

WIC Management Information System (MIS) Transfer and Implementation Services  
Request for Proposal #16593

Issued by New York State Department of Health, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

**Questions and Answers May 26, 2016**

The following are questions and answers received in response to the WIC Management Information System (MIS) Transfer and Implementation Services Request for Proposal #16593. A significant number of questions related to other aspects of the NYWIC project were received. To clarify, DOH is seeking competitive proposals from qualified and responsible firms to provide Transfer & Implementation (T&I) Services only. To that extent, only questions relevant to T&I were answered.

No.	Date Received	Section	Question	Response
1	3/29/2016	2. Overview	Is this an open market opportunity or does our ITS / ECM group need to be on NYS Contract?	A bidder does not need to be on a NYS contract to respond to this RFP. Please see Section 2. Overview, which states "DOH is seeking competitive proposals from qualified and responsible firms."
27	4/15/2016	2. Overview	Section 2, Overview states that DOH's intent is to award one contract from this procurement. The RFP is broken into 4 separate areas (PM/QA, T&I, IV&V, eWIC) which would require 4 vendors. How does DOH anticipate the award of one contract?	As stated in Section 2 Overview, "DOH is seeking competitive proposals from qualified and responsible firms to provide Transfer & Implementation (T&I) Services". Since this RFP is only for T & I services, DOH will only need one contractor to provide those services.
31	4/15/2016	2. Scope	On page 51, F – Technical Proposal requirements do not apply to PM/QA or IV&V, what information is DOH seeking from the non T&I contractors?	See Section 2.0 Overview whereas the Department is seeking competitive proposals for qualified and responsible firms to provide Transfer & Implementation Services.
26	4/15/2016	2.4 Definitions and Acronyms	Section 2.4 defines the "Contractor" as the bidder awarded the T&I services, what are the IV&V, PM/QA and eWIC bidders awarded defined as, if not Contractor?	To clarify, RFP 16593 is for T&I Services only. Therefore, "Contractor" within RFP Section 2.4 Definitions and Acronyms refers to "Bidder awarded the Contract to perform T&I services."
42	4/15/2016	3.1 System Standards & Expectations	Page 6, Paragraph 3.1 – System Standards & Expectations Would the State please clarify if ITS will provide all Database software in addition to all hardware?	Yes. NYS ITS will provide and install the Oracle database software in the NYS Data Center. Database tasks and responsibilities are described in Appendix 4.
25	4/15/2016	3.11.1 Key Personnel	Page 37, section 3.11.1 Key Personnel centers on the T&I contractor, can DOH provide these types of specifics for the other contractors requested in the RFP as well?	The question is not relevant to the development of a proposal under this RFP
22	4/15/2016	3.3 Project Schedule	Based on the anticipated project schedule, Phase 3 is anticipated to begin in November 2016 – will all awarded contractors as defined in Table 1-NYWIC Project Organization of this RFP begin at that time?	The question is not relevant to the development of a proposal under this RFP. Details regarding the T&I timeline are available in RFP section 3.3 Project Schedule.
49	4/27/2016	3.3 Project Schedule	Is there a timeline for those additional pieces just so that we have an idea if there's going to be a large gap in time between this procurement and future one?	Details regarding the RFP timeline are available in RFP section 3.3 Project Schedule.

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50	4/27/2016	3.3 Project Schedule	Do you have a page number or no?	The project schedule can be found on page 12 of the RFP.
53	4/27/2016	3.4.1 Phase 3 – Design and Development	This is just a follow up question to my last question about the changes in Florida base code vs the Michigan code base. The answer was handled with system changes. Does that mean change request documents initiated by the state or how exactly would that be handled?	Please refer to the deliverables within RFP section 3.4.1 Phase 3 – Design and Development.
43	4/15/2016	3.4.3 Phase - Pilot & Evaluation	Page 25, Paragraph 3.4.3 – Phase 5 – Pilot & Evaluation, Deliverable ID NYWIC-5-07, Provide Pilot Test Oversight and Consultation. Would the State please specify which DOH offices require on-site contractor staff throughout Pilot and the nature of this support?	As stated in Amendment # 2, the T&I Contractor Project Manager is expected to be on-site at the DOH office in Menands, NY during critical time periods of the Pilot & Evaluation phase. The T&I Contractor is also expected to have a sufficient number of technical staff at each designated WIC pilot local agency for approximately one week during the pilot.
44	4/15/2016	3.4.3.3 Central Office Program Support Staff Training	Page 26, Paragraph 3.4.3.3 – Central Office Program Support Staff Training Are the local agency staff (in multiple locations) included in the count of 50 learners identified on Page 25 – Deliverable ID NYWIC 5-05?	Yes.
45	4/15/2016	3.4.4 Phase 6 – Statewide Implementation, Deliverable	Page 28, Paragraph 3.4.4 – Phase 6 – Statewide Implementation, Deliverable ID NYWIC-6-03, Provide Statewide System Implementation Training and Materials:  1. Would the State please clarify if the T&I Contractor will be required to provide any training materials or classes to any staff beyond the approximately 600 learners identified in this deliverable description? 2. Are there any “train the trainer” requirements to be addressed?	1. During Phase 6, Statewide Implementation, the T&I Contractor will be responsible for training <i>approximately 600 learners</i> in groups of 25 at approximately 12 locations. These staff will function as resources for their peers at the LA/VMA sites. The remaining staff will use the online learning modules, Deliverable NYWIC-4-08. Additional training deliverables for other project phases are detailed in each Phase’s Deliverable Description. 2. No.
56	4/27/2016	3.4.4.2 Statewide Training	Specific question for section 3.4.4.2 regarding training.  It mentions that the contractor will provide training and materials, including online training modules.  Is that just developing the classes for import into (for example, a statewide learning management system) or is the vendor responsible for an online training component for delivery of that material?	Per section 3.4.4.2, the T&I Contractor will be required to provide training and materials for:  1. Classroom training for two (2) super-users from each local agency permanent site and VMAs; 2. On-line training modules for clinic functions.  The on-line training modules will be housed in a state-hosted system.
14	4/5/2016	3.7 WIC MIS Software	We have a pre-bid procedural question regarding the NY WIC RFP #16593. The MI-WIC source code does not appear to be accessible via the WIC Technology Partners website as indicated in Page 35, Section 3.7 WIC MIS Software. The Getting Started Guide on the WIC Technology Partners	The Michigan MIS code is available on the WIC Technologies Partner’s web site ( <a href="http://wictechnologypartners.com">http://wictechnologypartners.com</a> ). A vendor may request the Michigan Source Code by: <ul style="list-style-type: none"> <li>Registering on WIC Technologies Partner’s web site (<a href="http://wictechnologypartners.com">http://wictechnologypartners.com</a>);</li> </ul>

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			website indicates there should be a button under the solicitation description that can be clicked to request the source code. Can this be remedied prior to the answers to questions being provided May 20th?	<ul style="list-style-type: none"> <li>• Selecting the NYS WIC T&amp;I Services RFP # 16593 and click on the Download Source Code button.</li> <li>• NYS will be notified of the request and will e-mail a Source Code Access Agreement;</li> <li>• Vendor will execute the agreement and e-mail it back to NYS (<a href="mailto:TI.RFP@health.ny.gov">TI.RFP@health.ny.gov</a>);</li> <li>• NYS will approve the Source Code request on WIC TP web site and will notify vendor via e-mail their request was approved;</li> <li>• Vendor will log into WIC TP and select NYS WIC T&amp;I Services RFP # 16593, then download source code (the source code button will be enabled).</li> </ul>
46	4/27/2016	3.7 WIC MIS Software	The RFP mentions that we're transferring the Michigan Source code based... throughout the RFP it is mentioned that the Florida System was reviewed. What is the actual code base being transferred and if there are any discrepancies between the Florida code based and the Michigan code base, how is that to be resolved?	<p>As stated in Section 2.1 of the RFP, "DOH intends to implement the most current version of MI-WIC code along with improved functionality, and latest enhancements and the specified customizations to create NYWIC."</p> <p>There will be discrepancies between the Michigan code base and the code that is ultimately implemented for NYWIC. DOH has identified Michigan's MI-WIC system as most closely aligning to its requirements. There are variations of the MI-WIC application in Florida, Connecticut and a number of other states. The Florida system was reviewed to prepare this RFP as it was the most current variation of the MI-WIC system at the time the RFP was being developed. Please see Table 2 – Contractor and NYS WIC &amp; ITS Staff Duties and Responsibilities, as well as Phase 3 – Design &amp; Development NYWIC-3-12, NYWIC-3-27, NYWIC-3-28, NYWIC-3-29 and NYWIC-3-30 for additional information regarding gap analysis.</p>
57	4/27/2016	3.7 WIC MIS Software	Question about the source code that's going to be provided. Obviously database is part of that. I am just curious if the meta data and base table data required to initially stand up the system is included with that or just base structure/data based structure elements?	The Michigan source code available on the WIC Technologies Partner's web site ( <a href="http://wictechnologypartners.com">http://wictechnologypartners.com</a> ) is the version available to DOH at this time. As per RFP section 2.1 Introductory background, DOH intends to implement the most current version. The source code provided does include database scripts.
58	4/27/2016	3.7 WIC MIS Software	OK you said that would be available on the WIC Technology Partners web site later today?	<p>Yes. A vendor may request the Michigan Source Code by:</p> <ul style="list-style-type: none"> <li>• Registering on WIC Technologies Partner's web site (<a href="http://wictechnologypartners.com">http://wictechnologypartners.com</a>);</li> <li>• Selecting the NYS WIC T&amp;I Services RFP # 16593 and click on the Download Source Code button.</li> </ul>

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24	4/15/2016	5. Bidder's Qualifications to Propose	Page 40 lists the bidder's qualifications, which seem to be centered on the T&I contractor, what are the qualifications for PM/QA and IV&V as these vendors would not provide development or implementation services?	The question is not relevant to the development of a proposal under this RFP.
16	4/15/2016	6.3 Bidders Conference Webinar	When will information be provided for the Webinar?	The recorded version of April 27, 2016 webinar is available at: <a href="http://www.health.ny.gov/funding/rfp/16593/index.htm">04-27-16 Webinar Recording</a> . The written transcript of 04-27-16 Bidder's Conference Webinar is available on the DOH Website at <a href="http://www.health.ny.gov/funding/rfp/16593/index.htm">http://www.health.ny.gov/funding/rfp/16593/index.htm</a> .
59	4/27/2016	6.3 Bidders Conference Webinar	I was just curious if there will be a posting of everyone who is part of this conference call today. That there would be a posting available of the people that have joined so that we may see if there is potential partnering opportunities on this particular RFP response?	The recorded version of April 27, 2016 webinar is available at: <a href="http://www.health.ny.gov/funding/rfp/16593/index.htm">04-27-16 Webinar Recording</a> . The written transcript of 04-27-16 Bidder's Conference Webinar is available on the DOH Website at <a href="http://www.health.ny.gov/funding/rfp/16593/index.htm">http://www.health.ny.gov/funding/rfp/16593/index.htm</a> .
12	3/29/2016	6.8 Minority & Woman-Owned Business Enterprise Requirements	Question: is there an RFP specific registry available for MBE's to connect with potential Prime bidders?	A registry for MWBE's to connect with potential prime vendors has not been established for this RFP.
30	4/15/2016	6.8.1 Business Participation Opportunities for M/WBEs	Can the 30% MWBE goal be achieved by a WBE or MBE respectively?	Yes.
34	4/15/2016	7.4 Bidder Presentations	Page 52, bidder presentations – are presentations only for the T&I Contractor?	Presentations are for T&I bidders who are susceptible to an award.
35	4/15/2016	7.4 Bidder Presentations	If not, what are the topics for the IV&V and PM/QA contractors?	This RFP is not for IV & V or PM/QA services.
39	4/15/2016	Appendix 1	Are there reporting needs to support any Federal/State regulatory or compliance requirements above and beyond the data warehouse?	Please see RFP Appendix 1 for a list of reporting requirements.

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37	4/15/2016	Figure 2 – NYWIC MIS Architecture (Conceptual)	How many (internal/external) interfaces that will need to be supported?	Figure 2 NYWIC MIS Architecture (Conceptual) on page 34 of the RFP depicts the known interfaces.
2	3/29/2016	General	When is the PM & QM RFP expected to be released?	The question is not relevant to the development of a proposal under this RFP.
3	3/29/2016	General	When is the EBT Contractor (eWIC) RFP expected to be released?	The question is not relevant to the development of a proposal under this RFP.
4	3/29/2016	General	When is the IV&V RFP expected to be released?	The question is not relevant to the development of a proposal under this RFP.
5	3/29/2016	General	Services acquired through this procurement will be for WIC EBT and MIS, correct?	Please see Section 3. Scope of Work as DOH is contracting for Transfer and Implementation services for NYWIC (MIS).
6	3/29/2016	General	When is the WIC EBT and MIS Quality Assurance Services RFP expected to be released?	The question is not relevant to the development of a proposal under this RFP.
7	3/29/2016	General	Can you advise who won the WIC EBT Analysis contract (RFP #1209260855) and the approximate contract date/amount?	Although this question is not relevant to the development of a proposal under this RFP, the "Analysis of Converting Women, Infants & Children (WIC) Benefits to Electronic Benefit Transfer (EBT)" was awarded to Maximus Health Services Inc. The contract term was 8/15/14 to 8/14/15. The contract amount was \$348,912.
8	3/29/2016	General	Additionally, are you able to provide the respondent names and proposal amounts?	The Department is unable to share the respondent's names and proposal amounts. If you'd like to make a FOIL request for the underlying contract or procurement record containing the requested information, you may do so by contacting the Department's Records Access Officer at <a href="mailto:foil@health.ny.gov">foil@health.ny.gov</a>
9	3/29/2016	General	Can you identify the funding source(s) for the above mentioned projects?	DOH anticipates this RFP to be 100 percent Federally funded.
10	3/28/2016	General	Has a budget been allocated for this project? May I know an estimated contract value, if possible?	It is not DOH's practice to give out this information.
11	3/28/2016	General	Is there an incumbent vendor in contract for this requirement? May I know the name of the current vendor, and the expiry date of the contract?	There is no incumbent contractor for this RFP.
13	4/6/2016	General	RFP #16593 is targeted to the transfer and implementation services. We are interested in performing the IV&V effort associated with that implementation, as referenced in section 3.2. Will there be a separate RFP for the IV&V work, or how do we get on the list of potential vendors for that work? POD, Inc. has strong experience performing IV&V for State agencies.	The question is not relevant to the development of a proposal under this RFP.  Additionally, the department is in the restricted period for the IV & V solicitation and as such, pursuant to SFL §§ 139-j and 139-k, the Department designates:  Elizabeth Wood

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				<p>Bureau of Contracts                      Phone: 518 474-7896                      Email: <a href="mailto:elizabeth.wood@health.ny.gov">elizabeth.wood@health.ny.gov</a></p> <p>as the contact for all communications attempting to influence this procurement.</p> <p>Pursuant to State Finance Law § 139-j(3)(a), the Department identifies:                      Patricia Colomb and Sharon Featherstone at  <a href="mailto:IV.and.V@health.ny.gov">IV.and.V@health.ny.gov</a></p> <p>for communications related to submission of proposals, questions and debriefings.</p>
15	4/13/2016	General	We noted the participation interest form indicated the mini-bid was expected to be released March 2016. We remain very interested in supporting NYWIC on this initiative. Can you share an updated date for the mini-bid release?	The question is not relevant to the development of a proposal under this RFP.
17	4/15/2016	General	In consideration of the multiple PMs, how can DOH ensure that there will not be redundancy in tasks?	This will be the responsibility of the NYWIC Project Manager.
18	4/15/2016	General	May the same vendor bid on more than one of the 4 separate areas?	The scope of RFP 16593 is for Transfer and Implementation Services of the NYWIC project. Although a vendor may bid on more than one part of the NYWIC project, in accordance section 6.7 Conflict of Interest within FNS Handbook 901 ( <a href="http://www.fns.usda.gov/sites/default/files/2015-08-26-FNS_Handbook%20901-v1-8-1.pdf">http://www.fns.usda.gov/sites/default/files/2015-08-26-FNS_Handbook%20901-v1-8-1.pdf</a> ) the T&I (this RFP), IV&V and PM&QA contractor may not be the same company.
19	4/15/2016	General	Can a bidder win more than one of the four areas being procured?	No. In accordance section 6.7 Conflict of Interest within FNS Handbook 901 ( <a href="http://www.fns.usda.gov/sites/default/files/2015-08-26-FNS_Handbook%20901-v1-8-1.pdf">http://www.fns.usda.gov/sites/default/files/2015-08-26-FNS_Handbook%20901-v1-8-1.pdf</a> ) the T&I (this RFP), IV&V and PM&QA contractor may not be the same company.
20	4/15/2016	General	Is there a vendor providing WIC services to NYS currently? If so, who is this vendor? Are they allowed to submit a bid to this RFP?	Support and maintenance of the current WICSIS is provided by NYS.
21	4/15/2016	General	Why weren't the PM/QA, IV&V and eWIC separately procured through PBITS?	The question is not relevant to the development of a proposal under this RFP.
23	4/15/2016	General	Can you provide the dates of services for the PM/QA and IV&V contractor?	The question is not relevant to the development of a proposal under this RFP.
28	4/15/2016	General	The cost sheets are centered on T&I, can DOH please provide cost sheets for IV&V and PM/QA?	The question is not relevant to the development of a proposal under this RFP.

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29	4/15/2016	General	Can DOH please provide a specific list of deliverables for IV&V and PM/QA?	The question is not relevant to the development of a proposal under this RFP.
32	4/15/2016	General	What percent of this project is Federally funded?	DOH anticipates this RFP to be 100 percent Federally funded.
33	4/15/2016	General	Section F, Page 50 – regarding references if the bidder is providing only IV&V or PM/QA services we assume that the references must be similar in scope to large-scale State government enterprise IT system projects, is this correct?	This RFP is not for IV & V or PM/QA services.
38	4/15/2016	General	Has NYS established a key point of contact with the USDA Federal Exchange site or will the T&I Contractor be responsible for the establishment?	DOH WIC program staff are in regular contact with USDA/FNS. The T&I Contractor will be responsible for providing input to project risk log, status reports and the Go/No-go reports & recommendations that must be submitted to FNS after UAT, Pilot and Statewide rollout.
40	4/15/2016	General	Are there Lessons Learned available for the MI and FL implementation?	DOH does not have this information.
41	4/15/2016	General	Has NYS estimated a budget for the project? If so, can the budget range be known?	It is not DOH practice to give out this information.
47	4/27/2016	General	If you could comment on the proposal requirements regarding the IV&V section of the RFP. There seems to be, from our perspective, a lack of details around what you would like the bidders to propose if they are only providing IV&V services?	The scope of RFP 16593 is for Transfer and Implementation Services of the NYWIC project.
48	4/27/2016	General	All of the other pieces that are mentioned in RFP are not expected to respond to with this RFP? Will there be subsequent ones released?	The question is not relevant to the development of a proposal under this RFP.
51	4/27/2016	General	I see your anticipated project schedule. Typically IV&V services would be procured at the same time you would start the project. Is the state hoping to procure those services at the same time or are we looking at a much further date out?	The question is not relevant to the development of a proposal under this RFP.
52	4/27/2016	General	I don't see a specific date around it on the schedule if that's something I am missing, please point it out?	The question is not relevant to the development of a proposal under this RFP.
54	4/27/2016	General	Quick question on the project management, quality management piece of this. Again, along with the previous question, any sense of timing and or sort of how that piece links up with the larger build piece? Thank you.	The question is not relevant to the development of a proposal under this RFP.
55	4/27/2016	General	So if I am to understand correctly they are handling the project management and quality management and all those pieces that are in there and all those tasks?	The question is not relevant to the development of a proposal under this RFP.
36	4/15/2016	Table 4 – Design & Development	Has there been an initial assessment for the central location and supporting facilities to determine bandwidth and an inventory of existing equipment?	In Table 4 Design & Development Phase Deliverables on Page 14 ID # NYWIC-03-09 Deliverable Technical Architecture Documents and ID # NYWIC-03-10 Deliverable Capacity Plan

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		Phase Deliverables		describe the T&I Contractor's responsibilities with regard to assessing existing equipment and bandwidth.