



# New Mexico Health Insurance Exchange Response to Vendor Questions IV&V RFP

Question	NMHIX Answer
<p>1. Section 3.7, following the tables, states “For each validation area described in Section 4.6...” – there doesn’t appear to be a Section 4.6 so should this read Section 3.6 instead?</p>	<p>Correct. The beginning of Section 3.7 should read as follows:</p> <p><i>The following table identifies the anticipated work products that the successful IV&amp;V Contractor will produce under the resultant IV&amp;V contract. All the task activities listed in Section 3.6 should be addressed comprehensively within these work products.</i></p>
<p>2. Section 5.4: May we submit the electronic copy of our proposal in searchable PDF format? May the hard copies be double-sided and bound?</p>	<p>Yes, the NMHIX will accept an electronic copy submitted in searchable PDF format, and the hard-copies can be double-sided and bound.</p>
<p>3. The RFP states that the DDI Vendor was selected based on responses in a separate solicitation. When did they begin implementation? What software life cycle management methodology are they using to build the system (e.g., agile, RUP)? What SDLC phase are they currently addressing? Is their deliverable schedule available?</p>	<p>GetInsured is the contracted DDI vendor. Implementation for the SHOP began during summer 2013. Implementation of the state-based individual marketplace has begun.</p> <p>NMHIX is currently using an Agile process software lifecycle methodology. Currently, the project is in Phase 2 Design.</p> <p>A deliverable schedule will be provided to the IV&amp;V contractor upon contract award.</p>
<p>4. The RFP states that a PMO vendor has already been selected and is in place. When did their contract begin? Is their deliverable schedule available?</p>	<p>Public Consulting Group, Inc., (PCG) is the PMO vendor for this project. PCG’s contract began in May 2013. The deliverable schedules will be made available to the IV&amp;V contractor upon contract award.</p>
<p>5. Section 2.2 states the proposal due date is February 13 while Section 5.4 states the due date is February 21. Please clarify.</p>	<p>Proposals are due February 13, 2014.</p>



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<p><b>6.</b> Will the HIX be subject to completing a Federal Information Security Management Act (FISMA) security Certification and Accreditation (C&amp;A)? Who will lead FISMA C&amp;A activities (if any) and what will the IV&amp;V Contractor’s role be in such activities?</p>	<p>NMHIX is subject to all CMS and Federal Requirements mandated for state-based exchanges. The IV&amp;V Contractor will provide the oversight for all necessary certification.</p> <p>NMHIX is open to different approaches to successfully meeting this review requirement.</p>
<p><b>7.</b> The RFP (Section 3.3) indicates that the IV&amp;V Contractor may do some work off-site. It also states that, “NMHIX shall make all files and records accessible to the Contractor, on site.” Will files and records be made available to the IV&amp;V Contractor when working off-site (e.g., via a VPN)?</p>	<p>Yes, the NMHIX will make files and records available to the IV&amp;V Contractor when working off-site. The NMHIX and IV&amp;V Contractor shall work together to determine the method of record transfer.</p>
<p><b>8.</b> Will NMHIX provide additional points for Offerors whose background and experience includes IV&amp;V work for other state run HIX environments?</p>	<p>In Section 7 – Evaluation –you will see that the Offeror’s Background and Experience is worth 30 points (or 30 percent) of the total bid. Experience working as an IV&amp;V vendor for other state-run HIX’s will be considered when scoring this section.</p>
<p><b>9.</b> The RFP indicates that the Final IV&amp;V Review Report must account for 33% of the total proposed amount. Would NM HIX consider making this a lesser amount, more commensurate with the effort associated with this report compared to the other deliverables?</p>	<p>No, the NMHIX feels comfortable that the pricing is adequate.</p>
<p><b>10.</b> The RFP requests an all-inclusive hourly rate for ad hoc IV&amp;V services, inclusive of travel expenses.</p> <p>NMHIX might benefit from having separate on-site and off-site all-inclusive rates, particularly given that is unclear how much of ad-hoc work might need to be performed</p>	<p>Yes, the NMHIX will accept two all-inclusive rates.</p>



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on or off-site. Would NMHIX consider it acceptable for Offerors to provide two all-inclusive rates, one for on-site work and one for off-site work?	
<b>11.</b> Will this all-inclusive rate for ad-hoc IV&V services be considered in scoring for cost of the proposals? If so, how?	No, these ad hoc rates will not be used in the calculation of the pricing proposal, but rather are for informational purposes for the NMHIX.
<b>12.</b> Task OM-09 refers to supporting Maryland’s software maintenance needs. Please clarify.	Task OM-09 should read as follows:  <i>Verify that the software maintenance agreements are in place with the COTS vendors and that the support provided by those vendors conforms to licensing and software maintenance agreements and are adequate to support NMHIX’s software maintenance needs.</i>
<b>13.</b> The chart refers to weekly status reports, but then indicates these are due monthly in the Frequency column. Please clarify.	The Weekly Status Reports are to be delivered on a weekly basis, not monthly.
<b>14.</b> Page 43 indicates in the Description and Timing column related to the Final IV&V Review Report that “A final IV&V Review Report (Draft Version) will be delivered to the IV&V Project Manager by a date commensurate with the scheduled Operational Readiness review by CCIIO, but the chart on page 37 refers to this report occurring in December, and the Frequency column indicates it occurring in December. Please clarify.	The description of Final IV&V Report should read as follows:  <i>A final IV&amp;V Review Report will be delivered to the IV&amp;V Project Manager in December 2014.</i>
<b>15.</b> Section 2.2/ 5.4 indicates that responses are due 3 p.m. MST on February 21, 2014, which conflicts with the date provided on the RFP cover page and the date provided in	Proposals are due by 3 p.m. MT on February 13, 2014.



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RFP Section 2.2, Key Dates, which is February 13, 2014. Can NMHIX please confirm the due date for proposals?	
<b>16.</b> Section 2.13 requires the Contractor to include all proposed subcontractors in its Proposal. We sometimes contract with individuals or small consulting firms to provide services to us in a staff augmentation role. These non-employee, independent consultants may perform a portion of the proposed Scope of Work. Should these individuals be separately identified as subcontractors in our proposal?	Yes, please identify all individuals and organizations that may be used in a subcontractor role.
<b>17.</b> Section 3.3: Can the state explain how an IV&V Vendor should approach the following requirement for the Staffing Plan: <i>“The staffing plan shall also describe how it will train, educate and supervise staffing the preparation for project work execution”?</i> What types of training or education will staff need?	This section refers to how your organization will ensure that your staff are appropriately trained. The NMHIX wants to ensure that its IV&V Contractor continually trains its staff.
<b>18.</b> Section 6.1: Please clarify if the total cost should include New Mexico Gross Receipts Tax (GRT).	The IV&V Bidder’s costs should be inclusive of all costs, including the New Mexico Gross Receipts Tax (GRT). Please make this a separate line item.
<b>19.</b> Section 3.4: Please clarify if the Offeror will be developing all of the Status Report bulleted items listed on page 16 e.g. CMS deliverable milestones and project budget? Or will the role of the IV&V contractor to provide oversight for these meetings and reports developed by Public Consulting Group in their roles as the Project PMO.	The NMHIX expects the IV&V Contractor to participate in weekly status meetings. During this time the IV&V contractor will be responsible for providing the information found in Section 3.7 under weekly status reports.



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<p><b>20.</b> Section 3.7: Please clarify when the IV&amp;V Weekly Report reports will be due (noted as monthly in table) given that the PMO weekly reports will be included in the IV&amp;V review.</p>	<p>Weekly Status Reports will be due weekly, not monthly.</p>
<p><b>21.</b> Section 3.7: Please clarify how many IV&amp;V Weekly Report reports are required (44 as identified in the Cost Proposal) or 36 March – December 2014 as identified in table on page 37.</p>	<p>The IV&amp;V Contractor will be responsible for weekly status reports, beginning upon contract award through December 2014. The number was provided as a reference for bidders.</p>
<p><b>22.</b> Section 3.7: Please clarify if both an Initial Review Report and a Final IV&amp;V Report are required bringing the total to 2?</p>	<p>Yes, both an Initial and Final Report are required.</p>
<p><b>23.</b> Clarification Sought: On the First Page, it states; “Proposals Due By: Thursday, February 13, 2014.”            Clarification Sought: On Page 50, it states: “To be considered for contract award, 10 copies of the technical proposal (which includes the Cost Proposal) must be at the office of NMHIX offices ..., addressed to the Procurement Administrator by 3 p.m. MST on February 21, 2014.”            Question: Could you confirm the date by which the proposal must be submitted?</p>	<p>Proposals are due by 3 p.m. MT on February 13, 2014.</p>
<p><b>24.</b> Clarification Sought: On Page 50, it states: “To be considered for contract award, 10 copies of the technical proposal (which includes the Cost Proposal)” ....            Question: Do you want the proposal response in two separate binders: (1) Technical Proposal and (2) Cost Proposal?</p>	<p>The Technical and Cost proposals can be included in the same binder.</p>



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Or, should the Technical and Cost information be included in a single binder?	
<p><b>25.</b> Clarification Sought: On Page 50, it states: “Offeror must include a CD or flash drive with a digital copy of the proposal.”</p> <p>Question: Do you want a CD or flash drive included in each binder; or, do you want a single CD or flash drive included only in the First/Original binder?</p>	Only one electronic copy – via CD or flash drive – is due with the proposal.
<p><b>26.</b> Page 41: What are the special circumstances whereby remote work may be authorized?</p>	It is the NMHIX’s preference that the IV&V Contractor be on site, though we understand that off-site work is acceptable, as well. On-site versus off-site work is something that the NMHIX and IV&V Contractor will discuss.
<p><b>27.</b> Page 34: Since we are required to establish an office in Santa Fe as part of our pricing, will the contract be amended to include payment for additional space to house state staff?</p>	The NMHIX is not requiring an office be established as part of this RFP. The NMHIX office, located in Albuquerque, can accommodate limited IV&V Contractor staff in temporary space.
<p><b>28.</b> Section 3.3: Will work space be provided for the IV&amp;V team at the NMHIX office location?</p>	Yes, the NMHIX Office in Albuquerque will have some limited space available for visiting IV&V Contractor staff.
<p><b>29.</b> Section 5.4: RFP states, “Offeror must include a CD or flash drive with a digital copy of the proposal.”</p> <p>Could NMHIX please confirm/ clarify bidders need to provide one digital copy? Will the NMHIX accept a PDF version of the digital copy?</p>	The NMHIX will accept one electronic copy of the technical and cost proposals. Also, the NMHIX will accept searchable PDF format.