**Use this form to respond to RFP Section 3 - Bidders Qualifications to Propose**

**Bidder Name:**

**Section I – Minimum Qualifications**

**Use this section to address Minimum Bidder Qualifications**

The following minimum qualifications must be met for a viable proposal submission for further evaluation. The Department will only accept proposals from organizations that possess the following types and levels of experience as a Prime Contractor as described below. Experience acquired concurrently is considered acceptable.

For the purposes of this RFP, a prime contractor is defined as one who has the contract with the owner of a project or job and has full responsibility for its completion. A prime contractor undertakes to perform a complete contract.

Failure to meet these Minimum Qualifications will result in a proposal being found non-responsive and eliminated from consideration.

Bidders will be required to provide references using Attachment 9, as described in Section 6.1 Administrative Proposal.

**The Prime Contractor must meet Minimum Qualification #1 through #6 in order to be deemed responsive to this RFP.**

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| **Minimum Qualifications** NYSDOH will accept proposals from organizations with the following types of experience as the **prime contractor.** 1. A minimum of three (3) projects, with 15 staff or more and a combined budget of more than $15,000,000 within the past ten years. These projects must have provided Business and Technology Advisory Services or System Integration Initiatives on an enterprise Information Technology system or Technology projects, and
2. A minimum of three (3) years’ organizational experience as a practice with Project Management Office (PMO) or with Project Management practices that include: System Development Lifecycle (SDLC) Methodologies, Information Technology Governance processes and PMO process improvements; and
3. A minimum of three (3) years’ organizational experience as a practice with writing and preparing Information Technology (IT) budgets, program contract management and vendor management, as well as managing contract scope, schedule, budget, and terms and conditions, for various contract types such as Request for Information (RFI), Request for Proposals (RFP), Requests for Quotes (RFQ), or Invitation for Bids (IFB); and
4. A minimum of three (3) years’ organizational experience as a practice with design, development, and implementation into production and operation of a large system following Enterprise Architecture best practices; and
5. A minimum of three (3) years’ organizational experience as a practice with assessing, implementing, and using an industry standard Enterprise Architecture framework such as The Open Group Architecture Framework (TOGAF), developing architecture standards, and implementing architecture models, identifying IT capabilities, implementing new processes and standards for Enterprise Architecture Planning services; and
6. A minimum of three (3) years organizational experience with creating, customizing plans, and executing the Organizational Change Management Plan, within at least one (1) organization with over 300 staff.
 |
| [ ]  **Yes** [ ]  **No\*** |

**\*A “No” response to any of the minimum qualifications will result in disqualification.**

Below, describe in detail how you meet the Minimum Bidder Qualifications. Please provide **clear and accurate descriptions of your experience for each Minimum Qualification.** The Department will not interpret omissions and vagueness in the Bidder’s favor. Type to expand response areas on the form or attach additional sheets, as necessary.

**This requirement must be met by the Prime Contractor.**

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|  **Minimum Qualification 1** | A minimum of three (3) projects, with 15 staff or more and a combined budget of more than $15,000,000 within the past ten years. These projects must have provided Business and Technology Advisory Services or System Integration Initiatives on an enterprise Information Technology system or Technology projects.  |
| **Prime Contractor’s Name:**  |       |
| **Project 1 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |
| Project Budget:  |       |
| **Project 2 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |
| Project Budget: |       |
| **Project 3 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |
| Project Budget:  |       |

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| **Minimum Qualification 2** | A minimum of three (3) years’ organizational experience as a practice with Project Management Office (PMO) or with Project Management practices that include: System Development Lifecycle (SDLC) Methodologies, Information Technology Governance processes and PMO process improvements.  |
| **Project 1 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |
| **Project 2 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |
| **Project 3 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |

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| **Minimum Qualification 3** | A minimum of three (3) years’ organizational experience as a practice with writing and preparing Information Technology (IT) budgets, program contract management and vendor management, as well as managing contract scope, schedule, budget, and terms and conditions, for various contract types such as Request for Information (RFI), Request for Proposals (RFP), Requests for Quotes (RFQ), or Invitation for Bids (IFB).  |
| **Project 1 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |
| **Project 2 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |
| **Project 3 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |

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| **Minimum Qualification 4** | A minimum of three (3) years’ organizational experience as a practice with design, development, and implementation into production and operation of a large system following Enterprise Architecture best practices. |
| **Project 1 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |
| **Project 2 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |
| **Project 3 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |

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| **Minimum Qualification 5** | A minimum of three (3) years’ organizational experience as a practice with assessing, implementing and using an industry standard Enterprise Architecture framework such as The Open Group Architecture Framework (TOGAF), developing architecture standards, and implementing architecture models, identifying IT capabilities, implementing new processes and standards for Enterprise Architecture Planning services. |
| **Project 1 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |
| **Project 2 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |
| **Project 3 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |

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| **Minimum Qualification 6** |  A minimum of three (3) years organizational experience with creating, customizing plans, and executing the Organizational Change Management Plan, within at least one (1) organization with over 300 staff. |
| **Project 1 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |
| **Project 2 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |
| **Project 3 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |

**Section II – Preferred Qualifications**

**Use this section to address Preferred Bidder Qualifications**

The Department gives additional points to bidders who meet the Preferred Qualifications. **The Preferred Qualifications must be met by the Prime Contractor.**

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| 1. Five (5) or more years’ experience with advising a State Medicaid Agency including analysis of Medicaid systems and/or MES landscape.
2. Five (5) years’ experience writing and managing Federal or State Governmental contracts.
 |
| [ ]  **Yes** [ ]  **No** |

If applicable, describe in detail how the Bidder meets this **Preferred Qualification**. Please provide **clear and accurate descriptions of the Bidder’s experience.** The Department will not interpret omissions and vagueness in the Bidder’s favor. Type to expand response areas on the form or attach additional sheets, as necessary.

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| **Preferred Qualification 1** | Five (5) or more years’ experience with advising a State Medicaid Agency including analysis of Medicaid systems and/or MES landscape. |
| **Project 1 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |
| **Project 2 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |
| **Project 3 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |

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| **Preferred Qualification 2** | Five (5) years’ experience writing and managing Federal or State Governmental contracts. |
| **Project 1 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |
| **Project 2 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |
| **Project 3 Name:** |       |
| Dates of Experience (month/year, including date the project was completed): |       |
| Client Name(s): |       |
| Project(s) Description (to include scope): |       |

CERTIFICATION: I hereby certify that: all statements made on this form are true and complete, to the best of my knowledge,

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

Typed or Printed Name:

Date: Click here to enter a date.