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EDMUND G. BROWN JR.
 Governor

**REQUEST FOR OFFER
 ACQUISITION SPECIALIST AND SUBJECT MATTER EXPERTISE SERVICES
 RFO #2014-01
 ADDENDUM 2- Response to Written Questions**

	Question	Response
1.	In the RFP, you mention the estimate release date of the RFP being April 2015 and the STPD being the procurement official for the MIS procurement. It also mentions that our consultants will play a limited role in the procurement process. How many hours do you anticipate requiring the services of our team following the release of the RFP (for review, evaluation, & selection) and which consultants do you anticipate requiring during that timeframe?	CDPH estimates up to 60 hours will be required following release of the RFP. The main purpose is to help CDPH answer bidder questions and provide input for potential addendums. It is difficult to forecast the nature of the questions. The SME will address questions that involve the WIC program, USDA requirements, and WIC MIS and EBT solutions. The Acquisition Specialists will address questions related to the content of the RFP. An estimate would be that those hours would be split between the consultants. However, this may vary depending on the nature of the questions we receive.
2.	In the Cost Worksheet, you list a total estimated hours of 1870 and ask us to provide our estimated hours for each role. Since you have listed the total hours and require that our estimates match those hours, we are assuming that you have already developed a project plan which includes resource allocation. Could you share the estimated breakdown on how you intend to allocate the hours to each consultant on this project?	CDPH's estimated allocation of hours is 20 percent for the SME consultant and 80 percent for the Acquisition Specialist(s).
3.	General: We are aware that there is headquarters, local agencies and service sites located throughout the state. Can the California Department of Public Health (CDPH) provide clarification on the amount of travel expected by the team for this acquisition support contract?	The consultants will only be expected to travel within the Sacramento area. The majority of the work will be conducted in WIC Headquarters in the Natomas area. Meetings may be held in the East End Complex on Capitol Avenue and STPD offices in Rancho Cordova.
4.	General: CDPH eWIC released a similar acquisition support RFO in April, 2014. Can CDPH provide details of the status of this RFO (was a vendor selected, is the work on-track and/or does this work coincide with the prior procurement)?	The prior RFO was cancelled. No award was made.

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5.	Page 3 – Section 1. 4 Key Action Dates: Currently, the timeline highlights that the contract will start in September 22, 2014. Would the Department be willing to start the contract sooner?	Yes, the Department would like the contract to begin as soon as an offer is selected and the contract is executed. The September 22 date is a conservative date to allow enough time for the Contracts Unit to process the contract. Once an offer is selected, we will expedite the contract process and hope to have the contract in place before September 22.
6.	Forms, Page 7 - Attachment 5: Can the Department provide details on how to complete the cost detail worksheet in Attachment 5? Would a separate table be created for each “Services and Tasks” listed in 2 (i.e. A through D)? And for each table, would the Department like to see each resource estimates to work on that “Task”?	This will be a Time and Materials contract. The exact plan for resource allocation to tasks will be made when the Work Plan is developed by the consultants when they are on board. CDPH is looking for the most qualified consultants at the lowest hourly rate for the number of hours shown on Attachment 5. CDPH does not request a further breakdown by task other than what is requested on Attachment 5. During development of the RFP, resource allocation to tasks will likely be adjusted depending on the needs.
7.	When the EBT Contractor is engaged, will California also solicit for a contractor to provide Quality Assurance (QA) and/or Independent Validation and Verification (IV&V) services? (Section 1.1 page 1)	Yes. CDPH plans to hire a QA consultant and an IV&V consultant for the eWIC EBT project. CDPH also plans to hire a QA consultant and an IV&V consultant for the eWIC MIS project.
8.	If a QA or IV&V contractor will be engaged, will the company that provides these consulting services be precluded from providing QA and/or IV&V services? (Section 1.12 page 5)	No. The recommendations for QA and IV&V services were already made as part of the IAPD’s and FSR’s for the two projects.
9.	The acquisition specialist(s) will be required to attend meetings in California. Will the Acquisition Specialist be allowed to work offsite with the ability to attend meetings onsite with advance notice? (Section 1.1 page 5)	No. The intent is for the Acquisition Specialists to work on-site at WIC Headquarters in Natomas. On occasion, the Acquisition Specialists may be allowed to do work off site. This would have to be pre-approved by CDPH.
10.	In the event the Acquisition Specialist is able to work offsite with the ability to be onsite for meetings, how frequent does the State anticipate onsite visits to be? (Section 1.1 page 5)	See response to #9 above.
11.	The paragraph states that forms 8, 8A, and 8B must identify 9 references however the bold statement states that “Only three (3) completed Attachment 8, 8A, and 8B Reference Rating Forms are to be included in the offeror’s response package (total of 9 forms). In section 3.2.4, the RFP states that three Forms 8, 8A , and 7A must be submitted for a total of twelve (12) forms. Could the State please clarify exactly how many of each type of reference form must be submitted with the response package? (Section 2.2.5. C page 7)	The RFO was revised on page 7, 2.2.5. C and page 10, 3.2.4 References. 2.2.5. C. The offeror and subcontractor must submit the following forms identifying nine (9) or twelve (12) depending if there are one or two Acquisition Specialists in the offer, references: 3.2.4. ...(a total of nine (9) or twelve (12) Reference Rating Forms required, depending if there are one or two Acquisition Specialists in the offer).

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12.	The requirement is stated as requiring three years of experience performing RFP development and acquisition specialist services for California state agencies and department. Can this requirement be expanded to include non-California state agencies and departments? (Section 3.2.2.A page 9)	This mandatory requirement has been revised. The reference to “California state agencies and department” has been eliminated.
13.	Will the IAPD be made available for review? (Att.1, 2.A.5 page 13)	Yes. A copy of the IAPD is available upon request. Send an email to Trina.Martinez@cdph.ca.gov
14.	How long will the state need to review deliverables? What State offices will be involved in the deliverable review and approval? How many reviewers does the State anticipate for each deliverable? (Att. 1, 1 page 13)	The plan and timelines for reviewing deliverables will be estimated in the work plan developed when the consultant team is on board. Time frames for reviewing documents will depend on the size and complexity of the documents and will be estimated accordingly. The RFP will need to be reviewed and approved by CDPH management, STPD and the USDA before it is released.
15.	RFO Section 1.3 Major Tasks changed from the previous procurement and no longer includes providing WIC Subject Matter Expertise on the WIC Program and eWIC MIS and EBT systems. Is this major task just being replaced with Attachment 1 Section 2.A. 10? If not: A) Please confirm these services are no longer needed. B) Did the State engage someone to meet this previous need? C) If so will this person be available during the project to the winning bidder?	Yes, it is replaced. The main focus of the SME will be on the refinement, prioritization and finalization of the MIS system requirements and development of the MIS RFP. However, because the MIS system will be tightly coupled with the EBT system, the SME will also be expected to answer questions related to the MIS-EBT interface, WUMEI, and EBT operations as they relate to the MIS system.
16.	RFO Section 1.10 Staff Location. Please confirm that the only requirement for the SME performing on-site work is for the interview and kick off meeting. If this is not correct please clarify the state’s expectation regarding on-site work.	CDPH is amending the RFP to require the SME to attend the interview and kick off meeting plus be physically present at WIC Headquarters for five days (either one full work week or five days spread out over a few weeks) to participate in work groups that will review, refine, prioritize and finalize the list of functional business requirements that were attached to the IAPD and will be included with the RFP.
17.	RFO Section 1.12 Follow-on Contracts Prohibited. Would the selected vendor be precluded from proposing on the QA for the implementation project?	The selected vendor will not be precluded from bidding on a QA contract for implementation. The selected vendor will be precluded from bidding on the RFP for the MIS system or participating on a vendor team for the RFP.
18.	RFO Section 2.2.4 B. specifies 190 hours. Do bidders have to bid exactly 190 hours or can they bid any number of hours as long as the total bid for unanticipated work does not exceed \$25,000.	Bidders are required to bid exactly 190 hours and the total bid for unanticipated work cannot exceed \$25,000. The total bid can be under \$25,000 depending on the hourly rate offered.

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19.	RFO Section 3.2.2. Does the State expect the IAPD Update to be primarily performed by the SME or the acquisition specialists?	The SME will be expected to provide guidance on USDA's requirements and expectations for an IAPD Update. The Acquisition Specialists will do the bulk of the drafting of the update document. The SME will review, comment and edit the draft from the perspective of USDA's requirements and expectations. The IAPD Update is expected to be around eight to ten pages with an updated budget and timeline attached that consolidates the MIS and EBT projects.
20.	RFO Attachment A, Section 2.A.10. regarding the SME providing expertise throughout the contract. This is a two year contract. Can bidders assume that the expertise is restricted to the RFP and IAPD update and not an open ended consulting service?	Yes. Bidders can assume that SME expertise is restricted to this RFP, the IAPD Update, and the procurement process that will emanate from the RFP. The need for the SME expertise will end after two years or the MIS system integrator contract is signed whichever comes first.
21.	RFO Attachment A, Section 2.A.10. regarding the list of SME's. A) Can bidders assume that any person on the list is acceptable to the State? B) The list is fairly limited. What is the source of the list? Which of the vendors has CDPH worked with in the past? D) Can a SME on the list be included in multiple vendor bids?	The offer of a list of SME's has been withdrawn.
22.	RFO Attachment 5 Cost Worksheet – 1,870 hours are shown in the worksheet. Are bidders required to bid 1870 hours or just no more than \$250,000.	Bidders are required to bid exactly 1870 hours. The total bid cannot exceed \$250,000. The total bid can be under \$250,000 depending on the hourly rate offered.
23.	RFO Attachment 5 Cost Worksheet – Please confirm that bidders do not need to provide a separate breakdown for each of the Scope of Work tasks bullet points.	This is correct.
24.	Has the State met with any vendors since the previous bids were submitted?	No.
25.	What happened to the hardcopy and softcopy proposals submitted previously?	Secured in a file cabinet with the cancelled RFO.