



# MARYLAND Department of Health

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

Office of Procurement and Support Services - Dana Dembrow, Director

VIA EMAIL TRANSMISSION

TASK ORDER REQUEST FOR PROPOSAL  
Maryland Department of Health

**MEDICAID ENTERPRISE SYSTEMS MODULAR TRANSFORMATION (MMT)  
PROJECT MANAGEMENT OFFICE (MPMO)**

**MDH/OPASS # 20-18438 (M00B0600019)**

**Addendum #1**

**Issued: January 14, 2020**

All persons who are known by the Issuing Office to have received the above-referenced TORFP are hereby advised of the following revisions:

## **Revision # 1**

**KEY INFORMATION SUMMARY SHEET (Page 2) currently reads:**

**TO Proposals Due (Closing) Date and Time:** February 10<sup>th</sup>, 2020 at 2:00 PM Local Time

**Revision:**

**TO Proposals Due (Closing) Date and Time:** February 24<sup>th</sup>, 2020 at 2:00 PM Local Time

## **Revision # 2**

**Sections 2.1.2 (Page 8) currently reads:**

- 2.1.2** MDH intends to award this TORFP to up to three (3) CATS+ Master Contractors that proposes the most qualified team of resources that can best satisfy the Task Order requirements for the MMT project using CMS MITA standards. Offerors may submit Proposals for Category 1 – Project Management Office (PMO) or Category 2 – Project Support Services or both Category 1 and 2. Awards will be made as follows:

- A. Category 1 – PMO will be awarded to the responsible Offeror with the TO Proposal determined to be the most advantageous to the State (refer to TORFP Section 2.3) for all tasks and deliverables designated under Category 1.
- B. Category 2 – Project Support Services will be awarded to the responsible Offeror(s) with the TO Proposal(s) determined to be the most advantageous to the State (refer to TORFP Section 2.4) for those tasks and deliverables designated under Category 2.
- C. The Department shall issue separate Work Orders under Category 1 and Category 2. If a TO Contractor is awarded both categories, that TO Contractor will not be eligible to compete for any Category 2 Work Order drafted by that TO Contractor.

**Revisions:**

- 2.1.2** MDH intends to award this TORFP to up to three (3) CATS+ Master Contractors that proposes the most qualified team of resources that can best satisfy the Task Order requirements for the MMT project using CMS MITA standards. Offerors may submit Proposals for Category 1 – Project Management Office (PMO) or Category 2 – Project Support Services or both Category 1 and 2. Awards will be made as follows:
- A. Category 1 – PMO will be awarded to **one (1)** responsible Offeror with the TO Proposal determined to be the most advantageous to the State (refer to TORFP Section 2.3) for all tasks and deliverables designated under Category 1. The Offeror that is awarded Category 1 – PMO **will not be eligible** for award of Category 2 – Project Services.
  - B. Category 2 – Project Support Services will be awarded to **two (2)** responsible Offeror(s) with the TO Proposal(s) determined to be the most advantageous to the State (refer to TORFP Section 2.4) for those tasks and deliverables designated under Category 2.
  - C. Subcontractors of the Category 1 – PMO **awarded** Offeror **will not** be considered for award as a Category 2 prime contractor, or as a Category 2 subcontractor to a Category 2 prime contractor. Subcontractor of Category 2 prime contractors cannot be on both awarded Category 2 contracts.
  - D. The Department shall issue separate Work Orders under Category 1 and Category 2. *(removed last sentence)*

**Revision # 3**

**Sections 3.10.4 (Page 41) currently reads:**

**3.10.4 Non- Key Labor Categories – Category 1 – PMO**

Resumes for non-key personnel resources shall be provided in response to a Work Order as governed by the Work Order process. To be responsive to this TORFP, Offerors must explain in their Staffing Plan how they are capable of providing the non-key labor categories listed below.

Offerors shall submit a TO Financial Proposal (Attachment B Pricing Worksheet Table 1 – Category 1) that provides labor rates for the following labor categories for each year of the Task Order.

1. Engineer, Interdisciplinary
2. Program Administration Specialist
3. Engineer, Systems (Senior)
4. Engineer, Systems
5. Project Control Specialist
6. Planner, Information Technology (Senior)

**Revisions:**

**3.10.4 Non- Key Labor Categories – Category 1 – PMO**

Resumes for non-key personnel resources shall be provided in response to a Work Order as governed by the Work Order process. To be responsive to this TORFP, Offerors must explain in their Staffing Plan how they are capable of providing the non-key labor categories listed below. Offerors shall submit a TO Financial Proposal (Attachment B Pricing Worksheet Table 1 – Category 1) that provides labor rates for the following labor categories for each year of the Task Order.

1. Engineer, Interdisciplinary
2. Program Administration Specialist
3. Engineer, Systems (Senior)
4. Engineer, Systems
5. Project Control Specialist
6. Planner, Information Technology (Senior)
7. Group Facilitator, (Sr)
8. Quality Assurance Specialist
9. Technical Writer / Editor
10. Testing Specialist
11. Training Specialist / Instructor
12. Analyst, Comp Software/Integration (Sr)
13. Architect, Information Technology (Sr)
14. Engineer, Information Security
15. Subject Matter Expert (Sr)

**Revision # 4**

**Sections 5.3.5.C.2 (Page 55) currently reads:**

2. the TO Financial Proposal in searchable Adobe PDF format,  
a second searchable Adobe copy of the TO Financial Proposal, redacted in accordance with confidential and/or proprietary information removed.

**Revisions:**

2. the TO Financial Proposal in excel and searchable Adobe PDF format,  
a second searchable Adobe copy of the TO Financial Proposal, redacted in accordance with confidential and/or proprietary information removed.

**Revision # 5**

**Sections 5.4.2.D (Page 56) currently reads:**

D. Proposer Information Sheet and Transmittal Letter

The Offeror Information Sheet (see Appendix 2) and a Transmittal Letter shall accompany the TO Technical Proposal. The purpose of the Transmittal Letter is to transmit the TO Proposal and acknowledge the receipt of any addenda to this TORFP issued before the TO Proposal due date and time. Transmittal Letter should be brief, be signed by an individual who is authorized to commit the Offeror to its TO Proposal and the requirements as stated in this TORFP and contain acknowledgement of all addenda to this TORFP issued before the TO Proposal due date.

**Revisions:**

***\*Removed 5.4.2.D***

**Revision # 6**

**MMT TORFP Attachment B Pricing Worksheet** - Revised **Table 1 Category 1** to include nine (9) Non-Key Labor Categories in Category 1 – PMO added per Revision #3.

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Addendum #1  
MDH/OPASS 20-18438

01/14/2020  
Date

**Dana Dembrow**

Dana Dembrow  
Director, OPASS

Upon receipt, please return the addendum acknowledgement via email or hardcopy to:

John Gullucci  
Maryland Department of Health  
Office of Procurement and Support Services  
201 West Preston Street, Room 416D-2  
Baltimore, Maryland 21201  
Telephone: 410-767-5335  
[john.gullucci@maryland.gov](mailto:john.gullucci@maryland.gov)

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Addendum #1  
MDH/OPASS 20-18438

### ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of Addendum #1 to TORFP 20-18438 (M00B0600019) titled  
“MEDICAID ENTERPRISE SYSTEMS MODULAR TRANSFORMATION (MMT) PROJECT  
MANAGEMENT OFFICE (MPMO)” dated December 26, 2019.

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Authorized Signatory – (Print/Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

VIA EMAIL TRANSMISSION

TASK ORDER REQUEST FOR PROPOSAL  
Maryland Department of Health  
**MEDICAID ENTERPRISE SYSTEMS MODULAR TRANSFORMATION (MMT)**  
**PROJECT MANAGEMENT OFFICE (MPMO)**

MDH/OPASS # 20-18438 (M00B0600019)

**Addendum #2**

**Issued: January 23, 2020**

All persons who are known by the Issuing Office to have received the above-referenced TORFP are hereby advised of the following revisions:

***Page 74, Delete the first sentence "This Solicitation does not require a Living Wage Affidavit of Agreement."  
It DOES require a Living Wage Affidavit.***

***Page 65, In reference to the Non-Disclosure Agreement (Offeror) marked as #3 should be***

***marked #5 and state the "NDA (Offeror) is due with the Proposal."***

All other terms and conditions remain unchanged.

This Addendum is issued under the authority of State Procurement Regulations, COMAR 21.05.02.08 and with the approval of the Procurement Officer DHMH.

01/23/2020  
Date

***Dana Dembrow***  
\_\_\_\_\_  
Dana Dembrow  
Director, OPASS

Page 2  
Addendum #2  
20-18438

Upon receipt, please return the addendum acknowledgement via fax, e-mail or hardcopy to:

John Gullucci  
MDH OPASS  
201 W Preston St, RM 416D-2  
Baltimore, MD 21201  
Phone #410-767-5823  
Phone # 410-333-5958  
[john.gullucci@maryland.gov](mailto:john.gullucci@maryland.gov)

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Addendum #2  
20-18438

**ADDENDUM ACKNOWLEDGEMENT**

I acknowledge receipt of Addendum #2 to TORFP 20-18438 titled "Medicaid Enterprise Systems Modular Transformation (MMT) Project Management Office (MPMO)" dated 12/26/2019.

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Authorized Signatory – (Print/Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

January 27<sup>th</sup>, 2020

VIA EMAIL TRANSMISSION

TASK ORDER REQUEST FOR PROPOSAL  
Maryland Department of Health

**MEDICAID ENTERPRISE SYSTEMS MODULAR TRANSFORMATION (MMT)**

**PROJECT MANAGEMENT OFFICE (MPMO)**

**MDH/OPASS # 20-18438 (M00B0600019)**

**Addendum #3**

**Issued: January 27, 2020**

All persons who are known by the Issuing Office to have received the above-referenced TORFP are hereby advised of the following revisions:

**Revision # 1**

**Sections 3.10.4 (Page 41) currently reads:**

**3.10.4 Non- Key Labor Categories – Category 1 – PMO**

Resumes for non-key personnel resources shall be provided in response to a Work Order as governed by the Work Order process. To be responsive to this TORFP, Offerors must explain in their Staffing Plan how they are capable of providing the non-key labor categories listed below. Offerors shall submit a TO Financial Proposal (Attachment B Pricing Worksheet Table 1 – Category 1) that provides labor rates for the following labor categories for each year of the Task Order.

1. Engineer, Interdisciplinary
2. Program Administration Specialist
3. Engineer, Systems (Senior)

4. Engineer, Systems
5. Project Control Specialist
6. Planner, Information Technology (Senior)

**Revisions:**

**3.10.4 Non- Key Labor Categories – Category 1 – PMO**

Resumes for non-key personnel resources shall be provided in response to a Work Order as governed by the Work Order process. To be responsive to this TORFP, Offerors must explain in their Staffing Plan how they are capable of providing the non-key labor categories listed below. Offerors shall submit a TO Financial Proposal (Attachment B Pricing Worksheet Table 1 – Category 1) that provides labor rates for the following labor categories for each year of the Task Order.

1. Engineer, Interdisciplinary
2. Program Administration Specialist
3. Engineer, Systems (Senior)
4. Engineer, Systems
5. Project Control Specialist
6. Planner, Information Technology (Senior)
7. Group Facilitator, (Sr)
8. Quality Assurance Specialist
9. Technical Writer / Editor
10. Testing Specialist
11. Training Specialist / Instructor
12. Analyst, Comp Software/Integration (Sr)
13. Architect, Information Technology (Sr)
14. Engineer, Information Security
15. Subject Matter Expert (Sr)
16. Business Process Consultant (Senior)

**Revision #2**

**Sections 3.10.5 (Page 41) currently reads:**

**3.10.5 Labor Categories – Category 2 – Project Support Services**

Resumes for resources shall be provided in response Work Orders issued under Category 2 as governed by the Work Order process. To be responsive to this TORFP, Offerors must explain in Staffing Plan how they are capable of providing the labor categories listed below. Offerors shall submit a TO Financial Proposal (Attachment B Pricing Worksheet Table 2 – Category 2) that provides labor rates for the following labor categories for each year of the Task Order.

1. PMO Project Manager
2. Project Control Specialist
3. Program Administration Specialist
4. Engineer, Systems
5. Engineer, Systems (Senior)
6. Group Facilitator
7. PMO Program Manager
8. Quality Assurance Manager
9. Quality Assurance Specialist
10. Technical Writer/Editor
11. Testing Specialist
12. Training Specialist/Instructor
13. Analyst, Computer Software/Integration (Senior)
14. Applications Development Expert
15. Architect, Application (Senior)
16. Architect, Information Technology (Senior)
17. Architect, Systems Design
18. Computer Specialist (Senior)
19. Database Manager
20. Engineer, Information Security
21. Engineer, Interdisciplinary (Senior)
22. Engineer, Network Security
23. Planner, Information Technology (Senior)
24. Network Administrator
25. Network Manager
26. Subject Matter Expert
27. Subject Matter Expert (Senior)

**Revisions:**

**3.10.5 Labor Categories – Category 2 – Project Support Services**

Resumes for resources shall be provided in response Work Orders issued under Category 2 as governed by the Work Order process. To be responsive to this TORFP, Offerors must explain in Staffing Plan how they are capable of providing the labor categories listed below. Offerors shall submit a TO Financial Proposal (Attachment B Pricing Worksheet Table 2 – Category 2) that provides labor rates for the following labor categories for each year of the Task Order.

1. PMO Project Manager
2. Project Control Specialist
3. Program Administration Specialist
4. Engineer, Systems
5. Engineer, Systems (Senior)
6. Group Facilitator
7. PMO Program Manager

8. Quality Assurance Manager
9. Quality Assurance Specialist
10. Technical Writer/Editor
11. Testing Specialist
12. Training Specialist/Instructor
13. Analyst, Computer Software/Integration (Senior)
14. Applications Development Expert
15. Architect, Application (Senior)
16. Architect, Information Technology (Senior)
17. Architect, Systems Design
18. Computer Specialist (Senior)
19. Database Manager
20. Engineer, Information Security
21. Engineer, Interdisciplinary (Senior)
22. Engineer, Network Security
23. Planner, Information Technology (Senior)
24. Network Administrator
25. Network Manager
26. Subject Matter Expert
27. Subject Matter Expert (Senior)
28. Business Process Consultant (Senior)

**Revision #3**

**MMT TORFP Attachment B Pricing Worksheet - Revised Table 1 - Category 1 and Table 2 - Category 2**  
to include Business Process Consultant (Senior) labor categories.

All other terms and conditions remain unchanged.

This Addendum is issued under the authority of State Procurement Regulations, COMAR 21.05.02.08  
and with the approval of the Procurement Officer DHMH.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dana Dembrow  
Director, OPASS

Page 2  
Addendum #3  
20-18438

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Addendum #3

20-18438

# Maryland

**DEPARTMENT OF HEALTH**

*Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary*

## ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of Addendum #3 to TORFP 20-18438 titled "Medicaid Enterprise Systems Modular Transformation (MMT) Project Management Office (MPMO)" dated 12/26/2019.

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Authorized Signatory – (Print/Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

January 30<sup>th</sup>, 2020

VIA EMAIL TRANSMISSION

TASK ORDER REQUEST FOR PROPOSAL  
Maryland Department of Health

**MEDICAID ENTERPRISE SYSTEMS MODULAR TRANSFORMATION (MMT)  
PROJECT MANAGEMENT OFFICE (MPMO)**

**MDH/OPASS # 20-18438 (M00B0600019)**

**Addendum #4**

**Issued: January 30, 2020**

All persons who are known by the Issuing Office to have received the above-referenced TORFP are hereby advised of the following revisions:

**Revision # 1**

**Sections 2.1.2 (Page 8) currently reads:**

**2.1.2** MDH intends to award this TORFP to up to three (3) CATS+ Master Contractors that proposes the most qualified team of resources that can best satisfy the Task Order requirements for the MMT project using CMS MITA standards. Offerors may submit Proposals for Category 1 – Project Management Office (PMO) or Category 2 – Project Support Services or both Category 1 and 2. Awards will be made as follows:

Category 1 – PMO will be awarded to the responsible Offeror with the TO Proposal determined to be the most advantageous to the State (refer to TORFP Section 2.3) for all tasks and deliverables designated under Category 1.

- A. Category 2 – Project Support Services will be awarded to the responsible Offeror(s) with the TO Proposal(s) determined to be the most advantageous to the State (refer to TORFP Section 2.4) for those tasks and deliverables designated under Category 2.
- B. The Department shall issue separate Work Orders under Category 1 and Category 2. If a TO Contractor is awarded both categories, that TO Contractor will not be eligible to compete for any Category 2 Work Order drafted by that TO Contractor.

**Revisions:**

**2.1.2** MDH intends to award this TORFP as follows:

- A. Awards will be made to CATS+ Master Contractors that propose the most qualified teams of resources to meet the requirements for the CMS MITA Standards.
- B. There will be one (1) TORFP awarded for Category 1 – Project Management Office.
- C. There will be two (2) TORFPs awarded for Category 2 – Project Support Services.
- D. Offerors may submit proposals for either category or for both categories.
- E. The Category 1 award will be made first.
- F. The TO Contractor awarded Category 1 is not eligible to be awarded Category 2.
- G. Subcontracting:
  - 1) TO Contractors awarded either category are not eligible to be subcontractors on the other category.
  - 2) Subcontractors are only eligible to participate in one (1) TORFP.

All other terms and conditions remain unchanged.

This Addendum is issued under the authority of State Procurement Regulations, COMAR 21.05.02.08 and with the approval of the Procurement Officer MDH.

\_\_\_\_\_  
01/30/2020  
Date

***Dana Dembrow***  
Dana Dembrow  
Director, OPASS

Page 3  
Addendum #4  
20-18438

Upon receipt, please return the addendum acknowledgement via fax, e-mail or hardcopy to:

John Gullucci  
MDH/OPASS/OET  
201 W Preston St, RM416D-2  
Baltimore MD 21201  
Phone #410-767-5823  
Phone # 410-333-5959  
[john.gullucci@maryland.gov](mailto:john.gullucci@maryland.gov)

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Addendum #4  
20-18438

**ADDENDUM ACKNOWLEDGEMENT**

I acknowledge receipt of Addendum #4 to TORFP 20-18438 titled "Medicaid Enterprise System Modular Transformation (MMT) Project management Office (MPMO)" dated 12/26/2019.

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Authorized Signatory – (Print/Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

