



# CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES



## CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)

STATE OF CALIFORNIA  
DEPARTMENT OF CORRECTIONS AND REHABILITATION  
REQUEST FOR OFFER  
INFORMATION TECHNOLOGY (IT) CONSULTING SERVICES  
SENIOR PROJECT MANAGER  
HEALTHCARE SCHEDULING AND TRACKING SYSTEM

RFO #12-022-ITS  
ADDENDUM #1

### BACKGROUND

The California Department of Corrections and Rehabilitation (CDCR), California Correctional Health Care Services (CCHCS), is requesting offers for a Senior Project Manager (Senior PM) to support the Health Care Scheduling and Tracking System (HCSTS) project and integrated projects. The Senior PM will provide management support to complete design efforts and successful implementation of the HCSTS project.

The term of the proposed Agreement is targeted for August 20, 2012, through February 20, 2013. CCHCS reserves the option to extend the Agreement for an additional six (6) months at the same rate of award and/or to add additional funds up to the maximum CMAS threshold. The contract award is subject to availability of funds approved for this purpose.

In submitting an offer Offeror agrees to the terms and conditions stated in this Request for Offer and in accordance with Offeror's authorized CMAS Agreement. All offers must be signed by an authorized officer of the company or firm who has legal and binding authority.

Offers are due by **4:00 p.m., Monday, August 13, 2012. Responses and any required copies must be submitted by electronic mail and clearly labeled to the department contact noted below.**

#### **Department Contact:**

California Correctional Health Care Services  
Attention: Cynthia Basa  
P.O. Box 4038  
Sacramento, CA 95812-4038  
(916) 324-8045  
Cynthia.basa@cdcr.ca.gov

## **QUESTIONS/STATEMENTS AND ANSWERS**

1. Question(s)/Statement(s):

“In the Selection process (see page 6), is the interview being scored? If so, how many points are assigned for the Interview?”

Answer(s)/Statement(s):

No; interviews are permissive and are used to refine and validate the Technical and Administrative scores.

2. Question(s)/Statement(s):

“In the Best Value Criteria (see page 7), how is the technical criteria being scored? For example, for the first 4 criteria, how many years of experience are required in order to get the maximum 10 points?”

Answer(s)/Statement(s):

If the proposed candidate meets or exceeds the number of years of project management experience related to the criteria listed, he/she may receive the maximum of points allowed.

3. Question(s)/Statement(s):

“In Exhibit B-1 (page 23), what should we assume the total number of hours to be for all the deliverables listed?”

Answer(s)/Statement(s):

For Fiscal Year (FY) 2012/13, there are one-thousand nine-hundred ninety-two hours (1992). Given that CCHCS is soliciting services for a six-month term, the total available hours is nine-hundred ninety-six (i.e.,  $1992/2 = 996$  hours).

Please recognize, however, that services are being sought on a deliverable basis and Offeror may propose completion of project over a lesser period of time (i.e., term).

4. Question(s)/Statement(s):

“In Section H (page 20) - Period of Performance- it states, 'CCHCS reserves the option to extend Agreement for up to twelve (12) additional months at two (2) six-month intervals, or less, at the same rate of award and/or to add additional funds up to the maximum CMAS threshold.' Should we assume full time (8 hours/day) work hours for the 18 month contract duration, while costing the proposal?”

Answer(s)/Statement(s):

No, CCHCS is seeking services on a fixed-cost basis over a six-month term or less dependent upon Offeror's response.

5. Question(s)/Statement(s):

"May Offerors submit more than one candidate for this opportunity? I'm asking if we can submit two candidates, either of whom would be the sole person in the role; I'm not asking to submit two candidates to share or split the position."

Answer(s)/Statement(s):

Yes, Offerors may submit more than one (1) candidate for RFO 12-022-ITS.

6. Question(s)/Statement(s):

"Please advise if CCHCS either currently has, or within the past 2 years, previously engaged a firm or consultant to perform Project Manager services for the HCSTS Project effort.

- If yes, please provide the name of the firm currently or previously engaged for provision of these services."

Answer(s)/Statement(s):

CCHCS has not engaged a firm or consultant within past two (2) years to perform project management services for the Health Care Scheduling and Tracking System (HCSTS).

7. Question(s)/Statement(s):

"Please advise the date by which CCHCS will provide answers to all vendor questions on this RFO, so that we have adequate time to respond and construct a proposal to meet your specific project requirements. Please know that providing answers the day before offers are due would cause unnecessary constraints on proposing vendors, and could potentially result in quality degradation of all offer responses."

Answer(s)/Statement(s):

CCHCS will provide a timely response to all vendor questions concerning this RFO.

8. Question(s)/Statement(s):

"Page 7 of the RFO shows that the proposed personnel will be give evaluation points based on their experience, while page 10 of the RFO states "Offeror's proposed personnel must meet the Mandatory Qualifications for Offeror to be considered for award." Will the proposed personnel be considered if they do not meet one of the mandatory qualifications noted on page 10, Section B of the RFO?"

Answer(s)/Statement(s):

If an Offeror's proposed personnel (i.e., consultant) do not meet one of the mandatory qualifications noted on page 10, he/she may still be evaluated (i.e., scored) based on his/her expertise and experience. Please recognize that such consideration is at CCHCS' discretion.

9. Question(s)/Statement(s):

"Qualification #7:

Will you accept 5+ years of experience acting in a Lead Project Manager role in lieu of a PMP Certification?"

Answer(s)/Statement(s):

No. Please recognize, however, at CCHCS' discretion the proposed candidate may still be evaluated (i.e., scored), but not receive any points for Technical Criteria/Qualification #7

10. Question(s)/Statement(s):

"Qualification #8:

Will you accept experience in health care environments in lieu of only those projects supporting correctional health care environments? "

Answer(s)/Statement(s):

No. Please recognize, however, at CCHCS' discretion the proposed candidate may still be evaluated (i.e., scored), but not receive any points for Technical Criteria/Qualification #8.

11. Question(s)/Statement(s):

" Page 4, Response Guidelines, Item 16.0

Are completed Attachments B, C and D required with the proposal submission or upon award of contract?"

Answer(s)/Statement(s):

An Offeror will be required to submit Attachment B (Contractor Confidentiality Statement), Attachment C (Non-Disclosure Agreement), and Attachment D (Statement of Economic Interests [Form 700]) upon contract award.

12. Question(s)/Statement(s):

" Page 15, Response Guidelines, Item 9.0

Do you have an estimate or historical information from similar projects of the approximate quantity of Change Requests anticipated for this effort?"

Answer(s)/Statement(s):

No.

13. Question(s)/Statement(s):

“Will the PM be managing the existing project, or will the project be starting over?”

Answer(s)/Statement(s):

The Senior Project Manager will be managing the existing project.

14. Question(s)/Statement(s):

“- Exhibit B.1 stipulates that CCHCS will pay Contractor on a Fixed Price basis according to Exhibit B-1(Rate Sheet).

- There are several factors outside of the Project Managers control that could cause the schedule to vary.
- How will this be handled in terms of billing?
  - For example, 5.4.i –requires a minimum of 15 hours of participation per week in various meetings, which represents 37.5% of a billable week. From these meetings contingencies could arrive that causes changes to the plan.
  - Moreover, there could be other delays outside of the PM's control.”

Answer(s)/Statement(s):

Any modifications to the Scope of Work of the ensuing Agreement will be defined, documented, and mutually agreed upon by Contractor and CCHCS, and may be reimbursed on a time and materials basis or fixed-cost as proposed via work authorization.

15. Question(s)/Statement(s):

“What is the purpose of the two optional 6 month extension periods?”

Answer(s)/Statement(s):

To provide CCHCS and Contractor with flexibility involving project schedule.