



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

**Solicitation**

NUMBER
MCH13031

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 304-558-0067

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

HEALTH AND HUMAN RESOURCES  
 BPH/MCH--MATERNAL CHILD HEALTH  
 350 CAPITOL STREET, ROOM 427  
 CHARLESTON, WV  
 25301-3714 304-558-5388

DATE PRINTED
12/13/2012

BID OPENING DATE: 01/03/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 01						
1.				TO PROVIDE ANSWER TO TECHNICAL QUESTIONS REGARDING THE ORIGINAL RFQ. QUESTIONS AND ANSWERS ARE ATTACHED.		
2.				TO PROVIDE A COPY OF THE PRE-BID ATTENDEE LIST.		
3.				TO PROVIDE ADDENDUM ACKNOWLEDGEMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID.		
END OF ADDENDUM NO. 01						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE.	

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**SOLICITATION NUMBER: MCH13031****Addendum Number: 1**

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The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

1. To provide answers to technical questions from Vendors.
2. To provide copy of the pre-bid sign-in sheet.
3. To provide Addendum Acknowledgement form.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

# ATTACHMENT A

**Response to Questions Submitted for MCH13031**

1. **Are Help Desk or Customer Service requirements of this solicitation? If so, is there an attachment associated with them?**  
 Yes, Help Desk services are a requirement of the RFP. There is no associated attachment.
  
2. **Does this bid require the services of a CFO Help Desk for RAUs/service coordinators?**  
 Please reference Section 4.1.2.4 and Section 4.2.1.8 for reference to Help Desk services.
  
3. **Does this bid require the services of a CFO Help Desk for families?**  
 The reference to Help Desk services in Section 4.1.2.8 can be considered to not be limited to service coordinators, RAUs, or practitioners.
  
4. **Does this bid require the vendor to host and support the application?**  
 Yes.
  
5. **Page 50 Attachment C**  
**For the pricing page - training is set at 72 hours per year. Will the State supply the training locations, hardware/software and internet while the vendor supplies the trainers? Is this situation a train-the-trainer for 72 hours or does the State expect to train the all the RAU staff within the 72 hour allotment?**  
 The State will provide training locations, hardware/software and internet access. The vendor will be responsible for all costs associated with providing training as referenced in 4.6.2, including the number of sites and estimated number of participants.
  
6. **Does the State want an online, claim entry web site for their providers in addition to the modernization of the legacy SPOE software? Will Birth-To-Three's providers ever need to be trained?**  
 A web based claim entry is not a requirement; however, the State is interested in learning more about the potential benefits of a web based claims system. Paper claims will continue to be an option for Payees.
  
7. **4.6.1.2.1. Ability for practitioners to upload additional information including but not limited to assessment reports and case notes.**  
**Is the Agency looking for a full document management system, or would they most concerned about uploading predefined types of documents in predefined contexts. For example, the system could prompt for, and even require, upload of an assessment report, and prompt for test results documentation as part of eligibility determination. This is different from, and may be preferred to the ability to attach any document at all, such as a family picture, to a case.**  
 The Agency expects an ability to upload predefined documents, and would like more information about options for doing so.

8. 4.6.1.2.2 Restricted access to view child records by authorized individuals... Does the Agency anticipate shifting responsibility for data entry from the RAU to coordinators in the field? It would be easier, we think, to maintain data entry at the RAU.  
4.6.1.2.2 refers to restricted access for authorized individuals to view only. The Agency is not anticipating that anyone other than RAU staff will be doing data entry into the record, and does not anticipate any additional data entry for RAU staff.
9. In section 5.9.1, WV lists the service matrix as part of the operations we will maintain. In section 5.9.3, WV discusses the updating and modernization of the current CFO system functions. Is WV including the service matrix in 5.9.3? Our assumption is that WV is requesting that the Service Matrix receive a "face lift" as well. Does WV want the Provider Service Matrix modernized as well?  
Yes, the Service Directory Matrix is considered to be part of the CFO system functions and as such would be included in the modernization.
10. For modernizing WV system, will WV be open to use a vendor's web-based early intervention data system that can accomplish the tasks listed on sub-section 4 of section 4 (page 24 to page 31) instead of using the Indiana software?  
The agency would consider another system if all requirements of the RFP can be met, and the CFO be operational within 30 working days as identified in 5.7.

# SIGN IN SHEET

Request for Proposal No. MCH13031

PLEASE PRINT

Date: 12/6/2012

\* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>WV DHHR OMIS</u>	<u>One Davis Square</u>	PHONE <u>804.558.9145</u>
Rep: <u>Darlene F Thomas</u>	<u>Suite 200</u>	TOLL FREE
Email Address: <u>Darlene.F.Thomas@wv.gov</u>	<u>Charleston</u>	FAX
Company: <u>WV DHHR - ADMIN. &amp; FINANCE</u>	<u>ONE DAVIS SQUARE</u>	PHONE <u>304-558-3413</u>
Rep: <u>RICK BRENNAN</u>	<u>SUITE 300</u>	TOLL FREE
Email Address: <u>RICHARD.P.BRENNAN@WV.GOV</u>	<u>CHARLESTON</u>	FAX
Company: <sup>WV</sup> <u>DHHR / Operations / purchasing</u>	<u>One Davis Square</u>	PHONE <u>304-558-1998</u>
Rep: <u>Donna McCormick</u>	<u>Suite 100</u>	TOLL FREE
Email Address: <u>donna.l.mccormick@wv.gov</u>	<u>Charleston, WV</u>	FAX
Company: <u>CSC</u>	<u>7701 College Blvd</u>	PHONE <u>913-469-8700</u>
Rep: <u>Jon Umstead</u>	<u>Overland Park, KS</u>	TOLL FREE
Email Address: <u>jumstead2@CSC.com</u>	<u>66210</u>	FAX <u>913-469-5814</u>
Company: <u>WVDHHR / BPH Purchasing</u>	<u>350 Capital St, Room 206</u>	PHONE <u>304-356-4117</u>
Rep: <u>Curt Godby</u>	<u>Charleston, WV 25301</u>	TOLL FREE
Email Address: <u>curt.g.godby@wvdhhr.org wv.gov</u>		FAX

CG

### SIGN IN SHEET

Request for Proposal No. MCH13031

PLEASE PRINT

Date: 12/6/12

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FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>WVDHHR</u> Rep: <u>Sarah Robinette</u> Email Address: <u>sarah.r.robinette@wv.gov</u>	<u>350 Capitol Street</u> <u>Rm 427</u> <u>Charleston WV 25301</u>	PHONE <u>(304) 356-4445</u> TOLL FREE FAX
Company: <u>Public Consulting Group</u> Rep: <u>Pam Fugua</u> Email Address: <u>pfugua@pcgus.com</u>	<u>401 Church Street, Suite 2401</u> <u>Nashville, TN 37219</u>	PHONE <u>615-983-5327</u> TOLL FREE FAX
Company: <u>Yahasoftware, Inc.</u> Rep: <u>Roy Su</u> Email Address: <u>roy.su@yahasoftware.com</u>	<u>5696 peachtree pkwy, Suite A</u> <u>Norcross, GA 30093</u>	PHONE <u>678-549-9899</u> TOLL FREE <u>888-944-3101</u> FAX
Company: _____ Rep: _____ Email Address: _____	_____ _____ _____	PHONE TOLL FREE FAX
Company: _____ Rep: _____ Email Address: _____	_____ _____ _____	PHONE TOLL FREE FAX



**JON UMSTEAD**  
Vice President

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**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: MCH13031**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |   |  |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.  
Revised 6/8/2012