



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

**Solicitation**

NUMBER
MCH14019

PAGE
1

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

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
07/22/2013

BID OPENING DATE: 07/30/2013 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1 1) TO ANSWER QUESTIONS. 2) TO PROVIDE A COPY OF THE ORIGINAL SIGN-IN SHEET FROM THE PRE-BID MEETING.  END OF ADDENDUM NO. 1		
0001	1	JB	920-45	CONCEPTUAL DESIGN DEVELOPMENT: 1 FOUR-DAY MEETING		
0002	1	JB	920-45	WRITTEN DESIGN: 1 DESIGN		
0003	1	EA	920-45	WEB-BASED DATA COLLECTION SYSTEM DELVELOPMENT:		

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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



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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0004	1	JB		920-45		
				TEST PHASE AND TRAINING FOR WWHVP: 1 TWO-DAY TRAINING		
0005	25	EA		920-45		
				BASIC USER TRAINING GUIDE:		
0006	25	EA		920-45		
				ADVANCED USER TRAINING GUIDE:		
0007	1	EA		920-45		
				BASIC USER TRAINING WEBINAR:		
0008	1	EA		920-45		
				ADVANCED USER TRAINING WEBINAR:		

SIGNATURE	TELEPHONE	DATE
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LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0009	1	JB	920-45	TRAINING FOR HOME VISITATION SITE: CHARLESTON, WV		
0010	1	JB	920-45	TRAINING FOR HOME VISITATION SITE: BECKLEY, WV		
0011	1	JB	920-45	TRAINING FOR HOME VISITATION SITES: PARKERSBURG, WV		
0012	1	JB	920-45	TRAINING FOR HOME VISITATION SITES: MORGANTOWN, WV		
0013	1	EA	920-45	LIVE WVHVP WEB BASED DATA COLLECTION SYSTEM:		

SIGNATURE	TELEPHONE	DATE
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DATE PRINTED
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BID OPENING DATE: 07/30/2013

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0014	1	EA		920-45		
				LIVE SUPPORT - ANNUAL - YEAR 1		
0015	1	EA		920-45		
				MAINTENANCE AND UPGRADES: - ANNUAL-YEAR 1		
***** THIS IS THE END OF RFQ MCH14019 ***** TOTAL:						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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**SOLICITATION NUMBER: MCH14019**  
**Addendum Number: 1**

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The purpose of this addendum is to modify the solicitation identified as MCH14019 (“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:** See attached

**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

## SIGN IN SHEET

Page 1 of 1

Request for Proposal No. MCH14019

PLEASE PRINT

Date: 7/15/13

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

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
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Company: <u>Social Solutions</u> Rep: <u>Andy Hicks</u> Email Address: <u>ahicks@socialsolutions.com</u>	<u>425 Williams Ct Suite 100</u> <u>Baltimore MD 21220</u>	PHONE <u>443-676-7923</u> TOLL FREE FAX <u>443-460-3473</u>
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Company: <u>GST</u> Rep: <u>Helen Swanson</u> Email Address: <u>Hswanson@GST.COM</u>	<u>FARMINGTON, WV</u>	PHONE <u>304/552-2555</u> TOLL FREE FAX

  
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**ADDENDUM #1****MCH14019****VENDOR QUESTION #1:**

Do you think a minimum of one statewide web-based home visitation application in operation and a minimum of two years of experience generating data to fulfill federal home visiting benchmarks are too restrictive?

**RESPONSE:**

No, due to very tight timelines we have regarding the implementation of the data system. There are multiple vendors that have experience in home visitation applications and are familiar with the federally required benchmarks. If a vendor is already familiar with both home visitation and the data requirements, it will help with ensuring timelines are met.

**VENDOR QUESTION #2:**

Would maintaining ownership of our source code, but provide the source code in an escrow account be acceptable?

**RESPONSE:**

No, that would not be acceptable.

**VENDOR QUESTION #3:**

Would limiting the provision to the source code developed under the agreement (we utilize an existing code base that is simply configured through the browser to meet each of the home visiting requirements) be acceptable?

**RESPONSE:**

Yes, this would be acceptable.

**VENDOR QUESTION #4:**

Is there an incumbent for this bid?

**RESPONSE:**

No.

**VENDOR QUESTION #5:**

Qualifications: We have statewide experience and web-applications in use that document home visitation information for a specific purpose, but not in West Virginia. Is the requirement limited to West Virginia, or is any statewide usage in another state acceptable?

**RESPONSE:**

It is not limited to West Virginia. As long as they have experience with statewide implementation, it can be in any state.

**VENDOR QUESTION #6:**

Has the budget for this project been approved or is pending approval based on final submitted estimates?

**RESPONSE:**

We have an approved budgeted amount within the grant application so would prefer to not go over that amount.

**VENDOR QUESTION #7:**

For the four-day conceptual design meeting (Deliverable 1) does the vendor have to pay for meeting space?

**RESPONSE:**

WVHVP will cover the costs of the meeting space and will be held in the Diamond Building, located at 350 Capitol Street in Charleston, West Virginia.

**VENDOR QUESTION #8:**

In requirement 4.1.3.1.2, what do you mean by "access service deliverables"?

**RESPONSE:**

If the service was a home visit, phone call, email, etc.

**VENDOR QUESTION #9:**

In requirement 4.1.3.1.8, what do you mean by "administration level data"?

**RESPONSE:**

This would be data used by our administrative staff (supervisors and epidemiologists which the home visitors would not have access).

**VENDOR QUESTION #10:**

In requirement 4.1.3.1.10, should the mapping capacity (for Program Information Management System, Visit Tracker, and Research Electronic Data Capture) go in both directions, or do

agencies just need to transport data from the Home Visitation Database to these others? Is this real-time transfer or can the information be uploaded periodically?

**RESPONSE:**

It would be uploaded periodically and would need to be both to and from the systems.

**VENDOR QUESTION #11:**

In requirement 4.1.3.1.19, when you refer to “monthly client report” of Emergency Department visits, where does this information come from?

**RESPONSE:**

Self-report by the family on the Client Profile form.

**VENDOR QUESTION #12:**

In requirement 4.1.3.1.20, when you refer to the “client profile form”, do you intend for that form to be replaced by the Home Visitation Database?

**RESPONSE:**

The client profile form would be entered into the database.

**VENDOR QUESTION #13:**

Should we assume that the database should allow for the reporting only of those federally-approved benchmarks specifically referenced in the RFQ (such as Depression Screening and prenatal visits) or ultimately should West Virginia’s approved benchmarks be the primary source for the database’s system development? For example, benchmark 4 references the database as a source of **safety plans** pregnant women and mothers but the recording of safety plans does not appear to be required in the RFQ database description.

**RESPONSE:**

Ultimately West Virginia’s approved Benchmarks would be the primary source for the database’s system development.

**VENDOR QUESTION #14:**

In requirement 4.1.8.2, can you describe what you mean by “unlimited upgrades”? Also, you reference Sections 3.1.3.1.1 through 3.1.3.1.20 of the RFQ; do you mean 4.1.3.1.1 through 4.1.3.1.20?

**RESPONSE:**

Upgrades would be based upon federal reporting requirement changes (if any). This would apply for any benchmark reporting requirements.

**VENDOR QUESTION #15:**

Will the Home Visitation Database replace all state-required forms currently used by home visitors? If not, which will remain?

**RESPONSE:**

The forms will be entered into the database.

**VENDOR QUESTION #16:**

What is the state budget limit for the three-year project?

**RESPONSE:**

This information cannot be disclosed.

**VENDOR QUESTION #17:**

Do you have any formatting expectations for responding to the RFQ?

**RESPONSE:**

No specific formatting expectations other than respond to the requirements of the RFQ and be in a normal font (such as Times New Roman, Font Size 12 or Arial).

**VENDOR QUESTION #18:**

There appears to be PHI in the proposed database to which HIPAA restrictions will apply and that data encryption will be necessary. Is this correct?

**RESPONSE:**

Yes.

**VENDOR QUESTION #19:**

What is the approximate number of users and administrators that will be logged in? Total and at any given time (concurrent users)?

**RESPONSE:**

Three administrators from WVHVP, approximately 30 supervisors and 120 home visitors. There will be times that multiple users will be using the system, but very rare if the same person would access the same client record at the same time.

**VENDOR QUESTION #20:**

How many security user roles are envisioned? Site Admin, Reporting Admin, Home Visitor, Agency Supervisor? What are their primary work tasks?

**RESPONSE:**

Site Admin and Reporting Admin would be our program staff (3 staff) and would have full access to each section

Home Visitor would enter client records and would have access to only their caseloads

Agency Supervisor would have access to their home visitor information and caseload, along with their agency reports

**VENDOR QUESTION #21:**

Will the site be publicly visible or will the user need to be on a corporate VPN? Are there any pages that are viewable to non-logged in users?

**RESPONSE:**

There will be a place on the WVHVP site to logon, but it would need to be password protected and not accessible to anyone else.

**VENDOR QUESTION #22:**

Is there a requirement to have a mobile-optimized version of the website? If so, just the data-entry screens for the home visitors? Phones or Tablets or both?

**RESPONSE:**

No mobile apps, but should be accessible to IPADS and tablets.

**VENDOR QUESTION #23:**

Is there existing case/family data that will need to be preloaded/imported into the system at launch? If so, please provide more information on the data profile.

**RESPONSE:**

Yes, and it is a mainframe-based system.

**VENDOR QUESTION #24:**

Will any documents need to be uploaded into the system and archived on the servers (e.g. the "Memorandums of Understanding" from 4.1.3.1.9)?

**RESPONSE:**

Yes.

**VENDOR QUESTION #25:**

Will any audio or video files need to be uploaded into the system and archived on the servers (e.g. Collaborative Community Meetings or Supervisory Sessions)?

**RESPONSE:**

No.

**VENDOR QUESTION #26:**

Regarding, maintenance and “unlimited” upgrades, we do not see the referenced section 3.1.3.1.1.20 on maternal Infant Early Childhood Home Visiting data. Please provide.

**RESPONSE:**

Upgrades would be based upon federal reporting requirements.

**VENDOR QUESTION #27:**

We would like better understanding of the external system integration requirements. Section 4.1.1.10 says it must “Map web-based data collection systems to individual model data systems (PIMS, VT, and REDC).” Is this a one-time data extraction? Periodic automated data import? Push/pull/both? Real-time data lookup and/or reporting?

**RESPONSE:**

Periodic automated data import on a monthly basis.

**VENDOR QUESTION #28:**

Do you have an existing system that you are trying to overhaul, or is this a new design from the ground up?

**RESPONSE:**

It is a new design.

**VENDOR QUESTION #29:**

If you have an existing system will we have access to it?

**RESPONSE:**

N/A

**VENDOR QUESTION #30:**

Will you provide mockups of the data input screens so we have a visual of the content and number of data input screens?

**RESPONSE:**

Yes.

**VENDOR QUESTION #31:**

With this project being part of the Affordable Care Act, will you provide the maximum budget for this project?

**RESPONSE:**

This information cannot be provided.

**VENDOR QUESTION #32:**

Please confirm that this is an RFQ and no technical proposal is required.

**RESPONSE:**

This is an RFQ.

**VENDOR QUESTION #33:**

For the degree in data system design, is a four-year degree in computer science and/or in electrical engineering/digital computer systems acceptable?

**RESPONSE:**

Yes, this is acceptable.

**VENDOR QUESTION #34:**

Is there a preferred programming language?

**RESPONSE:**

Compatible with Microsoft and SQL

**VENDOR QUESTION #35:**

How many agency and other system users – frontline, supervisors and administrators – are anticipated?

**RESPONSE:**

Initially 150 but could expand to 200 as the program expands

**VENDOR QUESTION #36:**

What types of user permissions will be required?

**RESPONSE:**

Administrative – full rights to the system; Supervisor – restricted to their individual agency; and Home Visitor – their caseload.

**VENDOR QUESTION #37:**

What are the estimated numbers for each of the following:

- Home visitation agencies/programs/models to be included in the system

**RESPONSE:** 25

- Cases/individuals/families/children served per year

**RESPONSE:** Approximately 400 but hope to expand as the program grows

- Home visits completed by all agencies/programs/models per year

**RESPONSE:** 3000 with expectations to expand

- Data elements

**RESPONSE:** Approximately 200

**VENDOR QUESTION #38:**

Will any financial data elements be tracked?

**RESPONSE:**

Only income.

**VENDOR QUESTION #39:**

When does data tracking begin: With initial request/referral? With initial contact? With agreement to participate? With initial home visit?

**RESPONSE:**

With initial home visit.

**VENDOR QUESTION #40:**

Will the same data elements be collected/tracked for each agency/program/model?

**RESPONSE:**

Yes.

**VENDOR QUESTION #41:**

With what frequency will data elements be collected/tracked for an individual or family served?



**RESPONSE:**

For each visit, so it could be weekly, bi-weekly or monthly based upon individual needs of family.

**VENDOR QUESTION #42:**

What is the format of the required federal reports? What other reporting capabilities will be required, if any?

**RESPONSE:**

Data report ran and then entered into HRSA EHB. Would like monthly auto generated reports on several activities to monitor for Continuous Quality Improvement.

**VENDOR QUESTION #43:**

Are screening results/outcomes tracked at multiple points during the life of an active case or only at case opening/closure?

**RESPONSE:**

Multiple data points.

**VENDOR QUESTION #44:**

If there is no requirement for a technical proposal, should the vendor submit evidence regarding minimum qualifications with its bid?

**RESPONSE:**

The vendor can submit evidence of their minimum requirements with the bid.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: MCH14019**

**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 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