RFP Addendum

New York State Office for the Aging
Systems Improvement Initiative
RFP #2014-01 Addendum #1 – 12/5/14

This is an addendum to the November 14, 2014 New York State Office for the Aging (NYSOFA) Systems Improvement Initiative (SII) RFP. This RFP Addendum summarizes the items added or changed in the revised SII RFP that will be posted to the NYSOFA web site.

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1) In the body of the RFP, there may not have been sufficient clarity in stating that a completed Attachment 3 "Application Capabilities" <u>is a required document that must be submitted</u> by all bidders. NYSOFA is adding a section 2.5 to clearly state this requirement as follows:

> *2.5 Attachment 3 "Application Capabilities" is a required document that must be submitted by all bidders. The attachment is broken down into three separate files, one for each deliverable that will be posted on the NYSOFA web site. Bidders must submit the associated section of Attachment 3 with the technical response for each of the three deliverables. Bidders failing to submit the appropriate Attachment 3 in the respective deliverable section of their proposal will be deemed non-responsive to the RFP and their proposal will be removed from consideration.*

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2) Bidder references may not include NYSOFA or any of its staff. Attachment 4 is amended as follows (new language is bolded):

> *[ ] Three specific work references including contact name, business address and telephone number.* ***Staff of the New York State Office for the Aging shall not be used as references.***

Also, the heading on the Bidder References Form in Attachment 2 of the RFP now reads as follows (new language is bolded):

<u>Bidder References</u>
<u>(Required to provide 3, plus subcontractors if applicable.</u>
<u>NYSOFA staff shall not be used as references</u>*<u>)</u>*

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3) The product must be developed and managed in a manner that will provide for daily scheduled, secure importing of data from local providers that are not part of the COTS solution. The vendor will be required to work with said local providers on file transfer requirements and specifications. A section 4.2.2.h was added to address this.

4.2.2.h Integration: *The proposed solution must include data warehouse functionality to allow for the integration of data from outside sources for use in standardized and ad hoc reporting. The Bidder will be responsible for integrating data extracts within the proposed solution's standard and ad hoc reports.*

In addition, the following changes have been made to Attachment 3.

184.1 *Functionality for the integration of data from outside sources for use in standardized and ad hoc reporting.*

321.1 *Secure daily import and integration of client data from NYSOFA identified providers that are not part of the COTS solution.*

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4) Bidders Experience Form in Attachment 2: Bidders, in providing their experience should clearly state how the experience relates to a specific deliverable of this RFP and which deliverable it relates to. Attachment 2 of the RFP is modified so that on the Bidder's Experience form, the following text is modified as shown below with new text bolded:

Brief Description (i.e., database and operating system and versions, and whether it was web based. Provide URL. ***Also note which deliverable under this RFP your system is similar to.)***

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5) NYSOFA will be placing copies of required attachments or forms for this RFP on its public web site landing page for this RFP. Bidders are required to use these documents in submitting their bids. Specific documents include: Appendix B; Appendix C; Appendix D; Appendix E; Appendix G; Appendix H; Appendix I; Attachment 1; Attachment 2; Attachment 3 (which is split into three documents, one for each deliverable); and Attachment 5.

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6) Users of this system must be approved and credentialed through the Health Commerce System (HCS) maintained by the NYS Department of Health. Therefore the user identity must be assigned through the HCS. The following language was replaced in the RFP:

4.2.3 <u>User Administration:</u>

User Access

The successful bidder will be required to utilize the NYS DOH's Health Commerce System (HCS) to govern user access to Deliverables One and Two of this RFP. Each Deliverable One and Two user will be given an HCS user ID. That HCS user ID will have associated properties, such as what applications the user may access, what role(s) the user has for each of those applications, and other characteristics associated with the user or role.

When a user starts the Deliverable One or Deliverable Two application, the HCS will provide to the application the user's ID, assigned role, and any associated privilege data, per the above items. The State has the following related requirements for the proposed solution:

1. The State requires that the solution use the HCS for purposes of Deliverable One and Deliverable Two user log-in, authentication, and role assignment. Any and all users of the solution, regardless of role or type, must access the system via the HCS.

   The final solution must not include any mechanism to directly access the solution outside of the HCS access protocols. The selected vendor will be required to take reasonable steps to ensure that no alternate, subversive, "back door," or other system access mechanisms exist in the solution.

   Note: The State recognizes that the selected vendor may have to implement capabilities which mimic the State's technology environment—such as the State's implementation of Security Assertion Markup Language SAML-based

Single Sign-On (SSO) service with HCS accounts —in order to work in the development environment. In such cases, appropriate changes might need to be made when the solution runs in the State's technology environment.

The Office of Information Technology Services (ITS) will work with the selected vendor to coordinate their integration efforts with the HCS.

2. The solution must be able to use Security Assertion Markup Language (SAML) with HCS for user authentication. When users sign into HCS, a signed and encoded SAML Response containing a SAML Assertion.is included in the HTTP Request Header. The solution will need to decode the SAML Response, validate its signature, and read the values out of the SAML Assertion to determine the user that was authenticated by HCS and other associated properties with the user ID.
3. The solutions must enforce each user's authority in the Deliverable One and Deliverable Two respectively (i.e. access to data, actionable capabilities, limited values, default values, etc) based on their assigned role, the access rules of that role, and other associated characteristics for the user or role.
4. The Deliverable One and Deliverable Two solutions must automatically recognize when a user is assigned local district jurisdictional authority (user profile-based) and enforce the rules of that authority.
5. The Deliverable One and Deliverable Two solutions must automatically recognize when a user is assigned provider administration authority (user profile-based) and enforce the rules of that authority accordingly.

Role Provisioning

The HCS will establish the roles applicable to the Deliverable One and Deliverable Two respectively. The bidder solution will be responsible for establishing the details defining each role - i.e. role provisioning.

1. The Deliverable One and Deliverable Two solutions must provide a means for configuring access rules for roles; the role configuration capability must include the ability to specify:
    - what data a given role may access (such as an entire assessment, an assessment domain, an assessment item, an assessment calculation or output);
    - what authority (e.g. add/edit/view) a given role has over the data,
    - what actions a given role has authority to trigger.
2. The Deliverable One and Deliverable Two solutions must enable a user (with the appropriate authority) to provision a new role based on settings of an existing role.
3. The Deliverable One and Deliverable Two solutions must provide a means of printing a summary of any given role.

Attachment 3 – Application Capabilities – Deliverable 2 is modified as follows:

Item # 149 is modified to read *"A user ~~management~~* ***permission*** *process allows authorized users to generate, modify and delete user ~~accounts~~* ***permissions within the system****."*

Item # 150 is modified to read *"A user* ***permission*** *management process allows for the reporting and printing of individuals granted access* ***to the system*** *based upon specific roles."*

Items # 157, 158 and 159 are deleted.

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7) On page 27 of the RFP we direct the bidders to supply 2 complete copies of the Cost Proposal however on page 109 (the Checklist) we indicate that they are to submit 5 copies. The Checklist will be modified as follows:

[ ] Original and ~~five~~ two complete sets of the Cost Proposal

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8) Sections 3.6 and 8.6 address the Bidder demonstrations. Section 8.6 is amended as follows with the changes bolded:

After completion of the Technical and Cost Evaluation, a composite score will be assigned to each proposal, with a technical score weighted at 70% and a cost score weighted at 20% to determine finalists for oral presentations. ***The top three Bidders as well as all other*** *Bidders within 10 points of the top Bidder's composite score will be considered as finalists and will be required to deliver a demonstration of the Bidder's product to the Evaluation Team. The format of the oral presentation will be provided prior to the presentation. This presentation will be geared to assess the Bidders' full understanding of the project requirements and functionality of the application. Up to ten points will be awarded for a Bidder's oral presentation.*

Section 3.6 has been changed to reference section 8.6.

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9) Timeline is amended to extend the due date for receipt of bids until **January 8, 2015**.