



STATE OF TENNESSEE  
DEPARTMENT OF HEALTH

**REQUEST FOR PROPOSALS # 34353-14717  
AMENDMENT # 5  
FOR QUALITY ASSURANCE CONTRACTOR SERVICES**

DATE: DECEMBER 23, 2016

RFP # 34353-14717 IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (central time zone)	DATE
1. RFP Issued		CONFIRMED
2. Disability Accommodation Request Deadline	2:00 p.m.	CONFIRMED
3. Pre-response Conference	10:00 a.m.	CONFIRMED
4. Notice of Intent to Respond Deadline	2:00 p.m.	CONFIRMED
5. Written "Questions & Comments" Deadline	2:00 p.m.	CONFIRMED
6. State Response to Written "Questions & Comments"		CONFIRMED
7. Response Deadline	2:00 p.m.	CONFIRMED
8. State Completion of Technical Response Evaluations		CONFIRMED
9. State Opening & Scoring of Cost Proposals	2:00 p.m.	January 5, 2017
10. State Notice of Intent to Award Released and RFP Files Opened for Public Inspection	2:00 p.m.	January 6, 2017
11. End of Open File Period		January 13, 2017
12. FNS Review of Contract		February 20, 2017
13. State sends contract to Contractor for signature		February 21, 2017
14. Contractor Signature Deadline	2:00 p.m.	March 3, 2017

2. Delete RFP section 6.3 in its entirety and insert the attached 6.3 in its place (any sentence or paragraph containing revised or new text is highlighted).

3. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.

**COST PROPOSAL & SCORING GUIDE**

*NOTICE: THIS COST PROPOSAL MUST BE COMPLETED EXACTLY AS REQUIRED*

**COST PROPOSAL SCHEDULE**— The Cost Proposal, detailed below, shall indicate the proposed price for goods or services defined in the Scope of Services of the RFP Attachment 6.6., *Pro Forma* Contract and for the entire contract period. The Cost Proposal shall remain valid for at least one hundred twenty (120) days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract resulting from this RFP. All monetary amounts shall be in U.S. currency and limited to two (2) places to the right of the decimal point.

**NOTICE:** The Evaluation Factor associated with each cost item is for evaluation purposes only. The evaluation factors do NOT and should NOT be construed as any type of volume guarantee or minimum purchase quantity. The evaluation factors shall NOT create rights, interests, or claims of entitlement in the Respondent.

Notwithstanding the cost items herein, pursuant to the second paragraph of the *Pro Forma* Contract section C.1. (refer to RFP Attachment 6.6.), “The State is under no obligation to request work from the Contractor in any specific dollar amounts or to request any work at all from the Contractor during any period of this Contract.”

This Cost Proposal must be signed, in the space below, by an individual empowered to bind the Respondent to the provisions of this RFP and any contract awarded pursuant to it. If said individual is not the *President or Chief Executive Officer*, this document must attach evidence showing the individual’s authority to legally bind the Respondent.

<b>RESPONDENT SIGNATURE:</b>	
<b>PRINTED NAME &amp; TITLE:</b>	
<b>DATE:</b>	

<b>RESPONDENT LEGAL ENTITY NAME:</b>			
Cost Item Description	Proposed Cost	State Use Only	
		Evaluation Factor	Evaluation Cost (cost x factor)
Deliverable 1: QA Project Initiation Meeting Memorandum, as detailed in Task 1.1 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon submission of memo)	1	
Deliverable 2: QA Project Status Report, as detailed in Task 1.2 of Pro Forma Contract, Attachment 1	\$ NUMBER / month	43	
Deliverable 3: Quality Assurance Monitoring Plan, as detailed in Task 1.3 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon written approval of State)	1	
Deliverable 4: Final QA Work Plan and Schedule, as detailed in Task 1.4 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon written approval of State)	1	

RESPONDENT LEGAL ENTITY NAME:			
Cost Item Description	Proposed Cost	State Use Only	
		Evaluation Factor	Evaluation Cost (cost x factor)
Deliverable 5: Risk Assessment and Management Plan, as detailed in Task 1.5 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon written approval of State)	1	
Deliverable 6: Review and Evaluate MIS T&I and EBT Contractors' Work Plans, as detailed in Task 2.2 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon submission of technical memorandum)	1	
Deliverable 7: Attend and Evaluate System Orientation Training, as detailed in Task 3.1 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon submission of report to State)	1	
Deliverable 8: Attend and Support Joint Application Design Sessions and Technical Memorandum, as detailed in Task 3.2 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon submission of report to State)	1	
Deliverable 9: Review and Evaluate the Detailed Functional Design Documents and Detailed Technical Specifications Documents, as detailed in Task 3.3 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon submission of technical memorandum)	1	
Deliverable 10: Attend MIS T&I and EBT System Transfer Initiation Meeting/Meeting Memorandum, as detailed in Task 4.1 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon submission of report to State)	1	
Deliverable 11: Review and Evaluate MIS T&I and EBT Contractors' Transfer, Modification and Testing Report and UAT Readiness Certifications/ Independent Certification of Readiness for UAT, as detailed in Task 4.4 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon submission of assessment to State)	1	
Deliverable 12: UAT Initiation Meeting/Meeting Memoranda, as detailed in Task 5.1 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon submission of memo to State)	1	
Deliverable 13: UAT Data Conversion Report, as detailed in Task 5.2 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon submission of report to State)	1	
Deliverable 14: UAT System Installation Report, as detailed in Task 5.3 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon submission of report to State)	1	
Deliverable 15: Monitor and Evaluate MIS T&I and EBT System Operations Support and Training, as detailed in Task 5.4 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon submission of report to State)	1	

RESPONDENT LEGAL ENTITY NAME:			
Cost Item Description	Proposed Cost	State Use Only	
		Evaluation Factor	Evaluation Cost (cost x factor)
Deliverable 16: MIS T&I and EBT UAT Plan, as detailed in Task 5.5 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon written approval of State)	1	
Deliverable 17: MIS T&I/EBT UAT Script, as detailed in Task 5.6 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon completion)	1	
Deliverable 18: Support MIS T&I and EBT UAT, as detailed in Task 5.7 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon submittal of memo)	1	
Deliverable 19: Review and Evaluate MIS T&I and EBT Contractors' Pilot Readiness Certification/ Independent Certification of Readiness for Pilot, as detailed in Task 5.9 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon written approval of State)	1	
Deliverable 20: Retailer Certification Requirements, as detailed in Task 6.1 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon completion and written approval of State)	1	
Deliverable 21: Retailer Certification Test Scripts and Criteria, as detailed in Task 6.2 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon written approval of State)	1	
Deliverable 22: Attend and Evaluate System Pre-Test, as detailed in Task 6.3 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon completion and submission of report)	1	
Deliverable 23: Attend and Evaluate On-Site Certification Testing, as detailed in Task 6.4 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon submission of report)	1	
Deliverable 24: System Pilot Initiation Meeting/Meeting Memoranda, as detailed in Task 7.1 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon submission of memo)	1	
Deliverable 25: Pilot Data Conversion Report, as detailed in Task 7.2 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon submission of report)	1	
Deliverable 26: MIS T&I and EBT Pilot Training Report, as detailed in Task 7.3 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon submission of report)	1	

<b>RESPONDENT LEGAL ENTITY NAME:</b>			
<b>Cost Item Description</b>	<b>Proposed Cost</b>	<b>State Use Only</b>	
		<b>Evaluation Factor</b>	<b>Evaluation Cost (cost x factor)</b>
Deliverable 27: Monitoring Activity Memorandum, Review and Evaluate MIS T&I and EBT Contractors' Pilot Report and Rollout Readiness Certification/ Independent Certification of Readiness for Rollout, as detailed in Task 7.6 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon completion)	1	
Deliverable 28: System Rollout Initiation Meetings/Meeting Memoranda, as detailed in Task 8.1 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon submission of memo)	1	
Deliverable 29: System Post Implementation Meeting and Assessment/System Verification and Certification, as detailed in Task 9.1 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon submission of assessment)	1	
Deliverable 30: System Documentation Audit, as detailed in Task 9.2 of Pro Forma Contract, Attachment 1	\$ NUMBER / (one-time charge upon submission of final audit report)	1	
<b>EVALUATION COST AMOUNT</b> (sum of evaluation costs above):			
The Solicitation Coordinator will use this sum and the formula below to calculate the Cost Proposal Score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations.			
<b>lowest evaluation cost amount from <u>all</u> proposals</b>		<b>x 30</b>	<b>= SCORE:</b>
<b>evaluation cost amount being evaluated</b>		<b>(maximum section score)</b>	
<i>State Use – Solicitation Coordinator Signature, Printed Name &amp; Date:</i>			