



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

## State of West Virginia Delivery Order

Order Date: 12-01-2022

CORRECT ORDER NUMBER MUST APPEAR  
ON ALL PACKAGES, INVOICES, AND  
SHIPPING PAPERS. QUESTIONS  
CONCERNING THIS ORDER SHOULD BE  
DIRECTED TO THE DEPARTMENT  
CONTACT.

Order Number:	CDO 0511 3839 MIS2300000003 1	Procurement Folder:	1131842
Document Name:	AFCARS 2020 Reporting Updates in FACTS & WV PATH	Reason for Modification:	
Document Description:	AFCARS 2020 Reporting Updates in FACTS & WV PATH		
Procurement Type:	Central Delivery Order		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0511 HHR1800000007 1
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000184667 OPTUMINSIGHT INC 11000 OPTUM CIR  EDEN PRAIRIE MN 55344 US Vendor Contact Phone: 612-642-7749 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Kimberly A Beckett Requestor Phone: (304) 558-5906 Requestor Email: kimberly.a.beckett@wv.gov  <b>23</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE ONE DAVIS SQUARE, RM 211 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES MANAGEMENT INFORMATION SERVICE 321 CAPITOL ST, STE 200 CHARLESTON WV 25301 US

Total Order Amount: \$1,669,908.00

Purchasing Division's File Copy

**ENTERED**

PURCHASING DIVISION AUTHORIZATION

DATE: *Tara H* 12/5/2022  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *Beverly T* 12-6-22  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

This SOW is to take care of the services needed for the Adoption Foster Care Analysis and Reporting System(AFCARS) and the WV PATH Child Welfare(CW) data collection.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81111511	0.00000		\$0.0000	\$1,669,908.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-12-17	2023-11-16				

**Commodity Line Description:** Modifications and Enhancements Year 6 Hourly Rate

**Extended Description:**

Modifications and Enhancements Year 6 Hourly Rate 30,000 hours at \$124.00 per hour



OptumInsight, Inc.  
11000 Optum Circle  
Eden Prairie, MN 55344

October 27<sup>th</sup>, 2022

West Virginia Department of Health and Human Resources (WV DHHR)  
Management Information Services  
321 One Davis Square  
Charleston, WV 25301  
Attn: Mr. Shaun Charles, WV DHHR Chief Information Officer

Ok  
*Althea Greenhouse*

**RE: # CMA 0511 3084 HHR 1800000007: Statement of Work for AFCARS 2020 Reporting Updates in FACTS and WV PATH**

Mr. Charles:

Optum submits the above referenced Statement of Work (SOW) in accordance with the terms and conditions of the WV IES master contract (# CMA 0511 3084 HHR 1800000007) to perform enhancements outlined within the SOW.

Optum understands and accepts the effective start date of this SOW will be the date in the executed Delivery Order and the effective end date will be through November 16<sup>th</sup>, 2023, which is the expiration date of the Delivery Order. All work associated with this SOW will be in accordance to the pricing, terms and conditions of the WV IES master contract.

Sincerely,

W. Mark Youngman  
Associate Director of Finance

CC: Donna McCormick  
Brian Cunningham

Optum

West Virginia DHHR

Statement of Work – AFCARS 2020 Reporting Updates in FACTS and WV PATH

WEST VIRGINIA  
Department of

**Health &  
Human  
Resources**



**Project**

West Virginia DHHR IES Project

**FACTS and WV PATH Enhancements**

*Adoption Foster Care Analysis and Reporting System (AFCARS) 2020*

**Contract Name:** WV IES CMA 0511 3084 HHR1800000007

**Last Modified Date:** 10/27/2022

**Version** 1.1

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### Revision History

This chart contains the history of document revisions. Changes after the final publication of this document require a change request.

Date	Version	Description	Modified By
10/25/2022	1.0	Final Draft Submission to WV DHHR and State PMO	Optum
10/26/2022	1.1	Revised Paragraph #4 on Page 8 Revised Assumptions Section	Optum

## 1. Introduction

The following sections in this Statement of Work (SOW) represent the background, scope, and schedule of the WV PATH enhancement as allowed under the WV Integrated Eligibility System (IES) Project, as well as high-level pricing and work estimate by Optum, a plan for staffing by Optum, and assumptions made by Optum in connection with the work.

This SOW will include the following work related to both the FACTS and the WV PATH solutions:

- Compliance Updates for Adoption Foster Care Analysis and Reporting System (AFCARS) 2020 (AFCARS 2020), renamed from AFCARS 2.0 to reflect additional changes following public comment.

WV PATH Child Welfare (CW) Go-Live is January 1, 2023. The first AFCARS 2020 reporting period is October 1, 2022 through March 31, 2023. The first submission date for the 23A submission under AFCARS 2020 using the new Federal XML format is May 15, 2023.

This SOW outlines the level of effort necessary for Optum and DHHR to prepare the WV PATH system to:

1. Capture new and modified AFCARS 2020 fields in WV PATH and submit an AFCARS 2020 compliant file via the Federal XML submission process.
2. Extract data from FACTS and combine it with WV PATH derived data for the 23A submission in May 2023.
3. Manage the backfill of data in WV PATH to support new and modified fields for persons converted into WV PATH.

### 1.1. Acronyms

Acronyms utilized throughout the document are listed below.

Acronym	Definition
ACF	Administration for Children and Families
AFCARS	Adoption Foster Care Analysis and Reporting System
CB	Children's Bureau
CCWIS	Comprehensive Child Welfare Information System
CW Go-Live	WV PATH Child Welfare Go Live is January 1, 2023
DHHR	The West Virginia Department of Health and Human Resources
FACTS	Families and Children Tracking System
M&O	Maintenance and Operations
PMBOK	Project Management Body of Knowledge
PMO	Project Management Office
SOW	Statement of Work
XML	Extensible Markup Language
WVOT	West Virginia Office of Technology
WV PATH	West Virginia People's Access to Help

## 1.2. Pricing and Payment

All work activity as outlined in this SOW is on a Time and Material basis and will be billed to WV DHHR starting at \$124.00 per hour during Contract Year 6 (Year 6), which starts on November 17, 2022, in accordance with the WV IES Contract. For any work remaining after November 16, 2023, the hourly rate will become \$128 per hour during Contract Year 7 (Year 7), which is mutually agreed upon by Optum and WV DHHR in the WV IES Contract.

## 1.3. Payment Schedule

The estimate of hours listed below is based on the tasks that will be assigned to Optum resources in the Project Plan. As this is a time and materials arrangement, the specific task assignments may be adjusted as approved by the DHHR Project Manager. The effort required above the totals herein will require a mutually accepted change request, the process being outlined in WV IES Deliverable 021 – Change Management Plan, Section Two: Change Management Approach.

## 1.4. Invoicing

Invoices for Services provided under this SOW shall be in a form approved by DHHR. The Optum invoice will identify the Delivery Order and the Central Master Agreement numbers, the completed task/deliverable, the work hours completed the previous month, reflect the dates of service and the date of completion, and may include supporting documentation to verify that the task/deliverable was completed.

DHHR shall pay Optum for the Services under this SOW, per Section 1.2 above.



## 2. Scope of Work

The period of performance for this Statement of Work shall commence on the effective date in the Delivery Order ("Effective Date") and continue under Section 2.8 (Project Activities).

### 2.1. Adoption Foster Care Analysis and Reporting System (AFCARS) 2020

#### 2.1.1. AFCARS Background

AFCARS is a mandatory federal compliance report of Title IV-E funded activities as part of the WV DHHR Child Welfare's CCWIS requirements being implemented in the West Virginia People's Access to Help (WV PATH) system. It is required if a state, territory, or tribe is operating foster care, adoption, and/or subsidized kinship relative under a federal Title IV-E state plan.

The United States Congress and the Office of Management and Budget use the data collected to determine general funding of the Foster Care, Adoption, and Subsidized Legal Guardian programs and the individual state allocations of that funding. It is also important to note that failure to report can lead to federal funding disallowance of Title IV-E monies, and uncorrected or insufficient reporting is subject to financial penalties that are deducted from Title IV-E administration claim.

Previously on July 30, 2020, Optum and WV DHHR had agreed to implement AFCARS 1.0 reporting in WV PATH.

The Children's Bureau (CB) released AFCARS 2.0 in 2017 with an implementation date of October 2019. However, due to several inquiries around the increase in data elements, including increased data capture requirements particularly for Indian Tribe and Sexual Orientation, the implementation deadline was pushed out until October 2020. Further state comments caused the federal implementation date to be delayed further. Current Federal guidance on this topic indicates that Child Welfare systems must be ready to collect data sufficiently to support AFCARS 2020 by October 1, 2022.

This SOW supports parties' agreement that WV PATH be modified to support AFCARS 2020 data collection beginning with the WV PATH Child Welfare (CW) Go-Live, currently scheduled for January 1, 2023 (CW Go-Live). This scope covers the following broad components:

1. Modification to WV PATH screens, batches, and reports to allow the data capture of AFCARS 2020 fields, their reporting, extraction, and submission to the new Federal XML AFCARS 2020 system.
2. Extract data from FACTS pertaining to the period between October 1 2022 and WV PATH go live, which must be included as part of the first AFCARS submission (23A).
3. Provision of functionality to support WV DHHR caseworkers in backfilling data into WV PATH for converted person records necessary for AFCARS 2020 submission (23A) in May 2023. Going forward, the submissions will be inclusive of all WV PATH data with the next submission (23B) in November 2023 timeframe.

Each of these strands of work is discussed in the sections below.

### 2.1.2. AFCARS 2020 WV PATH Required Enhancements

AFCARS 2020 requires that WV PATH include the following modifications by Optum:

- Modify WV PATH screens to capture new and modified AFCARS 2020 fields. Optum will enhance the underlying WV PATH Child Welfare database to support these changes to the screens in support of the AFCARS 2020 requirements.
- Modify existing ETL process that transfers data to the data mart to reflect the new and modified AFCARS 2020 fields.
- Modify four (4) existing WV PATH reports to reflect the new and modified AFCARS 2020 fields.
- Modify two (2) existing WV PATH batches to reflect the new and modified AFCARS 2020 fields.
- Replace the current flat file AFCARS submission mechanism with the new XML submission mechanism.
- Change the submission from a flat file to XML format and the inclusion of additional data elements which capture more details related to the Foster Care, Adoption, and Subsidized Legal Guardian programs.
- Modify screens and tables in the existing WV PATH application.
- Update ETL processes delivering data to the data mart for AFCARS reporting.
- Modify data extraction logic presently in FACTS to work with WV PATH to reflect all data, logic and format modifications required for AFCARS 2020.

### 2.1.3. AFCARS 2020 FACTS Data Extraction

Additionally, this SOW provides the level of effort required for Optum to assist WV DHHR with the analysis and extraction of AFCARS 2020 data from the legacy FACTS system.

The AFCARS reporting period extends from October 1, 2022 through March 31, 2023. The precise approach to selecting records for conversion is under discussion at the time of writing. However, all currently proposed approaches will leave some records – which are AFCARS 2020 reportable – within FACTS.

Records that may not be migrated to WV PATH because they are not needed for the WV PATH CW Go-Live, but will still need to be analyzed for AFCARS reporting, include the following:

- Persons within cases that are opened prior to October 1, 2022 but which close prior to WV PATH CW Go-Live.
- Persons within cases that open and close between October 1, 2022 and WV PATH CW Go-Live.
- Persons within cases that are open at Go-Live, but where records were previously reported to AFCARS, but are not converted or tagged for data conversion into WV PATH. These records are still required to be submitted as part of the May 2023 AFCARS reporting submission.
- Persons within cases that are closed prior to October 1, 2022 but for whom case activity was performed after October 1, 2022, but prior to the CW Go-Live.

The total count of persons in these groups is presently estimated to be 2,000. For this group, Optum will create an AFCARS 2020 conversion process to convert the FACTS AFCARS extract into the WV PATH AFCARS 2020 staging tables. These records will never appear as WV PATH records. They are needed in the AFCARS 2020 staging tables to simplify the merging process that occurs between WV PATH and FACTS records for AFCARS reporting.

#### 2.1.4. Support for State Data Backfill

Prior to 23A submission in May, it will be necessary to backfill AFCARS 2020 data into existing records. The nature and approach for this work falls into two categories:

1. Backfilling of FACTS only records. This is the set of data converted into AFCARS staging tables from FACTS (estimated 2,000 person records). For this group, Optum will develop a throwaway backfill tool to allow State users to backfill AFCARS 2020 into these 2,000 records. Optum will then upload this data into the AFCARS 2020 PATH staging tables.
2. Backfilling PATH records converted from FACTS. Depending upon the approach selected for PATH conversion (tagging, auto tagging, something else), the number of records to be backfilled may reach 20,000. Completion of these records will be managed through PATH using the modified AFCARS 2020 screens and reports.

To ease the data entry requirement on the State for backfilling, Optum will seek to derive any data that it can from prior FACTS records. It is estimated that approximately half of the data backfilling may be derivable in this manner – this requires a proof of concept. The proof of concept has been estimated in the overall Level of Effort of this SOW. The State will be responsible for completion of any fields that cannot be derived.

WV DHHR will submit the first AFCARS 2020 report in May 2023 (23a submission) using the new XML format, and understands that some elements may not yet have populated the report because the overall transition period to WV PATH does not align exactly with AFCARS 2020 reporting periods.

WV DHHR anticipates the ACF will accept null entries in the XML file for the AFCARS 2020 (23a) submission (May 2023). Optum assumes WV DHHR will bring any feedback from ACF directly and immediately to Optum's attention, to address identified data issues with the AFCARS 2020 (23) submission (May 2023), understanding Optum will not be liable for penalties associated with incomplete or partial reporting.

Optum understands the second AFCARS 2020 (23b) submission (November 2023) will be required to be fully populated using the new XML format. Should this understanding change, Optum will work to provide WV DHHR an updated estimate, which could result in an additional Statement of Work to address changes deemed necessary to complete the AFCARS 2020 (23b) submission in November 2023.

### 2.1.5. AFCARS WV PATH Implementation Timeline

This SOW supports work effort for AFCARS 2020 to be organized into two distinct phases. Each phase has work effort for both Legacy FACTS and PATH CW.

Pre-Go-Live (prior to January 1, 2023)	
FACTS	WV PATH
<ul style="list-style-type: none"> <li>• Verify FACTS populations with AFCARS data.</li> <li>• Verify FACTS derivable data; define approach.</li> <li>• Create scripts for derivable data.</li> <li>• Run current AFCARS extract (right before Go-Live).</li> </ul>	<ul style="list-style-type: none"> <li>• Define approach for manual backfill (Converted and New) (Proof of Concept).</li> </ul>
Post-Go-Live (after January 1, 2023)	
FACTS	WV PATH
<ul style="list-style-type: none"> <li>• Create scripts to compare Persons Reported on FACTS AFCARS extract with persons converted into PATH (Feb 2023).</li> <li>• Run comparison scripts and remove PATH persons.</li> <li>• Create and run scripts to load remaining FACTS extract to PATH AFCARS 2020 staging tables.</li> <li>• Apply FACTS derived data to PATH AFCARS staging tables.</li> <li>• Complete manual backfill of remaining PATH 2020 staging tables.</li> </ul>	<ul style="list-style-type: none"> <li>• Modify WV PATH screens required to capture new or changed AFCARS fields.</li> <li>• Modify extractions and reports to gather and report on completion of AFCARS fields.</li> <li>• Develop XML submission functionality.</li> <li>• Perform data backfill for all converted PATH persons and new persons added post-go-live required for the May 2023 report.</li> <li>• Run AFCARS XML batch against PATH staging tables to produce a PATH only XML file.</li> <li>• Revisions to existing PATH reports related to AFCARS.</li> <li>• Revisions to existing BATCH jobs related to AFCARS.</li> </ul>
<p>Append the FACTS only XML file to the PATH AFCARS 2020 XML file (Apr 2023).</p> <p>Upload to ACF</p>	

### 3. SOW Related Documentation

#### 3.1. SOW Project Artifacts

Optum will prepare and submit the following documentation specific to this SOW to DHHR:

- **Project Milestones:** This document will contain milestones of key tasks and deliverables.
- **System Design Document:** This document will contain a detailed system design for the new screen and database functionality being added to WV PATH and will be broken down by technical components.
- **Data Mapping and Extraction Logic Matrix for All Elements required for AFCARS 2020.**
- **Test Plan/Results Document:** This document will highlight the areas and types of testing that will be performed. It will also be composed of test scenarios and expected outcomes. Optum will use existing test scenarios. In addition, this document will provide a detailed outcome of all the test scenarios that were executed in the various phases of testing.

#### 3.2. Deliverables

Deliverables for this Project are as follows:

- **Final Deliverable submission,** which shall be the enhancements that Optum develops, tests, and deploys that perform the updated functionality that corresponds to each enhanced update to support AFCARS 2020 identified in Section 2 above.
- **Successful testing is defined as acceptance by the Federal AFCARS submission tool and data quality tool in their test region.**
- **Optum is providing both the documentation and approval of these changes in the Optum ServiceNow online ticketing system.**
- **Documentation around the system changes will be entered into a ServiceNow Change ticket and Optum will create an approval request in the Change Ticket for WV DHHR Leadership to approve implementing the changes in the WV PATH system.**

#### 3.3. Acceptance of Deliverables

The documents identified in Section 3.2 of this SOW will be formally submitted to DHHR for final review and approval.

DHHR shall review the Deliverables, notify Optum of any deficiency(ies), notify Optum when the SOW has been fulfilled, and Approve each Deliverable identified in Section 3.2 of this SOW, including the execution of the Deliverable Acceptance Form.

#### 4. Estimate of Effort

Based on an industry-standard "Waterfall" Systems Development Life Cycle, the estimate of hours for this Statement of Work is shown below and not to exceed unless documented and approved upon in a subsequent change request submitted to DHHR by Optum the process being outlined in WV IES Deliverable 021 – Change Management Plan, Section Two: Change Management Approach.

WV PATH – AFCARS 2020 In FACTS		
ROLE/ITEM	HOURS	TOTALS
Design	130	\$16,120
Development	375	\$46,500
Testing	400	\$49,600
Release Management	300	\$37,200
Documentation Updates	10	\$1,240
<b>TOTALS</b>	<b>1,215</b>	<b>\$150,660</b>

WV PATH – AFCARS 2020 In WV PATH		
ROLE/ITEM	HOURS	TOTALS
Design	831	\$103,044
Development	6966	\$863,784
Testing	3010	\$373,240
Release Management	460	\$57,040
Documentation Updates	355	\$44,020
<b>TOTALS</b>	<b>11,622</b>	<b>\$1,441,128</b>

WV PATH – Support for State Data Backfill		
ROLE/ITEM	HOURS	TOTALS
Design	120	\$14,880
Development	250	\$31,000
Testing	200	\$24,800
Release Management	50	\$6,200
Documentation Updates	10	\$1,240
<b>TOTALS</b>	<b>630</b>	<b>\$78,120</b>

Work Estimate Based on WV IES Contract Year (runs Nov 17 – Nov 16 per contract year)		
Statement of Work Estimate:	Contract Year Hours	Amount
Statement of Work Estimate for Contract Year 6 @ \$124 (11/17/22 to 11/16/23)	13,467	\$1,669,908
<b>Total Statement of Work Estimate:</b>	<b>13,467</b>	<b>\$1,669,908</b>

Work Estimate Based on WV State Fiscal Year (runs July 1 – June 30 per year)		
WV State Fiscal Year:	Est. Work Hours	Amount
WV FY 2022 (11/17/22 to 06/30/23)	6,734	\$835,016
WV FY 2023 (07/01/23 to 11/16/23)	6,733	\$834,892
<b>Total Statement of Work Estimate:</b>	<b>13,467</b>	<b>\$1,669,908</b>

#### 4.1. Staffing Plan

Below is the staffing plan for this SOW, by role.

Resource Skill	Role on Enhancement	Hours for the Enhancements
Design/Development	Functional workflow design and development	8672
Testing	Integrated Testing with Current release	3610
Release Manager	Coordination of Go-Live Activities	810
Documentation Updates	Update documentation related to added functionality	375
	<b>Total</b>	<b>13,467</b>

#### 4.2. Project Activities – Estimated Duration

The following represents the estimated duration of the activities associated with this SOW. As the Project progresses, estimates may be updated, by mutual agreement of the parties.

The Project schedule will follow a Project Management Book of Knowledge (PMBOK) recommended "rolling wave" project planning process, i.e., as each phase of the Project occurs, additional details will be added to the Project Plan.

Project Activities are not necessarily sequential; the start date for a given Project Activity will not be dependent in part upon the completion of a preceding Project Activity.

Project Activity	Activity Duration	Calendar Timeframe
<b>Pre-Go-Live (before January 1, 2023)</b>		
Verify FACTS / Run Final AFCARS extract	6 weeks	November-December 2022
<b>Post-Go-Live (after January 1, 2023)</b>		
Development – (PATH AFCARS Screen and XML)	8 weeks	December 2022-January 2023
WV PATH AFCARS Extraction	3 weeks	February 2023
FACTS AFCARS to WV PATH AFCARS to XML	4 weeks	March 2023
Test Submission to ACF	4 weeks	April 2023
Final Submission (23A) to ACF	2 weeks	May 2023



## 5. Project Assumptions

Below are the assumptions for this Project:

- Work commences under this SOW upon execution of the Delivery Order by DHHR.
- The rates proposed are valid through November 16, 2023.
- For any work needed beyond November 16, 2023, another Delivery Order will need to be executed to continue such work.
- WV DHHR will provide the personnel to perform User Acceptance Testing in accordance with the estimated timeline in Section 4.2 with the completion of UAT.
- Completion of UAT will be followed by a clear data quality result on a partial file.
- Completion of the project is when a compliant submission will have no issue being accepted according to the AFCARS 2020 criteria.
- An actual submission will require a full 6-month data set, (10/01/2022 to 03/31/2023).
- Optum and WV DHHR agree the first AFCARS 2020 submission may have missing data due to the 6-month reporting period (10/01/2022 to 03/31/2023) being during WV DHHR transition from legacy FACTS to WV PATH.
- Although the AFCARS 2020 XML file will contain all required data elements, not all fields in the new submission will be populated with data from the legacy system or WV PATH for the Spring 2023 submission. The subsequent Fall 2023 submission will be more complete.
- Optum will not be liable for any lost or reduced funding due to incomplete fields or partial reporting submission.
- There are federally defined financial penalties for incomplete AFCARS reporting, starting in May 2023, for which Optum will not be liable.
- Optum will not be liable for any federally defined financial penalties for incomplete AFCARS reporting.
- Only the credentialed WV DHHR data master can upload the AFCARS data into the Federal portal.
- Estimated timelines assume that the authorized representatives from the WV Office of Technology, and the MIS Staff respond to Optum requests and provide necessary input and/or approvals in a timely manner so Optum may continue to meet the requirements and timeframes identified herein.
- WV DHHR will provide Optum with as much notice as possible regarding potential delays in work progress within the project plan. Optum will not be held liable for missed deadlines held up by the completion of State-owned tasks or tasks with dependencies on State-owned tasks as documented in the project plan.
- Maintenance and Operations (M&O) impacts related to this SOW are not fully known and may require additional support and funding.  
Training on the new fields for AFCARS 2020 should remain a task with WV DHHR; Optum does not assume responsibility for training WV DHHR staff around the new AFCARS 2020 requirements.
- Optum and WV DHHR agree that the AFCARS 2020 (23A) submission cannot be delayed past May 2023 should other delays on the project prevent necessary testing of the AFCARS 2020 (23a) submission.
- The federal AFCARS submission has a fixed deadline of May 2023. The quality and completeness of this submission is at risk unless work is authorized to begin expeditiously.

## 6. Project Roles and Responsibilities

### 6.1. DHHR Roles and Responsibilities

DHHR roles and responsibilities are described below:

- Approve and execute the Delivery Order and the SOW prior to work commencing.
- Approve the software requirements specifications and provide the Business Requirement Document.
- Review and approve all Project Documents, including the Business Requirement Document in a timely manner.
- Prepare User Acceptance Test plan/scenarios.
- Execute User Acceptance Testing.
- Approve Deliverable(s) for this SOW prior to production deployment.
- Ensure Optum is provided with a single resource as a Project lead and that Optum is provided with reasonable timely assistance to enable Optum to meet the requirements and timeframes identified herein.
- Train WV DHHR users on the new fields for AFCARS 2020.

### 6.2. Optum Roles and Responsibilities

The Optum team and their roles and responsibilities are described below:

- Provide expertise on system design, project management, code development, testing and deployment.
- Oversee assigned resources.
- Coordinate with the CB, on details such as portal access, data quality and data collection, and on updates to required data elements and file format.
- Designate a single Optum resource as the Project lead and as the single point of contact for the West Virginia Project Manager, who will be Vijay Patel.
- Provide Deliverables as defined in Section 3 of this SOW.

## 7. Statement of Work Acceptance

In consideration of the promises and mutual obligations contained herein, DHHR hereby confirms agreement with the provisions set forth in this SOW and approves commencement of the Project.



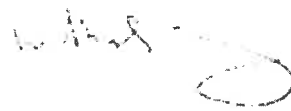
Signed for and on behalf of  
**The State of West Virginia, Department of  
Health and Human Resources, by:  
Shaun Charles**

By:

Name: Shaun Charles

Title: WV DHHR Chief Information Officer

Date: nov. 4, 2022



Signed for and on behalf of  
**OptumInsight, Inc., by:  
W. Mark Youngman**

By:

Name: W. Mark Youngman

Title: Associate Director of Finance

Date: October 31, 2022

Table 14: Modifications and Enhancements Cost

Modifications and Enhancements			
Period	Hourly Rate	Hours	Total (Hourly Rate x 30,000 Hours)
Year 1*	\$ 0.00	0	\$ 0.00
Year 2	\$ 114	30,000	\$ 3,420,000
Year 3	\$ 116	30,000	\$ 3,480,000
Year 4	\$ 118	30,000	\$ 3,540,000
Year 5	\$ 121	30,000	\$ 3,630,000
Year 6	\$ 124	30,000	\$ 3,720,000
Year 7	\$ 128	30,000	\$ 3,840,000
Year 8	\$ 132	30,000	\$ 3,960,000
Year 9	\$ 136	30,000	\$ 4,080,000
Year 10	\$ 140	30,000	\$ 4,200,000
All Inclusive Maintenance and Operations Cost		GRAND TOTAL	\$ 33,870,000

\*For purposes of proposal and evaluation, all vendors should estimate enhancement cost for Year 1 at zero dollars (\$0).

Table 15: All-Inclusive Total Cost

All-Inclusive Total Cost	
Service	Cost
Total DDI Costs (Table 12 Total Cost)	\$ 162,675,000
Total Maintenance and Operations Cost: (Table 13 Grand Total)	\$ 112,330,000
Total Enhancement Cost: (Table 14 Grand Total)	\$ 33,870,000
Grand Total Project Cost	\$ 308,875,000