Attachment A

General Questions regarding RFP for a Case Management and Client Information System

Question #	RFP reference	RFP text (if applicable)	Question/Comment	
1	Responding Vendor Information	VEN ID	Is the VEN ID an Oklahoma Vendor ID number? If not, what is the VEN ID referring to?	VEN ID is the number that is assigned to your company upon submitting the Vendor/Payee Form. Hyperlink to Form: http://www.ok.gov/OSF/documents/osfvend.pdf
2			Assuming no difference in monetary value or functionality, does OHDS prefer a vendor-hosted or OHDS-hosted environment?	OSDH's preference is to have a solution that can be implemented by September 27, 2013. Beyond that OSDH is open to all solutions.
3			Is OHDS able to disclose the budget allocated for the CMCIS project?	No.

4	C.5.1	The CMCIS must support an enterprise solution. Provide statewide licensing capability for OSDH and contracted sites. There are approximately 350 users of the various data collection systems across 95 sites at the current time. It is estimated that this will expand by approximately 50 users and an additional 12 sites within six months.	How many of the 400 anticipated users will need to use the mobile capability in using the CMCIS remotely?	Approximately ½ to ¾ of the users could be mobile users.
5	C.5.6	The vendor will provide narrative describing specif ications for an XML-based Simple Object Access Protocol (SOAP), Secure Sockets Layer (SSL) or REST-based compliant web service as a part of their response.	Please elaborate how you would like the respondent to describe their capabilities as part of this response. Would you like the respondent to describe their specifications under this section?	Yes, we would want the vendor to describe their specifications.
6	C.5.18		Please define State and Federal Security Standards required by OSDH.	HIPAA, FERPA and State of Oklahoma Security Requirements - http://www.ok.gov/cio/documents/InfoSecPPG.pdf
7	C.5.22	The CMCIS will have the ability to collect data elements required by State and Federal mandates/ regulations and required by each of the home visitation models. A list of variables collected by model can be made available upon request.	Please provide the list of variables collected by each model.	A list of variables collected by program accompanies this document.

8	C.6.1	Preference will be given to vendors who can implement the CMCIS by September 27, 2013	Please define "implement." The RFP asks for a kickoff meeting within 14 days of the award followed up by JAD sessions. Does "implement" mean the project must begin or does it mean that all deliverables must be complete and the CMCIS in production?	Preference is that all or most of the deliverables be completed by September 27, 2013.
9	C.6.8	The system should have scheduling capabilities for home visitors to manage client workflow	Please describe the desired scheduling capabilities.	Scheduling capabilities would include but is not be limited to appointment scheduling for clients with home visitors.
10	C.6.9	Preference will be given to vendors and points will be awarded for implementation of an alert system that can notify a home visitor of an upcoming or past due task including but not limited to the following: 1)the system will prompt home visitors or data entry personnel on when a document needs to be completed; 2)the system will alert the home visitor when an appointment needs to be scheduled for a client; 3)the system will alert the home visitor of upcoming appointments; 4)the system will alert the home visitor that it is time for a client to graduate from the program or transfer to another program, etc	Please provide the rules that would be used to set up these alerts, for example what indicator would be used to tell the system that its time for a client to graduate or transfer to a new program.	Rules will be fully defined during the requirements gathering phase of this project. Rules could be based off of model client target requirements, business requirements, or other items that have not been identified at this point.

11	C.6.12	"A system that includes supplemental roads data for geo-coding is preferred."	Please elaborate on the meaning of "supplemental roads data".	A standardized data file that contains geographically referenced road data that is used to geo-reference addresses within the system.
12	E.12	Describe the core CMCIS functions and features as well as any custom development and/or configuration work necessary to connect OSDH's various systems (i.e., PHOCIS, OSIIS) to the CMCIS.	Please list which internal systems OSDH plans on integrating with the CMCIS.	PHOCIS and OSIIS (C.6.18) are the two that have been identified at this point. There may be others identified in the requirements gathering phase.
13	E.13	Provide a detailed description of how the CMCIS will transmit data via message or web service between and among internal systems (i.e. PHOCIS, OSIIS) and between OSDH and external partners.	Please list the external partners that the CMCIS will need to communicate with.	External partners have not been identified at this point.
14	E.18.1	Please complete the attached VPAT & Accessibility -OMES form 053. Also attached is the VPAT Instructions Template.	Please provide a copy of the VPAT & Accessibility -OMES form 053 as well as the VPAT instructions template.	VPAT Instructions Template: http://www.ok.gov/OSF/documents/OMES-ITP-053.pdf VPAT – OMES https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?id=267 Accessibility – OMES http://www.ok.gov/accessibility/
15	E.19.7	Management Plan	Please confirm that the term "Management Plan" refers to a project management plan for the implementation of the CMCIS	This is correct.

16	G. e	At minimum, include the milestones detailed in sections C.6 through C.9	Sections C.6 appears to be functional requirements rather than milestones. Please confirm that you want the respondent to price milestones detailed in sections C.6 through C.9	This should be “include the project deliverables detailed in section C.10.”
17	G. g	Ongoing Maintenance/Support (Year 1 – Year 5). Pricing for each Phase shall be provided on a monthly basis, to be billed quarterly in arrears, through completion of Phases 1-4	Please clarify what is meant by “Phases 1-4”	The project will be implemented in a single phase. The statement should read – “Pricing shall be provided on a monthly basis, to be billed quarterly in arrears. “