

Questions & Answers

1. The RFP lists Pollution Legal Liability Insurance as required “if applicable to the services performed under this contract.” Given that the scope of work is limited to IV&V, advisory, oversight, and reporting services with no environmental, construction, or hazardous material activities, can you please confirm whether:
 - a. Pollution Legal Liability Insurance is not applicable based on the described scope of services; or
 - b. Pollution Legal Liability Insurance is required regardless of applicability, and must be held at the time of proposal submission or prior to contract award.

Pollution Liability insurance is not applicable.
2. (Pg. 22 Deliverables and Fees) The instructions ask for a total cost for each task item. Please clarify the time period: For example, is it the total hours for one year, for the entire contract period, or something else? *Total hours and related rates should be stated for year one. Any anticipated hours and/or rate changes should be noted for each of the 4 potential following years.*
3. (Pg. 10 para. [2e]) lists a deliverable for an annual SOW agreement. What changes might there be that will require an annual update? *Anticipated SOW changes relate to any outstanding prior year items and updated regulatory clarifications and additional requirements.* Are these SOW agreements to coincide with the Years 2 through 5 contract option periods? *Yes, the SOW is updated each year to align according to the latest requirements.*
4. Is New Jersey FamilyCare open to an IV&V team performing periodic site visits and conducting the bulk of the work remotely? *Yes, this is expected.*
5. Would the funder provide the instructions for the references described in the scoring rubric? We have not identified any other mention of references in the funder’s instructions. *This section will be evaluated according to clients and successful projects that relate to this RFP. Please provide references that can verify your qualifications and relevant experience for this RFP.*
6. Sections II (Contractor Qualifications) and III (Scope of Work) align closely with the Evaluation and Selection Criteria categories outlined on page 20. However, from a proposal organization standpoint, the Submission Requirements listed in Section IX (A–R) do not appear to map directly to the evaluation criteria used for scoring.
For clarity and to ensure evaluators can easily assess responses against the scoring framework, may proposers organize their narrative response according to the Evaluation and Selection Criteria categories, while clearly addressing and cross-referencing all Submission Requirements (A–R) within that structure? *The submission should follow section IX Submission Requirements. You may add additional narrative.*
7. General: Given the short amount of time between answers being posted and the proposal due date, would the University consider a one to two week extension of the due date to allow bidders time to adjust proposals based on the Q&A? *This RFP will not be extended.*
8. General: Can you provide details on the frequency and typical duration of onsite visits by the incumbent IV&V contractor? Specifically, how often are they required to be onsite, and what is the usual length of each visit? *Since the Covid PHE, visits are typically limited to align with CMS visits and other significant meetings. Most on-site meetings are 2-4 days, occurring 3-4 times annually.*

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9. Section I.B, pg. 5: The RFP notes that the NJ FamilyCare IES project uses an Agile development framework, while CMS milestone reviews (ORR/CR) are more closely aligned with a traditional waterfall methodology. *As part of the IV&V services, these differences and any implications would be identified in a relevant report. Please provide a narrative as part of your approach to address these differences.*
10. Can Rowan clarify expectations for documentation and artifact submission for milestone reviews in an Agile context? *There is not a set format. Evaluation of documentation regarding the state's artifacts and milestones is included in the IV&V monthly/quarterly reports.*
11. Are there specific templates or timing requirements for Agile projects, or should the vendor propose these? *After observing current cadence, the vendor should propose any recommendations.*
12. Section I.2.a, pg. 6: The RFP references multiple security and privacy frameworks (NIST, MARS-E 2.2, ARC-AMPE, and others). Is there a preferred or primary framework Rowan expects the IV&V contractor to use as the baseline for assessments, or should all listed frameworks be addressed equally in the proposal and work plan? *The applicable framework is in transition to the latest requirements. The baseline is the framework which is currently required.*
13. Section III, C.1, pg. 9: Please clarify which NJ FamilyCare IES modules and milestones are in scope for year one. *The IES modules and milestones are detailed as part of the updated annual SOW document.*
14. Section III, D.2, pg. 9: What is the expected frequency of the SMC Progress reports? *Monthly* In the current IV&V contract, how frequently are they provided by the incumbent IV&V vendor? *Monthly.*
15. Section III, D.6, pg. 11: Please clarify whether the IV&V contractor is responsible for generating T-MSIS reports or only validating state processes and artifacts. *The service is limited to IV&V reporting, i.e. validating state processes and artifacts.*
16. Section V(D)Term of Contract p. 14 and Section VIII (Z) Public Solicitation General p. 17: Could the University clarify if “terminate services” and “cancel contract” are intended to have different scopes as there appears to be a conflict between the termination provision in the RFP, as to Section V(D)Term of Contract p. 14 and Section VIII (Z) Public Solicitation General p. 17? *In the event that the University terminates services, written notice will be provided thirty (30) days in advance of termination date.*
17. Evaluation and Selection Criteria, pg. 20: This section mentions references but no other information is required. How many references are required? What information is required for each? *It is expected to have at least two references but additional is helpful. A narrative explaining how similar clients and/or projects were successful and how that experience will be leveraged in this RFP is expected. Please provide references that can verify your qualifications and relevant experience for this RFP.*
18. Staffing, pg. 24: The only mention of staffing is in Summary-Assignment Hours table on pg. 24. Does the University want information on bidders’ proposed staff, staffing approach, etc.? If so, please provide the required information? How will this information be evaluated? *The bidder should include available staff with qualifications by job function and estimated hours for each function to reach expected total cost.*
19. Section B. Agile Project Approach, Subsection 1 - Page 5: B.1 defines the principles of agile development. Given this approach, is the State procuring development services with fixed price contracts? Does the state require development teams to provide functional prototypes for requirements inspection prior to formal test phases? *The question seems out of scope for this RFP. The bid is for IV&V services.*
20. Section B. Agile Project Approach, Subsection 2.a Operational - Page 5: B.2 describes several functions as operational, including screening for "...NJ FamilyCare, Supplemental Nutrition Assistance Program (SNAP),

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Temporary Assistance for Needy Families (TANF) and General Assistance (GA) within the Client portal module." Is screening the extent of SNAP/TANF eligibility planned for the system? **The listed items SNAP, TANF and GA are out of scope for this RFP.**

21. Section III. SCOPE OF WORK, B. IV&V Framework (Agile Framework), 3, Page 8: The RFP requires the IV&V vendor to "Preparing IV&V test plan utilizing Rowan SOM regression testing process as an evaluation strategy." Can the state provide more details about this process? **The question seems out of scope for this RFP. The bid is for IV&V services.**
22. Section D. Scope of Services, Subsection 2. SMC Progress Reports, a. - Page 9: In 2.a, the RFP implies the IV&V progress report will be produced "as needed". However, PM-04 Conduct Periodic Review(s) is defined as a quarterly review with a quarterly report. Please confirm that the frequency of this review and report is quarterly. **Anticipated are monthly management reports, monthly CMS reports and quarterly SOW reports. Other reports may be added when appropriate. Most reports attempt to leverage similar information which is included in 2 or more reports.**
23. Section D. Scope of Services, Subsection 2. SMC Progress Reports, b. - Page 9: In 2.b, the RFP refers to Milestone Reviews and describes IV&V activities required to support the review. Please confirm that the milestone review refers to CMS's review and that this is not an IV&V deliverable separate from the IV&V Progress Report. **The IV&V services relate to CMS' review and other security related standards. The IV&V deliverables support these standards and are not separate.**
24. Section D. Scope of Services, 2. SMC Progress Reports, e. - Page 10: Please provide more information about the annual SOW agreements. Is this intended to modify the scope of the engagement each year? **The SOW is updated each year to reflect the latest requirements. Will this require a contract amendment? The RFP has a one-year award with four (4) annual renewals. A new SOW and PO are issued for the first year and each potential renewal. If scope is changed, will costs be evaluated as well? Based on the following year's agreed SOW, estimated hours may change with justification.**
25. Section III. SCOPE OF WORK, A., 5. Page 8: Please provide more information. **The extent that IV&V services and related reporting can provide useful background information and reassurances of the current system functionality, it may be helpful to CMS and the state.**
26. Is penetration testing required under this Scope of Work? **It is expected. If it is not available, the related estimates and services should be clearly noted.**
27. Is there a preferred format for submitting references and how many references are required? **No specific format other than a narrative about similar clients and/or projects as appropriate. Please provide references that can verify your qualifications and relevant experience for this RFP.**
28. Provide further clarification on the Summary Assignment Hours form as it relates to the Evaluation of the Total Price Proposed. Will each option year allow for negotiated rates and hours discussions? **As the SOW is updated each year, the number of hours can adjust accordingly with reasonable justification. The approach of rate adjustment(s) should be addressed in the RFP bid.**
29. Can one staff person fill more than one of the required roles required in the RFP? **Yes, assuming the individual has the necessary qualifications and availability.**
30. Please clarify if vendors need to register within Rowan University's ProConnect Vendor Management system in order to submit a bid. **Vendors do not need to register with ProConnect to submit a bid. However, registration will be required if awarded.**

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31. Regarding the required Business Registration Certificate on file with the Division of Revenue and Enterprise Services: Would we need to have a completed registration certificate at the time of proposal submission (Jan 27), or just prior to award? *Prior to award*. If only prior to award, is there an estimate of how long it will be between the proposal due date of Jan 27 and the award date? *Contracts are typically awarded between 7-10 business days from submission due date*. We just want to make sure we will have enough time to have our registration processed.