

State of Hawaii
Department of Human Services
Pre-Proposal Conference
RFP-HMS-904-17-01-S
Benefits Eligibility Solution Project

When: August 12, 2016, 10:00 a.m. HST

Where: Department of Human Services/Social Services Division
810 Richards Street, Suite 400, CR-4B
Honolulu, HI 96813

Introduction

- Welcome.
- Please sign the attendance sheet.
- For those attending by WebEx please send us an email to acknowledge your attendance.
- Point of Contact Information (Section 1.2, Page 8, of the RFP document):

Alfredo Lee,

Department of Human Services/BESSD

820 Mililani Street, Suite 606

Honolulu, HI 96813

BESSDIntegratedSystem@dhs.hawaii.gov

Agenda

- Hawaii Laws and Administrative Rules
- Organization of the RFP
- Objectives
- Overview of the RFP Process
- Significant RFP Due Dates
- Proposal Submission Requirements
- RFP Evaluation Criteria
- Compliance Express

Hawaii Laws and Administrative Rules

- State procurement using the Competitive Sealed Proposal or Request for Proposal (RFP) process. The RFP is issued pursuant to Hawaii Revised Statutes (HRS) Section 103D-303 and Hawaii Administrative Rules (HAR) Title 3, Subtitle, 11, Chapter 122, Subchapter 6.
- Solicitation is for Goods and Services.
- All changes to the RFP are to be made through addenda.
- A summary of today's conference will be posted at the State Procurement website.
- Use Template O-2 to submit any questions regarding the RFP.

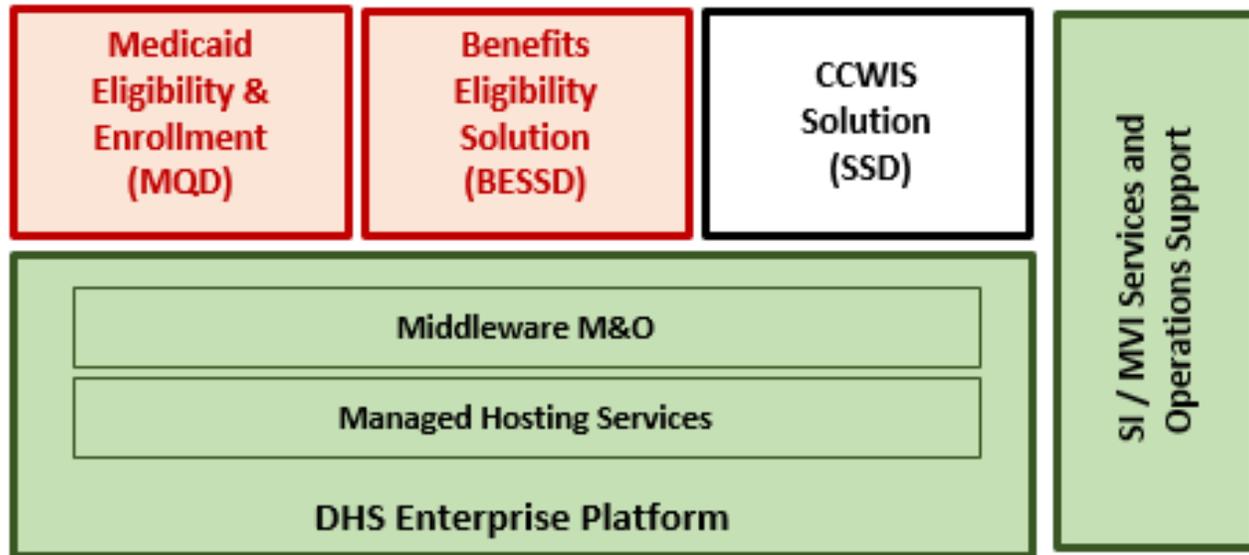
Organization of the RFP

- RFP Document
 1. *General Information*
 2. *Instructions and Proposal Requirements*
 3. *Approach and Scope of Work*
 4. *Proposal Evaluation*
 5. *Vendor Selection and Contract Award*
 6. *Special Terms and Conditions*
 7. *Glossary*
- Response Templates
- Procurement Library

Objectives

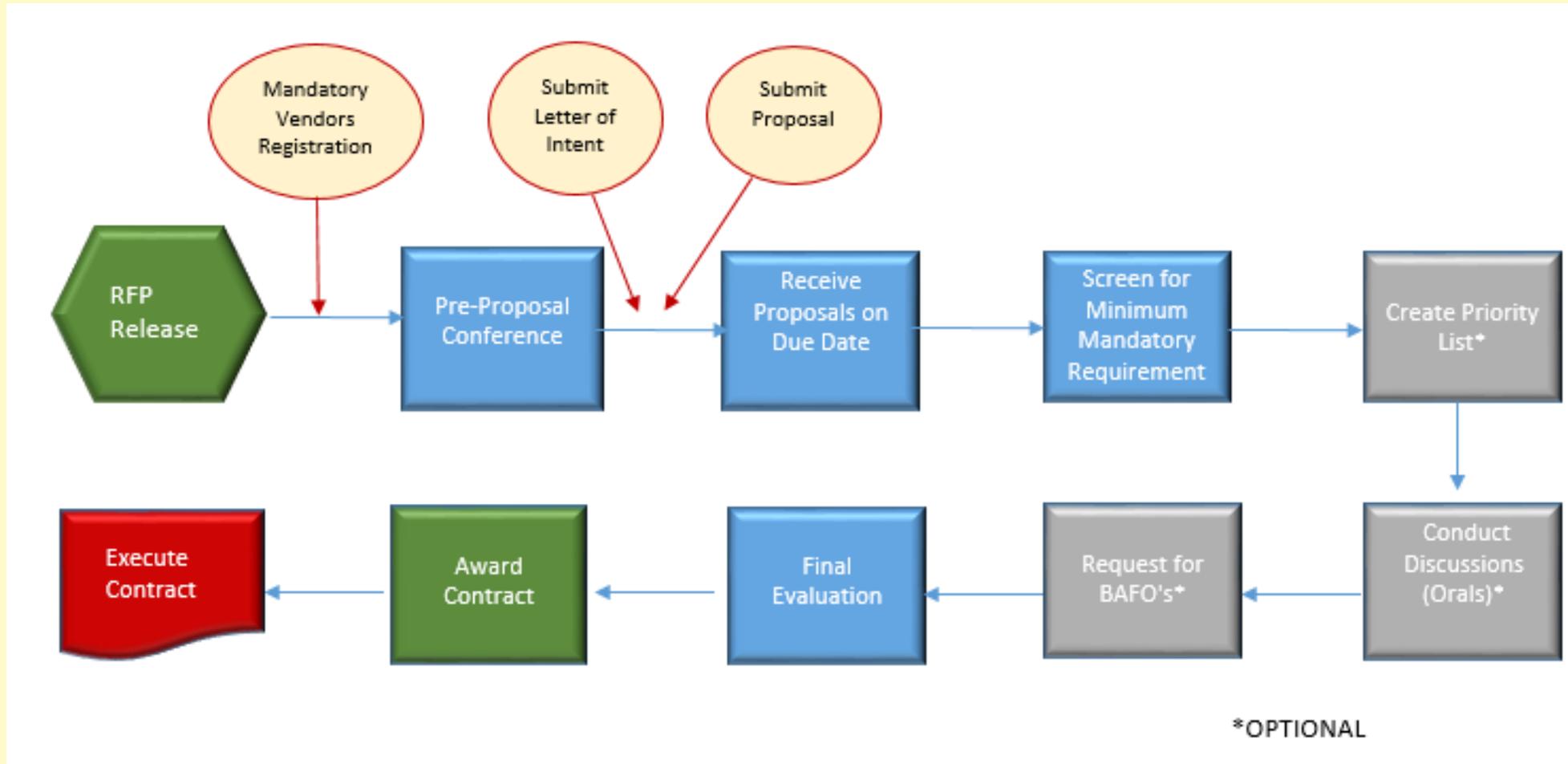
- A. Select an Application System Integrator (ASI) to
 - 1. *Design, develop, and implement a Benefits Eligibility Solution for the Benefit, Employment & Support Services Division (BESSD), and provide subsequent maintenance and operation*
 - 2. *Provide maintenance and operation services to the existing Medicaid Eligibility and Enrollment Solution (KOLEA System) for the Med-QUEST Division (MQD)*
- B. Award a multi-term contract with an initial term of 4 years with options to renew for additional three (3), 2-year terms.

Graphical View of the Solutions



-  Enterprise System Integrator (ESI) or Platform Vendor
-  Application System Integrator (ASI) or IE /BM Vendor
-  CCWIS Vendor

Overview of the RFP Process



Highlights of the RFP Process

- All responsive proposals will be evaluated by a committee of at least 3 government employees.
- DHS may hold discussions with Vendors by generating a priority-list consisting of acceptable and potentially acceptable proposals. The evaluation committee may rank the proposals and limit the priority list to at least three.
- Best and Final Offer (BAFO) may be requested.
- Award shall be made to the Vendor whose proposal is scored the highest.

RFP Schedule & Significant Dates

Procurement Schedule	Date
Release of RFP	July 6, 2016
Mandatory Vendor Registration Due	August 5, 2016
Pre-Proposal Conference	August 12, 2016
Questions Due	August 18, 2016
State's Responses to Vendor Questions	September 2, 2016
Letter of Intent to Submit a Proposal Due	September 9, 2016
Proposal Due Date (4:00 p.m.)	September 29, 2016
Vendor Demonstration/Oral Presentation (anticipated)	October 24, 2016
Notice of Award (anticipated)	November 22, 2016
Contract Execution (anticipated)	January 17, 2017

Highlight of Proposal Submittal Requirements

- Each Vendor may only submit a maximum of one (1) Proposal as a Prime Vendor for each SOW, however the same Vendor can be a subcontractor on one or more additional Proposals. (Section 2.3.2)
- Any exceptions should be noted using Table 5 in Template T-2.
- Proprietary/Confidential information - see Section 2.4.4
- Forms to be returned with RFP in Template T-15
- Check list - Template T-16

Proposal Submission

Please follow instructions in Section 2.2.5 of the RFP document.

- Technical proposal - 12 hard copies (one marked as Proposal ORIGINAL with “wet” signature required) and 1 soft copy.
- Cost proposal (submit separately) - 2 hard copies and one soft copy
- Electronic (email or fax) proposals will not be accepted.

Proposals must be delivered to the following address:

*Department of Human Services
Benefit, Employment & Support Services Division
820 Mililani Street, Suite 606
Honolulu, HI 96813
Attention: Alfredo Lee*

Evaluation Criteria (Section 4.1)

Global Criteria	Weights	Sub-Criteria	Points	Mandatory Response Templates Evaluated
Minimum Mandatory Qualifications (Pass/Fail)	N/A	Vendor Qualifications and Other Mandatory Requirements (Pass/Fail)	N/A	T1 - Cover Letter and Executive Summary
Vendor Experience	20%	Organization Experience and Financial Stability	100	T1 - Cover Letter and Executive Summary T2 - Vendor Experiences
		Vendor References	100	T3 - Vendor References
Project Organization and Staffing	15%	Project Organization and Staffing Time Committed	50	T4 - Vendor Project Organization and Staffing
		Staff Experience	100	T5 - Staff Experience
Business Solution	45%	Functional	175	T6 - Functional RTM T7 - Functional Requirements Approach
		Non-Functional	150	T8 - Technical RTM T9 - Technical Requirements Approach
		Implementation	75	T10 - Implementations RTM T11 - Implementation Requirements Approach T14 - Work Plan
		Maintenance	50	T12 - M&O RTM T13 - MO Requirements Approach
Cost Response	20%	Total Cost Points Calculation	200	C1 - Cost Workbook

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Hawaii Compliance Express (HCE)

- HCE is used to expedite the proof of a Vendor's compliance with Hawaii laws in order to conduct business in the State of Hawaii.
- The use of this service is highly recommended. Registration fee is \$12 per year.
- Website: <https://vendors.ehawaii.gov>
- HCE will provide an online "Certificate of Vendor Compliance"
- DHS will not award a contract to a non-compliant Vendor.