



**REQUEST FOR OFFER (RFO)
PROJECT MANAGER – NON-INFORMATION TECHNOLOGY**

**LEVERAGED PROCUREMENT AGREEMENT (LPA)
CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS)**

**RFO #SD16-00294
ADDENDUM 4**

April 11, 2017

The following revisions are made to RFO #SD16-00294 with this Addendum. All other terms and conditions of the RFO remain the same.

COVER PAGE updated as follows:

STATE OF CALIFORNIA

**REQUEST FOR OFFER (RFO)
PROJECT MANAGER – NON-INFORMATION TECHNOLOGY**

**LEVERAGED PROCUREMENT AGREEMENT (LPA)
CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS)**

**RFO #SD16-00294
MARCH 7, 2017**

The California Correctional Health Care Services (CCHCS) is soliciting offers for one (1) non-information technology (non-IT) Project Manager. All submitted offers must comply with the instructions found herein. Please refer to Exhibit A, Statement of Work (SOW).

The proposed term of this Agreement is ~~April 10~~ May 8, 2017 through April 30, 2018. ~~with an option to extend the Agreement for up to one (1) twelve (12) month term or any increment at the rates indicated in the original Agreement, if it is in the state's best interest and in accordance with the California Multiple Award Schedules (CMAS) terms and conditions. CCHCS reserves the right to amend the ensuing contract, only in writing by formal contract amendment, unless specifically prohibited by the CMAS contract.~~

The Agreement award is subject to and contingent upon the availability of funds approved for this purpose. **The maximum dollar threshold for a non-IT services CMAS is capped at \$250,000.00.**

All offers must include a cover letter with original signature by an authorized company officer who has legal and binding authority. No electronic signatures will be accepted (e.g. DocuSign). By submitting an offer, a firm agrees to the terms and conditions stated in this Request for Offer (RFO)

and in accordance with an authorized CMAS contract administered by the Department of General Services, Procurement Division (DGS/PD).

Offers are due by ~~Tuesday, March 28, 2017~~ **Tuesday, April 18, 2017, Noon, Pacific Standard Time (PST)**. Responding offers and any required copies must be submitted per the instructions herein.

Department Contact:

CCHCS – Acquisitions Management, Contracts Unit
 Zac Salvo
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KEY DATES is updated in part as follows:

<u>Event</u>	<u>Date</u>	<u>Time</u>
1. Release of RFO	Tuesday, 3/7/2017	3:00 p.m.
2. RFO Questions Due	Tuesday, 3/14/2017	Noon
3. RFO Response to Questions	Friday, 4/7/17 Tuesday, 4/11/17	2:00 p.m.
4. RFO Offer Submission Due Date	Friday, 4/14/17 Tuesday, 4/18/17	Noon
5. Notification of Selection*	Monday, 4/24/17 Friday, 4/28/17	TBD
6. Proposed Agreement Start Date*	Friday, 4/28/17 Monday, 5/8/17	TBD

*Dates subject to change

EXHIBIT A, STATEMENT OF WORK, A. BACKGROUND AND PURPOSE is updated in its entirety as follows:

A. BACKGROUND AND PURPOSE

It is the mission of the Health Care Policy and Administration division of CCHCS to provide assistance and support services to CCHCS programs and the Office of the Receiver. Health Care Policy and Administration ensures that CCHCS and the Office of the Receiver comply with federal and state laws, rules and regulations for all administrative functions. In addition, Health Care Policy and Administration is aligned to assist the Receiver’s mission and Turnaround Plan

of Action to reduce unnecessary morbidity and mortality and protect public health by providing quality patient care in conjunction with mental health, dental and disability programs.

A key requirement of the Receiver's turnaround plan is acquiring and retaining qualified healthcare professionals and staff to support CCHCS operations. As part of CCHCS Policy and Administration, Resource Management Branch, Human Resources (HR) is tasked with this responsibility.

Currently, HR has a number of high level initiatives in process. These initiatives reside primarily within the Workforce Development Unit; however, there are also other initiatives in other areas within HR. The CCHCS' HR, Resource Management, Policy and Administration, seeks an experienced Project Manager (PM) who will have responsibility for management and oversight of all components of a number of critical department initiatives residing in the Workforce Development Unit. The PM will work directly with various stakeholders across all programs and will report to the HR Assistant Deputy Director, or her selected representative.

The proposed Project Manager would provide consistent management and oversight of the following initiatives:

- a. **Workforce Provider Workgroup** – This is a multi-disciplinary workgroup focused on developing short-term and long-term strategy);
- b. **Licensed Vocational Nurse (LVN) to Registered Nurse (RN) Apprenticeship** – This is a high multi-departmental partnership between CCHCS Nursing Services Branch, Service Employees International Union (SEIU) and San Joaquin Delta College to develop and implement an apprenticeship program to be offered to LVNs located in San Joaquin County interested in becoming RNs.
- c. **Centralized Hiring Unit** – This unit provides “white glove” engagement with candidates in the recruitment pipeline for critical clinical classifications (e.g. Physician and surgeon, Staff Psychiatrist, Psychologist and Clinical Social Worker). Hiring processes are streamline and expedited to reduce typical hiring timelines.
- d. **Succession Management Planning** – In partnership with California Department of Corrections and Rehabilitation create and implement a succession management program.
- e. **Department of State Hospitals (DSH) Lift and Shift** – Identify and coordinate HR activities related to the transition of DSH programs in three facilities to CDCR management

EXHIBIT A, STATEMENT OF WORK, C. SCOPE OF SERVICES is updated in its entirety as follows:

C. SCOPE OF SERVICES

The PM shall be required to perform activities and tasks in support of this SOW that will be determined and scheduled by the HR Assistant Deputy Director, or his/her selected representative, assisted by the selected Contractor.

Task Goals and Deliverable Description:

1. Consultant shall provide project management, oversight, appropriate tools and guidance to the stakeholders assigned to the HR initiatives to ensure effective execution and coordination of the activities required to achieve each initiatives desired outcomes. Evaluate, establish, provide guidance and oversight of the team activities, including, but not limited to:
 - a. Identification of impacted stakeholders and key point people across the various disciplines.
 - b. Development and ongoing monitoring of project management plans and schedules.
 - c. Plan activities, milestones, durations and sequencing of required activities.
 - d. Advise, provide guidance and consult with the projects' assigned stakeholders.
 - e. Review, validate and identify risks associated with the tasks and milestones and progress of team members and stakeholders to meet/reach the schedule required.
 - f. Define, develop, and validate project assumptions and risks with stakeholders.
 - g. Ensure mitigation strategies are planned for any identified risks.
 - h. Ensure project documentation is compiled and assembled to ensure a smooth project turnover. This includes providing guidance and oversight to ensure any required information is documented and provided to the impacted stakeholders at the completion of the engagement
2. Ensure the programs' initiatives are planned and designed to meet requirements. Work with Stakeholders to ensure all requirements are being met across all impacted areas.
 - All documents required in support of Deliverable 1 and Deliverable 2 - shall be provided within the first 30 days of the contract's execution, with weekly updates and monthly summary reports provided thereafter until conclusion of the agreement;
 - All documents required to support Deliverable 3 and Deliverable 4 shall be provided within the first 60-90 days of the contract's execution, with weekly updates and monthly summary reports provided thereafter until conclusion of the agreement .
 - All documents required to support Deliverable 5 - are required within 30-60 days prior to contract's expiration or at the end of each completed project to be determined by the state's project manager.
3. **Deliverable 1:** Develop work and project processes through a Project Plan to include but not limited to:
 - High level overview of how the work will be performed by each project
 - Can be delivered as a Microsoft Excel workbook with a tab for each project or in a format/style mutually agreed to by both parties.

- Standard project management activities that will be performed on each project. This may include such requirements as project status reporting standards, project plan guidelines and the recommendation of a central archive for project management artifacts and project work products.
 - Change management process to be used by the projects. This is a description of how changes will be submitted, evaluated and either included or rejected in a project.
4. **Deliverable 2:** Develop a Communication Plan to facilitate communication of accurate information, and ensure team members, and other stakeholders have the information necessary to complete their tasks. The purpose of the Communication Plan is to:
- Identify and describe all project stakeholders
 - Describe the communication needs of the project stakeholders
 - Define how project stakeholders will be kept informed about the project
 - Capture 'how' communications will be managed throughout the project life cycle.
 - Define and document the various communication needs of the stakeholders of the project.
 - Ensure that team members, customers and other stakeholders have the information they need to complete their tasks.
 - Status reports submitted as established within the communication plan. At a minimum the report shall be in writing and shall include, but not be limited to the following information:
 - Summary of the work completed during the reporting period.
 - Status of the overall engagement, including discussion of problems encountered, solutions and proposed solutions, issues and risks
 - Tasks completed during the reporting period for all activities.
5. **Deliverable 3:** Develop a Risk Tracking Log to assess risks, impacts and dependencies to include but not limited to:
- Identification by project and for each risk, includes information such as risk probability, impact, and a corresponding mitigation plan.
 - Project dependencies matrix for related initiatives or closely related projects.
 - Description of impacts each project may have on other CCHCS work and organizations
6. **Deliverable 4:** Develop an Issue Tracking Log contains a list of ongoing and closed issues of each project. The Issues Tracking Log is used to order and organize the current issues by type and severity in order to prioritize issues associated with current milestone.
7. **Deliverable 5:** Develop a Project Closeout Form and/or Lessons Learned Report identifying processes and actions that worked well and addresses problematic issues and needs for improvement and proposing measure to counteract problematic issues for the future.

EXHIBIT A, STATEMENT OF WORK, E. PERIOD OF PERFORMANCE is updated in part as follows:

The original term of this Agreement will be, ~~April 10, 2017~~ May 8, 2017 or upon approval, whichever is later, through April 30, 2018, ~~with the option to extend at the contracted rates for one year based on project needs.~~ CCHCS reserves the right to amend the

Agreement, only writing by formal contract amendment, unless specifically prohibited by the CMSA contract.

EXHIBIT B-1, RATE SHEET is updated in its entirety as follows:

EXHIBIT B-1
RATE SHEET

Contractor agrees to furnish all labor, insurances, licenses, transportation and permits necessary to perform all services required in accordance with the Statement of Work (Exhibit A) and terms and conditions of the ensuing Contract.

Unless otherwise specified by CCHCS and agreed to by Contractor, the rates set forth shall remain in force throughout term of the ensuing Contract and shall include every time of expense, direct and indirect, including state sales tax incidental to the price, if applicable.

Any Contract awarded as a result of this RFO will be invoiced and reimbursed on a deliverables basis subject to the provisions in Exhibit B, Budget Details and Payment Provisions and approval by the CCHCS Project Manager or designee of tasks performed by the Contractor.

Deliverable descriptions and due date details are described Exhibit A, Section C. Scope of Services. All deliverables will require continuous updating as detailed in Exhibit A, Section C. Scope of Services throughout engagement with exception of Deliverable #5 Project Closeout/Lessons Learned Report.

#	Deliverable	Classification/ Labor Category (CMAS)	Proposed Candidate	CMAS Published Hourly Rate	Offeror's Proposed Hourly Rate*	Estimated Hours Per Deliverable	Total Deliverable Cost**
1	Project Plan						
2	Communication Plan						
3	Risk Tracking Log						
4.	Issue Tracking Log						
5.	Project Closeout/ Lessons Learned Report						
TOTAL COSTS:							

*CMAS Rate or Lower

**Total Cost = Hourly Rate x Estimated Hours