

TECHNICAL PROPOSAL REQUIREMENTS

<u>Section 1 – Technical Module</u>	
<i>Maximum available points: 125</i>	
Question	Functionality to be Evaluated
1.	<p><i>Please provide a brief response, maximum of 3 pages, for each of the following.</i> Bidders must provide a comprehensive level description of a system that will have automated and repeated procedures that will generate cost savings for HCA. Please include in the Bidder’s response the Bidder’s experience with generating cost savings through the utilization of algorithms. Include unique or innovative features, advantages and benefits to HCA. <i>(Maximum available points: 37)</i></p>
2.	<p><i>Please answer only “Yes” or “No” for each of the following:</i></p> <p>Administrative:</p> <p>For administrative purposes, does this system have the ability to:</p> <p>a) Maintain a minimum number of user accounts: 1000 organization accounts and sub-organization accounts that will have 5-10 authorized users accessing the system? Peak use times will reach 200 concurrent users. <i>(Maximum available points: 2)</i></p> <p>For user capabilities, does this system have the:</p> <p>b) Ability to support SAML 2.0 for users authentication and access? <i>(Maximum available points: 2)</i></p> <p>c) Ability to have more than one Federated Authentication solutions available simultaneously? <i>(Maximum available points: 2)</i></p> <p>d) Ability to also support ADFS and or AzureAD authentication for Administrative role access? <i>(Maximum available points: 2)</i></p> <p>e) Ability to manually edit user permissions, including designation of admin authorization? <i>(Maximum available points: 2)</i></p> <p>f) Ability for technical access to all accounts assigned to state managers without the need to create a new user account (i.e. ability to see all data, while preventing display of participant names or edit/entry of data)? <i>(Maximum available points: 2)</i></p> <p>g) Ability to manually edit the assignment of state managers (i.e. allow many-to-many relationships)? Also, with the ability for automatic assignment of state staff to contractor organizations based on contractor assignment? <i>(Maximum available points: 2)</i></p> <p>h) Ability to report a bug without being logged in? <i>(Maximum available points: 2)</i></p> <p>i) Ability to report on open help tickets and their status? <i>(Maximum available points: 2)</i></p> <p>j) Ability to email updates on help ticket to initial poster and state admin? <i>(Maximum available points: 2)</i></p> <p>k) Ability to export of all data tables and view based user permissions? <i>(Maximum available points: 2)</i></p>

- l) Ability to create dashboard views based on role and permissions? (*Maximum available points: 2*)
- m) Ability to upload/download files to/from a given user's account as attachments (related to a step of the program approval process or program action plan)? (*Maximum available points: 2*)
- n) Ability to control what types of files can be uploaded? (*Maximum available points: 2*)
- o) Ability to limit the size of uploaded files? (*Maximum available points: 2*)
- p) Ability to display available funds for multiple funding sources based on executed and planned expenses (i.e. delivered vs. planned prevention services) for each contractor? (*Maximum available points: 2*)
- q) Ability to display total funds allocated from each funding source to which type of prevention program or service those funds support (training is considered a type of service)? (*Maximum available points: 2*)

Functionality:

For system functionality, does this system have the:

- a) Ability to track/display status (date completed and if completed on time) of program approval steps (i.e. product is requested, submitted, reviewed and outcomes of review are accepted)? (*Maximum available points: 2*)
- b) Ability to track/display status (date completed, and if completed on time) of program action plan steps (i.e. each prevention program has different prescribed steps that must be followed/reported by contractors)? (*Maximum available points: 2*)
- c) Ability to notify state manager or contractors when a step of the approval process or action plan is initiated updated or completed? (*Maximum available points: 2*)
- d) Ability for management-level view of status trackers across state staff or contractors? (*Maximum available points: 2*)

Configurability by HCA:

For system configurability, does this system have the:

- a) Ability for limited users to create/modify workflow trackers and associated alerts without the need to perform coding? (*Maximum available points: 2*)
- b) Ability for limited users to add/delete data fields for a particular part of the Prevention Logic Model without the need to perform coding? (*Maximum available points: 2*)
- c) Ability for limited users to edit dropdown menus, displayed checkboxes or data fields without the need to perform coding? (*Maximum available points: 2*)
- d) Ability for limited users to edit displayed front-end text, to include labels/titles, units, instructions without the need to perform coding? (*Maximum available points: 2*)
- e) Ability for all configurations made to workflow trackers, alerts/notifications, displayed fields, content of dropdowns to be replicated across the prevention logic models (example: editing a workflow tracker for a particular prevention strategy changes the workflow tracker displayed every time that particular prevention strategy is selected by a community)? (*Maximum available points: 2*)

Front-end:

For front-end capabilities, does this system:

- a) Follow HCA development standards (.NET industry standard SDLC)? *(Maximum available points: 2)*
- b) Use a web-based front-end that works on most commonly used devices and browsers? *(Maximum available points: 2)*
- c) Provide a responsive design? *(Maximum available points: 2)*
- d) Provide an Intuitive design/user experience? *(Maximum available points: 2)*

Back-end:

For back-end capabilities, does this system:

- a) Follow HCA development standards? *(Maximum available points: 2)*
- b) Is coded in a language/technology that is compatible with HCA's IT development environment? *(Maximum available points: 2)*
- c) Able to run on technology platforms supported by HCA? *(Maximum available points: 2)*
- d) Ability to use a Microsoft SQL 2016, or later, for database server. *(Maximum available points: 2)*
- e) Can be hosted on Amazon Web Services (AWS)? *(Maximum available points: 2)*
- f) If not hosted in AWS, is the solution available to HCA as a Software-as-a-Service (SaaS)? *(Maximum available points: 2)*
- g) Is the solution able to be accessed through SAW w/MFA and ADFS for internal users? The following are HCA's technology standards for any custom IT application development solution built internally or externally and is intended to be hosted by HCA either on premise or in HCA's cloud environment (i.e., AWS): *(Maximum available points: 2)*
 - a. MVC 5
 - b. JQuery
 - c. Javascript
 - d. Bootstrap
 - e. HTML5
 - f. CSS3
 - g. .NET 4.X/.NET Core
 - h. SQL Server 2016

System Security:

For system security capabilities, does this system:

- a) Comply with current OCIO and HCA security requirements and ability to continue to meet security requirements (OCIO Policies, applicable 141 - <https://ocio.wa.gov/policies>) *(Maximum available points: 2)*
- b) Ability to pass a security design review? *(Maximum available points: 2)*

	<p>c) Ability to apply security controls that meet appropriate data security and privacy requirements? <i>(Maximum available points: 2)</i></p> <p>d) Ability to provide secure file transfer and storage? <i>(Maximum available points: 2)</i></p> <p>e) Ability to provide user authorization logic to control access? <i>(Maximum available points: 2)</i></p> <p>f) Ability to limit user access based on account type? <i>(Maximum available points: 2)</i></p> <p>Data interface:</p> <p>For data interface capabilities, does this system have the ability to:</p> <p>a) Support 'batch' processing of outbound data interface files for real-time cross-system data access through web services? <i>(Maximum available points: 2)</i></p>
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Section 2 – Reports Module	
<i>Maximum available points: 125</i>	
Question	Functionality to be Evaluated
1.	<p>Please answer only “Yes” or “No” for each of the following:</p> <p>Does the Bidder’s proposed system have the ability to provide a robust integrated form generation capability including but not limited to:</p> <ul style="list-style-type: none"> a) Ability for authorized users to define and upload form templates without having to write code? <i>(Maximum available points: 6)</i> b) Ability for users to initiate generation of forms from within the Prevention MIS, in the appropriate data context? <i>(Maximum available points: 5)</i> c) Ability for the system to populate forms with identified prevention program data already stored in the system? <i>(Maximum available points: 5)</i> d) Ability to prompt the user for additional data/attachments required with the form? <i>(Maximum available points: 5)</i> e) Ability to prompt the user for data when required fields are left blank, before submitting? <i>(Maximum available points: 5)</i> f) Ability for on-demand spell-checking functionality for text entry fields? <i>(Maximum available points: 5)</i> g) Ability to support 'batch' data upload into forms? <i>(Maximum available points: 5)</i> h) Ability for forms to be available as a pdf with specific header, body and footer? <i>(Maximum available points: 5)</i> i) Ability to capture form properties (examples; creator of the survey instrument, copyright considerations, etc.)? <i>(Maximum available points: 5)</i> j) Ability for state to control release of forms, based on approval of the survey instrument? <i>(Maximum available points: 5)</i> k) Ability for state to control who can administer forms (based on programs, etc.)? <i>(Maximum available points: 5)</i> l) Ability to display functional list of all generated forms, who created them, who approved them, the date they were approved/deactivated, purpose of use, status of activity, etc? <i>(Maximum available points: 5)</i> m) Ability to build queries to analyze quantitative data? <i>(Maximum available points: 5)</i>

- n)** Ability to build queries to analyze qualitative data? *(Maximum available points: 5)*
- o)** Ability to build (design/define) custom reports for ad hoc requests? *(Maximum available points: 5)*
- p)** Ability to generate charts and graphs in reports? *(Maximum available points: 6)*
- q)** Ability to export reports locally in all typical file formats (Excel, Word, PDF)? *(Maximum available points: 5)*
- r)** Ability to save/share custom reports and queries? *(Maximum available points: 5)*
- s)** Ability to schedule automated execution of reports and queries? *(Maximum available points: 5)*
- t)** Ability to make reports available to other users or themselves in the future, for execution at their convenience? *(Maximum available points: 5)*
- u)** Ability to send complete underlying system data and schema for our analysis and ad hoc reporting for the following:
 - 1.** Activity Log on a Page? *(Maximum available points: 1)*
 - 2.** Activity Months? *(Maximum available points: 1)*
 - 3.** Budget Allocations? *(Maximum available points: 1)*
 - 4.** Coalition Coordinator/Tribe Px Staff? *(Maximum available points: 1)*
 - 5.** CPWI Quarterly Deliverables? *(Maximum available points: 1)*
 - 6.** Participant Demographics by Program? *(Maximum available points: 1)*
 - 7.** Planning? *(Maximum available points: 1)*
 - 8.** Program on a Page report? *(Maximum available points: 1)*
 - 9.** Service Narrative Report? *(Maximum available points: 1)*
 - 10.** Services by Performing Entity and Program? *(Maximum available points: 1)*
 - 11.** Tribal Annual? *(Maximum available points: 1)*
 - 12.** Mentoring Match? *(Maximum available points: 1)*
 - 13.** Mentor Program? *(Maximum available points: 1)*
 - 14.** Participants? *(Maximum available points: 1)*
 - 15.** Partner and Staff Directory? *(Maximum available points: 1)*
 - 16.** Program Location? *(Maximum available points: 1)*
 - 17.** Programs and Activities? *(Maximum available points: 1)*
 - 18.** Coalition assessment Tool? *(Maximum available points: 1)*
 - 19.** Environmental Strategies and Information Dissemination Programs? *(Maximum available points: 1)*
 - 20.** Partner Demographics? *(Maximum available points: 1)*
 - 21.** Program County by IOM Category? *(Maximum available points: 1)*
 - 22.** Automated updates of system data and schema changes? *(Maximum available points: 1)*
 - 23.** Ability to send current data dictionary of data elements and layout of data model for supporting underlying data system? *(Maximum available points: 1)*

Section 3 – MIS/User Documentation/Support

Maximum available points: 125

Question	Functionality to be Evaluated
1.	<p>Please provide a brief response, maximum of 1 page, for each of the following:</p> <p>a) Bidders must provide a high-level description of their proposed Data Dictionary offering. Include unique or innovative features, advantages and benefits to HCA. <i>(Maximum available points: 10)</i></p> <p>b) Vendor to supply online user training manuals, tutorials and appropriate printed training materials to ensure all MIS users are fully oriented and trained. These items must be supplied in their final form prior to user training. <i>(Maximum available points: 10)</i></p>
2.	<p>Please answer only “Yes” or “No” for each of the following:</p> <p>Does this system have the:</p> <p>a) Ability for data dictionary to maintain for each data element a unique data element number, standard data element name, narrative description of the data element, list of data names used to describe the data element and the source of each data element? <i>(Maximum available points: 9)</i></p> <p>b) Ability for data dictionary to maintain for each data element a list of files and tables containing the data element? <i>(Maximum available points: 9)</i></p> <p>c) Ability to query the data dictionary by the database field name and the screen name, if different? <i>(Maximum available points: 9)</i></p> <p>d) Ability to maintain previous versions or track and record any changes made to the Data Dictionary? <i>(Maximum available points: 8)</i></p> <p>e) Ability to view definitions of all data found in MIS. File layouts and data dictionaries for all data sources used need to be available online? <i>(Maximum available points: 9)</i></p> <p>f) Ability to keep current standards and documented processes for maintenance? <i>(Maximum available points: 8)</i></p> <p>g) Ability to provide context sensitive help for all areas of MIS and allow the user to go to online help? <i>(Maximum available points: 9)</i></p> <p>h) Ability to develop, prepare, maintain, store, view, and print all components of MIS documentation? This should include, at a minimum:</p> <ol style="list-style-type: none"> 1. A narrative overview of the entire solution? <i>(Maximum available points: 1)</i> 2. A text description and process flowcharts depicting the flow of major modules and processes in MIS? <i>(Maximum available points: 1)</i> 3. Multiple sets of hierarchical, multi-level charts that give a high, medium, and detail view of MIS? <i>(Maximum available points: 1)</i> 4. Data Dictionary content and usage? <i>(Maximum available points: 1)</i> 5. Data model charts and descriptions? <i>(Maximum available points: 1)</i> 6. Meta data source, descriptions, parameters, and usage? <i>(Maximum available points: 1)</i>

7. Data exchanges and interfaces? *(Maximum available points: 1)*
8. Name and numeric identification? *(Maximum available points: 1)*
9. Narrative, including each function and feature of **MIS**? *(Maximum available points: 1)*
10. Flowcharts, identifying inputs and outputs, including the source of data? *(Maximum available points: 1)*
11. Job streams within FADS identifying programs, input and output, controls, job stream flow, operating procedures, and error and recovery procedures? *(Maximum available points: 1)*
12. Online tables and entries? *(Maximum available points: 1)*
13. Identification and listing of all contractors internal control reports? *(Maximum available points: 1)*
14. For all forms, screens, and other inputs: input definitions, including names, descriptions, sources, examples, and content definition? *(Maximum available points: 1)*
15. For all screens, reports, and other outputs: output definitions, including names, numbers, sources, destinations, examples, and content definition? *(Maximum available points: 1)*
16. Program narratives, including process specifications for each, the purpose of each, and the relationships between the programs and modules? *(Maximum available points: 1)*
17. A list of input and output files and reports, including retention? *(Maximum available points: 1)*
18. File layouts? *(Maximum available points: 1)*
19. File names and dispositions? *(Maximum available points: 1)*
20. Specifics of all updates and manipulations? *(Maximum available points: 1)*
21. Module source listing? *(Maximum available points: 1)*
22. Comments in source listing, identifying changes to the module by date, author, and reason? *(Maximum available points: 1)*
23. Comments in the listing, identifying each subroutine and each major entrance, exit, and function of the subroutine? *(Maximum available points: 1)*
24. Table documentation, including intermediate and work files? *(Maximum available points: 1)*
25. File and table descriptions and record layouts, with reference to file and table names, and numbers, data element numbers, names, number of occurrences, length, and type, record names, numbers, and lengths? *(Maximum available points: 1)*
26. File maintenance data such as number of records, file space, and any other data necessary to manage the data or utilize the documentation? *(Maximum available points: 1)*
27. Lists, by identifying name, of all files and tables, inputs, and outputs with cross references to the modules in which they are used? *(Maximum available points: 1)*

	<p>i) Ability to maintain a system change request library with search capability to enable HCA PI staff to query change request status? <i>(Maximum available points: 8)</i></p> <p>j) Ability to track all changes with version and timestamps, and ability to revert to previous version? <i>(Maximum available points: 9)</i></p>
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Section 4 – Project Approach

Maximum available points: 125

Functionality to be Evaluated

Please provide a detailed response, maximum of 15 pages, for the following:

The Technical Proposal must contain a comprehensive description of services including the following elements:

- a. Project Approach/Methodology – Include a complete description of the Bidder’s proposed approach and methodology for the project. This section should convey Bidder’s understanding of the proposed project. *(Maximum available points: 21)*
- b. Work Plan – Include all tasks and activities necessary to accomplish the Scope of the Work defined in this RFP. This section of the technical proposal must contain sufficient detail to convey to members of the evaluation team the Bidder’s knowledge of a MIS system and the skills necessary to successfully implement a MIS system. Include any required involvement of HCA staff and the experience and skill level of the HCA staff required (e.g., Sponsor, Project Manager, Technical SME, Business SME, and Security SME). *(Maximum available points: 21)*
- c. Project Schedule – Include a project schedule indicating when the elements of the work will be completed. Project schedule must ensure that any deliverables requested are met. *(Maximum available points: 21)*
- d. Outcomes and Performance Measurement – Describe the impacts/outcomes the Bidder proposes to achieve as a result of the delivery of these services including how these outcomes would be monitored, measured, and reported to HCA. *(Maximum available points: 21)*
- e. Risks – The Bidder must identify potential risks that are considered significant to the success of the project. Include how the Bidder would propose to effectively monitor and manage these risks, including reporting of risks to the HCA contract manager. *(Maximum available points: 20)*
- f. Deliverables – Fully describe deliverables to be submitted under the proposed contract. Deliverables must support the requirements set forth in Section 1.2, Objectives and Scope of Work. Technical deliverables should include ability to comply with HCA and OCIO security and privacy requirements. *(Maximum available points: 21)*