members of the project
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	<p>management team.</p> <ul style="list-style-type: none"> • Stay current with all requirements and best practices from the federal government and other states' programs, including but not limited to the other innovator grantee states. • Communicate the existing business processes, eligibility policies and procedures, federal requirements and other states' best practices, to members of the project management team. • Attend meetings with, and provide information to, the senior leadership at DHMH, as required. • Represent DHMH project interests to all vendors during the deployment process and ensure that DHMH's key needs are met by Vendor • Prepare and deliver status reports on a schedule to be determined by DHMH. • Must be able to bridge the IT, Policy and Operations needs to drive a unified team through the requirements process. <p>Other Responsibilities</p> <ul style="list-style-type: none"> • Participate actively in the preparation of contracts, RFP's, future grants etc to ensure interests of DHMH are considered and advanced. • Ensure a smooth handoff of artifacts/deliverables and knowledge transfer to all relevant parties as part of project close-out. • Identify changes in policies that may affect design and deployment activities • Identify changes in technologies that may affect successful deployment of the solution
<p>Minimum Qualifications</p> <p>For minimum qualifications, see the labor category description in the CATS II RFP for the subject RFR labor category. In addition, qualified candidates <u>must</u> meet the minimum qualifications specified below.</p>	
<p>Labor Category/s (From Section 1 Above)</p>	<p>Minimum Experience/Knowledge/Skill</p>
<p>1. Senior Subject Matter Expert</p>	<ul style="list-style-type: none"> • Education: Bachelor's Degree Required. Masters in Public Policy / Health Policy preferred. Additional work or Training around Medicaid Programs a plus.

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	<ul style="list-style-type: none"> • Work Experience: 10 years of related experience in Medicaid and/or CHIP eligibility requirements and policy. • Minimum of 10 yrs with data and procedures necessary to make eligibility determinations
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Section 4 - Required Submissions	
NOTE:	
<ul style="list-style-type: none"> - Master Contractors may propose only one candidate for each position requested. - Master Contractors electing <u>not</u> to propose in response to the RFR must submit a "Master Contractor Feedback Form" via the "Master Contractor Login" on the CATS II web site. - Master Contractors proposing in response to the RFR <u>must</u> submit the following documents: <ul style="list-style-type: none"> o Resume for each labor category described in the RFR (Attachment 1) o Price Proposal (Attachment 2 <u>or</u> 2A) – This must be a separate file!! o MBE Forms D1 and D2 if applicable (Attachment D in the CATS II RFP) o Conflict of Interest Affidavit (Attachment G in the CATS II RFP) o Living Wage Affidavit (Attachment I in the CATS II RFP) o Any documents listed below as required by the hiring agency 	

Section 5 – Evaluation Criteria – (Provide a list of evaluation criteria in descending order of importance)

- | |
|-------------------------------------------------------------------------------------------------------------------|
| 1. Work experience – Candidate must provide resume in accordance with Section 3 to be considered for an interview |
| 2. Training and education – Candidate must meet minimum skills in Section 3 to be considered for an interview |
| 3. Price rankings of the proposals |

Basis for Award Recommendation
RFRs will be awarded in accordance with the competitive Sealed Proposals process under COMAR 21.05.03. The agency POC will recommend award to the Master Contractor whose proposal is determined to be the most advantageous to the State, considering price and the evaluation factors set forth in the RFR. The agency POC will initiate and deliver a RFR Agreement to the selected Master Contractor. Master Contractors should be aware that if selected, State law regarding conflict of interest may prevent future participation in procurements related to the RFR Scope of Work, depending upon specific circumstances.

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ATTACHMENT 1 – RFR RESUME FORM

RFR # M00B1400567

Instructions: Insert resume information in the fields below; do not submit other resume formats. Submit only one resume per Labor Category described in Section 1 of the RFR. If the RFR requests multiple Labor Categories, use a separate resume form for each proposed candidate.

Candidate Name:	Labor Category (from Section 1 of the RFR):
Master Contractor:	

A. Education / Training

Institution Name / City / State	Degree / Certification	Year Completed	Field Of Study
<add lines as needed>			

B. Relevant Work Experience

Describe work experience relevant to the Duties / Responsibilities and Minimum Experience / Knowledge / Skill described in Section 3 of the RFR. Start with the most recent experience first; do not include non-relevant experience.

[Organization]	Description of Work...
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person (Optional if current employer)]	
[Organization]	Description of Work...
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person]	

<add lines as needed>

C. Employment History

List employment history, starting with the most recent employment first

Start and End Dates	Job Title or Position	Organization Name	Reason for Leaving
<add lines as needed>			

D. References

List persons the State may contact as employment references

Reference Name	Job Title or Position	Organization Name	Telephone / Email
<add lines as needed>			

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ATTACHMENT 2A

RFR PRICE PROPOSAL - SUPPORT STAFF

RFR # M00B1400567

(This form is to be filled out by Master Contractors)

Proposed Labor Category	Hourly Labor Rate	Total Hours (up to 6 months)	Labor Category Price (Labor Rate x Hours)
1. Senior Subject Matter Expert	\$	1,000	\$
2.	\$		\$
3.	\$		\$
4.	\$		\$
5.	\$		\$
Total RFR Price (Sum of Labor Category Prices):			\$

Authorized Individual Name

Company Name

Title

Company Tax ID #

Proposed labor categories must be from those described in the CATS II Master Contract and must correspond to the resume/s provided. Support staff are limited to engagements of up to six months. The "Hourly Labor Rate" is the actual fully-loaded rate that the State will pay for services recorded in dollars and cents. Hourly rates must be equal to or less than the rates proposed by the Master Contractor for the CATS II Master Contract.