



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
**Long Term Support and Services (LTSS) System
Software Development and Business Process Support
MDH/OPASS # 20-18355 (M00B0600029)**

Addendum #1

Issued: September 4, 2019

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

TORFP Key Information Summary Sheet (Page 2) of TORFP currently reads:

Questions Due Date and Time:	9/5/2019 at 2:00 p.m. Local Time
TO Proposals Due (Closing) Date and Time:	10/9/2019 at 2:00 p.m. Local Time Offerors are reminded that a completed Feedback Form is requested if a no-bid decision is made (see Section 5).

Revisions:

- 1. Questions Due Date and Time:** 9/19/2019 at 2:00 p.m. Local Time
- 2. Proposals Due Date and Time:** 10/25/2019 at 2:00 p.m. Local Time
- 3. Attachment B – Price Sheet B-2 revised to adjust Total Projected Class Hours for Base Period (36 Months) of Job Title: Business Analyst (Junior):**
See attached “Revised” Price Sheet – Attachment B

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.

9/4/19

Date

Denise Coates

Denise Coates
Contract Officer, OPASS

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Addendum #1
MDH/OPASS 20-18355

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

Denise Coates
Maryland Department of Health
Office of Procurement and Support Services
201 West Preston Street, Room 416A
Baltimore, Maryland 21201
Telephone: 410-767-5981

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Addendum #1
MDH/OPASS 20-18355

ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of Addendum #1 to TORFP 20-18355 (M00B0600029) titled "Maryland Department of Health (MDH) Long Term Support and Services (LTSS) System Software Development and Business Process Support" dated August 1, 2019.

Vendor's Name

Authorized Signatory – (Print/Type)

Signature

Date



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
Long Term Support and Services (LTSS) System
Software Development and Business Process Support
MDH/OPASS # 20-18355 (M00B0600029)

Addendum #2
Issued: September 10, 2019

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

1. The TORFP currently reads:

Under Section 2.3.2, Physical Office Requirements

B.	TO Contractor shall have access to a training/UAT facility with a minimum of twenty (20) seats within twenty (20) miles of MDH.
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Under Section 2.3.5, LTSS Requirements Gathering, Design, Development, Testing and Implementation

K.	TO Contractor shall be required to prepare for and conduct validation in the Production environment after each software release.
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Under Section 2.3.12, Software Releases

K.	Technical Documentation: The TO Contractor shall maintain the following technical artifacts on an ongoing basis, updated for each software release at a minimum: <ol style="list-style-type: none">1. High-level diagram of the LTSS software application and each main component2. Development infrastructure and tools design3. Class and sequence diagrams
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Under Section 3.6.4, Cyber Security/Data Breach Insurance

The Contractor shall possess and maintain throughout the term of the awarded contract and for three (3) years thereafter, Cyber Risk/Data Breach insurance (either separately or as part of a broad Professional Liability or Errors and Omissions Insurance) with limits of a least US \$ five million (5,000,000) per claim.

Under Section 5.4.2 A-7, Volume I – TO Technical Proposal

- 7) Tools the Master Contractor owns and proposes for use to meet any requirements in Sections 2-3. Specific tools to be described in the TO Proposal include, at a minimum, those that support the following requirements:
- a) Software development workbench
 - b) Document repository
 - c) Tier 2 Help Desk
 - d) Configuration Management (including configurable items such as source code, release packages, requirements, test cases, test results, etc.)
 - e) Software Deployment
 - f) Automated Testing – including tools for testing batch processing, such as claims-related processes, and volume testing
 - g) Other tools

Revisions:

Under Section 2.3.2, Physical Office Requirements

B.	TO Contractor shall have access to a training/UAT facility with a minimum of twenty (20) seats within thirty (30) miles of MDH.
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Under Section 2.3.5, LTSS Requirements Gathering, Design, Development, Testing and Implementation

K.	TO Contractor shall be required to prepare for and conduct validation in the Production and Disaster Recovery environments after each software release.
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Under Section 2.3.12, Software Releases

K.	<p>Technical Documentation: The TO Contractor shall maintain the following technical artifacts on an ongoing basis and stored in a document repository accessible by the Department, updated for each software release or upon a mutually agreed timeframe at a minimum:</p> <ol style="list-style-type: none">1. High-level diagram of the LTSS software application and each main component2. Database documentation, including but not limited to<ol style="list-style-type: none">a. Data Architecture Designb. Entity Relationship Diagramsc. Data Dictionariesd. Table Layouts3. Development infrastructure and tools design4. Class and sequence diagrams5. Other technical documentation may be requested through the work order process
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Under Section 3.6.4, Cyber Security/Data Breach Insurance

The Contractor shall possess and maintain throughout the term of the awarded contract and for three (3) years thereafter, Cyber Risk/Data Breach insurance (either separately or as part of a broad Professional Liability or Errors and Omissions Insurance) with limits of a least US five million dollars (\$5,000,000) per claim.

Under Section 5.4.2 A-7, Volume I – TO Technical Proposal

- 7) Tools the Master Contractor owns and proposes for use to meet any requirements in Sections 2-3. Specific tools to be described in the TO Proposal include, at a minimum, those that support the following requirements:
 - a) Software development workbench
 - b) Document repository
 - c) Tier 2 Help Desk
 - d) Configuration Management (including configurable items such as source code, release packages, requirements, test cases, test results, etc.)
 - e) Software Deployment
 - f) Automated Testing – including tools for testing batch processing, such as claims-related processes, and volume testing
 - g) Document repository accessible by MDH personnel and designees
 - h) Other tools

2. Under Section 5.4.2 A, Volume I – TO Technical Proposal

Addition:

5.4.2 A-12 Proposed SLA's – The Offeror shall include proposed liquidated damages for failure to meet the SLAs as described in Section 2.6.

3. Under Section 5.4.2, Volume I – TO Technical Proposal: 5.4.2-H State Assistance is changed to 5.4.2-I State Assistance.

4. Under Section 5.4.2, Volume I – TO Technical Proposal: 5.4.2-I Confidentially is changed to 5.4.2-J Confidentially.

5. Under Section 5.4.2, Volume I – TO Technical Proposal: 5.4.2-J Additional Submissions is changed to 5.4.2-K Additional Submissions.

6. Under Section 5.4.2, Volume I – TO Technical Proposal: 5.4.2-H is changed

Addition:

5.4.2 H An Offeror must include in its Proposal a commonly accepted method to prove its fiscal integrity. If available, the Offeror shall include Financial Statements, preferably a Profit and Loss (P&L) statement and a Balance Sheet for the last two (2) years (independently audited preferred). In addition, the Offeror may supplement its response to this Section by including one or more of the following with its response:

- a) Dunn and Bradstreet Rating;
- b) Standard and Poor's Rating;
- c) Lines of credit;
- d) Evidence of a successful financial track record; and
- e) Evidence of adequate working capital.

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.

9/10/19

Date

Denise Coates

Denise Coates
Contract Officer, OPASS

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Addendum #2
MDH/OPASS 20-18355

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Denise Coates
Maryland Department of Health
Office of Procurement and Support Services
201 West Preston Street, Room 416A
Baltimore, Maryland 21201
Telephone: 410-767-5981

ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of Addendum #1 to TORFP 20-18355 (M00B0600029) titled “Maryland Department of Health (MDH) Long Term Support and Services (LTSS) System Software Development and Business Process Support” dated August 1, 2019.

Vendor’s Name

Authorized Signatory – (Print/Type)

Signature

Date



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
Long Term Support and Services (LTSS) System
Software Development and Business Process Support
MDH/OPASS # 20-18355 (M00B0600029)

Addendum #3

Issued: September 24, 2019

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

1. The TORFP currently reads:

Attachment B – TO Financial Proposal - Price Sheet B3 (top of sheet)

The total class hours (Column B) are not to be construed as “guaranteed” hours; the total number of hours is an estimate only for purposes of price sheet evaluation. A year for this Task Order shall be calculated as one (1) calendar year from the Effective Date. Labor Rate Maximums: The maximum labor rate that may be proposed for any CATS+ Labor Category shall not exceed the maximum for the CATS+ Master Contract year in effect on the TO Proposal due date.

Revisions:

Attachment B – TO Financial Proposal - Price Sheet B3

A year for this Task Order shall be calculated as one (1) calendar year from the Effective Date. Labor Rate Maximums: The maximum labor rate that may be proposed for any CATS+ Labor Category shall not exceed the maximum for the CATS+ Master Contract year in effect on the TO Proposal due date.

- 1. Attachment B – Price Sheet B-3 revised to allow additional roles and line insertions not included/allowed in Price Sheets B-1 and B-2:
See attached “Revised” Price Sheet – Attachment B**

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.

9/20/19

Date

Denise Coates

Denise Coates
Contract Officer, OPASS

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Addendum #3
MDH/OPASS 20-18355

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Denise Coates
Maryland Department of Health
Office of Procurement and Support Services
201 West Preston Street, Room 416A
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Addendum #3
MDH/OPASS 20-18355

ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of Addendum #3 to TORFP 20-18355 (M00B0600029) titled "Maryland Department of Health (MDH) Long Term Support and Services (LTSS) System Software Development and Business Process Support" dated August 1, 2019.

Vendor's Name

Authorized Signatory – (Print/Type)

Signature

Date