



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
PO Box 45811, Olympia WA 98504-5811

DATE: February 12, 2016

TO: ITPS #1624-584 Bidders

FROM: Sarah Pendleton, Solicitation Coordinator
DSHS Central Contracts and Legal Services

SUBJECT: Amendment No. 1– Bidder’s Q & A

DSHS amends the ITPS #1624-584 Work Request (Solicitation Document) to include:

- Bidder’s Questions and Answers

**Bidder's Questions and Answers
ITPS #1624-584**

Question #1: Can you please let us know how many resumes we can submit?

A: Each Vendor may submit a maximum of 3 resumes.

Question #2: Is there an incumbent, and are they allowed to bid on this Work Request?

A: Yes there is an incumbent. The current contract ends February 12th. The incumbent is eligible to bid on this Work Request.

Question #3: Who was the "Lean group" comprised of? Did it include any outside vendor (a non-state entity)? If non-State entities participated in determining the final requirements, is that organization eligible to submit a bid for this solicitation?

A: Representatives from each of the institutions listed in the Work Request were involved in the Lean process. It did not include an outside non-state Vendor.

Question #4: Will DSHS allow telephone/skype/video interview for out of town candidate?

A: Yes, DSHS will allow WebEx interviews if DSHS chooses to conduct oral presentations.

Question #5: Who has been doing this work? A vendor or internal staff? If vendor, please provide name of the company and resource, rate.

A: Both a Vendor and internal DSHS staff are currently working on this project. The incumbent vendor is CodeSmart, Inc. and their current hourly rate is \$100 per hour.

Question #6: Who created the requirements?

A: Internal DSHS staff created the requirements for this project.

Question #7: Will agency provide computer/software and work place to contractor to do work? Is it free?

A: Yes, DSHS will provide computer/software and a work place for a single Contractor to work. Yes, it is free.

Question #8: Is there a preferred accounting system for desirable experience?

A: No there is not a specifically preferred accounting system. However, experience with cash receipting, expense payments, and petty cash systems would be desirable.

Question #9: The solicitation states that vendor is expected to provide 150 hours per month which is less than working hours in a typical month. Does agency expect contractor to work 4 days a week? It may financially advantages to agency if they hire full time resource so that resource can focus on this job rather than balance between another project.

A: This is just an estimated average number of hours per month, taking into account holidays and possibility of sick days. We would expect them to generally work full time, however this is not a guarantee.

Question #10: What is DSHS position if a consultant is submitted by 2 vendors?

A: A consultant may only be submitted by one Vendor. It would be too difficult for DSHS to determine to which Vendor the contract would be awarded to if the same consultant is submitted by more than one Vendor.

Question #11: Do you have any 'onsite' requirements outside of discovery meetings and periodic reviews?

A: All work is expected to be done on-site. Off-site work will be rare and will require DSHS approval.

Question #12: In the description of requirements for the Letter of Submittal, vendors are instructed to list all employees who are or have been employed with the state. May we limit that list to employees who left State service within the last 2 years, or is a complete list required?

A: Yes, you may limit the list to the last 2 years.

Question #13: Would experience with other source control platforms (CVS, Subversion, Git, Mercurial) and/or other project management systems be acceptable in lieu of TFS experience?

A: Microsoft Team Foundation Server (TFS) experience is required because that is the source control platform DSHS is using. Other source control platforms will not satisfy this requirement.

Question #14: How many resources is DSHS looking to hire for WR 1624-584?

A: DSHS is looking to contract with one (1) developer resource.

Question #15: Is DSHS looking for a strong programmer with analyst skills or a strong programmer and an analyst?

A: A strong programmer with analyst skills.

Question #16: Is there a page limit for resumes and for the mandatory and Desired Qualifications?

A: No there is no page limit for resumes or for the qualifications. However, extraneous materials including but not limited to, marketing material and material outside of the scope of the requested information, will not be evaluated.

Question #17: Please clarify if this is a deliverable contract or an hourly base contract? How will payments be made? Will they be made on hours worked or by completed/approved deliverable(s)?

A: This is an hourly contract where the completed work must be reviewed and accepted by DSHS prior to payment of the invoices.

Question #18: What does the organization and team structure look like?

A: The project team has 3 DSHS developers, a business analyst, a project manager and several DSHS business field and management representatives.

Question #19: Who will the consultant(s) report and work with?

A: The consultant will report to Samreth Sam our Application team supervisor.

Question #20: Will interview scores be added to the total scores or everyone going to the interview round resets the scoring?

A: The oral interviews will be scored separately from the written portion of the evaluation.

Question #21: The scoring has points and percentage weight. Please clarify on how percentage weights are used in addition to scores.

A: The weight determines the percentage of the total that each section receives.

Question #22: What is the desired go-live date for the new Local Funds System?

A: The desired date for the first rollout is December 31, 2016.

Question #23: What roles will comprise the Local Funds System project team?

A: The project team has 3 DSHS developers, a business analyst, a project manager, a quality control reviewer, business representatives from each of the institutions and business management staff.

Question #24: Which of the Local Funds System project team members will be dedicated to this project (full time)?

A: The project manager, business analyst and contractor. The business analyst will transition to 50 percent once the requirements have been completed. The other DSHS developers assigned to the project are available part time.

Question #25: Regarding system requirements, is the Detailed System/Software Design Document an existing document that will be refined, or will it be assembled as part of this project?

A: The detailed software design will be assembled as part of this project.

Question #26: Would a part-time contracted business analyst resource be considered in conjunction with the developer?

A: DSHS is only looking to contract with a developer resource at this time.

Question #27: Does DSHS have a specified budget for this project?

A: Yes.

Question #28: May we have a copy of documented current requirements?

A: We can provide the High level requirements document only. These high level requirements have been uploaded along with this Amendment. These requirements should in no way be considered final and DSHS reserves the right to adjust and develop these requirements as the project is further developed. The document should be used for informational purposes only.

Question #29: Have the system UI requirements been completed? Are there wire frames available? How many screens are anticipated?

A: Completed requirements for the RA institutions are scheduled to be completed by the February 29, 2016. Completed requirements for the remaining institutions are scheduled to be done by April 15, 2016. Wireframe screen prototypes are included in the requirement documents. We anticipate approximately 40 screens, of which 25 have already been developed.

Question #30: Have requirements for auditing and reporting been determined?

A: Some have but more will be needed.

Question #31: What new functionality is anticipated over Rainier's current computer system?

A: Add the ability to track and pay restitution payments. Add Web access for users and auditors. Take 9 solo systems and put them in to one enterprise system.

Question #32: How will requirements gathering be facilitated by DSHS across all 9 institutions?

A: We have been doing requirements elicitation sessions with field staff in person and over the phone. We have business management representatives in the sessions to make any final decisions that cannot be reached by consensus.

Question #33: Can you please define 'RA restitution functionality' as mentioned in section 2.1 Background?

A: RA stands for Rehabilitation Administration. Restitution functionality is the ability to track and make restitution payments to the courts for our incarcerated youth. There are 3 institutions that need this function.

Question #34: What payment system will be interfacing with the Local Funds Project?

A: None

Question #35: Is there a preference in development utilizing C# or Visual Basic.NET?

A: C# is the preference.

Question #36: In section 2.1 it states "each institution uses one of various forms of computer software, most of which are 1970's or 1980's architecture". Are you able to provide the list of technologies used by each of the institutions other than Rainier?

A: DOS and Microsoft Access.

Question #37: Is it possible to receive a scrubbed copy of the Rainier Access database, having removed any sensitive or personally identifiable information? Or at a minimum, a database diagram?

A: The Rainier Access database will not be used.

Question #38: In section 2.1 it states "3000 clients, residents, patients" are to be serviced by the system. How many concurrent users are expected?

A: Only about 50.

Question #39: How many years of data are expected to be included in the migration?

A: 7 years.

All other terms and conditions in this Solicitation remain the same.