

Arkansas Health Insurance Marketplace

Request for Proposals

Independent Verification and Validation Services for the Arkansas Health Insurance Marketplace Small Business Health Options Program

December 5, 2014

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1 INTRODUCTION AND OVERVIEW

1.1 Purpose of Procurement

Arkansas Health Insurance Marketplace (AHIM) is issuing this Request for Proposals (RFPs) to obtain competitive and binding responses from qualified candidates to provide Independent Verification and Validation (IV&V) services for the Small Business Health Insurance Options Program (SHOP) for the State of Arkansas.

This solicitation seeks a firm to provide the IV&V services for AHIM's SHOP technical build. AHIM envisions a team of highly qualified, experienced consultant staff that will be dedicated to this effort, which will be divided into two (2) separate review periods:

- Pre-Operational Project Readiness (Initial) IV&V Review; and,
- Operational Project Readiness IV&V Review.

Review periods will follow the major project phases and deliverables from the SHOP IT Vendor, once selected by AHIM.

Detailed description of the services to be provided is contained in *Section 4* of this RFP. Prospective Bidders are encouraged to gain an understanding of AHIM's SHOP project by reviewing material in the RFP attachments. The anticipated duration of this contract (hereinafter, "the Contract") is for seven (7) months with two (2) optional extension periods, each extension period lasting six (6) months. The base period will include both the Pre-Certification and the Operational Readiness review periods.

There are multiple stakeholder organizations that the IV&V vendor will interact with in the performance of their duties. The IV&V Contract Monitor will be the principal contact for the IV&V service provider and the recipient of all IV&V deliverables. Additionally, the IV&V service provider will have access to stakeholder organizations whose leadership and staff will be available to provide detailed information on their roles on the project, as well as any information pertinent to the performance of the IV&V assessments. More information about the stakeholders to this project that the IV&V Contractor will likely interact with can be found in *Section 3*.

1.2 Issuing Officer

The information about the Issuing Officer is described below. This person will serve as the single point of contact for communication regarding this RFP.

John Norman
Director of Operations
Arkansas Health Insurance Marketplace
1501 N. University, Suite 970
Phone: 501-313-4197

1.3 Use of Subcontractors

In the event a proposal is submitted that involves more than one organization, one organization shall be designated as the prime Bidder. All other participants shall be designated as subcontractors. All subcontractors shall be identified by name, and for each proposed subcontractor, background information along with a description of the functions or tasks the subcontractor(s) would perform under this RFP must

be included consistent with instructions found elsewhere in this RFP. The prime Contractor shall be wholly responsible for the entire performance whether or not subcontractors are used. The project leader (Project Manager) shall be an employee of the prime Bidder and meet all the relevant requirements. The prime Bidder shall sign the Contract with AHIM.

1.4 Overview

This RFP is composed of eight (8) sections, plus appendices:

Section 1: Introduction and Overview – Provides general information on the purpose of the RFP, the authorities relating to the issuance of the RFP and the organization of the RFP.

Section 2: RFP Schedule and Procurement Requirements – Provides information on the rules and schedules guiding this procurement.

Section 3: Background Information – Describes AHIM, partners, and stakeholders with an interest in the Marketplace, the technology landscape, and guiding principles.

Section 4: Scope of Work – Provides information on the services to be provided under the Contract.

Section 5: Technical Proposal Requirements – Defines the requirements for Bidders' Technical Proposals and the information to be provided.

Section 6: Cost Proposal Requirements – Defines the requirements for Bidders' Cost Proposals and the information to be provided.

Section 7: Evaluation Process – Defines the evaluation process and gives an overview of the evaluation categories.

Section 8: Contract Terms and Conditions – Describes the terms and conditions under which the work shall be performed.

Various appendices are included to support the information presented in *Sections 1 through 8*.

2 RFP SCHEDULE AND PROCUREMENT PROCESS

2.1 Approach

AHIM intends to provide a fair and equitable process for the procurement of the services described in this RFP. Submission of a proposal in response to this RFP constitutes acceptance of the conditions governing the procurement process, including the evaluation factors contained in *Section 7: Evaluation Process* of this RFP.

AHIM expressly reserves the right to not award a contract pursuant to this RFP. Contracts awarded pursuant to this RFP will not include minimum guarantees of funding and will include payments based on actual work performed as requested. AHIM also reserves the right to:

- Waive any immaterial defect or informality in any response procedure;
- Reject any and all proposals;
- Request additional information and data from any or all respondents;
- Supplement, amend, or otherwise modify the RFP or cancel this request with or without the substitution of another RFP;
- Disqualify any Bidder who fails to provide information or data requested herein or who provides inaccurate or misleading information or data;
- Disqualify any Bidder on the basis of any real or apparent conflict of interest; and,
- Disqualify any Bidder on the basis of past performance on other projects.

2.2 RFP Timeline

The schedule set forth herein represents AHIM’s anticipated schedule for this procurement. AHIM reserves the right to modify dates per extenuating circumstance. The procurement schedule is as follows:

Table 1: Procurement Schedule

Activity	Date
Issue RFP	December 5, 2014
Submission of Written Questions	December 22, 2015
Intent to Bid (optional)	December 22, 2015
Written Responses to Questions and Addendum to RFP Posted (as necessary)	January 9, 2015
Proposals Due	January 23, 2015
Oral Presentations/Interviews (if held)	February 16-17, 2015
Anticipated Contract Award	February 25, 2015
Anticipated Contract Execution Date	March 16, 2015

2.3 Written Questions

AHIM will accept written questions related to this RFP until the dates and times specified in *Table 1*. The written questions must reference the RFP section, page, and paragraph number in the format provided in *Appendix B* of this RFP.

Bidders may email written questions in Word 2010 or lower to the procurement email address at: solicitations@ARMarketplace.com.

AHIM will respond to all written questions and issue addenda (if necessary) on the dates and times specified in *Table 1*. Only written responses to questions and/or information included in formal addenda to this RFP shall be considered as official.

2.4 Notice of Intent

AHIM requests that entities planning to respond to this RFP submit a Notice of Intent to Bid. The Notice of Intent to Bid should be provided in Word 2010 or earlier version and sent to the procurement email address listed above by the dates and times specified in *Table 1*. Please note that the Notice of Intent to Bid is not a prerequisite to the submission of the bid.

2.5 Acceptance of Proposals

All proposals properly submitted will be accepted by AHIM. However, AHIM reserves the right to request necessary amendments from a Bidder, reject any or all proposals received, or cancel this RFP, according to the best interests of AHIM and the residents of the state of Arkansas.

AHIM also reserves the right to waive minor irregularities in proposals, providing such action is in the best interest of AHIM or the State of Arkansas. In the event AHIM waives any minor irregularity in any Bidder's proposal, such waiver shall in no way modify the requirements of this RFP or excuse the Bidder from full compliance with the specifications of this RFP nor excuse the Bidder from any Contract requirement. At the discretion of AHIM, the RFP Issuing Officer or his agent may contact the Bidder to clarify irregularities or provide missing requirements. The Bidder is required to submit clarifications or missing requirements with a turnaround time to be determined by AHIM.

AHIM reserves the right to exclude any and all non-responsive proposals from any consideration for Contract award.

2.6 Submission of Proposals

Proposals must conform to all proposal submission requirements as stated in *Section 5: Technical Proposal Requirements* of this RFP. Failure to meet all requirements will place the Bidder at risk, and AHIM may reject the entire proposal.

2.7 Proposal Opening and Inspection

During the proposal evaluation and award recommendation period, proposals shall not be available for inspection. Proposals shall not be opened publicly, but shall be opened in the presence of two (2) or more AHIM officials. The register of proposals and Bidders' proposals shall be open to public inspection after a contract has been awarded and executed by all parties.

2.8 Disqualification of Bidders

A Bidder may be disqualified and the proposal may be rejected for any one (1) or more of the following reasons applicable to the Bidder or any proposed subcontractor:

- Proof of collusion among Bidders, in which case all bids involved in the collusive action shall be rejected and any participant to such collusion shall be barred from future bidding, until reinstated as a qualified Bidder;
- Lack of responsibility and cooperation as shown by past work or services;
- Being in arrears on existing contracts with the State of Arkansas or having defaulted on previous contracts;
- Lack of proper license to cover the type of work contemplated, if required;
- Any noncompliance with applicable laws;
- Delivery of its proposal after the proposal due date;
- Failure to pay, or satisfactorily settle, all bills overdue for labor and material on former contracts with the State of Arkansas at the time of issuance of this RFP;
- Lack of financial stability and viability;
- Based on any unauthorized communication with AHIM staff or Board of Directors, as outlined in AHIM's Procurement Rules;
- Substandard performance related to meeting the requirements from previous State of Arkansas contracts; and,
- Lack of sufficient experience to perform the work contemplated.

2.9 Irregular Proposals

Proposals may be considered irregular and rejected for the following reasons including, but not limited to the following:

- If the Transmittal Letter is unsigned by a Bidder or does not include a certification of the authority of the officer submitting the proposal to submit such proposal;
- If the proposal shows any non-compliance with applicable law or contains any unauthorized additions or deletions, conditional bids, incomplete bids, or irregularities of any kind, which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning; and,
- If a Bidder adds any provisions reserving the right to accept or reject an award or adds provisions contrary to those in the solicitation.

2.10 Cancellation of RFP Additional Materials and Documentation

The RFP may be cancelled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of AHIM or the State of Arkansas. AHIM shall not be liable for any costs, expenses, loss of profits, or damages whatsoever incurred by the Bidder in the event this RFP is cancelled or a proposal is rejected.

2.11 Award Notice

Notification of intended contract award, if any, shall be provided to the selected Bidder on or about the date specified in Table 1. Such notification shall be subsequently confirmed in writing. The Contract award is subject to availability of funding.

The successful Bidder receiving award notification agrees to enter immediately into good faith contract negotiations consistent with procedures and processes to be established by AHIM, including those described in *Section 2.12: Contract Negotiation Process*.

Neither AHIM, nor the State of Arkansas are liable for any work, costs, expenses, loss of profits, or any damages whatsoever incurred by the Bidder, prior to the official starting date, and contract work prior to this date may result in no payment. AHIM reserves the right to modify this policy. Any modification will be made in a written statement and signed by both AHIM and the Bidder.

2.12 Contract Negotiation Process

Upon completion of the evaluation process, AHIM will select one (1) Bidder with which to negotiate a contract, based on the evaluation findings and other criteria deemed relevant for ensuring that the decision is in the best interest of AHIM and the State of Arkansas. In the event that AHIM is not successful in negotiating a contract with a selected Bidder within thirty (30) days from the date that contract negotiations begin, AHIM reserves the option of negotiating with another Bidder.

2.13 Protest Policy and Procedures

The Bidders who submit proposals in response to this RFP may protest the award of the Contract resulting from this RFP. A Notice of Intent to Protest must be made in writing to the Issuing Officer and must be received no later than three (3) working days from the notice of non-award. If no such Intent is timely filed, the Bidder forgoes its ability to pursue a protest.

A Protest Notification must be made in writing to the Issuing Officer and must be received no later than seven (7) working days from the notice of non-award. The Protest Notification must contain specific grounds for the protest. Supporting documentation must be included with the protest. A protest must state all grounds upon which the protesting party asserts that the solicitation or award was improper. Issues not raised by the protesting party in the protest are deemed waived.

Only the following are acceptable grounds for protest:

- Failure to follow any of the following: 1) AHIM procedures established in the RFP; or 2) AHIM rules of procurement;
- Errors in computing scores which contributed to the incorrect selection of a Bidder; and,
- Bias, discrimination, or conflict of interest on the part of an evaluator.

Disallowed grounds include:

- Evaluator qualifications to serve on the Proposal Review Team;
- The professional judgment of the Proposal Review Team; and,
- AHIM's assessment of its own needs regarding the solicitation.

A protest that is incomplete or not submitted within the prescribed time limits will be summarily dismissed.

2.14 Contract Period

This table below includes contract dates and with options outlined for extending the initial contract period.

Table 2: Contract Periods

Contract Period	Duration
Contract Period 1	7 months (March 16, 2015-October 15, 2015)
Extension 1	6 months (October 16, 2015-April 15, 2016)
Extension 2	6 months (April 16, 2016-October 15, 2016)

2.15 Evaluation of Proposals

Detailed information on the Evaluation of Proposals can be found in *Section 7: Evaluation Process*.

Any submitted proposal shall remain a valid proposal for 180 days from the proposal due date.

Proposals that are submitted in a timely manner and meet the mandatory submittal requirements of this RFP will be reviewed and evaluated in accordance with *Section 7: Evaluation Process* of this RFP.

A Proposal Review Team will be charged with evaluating proposals based on the criteria put forth in *Section 7: Evaluation Process*. During the evaluation process, AHIM may contact a Bidder for the purpose of obtaining clarification of its proposal. AHIM may, at its discretion, select finalists who would be required to travel to Little Rock, Arkansas (at their own expense) to provide a presentation to the Proposal Review Team. See *Section 7: Evaluation Process* for more detailed information about the evaluation process.

2.16 Qualification of Bidder

Qualified bidders for this RFP must have demonstrable experience with large-scale IV&V projects, either in the public sector or in the private sector. This should include similar project experience with a healthcare focus.

3 BACKGROUND INFORMATION

3.1 Arkansas Health Insurance Marketplace

AHIM was established pursuant to Act 1500 (HB1508). This enabling legislation enacted AHIM as a private, nonprofit state-based health insurance marketplace, should AHIM be approved by the U.S. Department of Health and Human Services no later than July 1st, 2015. Act 1500 (HB1508) was passed in the 89th General Assembly of Arkansas during its 2013 Regular Session and subsequently signed by Governor Mike Beebe in the spring of 2013. It is “an act to enact the Arkansas Health Insurance Marketplace Act; to promote competition among health insurance carriers; to decrease the cost of health insurance; to declare an emergency; and for other purposes.” AHIM is responsible for complying with the mandates required within the ACA, including implementing a State-Based Marketplace (SBM) to facilitate access to affordable health insurance coverage for all citizens of the State of Arkansas.

3.2 Arkansas Insurance Department

The Arkansas Insurance Department (AID) is an Executive Department of the State of Arkansas established by Arkansas Act 190 of 1917. AID is responsible for the certification and regulation of Qualified Health Plans (QHPs) and Carriers (insurance policies and insurers) in the State. AID is responsible for licensing all agents and brokers in the State. AID performs review of all state health insurance plans sold in the State of Arkansas.

3.3 Department of Human Services

The Arkansas Department of Human Services (DHS) is the state’s largest agency and is the single state agency responsible for the administration of the Arkansas Medicaid program. Arkansas has expanded its Medicaid Program through the Health Care Independence Act, Arkansas Act 1498 of 2013. This act created a model through which Medicaid funds are used to purchase Qualified Health Plan (QHP) for individuals eligible for coverage. This program was the first of its kind and was approved through a Section 1115 Demonstration Waiver. As part of the Medicaid expansion, DHS created a Modified Adjusted Gross Income (MAGI) rules engine to handle eligibility determinations.

3.4 Affordable Care Act (ACA) Impact

On March 23, 2010, the President signed into law the Patient Protection and Affordable Care Act (PPACA). On March 30, 2010, the Health Care and Education Reconciliation Act of 2010 was signed into law. These laws, collectively referred to as the Affordable Care Act (ACA), encompass laws designed to achieve broader access to health care for all Americans, including expanding health insurance coverage, providing more health care choices, enhancing the quality of care for all Americans, holding providers and delivery systems more accountable for health outcomes, and lowering overall health care costs.

Among these provisions is the opportunity for each State to establish an American Health Benefit Marketplace by January 1, 2014, that will serve to:

1. Facilitate the individual purchase of qualified health plans;
2. Provide for the establishment of a Small Business Health Insurance Options Program (SHOP Marketplace), designed to assist qualified employers in facilitating the enrollment of their employees in qualified health plans offered in the SHOP Marketplace; and,
3. Meet all requirements specified in ACA.

4 SCOPE OF WORK

4.1 Overview

The overall goal of the IV&V project is to assess whether AHIM and its IT vendor partners are on track to implement the requisite technology for the SHOP in time for enrolling consumers into qualified health plans (QHPs) for the 2016 Open Enrollment Period, as well as meeting all the other specified requirements for SHOP Marketplaces under the Affordable Care Act. The State requires the IV&V service provider to plan its work activities and deliverables around two (2) major project checkpoint reviews, each with similar process steps and deliverables:

1. Pre-Operational IV&V Review; and,
2. Operational Readiness IV&V Review.

The **Pre-Operational IV&V Review** focuses on supporting AHIM's effort to onboard and plan the project build with the to-be selected SHOP IT Vendor. The IV&V service provider will conduct interviews, assessments, and issue reports according to the detailed tasks and deliverables listed in *Attachment A: Project Tasks of this RFP*, respectively. As part of the Pre-Operational Review, AHIM requires the IV&V vendor to take the *CMS Draft Blueprint for Approval of Affordable State-based and State Partnership Insurance Exchanges*, and provide an initial assessment of the designated Exchange activities in the Blueprint. The focus of this aspect of the report will be whether the Marketplace system is being built as designed and in compliance with documented requirements, and within the specified timelines of the certification process. A list of specific CCIIO Blueprint assessments will be provided to the successful Vendor.

The **Operational Readiness IV&V Review** focuses on assessing AHIM's readiness to implement the new Marketplace system and attendant operational processes prior to full implementation for SHOP 2016 Open Enrollment. The IV&V service provider will be required to conduct the same assessments as in the Pre-Operational IV&V review updating findings based on progress made in 2015. A final report, including a Corrective Action Plan (CAP), as needed, will be produced by the IV&V Service Provider at the end of this assessment period.

In addition to the two (2) main IV&V review checkpoints, AHIM may optionally award two (2) extension periods as optional task orders for additional IV&V assessment and recommendation tasks. These optional task orders may require the support of the IV&V vendor to assist in implementing their recommendations in the CAP. Additionally, AHIM may decide that it will assign additional deliverables to the IV&V service provider. Any optional task order award will result in an official authorization of additional scope and may include budget to perform those tasks. Additionally, the Exchange, at its option, may also issue a no-cost extension to the IV&V service provider to complete the work for either the fixed price portion of the Contract or the optional task order period.

The Contractor is expected to work collaboratively with AHIM, the State of Arkansas, Arkansas Insurance Department (AID) and the Department of Human Services (DHS). On-site staff representation is a requirement for all major reporting instances, and at the reasonable request of AHIM.

4.2 Goals for this Procurement

The IV&V Contractor will assess AHIM's SHOP implementation effort, focusing on the following areas:

- A) **Project management processes** consistent with:
 - o Project management standards; and,
 - o Project management documents provided by the SHOP Marketplace IT vendors and subsequently approved by AHIM's Director of Operations.
- B) **Project governance**, meaning the extent to which AHIM and its contractors have effectively:
 - o Defined roles and expectations among all internal and external stakeholders;
 - o Implemented an appropriate flow of project information among stakeholders;
 - o Instituted a process for review and response to project issues including escalation to the appropriate AHIM leadership; and,
 - o Instituted a process for AHIM leadership approvals (for example, sign-off on documents) at appropriate project milestones.
- C) **Technical conformance of the IT solution with the project requirements**, specifically:
 - o All functional requirements defined by AHIM and required by CCIIO as conditions of operating a state-based Exchange;
 - o The architectural and non-functional requirements of AHIM and the federal government as specified in the SHOP RFP, released in November 2014; and,
 - o AHIM and federal standards/ guidelines addressing software development methodologies, security and privacy requirements, accessibility, and other relevant standards.
- D) **Quality of implementation planning for the Marketplace**, with particular emphasis on ensuring that AHIM and its IT vendors are performing the requisite quality assurance tasks to achieve CCIIO certification in accordance with the "*Draft Blueprint for Approval of Affordable State-based and State Partnership Insurance Exchanges.*"
- E) **Feasibility of the project schedule**, in light of project constraints, the need to integrate contractor managed activities and AHIM managed activities, and the established timelines for the delivery of the SHOP system.
- F) **Procure information on Individual Marketplace IV&V Assessment cost**, for informational purposes only. Please see *Section 6* for further information.

4.3 Bidder Organization and Staffing

Ideal key staff candidates shall have the qualifications and experience to commensurate with performing an IV&V assessment with the scope and complexity of AHIM SHOP.

Minimally, the Staffing plan must include the following positions:

- **IV&V Project Manager** – The Bidder shall include the name and resume of a qualified PMI-certified project manager who will be the principal contact with AHIM for the IV&V project. This individual should have at least five (5) years of experience performing IV&V or equivalent work on IT development projects with similar size and complexity.
- **Other Key Staff** – The Bidder shall include names, resumes, and labor cost in a consistent format; shall assure that key staff meet the qualification requirements for duties and assigned; and shall assure that key staff shall be devoted to the Contract as outlined in their respective bid.

4.4 Project Management

Attachment A: Project Tasks provides a description of the work, deliverables, the Bidder, and AHIM responsibilities required to plan and execute the activities described in this RFP, as they relate to Project Management and Control. Project Management is the application of knowledge, skills, tools, and techniques to manage activities to meet project requirements. The Project Management tasks consist of the Bidder's approach to planning, reporting, and meeting resource requirements throughout the term of the Contract. During the proposal process, AHIM expects the Bidder to present a clear understanding of the methods and tools used to ensure that its resources are managed to complete required tasks and deliverables as outlined in this section. During the proposal process, the Bidder shall outline their approach to completing the tasks as outlined in this section.

The U.S. Department of Health and Human Services (HHS) has developed a number of document templates and resources for use when developing Enterprise Life Cycle artifacts. If applicable, the Contractor shall use the most current version of these templates when developing an ELC artifact.

4.4.1 Project Management Description

The Bidder shall be responsible for managing all aspects of the Bidder activities identified in this RFP. Project Management activities consist of the Bidder's approach to initiating, planning, monitoring, controlling, reporting, and meeting resource requirements throughout the life of the Contract. The Bidder is expected to present a clear understanding of the methods and tools used to ensure that resources are managed and that the required tasks and deliverables are completed. The Bidder will be required to utilize a formalized approach to project management, which, at a minimum, is compliant with the most recent version of the Project Management Institute (PMI) Project Management Book of Knowledge (PMBOK).

Project Management includes performing the tasks associated with:

- Project Initiation – Perform the initial tasks associated with determining the nature and scope of the project and identifying key stakeholders;
- Project Planning – Plan time, cost, quality, resources, risks, and communications adequately to estimate the work needed to effectively execute project work;
- Project Execution – Execute project work according to the project management plan (PMP);
- Project Monitoring and Controlling – Monitor and control all areas of the project defined in this RFP. This includes monitoring and controlling processes to ensure that potential problems can be identified in a timely manner and corrective action can be taken; and,
- Project Closing – Ensure the orderly closeout of the Contract.

At a minimum, specific Project Management tasks shall include:

4.4.2 Preliminary Planning

The Bidder shall perform preliminary planning tasks to ensure that AHIM is prepared to fully initiate project activities on the Contract start date, without delays. Activities for this stage include outlining and initiating project communications, introducing respective project teams, detailing specific items negotiated in the contracted scope of work, and preparing all teams for full project initiation on the Contract start date.

4.4.3 Project Kick-Off

The Bidder shall plan and hold Project Kick-Off activities, which will focus on setting the foundation for project management throughout the life of the Contract. The Contractor shall assemble all project staff, AHIM staff, SHOP Implementation Vendor, other relevant AHIM vendors, and key AHIM stakeholders, as directed, in order to review the project plan, schedule, project roles and responsibilities (for both Bidder and AHIM staff) and provide an overview of initial project risks.

The project kick-off meeting shall occur within five (5) business days of contract execution, the Contractor shall provide a memorandum documenting meeting minutes, decisions, and outcomes.

4.4.4 Project Deliverable Management

The Bidder is responsible for developing all project deliverables as outlined in this RFP. The Bidder shall include the following sections with each deliverable to ensure transparency and traceability:

- Revision History– Identifies the version of the draft, the date the draft was submitted, deliverable point of contact/person making change, and a description of changes made;
- Table of Contents– Provides an overview of all the contents within the deliverable along with a page references;
- List of Figures– Provides an overview of all figures along with page references;
- List of Tables– Provides a list of tables of all tables along with page references;
- Referenced Documents– Provides a summary of the relationship of this deliverable to other relevant documents, including the document name, number, and issuance date;
- Decision Log– Provides a summary of decisions point and owners;
- Assumptions/Constraints/Risks– Describes any assumptions, constraints, and risks regarding the project that impact the deliverable; and,
- Acronyms– Provides a list of all acronyms identified in the deliverable, along with the literal translation and definition.

The Bidder shall also develop and submit Deliverable Expectation Documents (DEDs) for all deliverables for AHIM approval prior to deliverable preparation. The DED shall specify the content description, proposed format, proposed media and number of copies for each deliverable. For those deliverables that are not documents, the DED shall include the proposed format and delivery method.

4.4.5 Status Meetings

The Bidder shall attend status meetings or conference calls on a regular basis, likely no more frequent than bi-weekly. Status meetings will provide updates on project progress as outlined in the bi-weekly status reports. Specifically, bi-weekly status reports shall include:

- Summary of work completed during the previous status reporting period and any results achieved (by relevant Work Breakdown Structure (WBS) elements);
- CMS deliverable milestones;
- Updated (if necessary) project schedule;
- Summary of project budget status (actuals to projected), including project costs, hours and estimates;

- Summary of the proposed tasks and deliverables to be performed during the upcoming status reporting period;
- Analysis of critical issues, including any schedule slippage;
- Risk tracking, assessment, and mitigation strategies as outlined in this RFP;
- Documentation of issue management and change management with recommended CAP;
- Dashboard summary that tabulates data for performance and work remaining on the project, broken down by relevant WBS elements; and,
- AHIM Board reporting, as requested by AHIM Executive Director or her staff.

The status meetings shall take place with AHIM's Project Manager, Executive Director and other AHIM staff, including AHIM vendors, as appropriate.

4.5 IV&V Standards and Quality

Applicable tasks and activities will be performed in accordance with the Institute of Electrical and Electronics Engineers (IEEE) Standard 1012-2012. The IV&V Contractor will also use all other applicable, lifecycle-appropriate IEEE Standards (e.g., 12207 Software Life Cycle Process; 703 Software QA Plans; 1074 Developing Software Project Lifecycle Process; 828 Configuration Management Plans; and, 830 Requirement Specifications, etc., to name a few) in assessing AHIM's Marketplace Project. Further, the IV&V Contractor will employ the Capability Maturity Model Integrated (CMMI), and the PMBOK Third Edition, and the PMBOK - Government Extension, as additional standards by which to assess the Marketplace Project. The IV&V Service Provider will also validate that all the State and federal standards cited in the IT Vendor RFP, such as the MITA Seven Standards and Conditions are fully adhered to by AHIM's Project team.

AHIM, at all times expects the Contractor to perform thorough and high-quality assessments of the project. AHIM defines quality in the IV&V Contractor's performance and deliverables through the following list of criteria for assessing DDI vendor products and deliverables. For convenience, the explanations use the word "document" for the item being evaluated, even though in some instances the item being evaluated may be something other than a document.

- Adherence to AHIM-required Format and Documentation Standards.
 - Compliance with Contractual Requirements. Contractual requirements are cited in *Section 4* of the RFP: *Scope of Work*.
 - Internal Consistency. Internal consistency means that the document being evaluated does not contradict itself in either content or style. Elements of consistency are: (1) all statements must be compatible, (2) a given term must mean the same thing throughout, (3) a given item or concept must be referred to by the same name or description throughout, and (4) the level of detail and presentation style must be the same throughout.
 - Understandability. Understandability is a subjective, yet critical, component of quality. It means that: (1) the document is written using generally accepted rules of grammar, capitalization, punctuation, symbols, and notation, (2) non-standard terms, phrases, acronyms, and abbreviations are defined, (3) the material being presented can be interpreted in only one way, and (4) illustrations are adequately explained.

- Technical Adequacy. Technical adequacy criterion covers the following: (1) Is the overall approach sound? (2) Does the information in the document violate known facts or principles? (3) Is it consistent with approaches known to be successful on other projects? (4) Is it well researched or based on proven prototypes? (5) Does the document appear well thought out? (6) Does the approach make sense both technically and practically?
 - Appropriate Degree of Completeness. Completeness means that all constituent parts are present and that each part is addressed in adequate detail.
 - Traceability to Indicated Documents. Traceability means that the document in question is in agreement with a predecessor to which it has a hierarchical relationship.
- Consistency with Indicated Documents. Consistency between documents means that two or more documents that are not hierarchically related are free from contradictions with one another. Elements of consistency are: (1) all statements must be compatible, (2) a given term must mean the same thing in each, and (3) a given item or concept must be referred to by the same name or description in each document.
- Feasibility. Feasibility is the degree to which the design stated in a document can be implemented given the state of the art, schedule and resource constraints, available tools and techniques, and other factors affecting the target system development. An additional consideration is that items that are feasible in isolation may not be feasible when taken together.
- Appropriate Requirement Analysis, Design, Coding Techniques Used to Prepare Item. This assessment will be based on industry accepted software engineering practices, the Scope of Work, and the DDI vendor's software development plan. This evaluation criterion is directly related to other criteria (e.g., conformance with contractual requirements) and provides the basis for determining the soundness of the engineering techniques performed during the development effort.
- Appropriate Level of Detail. Level of detail is a subjective criterion whose evaluation is based on the intended use of the document. A document can err in either direction: a document that is supposed to provide requirements might be so detailed as to contain design data; a document that is supposed to provide detailed design might be too high-level. Review of the applicable documentation standards and of other documents of the same type will be used to determine whether the level of detail is appropriate.
- Adequate Test Coverage of Requirements. This criterion applies to test planning documents. Aspects to be considered are: (1) Is every requirement addressed by at least one test? (2) Have test suites been selected for an "average" situation as well as for "boundary" situations such as minimum and maximum values? (3) Have "stress" cases been selected, such as out-of-bounds values? (4) Have meaningful combinations of inputs been selected?
- Adequacy of Planned Tools, Facilities, Procedures, Methods and Resources. This criterion applies to manuals and planning documents. The evaluation will judge as to whether the planned items will be adequate to fulfill their intended purpose.
- Appropriate Content for Intended Audience. Each document has an intended audience and must be evaluated according to how well it addresses the needs of that audience. A system user, for example, does not need design details; however, those same details are critical for software

support personnel. The applicable documentation standard will provide guidance for making this decision. Within the guidance provided by the documentation standard, however, a judgment will be made as to whether the material provided is suitable for the intended audience.

- Testability of Requirements. A requirement is considered to be testable if an objective, feasible test can be designed to determine whether the requirement is met by the software. The requirements must be standalone and be compared against the expected results from the test. Compound requirements or vague requirements are difficult to test and should be avoided.
- Consistency between Data Definition and Data Use. This criterion applies primarily to design documents. It refers to the fact that the way in which a data element is defined should match the way that it is used in the software logic.
- Adequacy of Test Descriptions/Procedures (Test Inputs, Expected Results, Evaluation Criteria). Test suites and test procedures should be sufficiently clear and specific that a person (other than the author of the test suites or procedure) could execute the test and judge unambiguously whether the evaluation criteria have been satisfied.
- Completeness of Testing. Testing is complete if all test suites and all test procedures have been carried out, and all results have been fully recorded, analyzed, and reported.
- Adequacy of Retesting. Retesting consists of repeating a subset of the test suites and test procedures after software corrections have been made to correct problems found in previous testing. Retesting is adequate if: (1) all test suites and test procedures that revealed problems in the previous testing have been repeated and the results have met acceptance criteria, and (2) a selected subset of the test suites and test procedures that revealed no problems during the previous testing, but that are needed to evaluate continued correct operation of the modified software, have been repeated and the results have met acceptance criteria.

4.6 IV&V Project Tasks

Attachment A: Project Tasks contains lists of individual IV&V activities. All listed activities are mandatory and considered part of this solicitation. The State anticipates that the majority of task activities will be performed throughout the entirety of the project, as appropriate. Upon review of the Marketplace implementation project plan and the schedule for the two separate IV&V review periods (Pre-Operational and Operational Readiness), the vendor shall make recommendations as to whether any specific tasks should be moved or deferred to align with a different major project deliverable. This task activity assignment will be reviewed and approved by the Contract Monitor.

4.7 IV&V Project Deliverables

The following table identifies the anticipated work products that the successful IV&V service provider will produce under the resultant IV&V contract. All the task activities included in *Section 4.6* should be addressed comprehensively within these work products. AHIM reserves the right to request additional analyses, as needed. Likewise, the Bidder may propose the development of additional work products in specific areas. AHIM must authorize in advance the development of any additional work products.

Where applicable, the deliverable must be developed in accordance with CMMI, PMBOK, and IEEE (or substantially and acceptably similar) standards. When no applicable standard exists, the methodology and processes used in the analysis and creation of the deliverable must be delivered to the Exchange prior to its

use, and described in the final deliverable. All work products, standards, processes, plans, and applicable reference materials will be made available upon request of the Exchange.

Copies of all work products will be delivered to AHIM's Contract Manager. Frequencies of work products are provided in the table below. AHIM reserves the right to extend the due date if appropriate, due to document size, schedule, or changes in scope. The IV&V Service Provider must notify AHIM of an anticipated delay of a deliverable, within one (1) business day of identifying a delay.

Deliverable	Quantity	Deliverable	Quantity
Project Kick-off	1	Bi-Weekly Status Report	14
Develop Management Plan	1	Monthly IV&V Report	6
IV&V Review Checklist	1	Final IV&V Review Report	1
Initial Review Report	1	Archive Documents	3

Below is an estimate of the project's timeline. Estimated deliverable due dates are noted. This is subject to change, but should be used for scheduling and pricing purposes.

Deliverables	March	April	May	June	July	August	September	October
IV&V Project Kick-off	X							
Develop Management Plan	X							
IV&V Review Checklist	X	X						
Initial Review Report		X						
Bi-Weekly Status Report		X	X	X	X	X	X	X
Monthly IV&V Report		X	X	X	X	X	X	
Final IV&V Review Report								X
Archive Documents				X			X	X

5 TECHNICAL PROPOSAL REQUIREMENTS

5.1 Introduction

AHIM discourages overly lengthy Technical Proposals; therefore, brochures or other presentations, beyond those sufficient to present a complete and effective proposal, are not desired. Elaborate artwork or expensive paper is not necessary or desired. Audio and/or videotapes are not allowed. Technical Proposals including audio or videotapes will be deemed non-responsive and rejected. In order for the Proposal Review Team to evaluate proposals completely, the Bidder must follow the format set out below to provide all requested information. The use of tabs as specified below is required.

The format and content requirements for each section of the Technical Proposal are described below. The Technical Proposal shall include complete responses to all required items listed under each heading. Without providing overly lengthy descriptions, the Technical Proposal must provide clear descriptions and/or responses, so the Proposal Review Team members can adequately evaluate the Bidder's response and intent. The Bidder is mandated to follow the defined format outlined at *Section 5.2*. At the sole discretion of AHIM, AHIM may request written clarification to a Bidder's response in the Technical Proposal to better assist the Proposal Review Team members in evaluating the Bidder's response and intent.

5.2 Format of Proposal

Bidders' Proposals must include the components detailed in this section. No partial bids will be accepted. Any bids submitted that are deemed to be incomplete may be rejected by AHIM.

Bidders' Proposals must be received by AHIM on the date and time specified in *Table 1*.

Subject	Requirement
Paper Size	8½ X 11 inch paper (letter size) and double-sided. While the appearance of proposals is important and professionalism in proposal presentation should not be neglected, the use of non-recycled, non-recyclable or glossy materials is discouraged.
Font	Text font must be no smaller than 12 points. Tables and Figures may be in smaller font but must be legible.
Spacing	Proposals must be single-spaced.
Cover Page	The cover page of each Proposal document must include the following information: <ul style="list-style-type: none"> • Name and address of the Bidder • Date of submission • Title
Binding	3-Ring Binder(s) of appropriate size(s) for bidder's proposal
Page Limit	Although there are no page limits, Bidder should limit the amount of extra material they submit.
Number of Proposals	Bidder will submit two (2) Proposals including: <ul style="list-style-type: none"> • One (1) Technical Proposal • One (1) Cost Proposal

Subject	Requirement
Number of copies	<p>Technical Proposal:</p> <ul style="list-style-type: none"> • One (1) original hard copy and eight (8) identical copies of the original, each in a three-ring binder with tabbed sections • Eight (8) electronic copies (flash drive) <p>Cost Proposal:</p> <ul style="list-style-type: none"> • One (1) original hard copy and two (2) identical copies of the original, each in a three-ring binder with tabbed sections • One (1) electronic copy (flash drive)
Shipment	<p>All Proposals must be sealed and addressed to:</p> <p>John Norman Director of Operations Arkansas Health Insurance Marketplace 1501 N. University, Suite 970 Little Rock, AR 72207</p>
Delivery Method	<p>The following hard copy Proposal delivery methods are acceptable:</p> <ul style="list-style-type: none"> • U.S. Mail: Bidders are cautioned that it is their responsibility to mail Proposals in sufficient time to ensure receipt by AHIM prior to the Proposal due date and time. • Express Delivery: If bids are being sent via an express delivery service, Bidders are responsible for clearly designating the Proposal delivery contact and address, including telephone number, on the outside of the delivery envelope or box. • Hand Delivery: Hand-carried bids shall be delivered to John Norman at the address above prior to the Proposal due date and time. <p>AHIM will not accept Bidder Proposals submitted by e-mail or fax.</p>
Envelope Contents and Labeling	<p>Technical Proposals and Cost Proposals must be sealed in separate envelopes or boxes within the “Sealed Bid.” Proposals should be clearly marked “SEALED BID” and should include the following items:</p> <ul style="list-style-type: none"> • Indicate if it is the Technical or Cost Proposal; • Title; • Proposal Due Date; and, • Name of the Bidder.

Subject	Requirement
Flash Drive	The Technical Proposal and Cost Proposal must be provided on separate flash drives; they must be placed in the envelope with the original copy of each Proposal. The Technical Proposal must be submitted as Microsoft Office (Word, Excel, and PowerPoint) format or Portable Document Format (PDF) files. Files shall not be password-protected or saved with restrictions that prevent copying, saving, highlighting, or reprinting of the contents.
Request for Confidential Treatment	Requests for confidential treatment of any information in a Proposal must be communicated in writing to AHIM by providing a redacted copy of the bidder's proposals. The Cost Proposal will be part of the ultimate contract entered into with the successful Bidder, so pricing information may not be designated as confidential material.
Exceptions to RFP / Contract Language	If the Bidder objects to any term or condition of the RFP, exceptions must be submitted on the form in <i>Appendix G</i> and noted in the <i>Transmittal Letter</i> . Exceptions that materially change these terms or the requirements of the RFP may be deemed non-responsive by AHIM, in its sole discretion, resulting in possible disqualification of Bidder. AHIM reserves the right either to execute a contract without further negotiation with the successful Bidder or to negotiate contract terms with the selected Bidder if the best interests of AHIM would be served.

5.3 Tab 1 – Transmittal Letter

To be considered, the Proposal must be accompanied by a Transmittal Letter on company letterhead, signed in blue ink by an official of the bidding organization authorized to bind the Bidder to the provisions of the proposal. The signed Transmittal Letter must be included in the proposal marked ORIGINAL. It must include a statement that any contract terms spelled out in this RFP would be acceptable if a contract were awarded. The Transmittal Letter shall also include:

- A statement indicating that the Bidder is a corporation or other legal entity;
- A statement confirming that the Bidder is registered to do business in the State of Arkansas and providing its corporate charter number to work in the State of Arkansas;
- A statement identifying the Bidder's federal tax identification number;
- A statement identifying any prior solution project where the Bidder was terminated before the final solution was operational;
- A statement that no attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal;
- A statement that the Bidder has or has not retained any person or agency to solicit or secure the Contract upon an agreement or understanding for a commission, percentage, brokerage, or other contingent arrangement except as disclosed in the Bidder's proposal;

- A statement of Affirmative Action, that the Bidder does not discriminate in its employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or disability;
- A statement to detail any current pending or past (3 years) litigation;
- A statement that no cost or pricing information has been included in the Transmittal Letter or any other part of the Technical Proposal;
- If issued, a statement identifying by number, date, and acceptance of all amendments to this RFP issued by AHIM that have been received by the Bidder;
- A statement that the Bidder has read, understands, and agrees to all provisions of this RFP without reservation;
- Certification that the Bidder's offer will be firm and binding for 180 days from the proposal due date;
- A statement naming any outside firms responsible for writing the proposal;
- All proposals submitted by corporations must contain certifications by the secretary, or other appropriate corporate official other than the corporate official signing the Technical Proposal, that the corporate official signing the Technical Proposal has the full authority to obligate and bind the corporation to the terms, conditions, and provisions of the Technical Proposal;
- All proposals submitted must include a statement that the Bidder presently has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of services under the Contract, and it shall not employ, in the performance of the Contract, any person having such interest; and,
- If the proposal deviates from the detailed specifications and requirements of this RFP, the Transmittal Letter must identify and explain these deviations. AHIM reserves the right to reject any Technical Proposal containing such deviations or to require modifications by the Bidder before acceptance.

The Transmittal Letter must also be accompanied by the “*Vendor Information Sheet*” (Appendix A) containing the following:

- Name of the company or individual;
- Mailing address;
- Street address (for FEDEX or other mail service);
- Name and title of person who would sign the Contract;
- Name and title of the company contact person (if different); and,
- Contact person: direct telephone number, fax number, and email address.

The Transmittal Letter must also be accompanied by a letter from each subcontractor, signed by an individual with the authority to bind the company, that 1) affirms the subcontractor's participation in the bid as a subcontractor, 2) describes the subcontractor's understanding of their role(s) and responsibilities, and 3) estimates the amount of revenue that will flow to the subcontractor if the Bidder's Proposal is accepted.

5.4 Tab 2 – Mandatory Requirements Checklist

Bidders must complete and submit the Technical Proposal Submission Requirements Checklist. The template for the Mandatory Technical Proposal Requirements Checklist is included in *Appendix C*.

5.5 Tab 3 – Executive Summary

The Executive Summary shall summarize and highlight relevant contents of the Proposal to provide AHIM and the Proposal Review Team with a broad understanding of the Bidder’s Technical Proposal. The Executive Summary shall clearly and concisely highlight the contents of the Technical Proposal.

Bidders should summarize how their Proposal meets the requirements of this RFP, how the Bidder’s Proposal is best suited to meet the goals and objectives of AHIM as understood by the Bidder, and why the Bidder is best qualified to perform the work required. The Executive Summary shall highlight the Bidder’s:

- Understanding of the project, project management approach, and commitment to successfully performing all project activities;
- Qualifications to serve as a Contractor for the project;
- Overall approach to the project, including highlights of the proposed Solution, Work Plan and Schedule, Staffing, approach to activities included in the scope of services;
- Project challenges, risks, and suggested mitigation strategies; and,
- Summary of the contents of the Proposal.

5.6 Tab 4 – Corporate Experience

This section will provide a description of the content that must be contained in the Company Background section of the Technical Proposal. This description will include:

- Company Background;
- Company Experience;
- Corporate References; and,
- Company Financial Condition.

Bidders must provide a detailed summary of Bidder and subcontractor experience including company background. The Bidder must provide a concise, but thorough description of its relevant experience, capabilities, and verifiable successes. The Bidder must also provide this information for its subcontractors as well. The material shall be presented for the Bidder first and subsequently for any subcontractor(s) in order of the size (i.e., revenue) of their role in the project.

5.6.1 Company Background

The Bidder must detail the background of the corporation, its size, and resources, including:

- Date established (for a corporation);
- Location of the principal place of business;
- Location of the submitting entity, if different;

- State of incorporation;
- Ownership (e.g., public company, partnership, subsidiary);
- Average number of employees for each of the last three years;
- Number of personnel currently engaged in project operations across the company;
- Performance history and reputation;
- Current products and services; and,
- Professional accreditations pertinent to the services provided by this RFP.

The Bidder shall also furnish this information for any subcontractor(s). AHIM will prefer an Arkansas-based business as either the primary Vendor or Subcontractor(s), but will not use the scoring to annotate such a preference.

5.6.2 Company Experience

The Bidder must confirm and describe their experience as it relates to the activities outlined in this RFP describing relevant experience within the last five (5) years. AHIM requires a Vendor to have similar work experience, with a preference for ACA related experience. The Bidder's statement should, among other things, include descriptions of the relevant work the Bidder has previously executed; how the Bidder will apply the experience in previous work to the requirements of the work being solicited in this RFP; and the form(s) of expertise the Bidder will bring to the project. The Bidder may include up to, but no more than, five (5) pages of sample reporting or templates from prior projects.

Description of contract scope and Bidder activities, noting similarities and differences with AHIM's scope of work in terms of size, scope, and complexity, including annual and total contract amounts should be included.

The Bidder should also indicate during which previous projects (if any) they have collaborated with their subcontractors.

The Bidder shall also furnish this information for any subcontractor(s).

5.6.3 Corporate References

The Bidder must include a minimum of three (3) corporate references from three (3) separate projects during the last three (3) years that detail its experience in completing the activities similar to those described in this RFP. References should be submitted on the form included in *Appendix D*.

AHIM reserves the right to conduct checks of Bidder references, by telephone or other means, and evaluate the Bidder based on these references. It is the Bidder's responsibility to ensure that every reference contact (or a designated backup contact) is available during the evaluation period.

In addition, Bidders must provide the following information in this section:

- A list of prior and existing contracts or agreements that the Bidder has entered into with the State of Arkansas; and,
- If, at any time during the past three (3) years, the Bidder has had a contract terminated for convenience, nonperformance, non-allocation of funds, or any other reason, the Bidder must fully describe each termination and include the name, address, and telephone number of the contracting party and describe the circumstances surrounding the termination. If no such early terminations have occurred in the past three (3) years, the Bidder should include a statement to that effect.

The Bidder shall also furnish this information for any subcontractor(s).

5.6.4 Company Financial Condition

The Bidder must demonstrate that its organization is in sound financial condition or that appropriate corrective measures are being taken to address and resolve any identified financial problems. The Bidder shall provide financial information in such a manner that AHIM can reasonably formulate a determination about the stability and financial strength of the organization. This must include company size, organization, date of incorporation, ownership, number of employees, and revenues for the previous three (3) fiscal years. Additionally, audited financial statements for the contracting entity shall be provided for each of the last three (3) fiscal years, including at a minimum:

- Statement of income;
- Balance sheet;
- Statement of changes in financial position during the last three (3) years;
- Statement of cash flow;
- Auditors' reports;
- Notes to financial statements;
- Any contractual termination within the past three (3) years; and,
- Summary of significant accounting policies.

The Bidder must also disclose any and all judgments, pending or expected litigation, or other real potential financial reversals that might materially affect the viability or stability of the Bidder's organization, or certify that no such condition is known to exist. AHIM reserves the right to request any additional information to assure itself of a Bidder's financial status.

In the event a Bidder is either substantially or wholly owned by another corporate entity, the Bidder must also include the same information for the parent organization and a statement that the parent will unconditionally guarantee performance by the Bidder in each and every term, covenant, and condition of such contract as may be executed by the parties.

Any proposed subcontractor whose percentage of work to be performed (measured as percentage of total contract price) equals or exceeds twenty (20) percent must submit the required information as well.

Additional financial information may be requested during the evaluation process.

5.7 Tab 5 – Organization and Staffing Plan

The Organization and Staffing section shall include: 1) project team organization; 2) charts of proposed personnel and positions; and 3) identification and resumes of key personnel, as required in this RFP. The Bidder shall acknowledge the requirement that certain key personnel are required to be located in Little Rock, Arkansas during major reporting instances, and at the reasonable request of AHIM staff. Key personnel must include, at a minimum, one (1) full-time person as Project Manager and any other necessary positions.

Additional knowledgeable staff, as deemed necessary by the Bidder to fulfill the roles and responsibilities for all phases of the project, including each major activity as listed in *Section 4: Scope of Work*, shall also be discussed. The Bidder shall acknowledge that key personnel are not to be replaced, substituted, or removed from the position and/or phase proposed without explicit approval from AHIM. Any attempt by the Bidder to replace, substitute, or remove key personnel as proposed without approval from AHIM may result in AHIM invoking its rights under *Section 8.5: Performance Standards and Associated Liquidated Damages* and/or nullification of contract award.

5.7.1 Organization

The organization charts shall show staff organizational structure, including the project team reporting structure and the reporting structure inside the organization for the members of the proposed project team (including management, key personnel, and other resources). Specifically:

- Organization and Staffing during each phase as described in this RFP;
- Percentage of time that key personnel are expected to be dedicated to each phase of the project;
- Fulltime, part-time, and temporary status of all employees;
- Explanation for any individual assigned to share responsibilities between key personnel positions and/or phases of the project; and,
- Planned use of any subcontractors.

The Bidder shall make every effort to fill key personnel positions with fulltime staff. In the event that the Bidder proposes a subcontractor as key personnel, AHIM may retain their refusal right for each subcontractor proposed as key personnel.

5.7.2 Responsibilities

Responsibilities and the anticipated roles of key personnel shall be identified for all phases of the Contract. All proposed key management, including definitions of their responsibilities during each phase of the Contract, should be included.

5.7.3 Resumes

The Bidder must submit resumes of all proposed key personnel identified in its proposal. Resumes should be provided in the format shown in *Appendix E*.

Each project referenced in a resume should include the customer name, the time period of the project, and the time period the person performed, as well as a brief description of the project and the person's responsibilities.

5.7.4 Staff References

The Bidder must submit three (3) references for each proposed key personnel. Each reference should be prepared to give information on the individual's experience and competence. References should be in the format provided in *Appendix F*.

5.8 Tab 6 – Project Management and Control

Bidders must include a Project Management and Control section that includes a summary description of the methodology to be used in planning and control of the project, project activities, and progress reports. Specific explanation must be provided if solutions vary from one phase to another. This section should include the Bidder's:

- Project management approach tasks;
- Project control tasks;
- Manpower and time estimating methods;
- Sign-off procedures for completion of all deliverables and major activities;
- Management of performance standards, milestones and/or deliverables;
- Anticipated problem areas and the approach to management of these areas, including loss of key personnel, and/or loss of technical personnel;
- Project status reporting, including examples of types of reports;
- Approach to AHIM's interaction with contract management staff; and,
- Other Contractor responsibilities set forth in this RFP.

In addition, the Bidder must provide a description of the approach to completing the Bidder's responsibilities and producing the project management deliverables as described in this RFP.

5.9 Tab 7 – Work Plan

Bidders must provide a Work Plan and Schedule that includes:

- Detailed descriptions of the major activities, tasks, and subtasks necessary to accomplish the requirements of this RFP;
- Identification of the responsible party (AHIM or the Bidder) for each major task and activity; and,
- Discussion of the flexibility of the Work Plan to meet changes in program requirements and cope with delays should they occur.

The proposed Work Plan and Schedule must show the development and testing of the federally mandated functionality in the solution prior to start of July 2015, and full implementation of federally mandated functionality by October 1, 2015.

5.10 Tab 8 – Approach

The Bidder must address the Bidder's approach to completing all activities described in *Section 4: Scope of Work*. The Bidder's Proposal must include the following subsections:

- IV&V Project Kick-off;
- Develop Management Plan;
- IV&V Review Checklist;
- Initial Review Report;
- Bi-Weekly Status Report;
- Monthly IV&V Report;
- Final IV&V Review Report; and,
- Archive Documents.

For each phase, the Bidder must describe their methodology to achieve all tasks and complete all deliverables. The Bidder may suggest alternative tasks and/or deliverables, provided they explain their reasoning and any associated ramifications. They are also encouraged to identify any major risks associated with completing each phase on time and describe their corresponding mitigation strategies.

Any tasks to be completed by the subcontractor must be identified.

5.11 Tab 9 – Assumptions, Qualifiers and Constraints

The Bidder must indicate any assumptions made in submitting their Proposal. If no assumptions are included, the Bidder shall make a statement to that effect.

6 COST PROPOSAL REQUIREMENTS

6.1 General Requirements

The Bidder must submit one (1) original hardcopy Cost Proposal and two (2) copies. The Cost Proposal must be typewritten on standard 8 ½ x 11 paper (larger paper is permissible for charts, spreadsheets, etc.). The original hardcopy of the Cost Proposal must contain original signatures in blue ink and be clearly marked as “Original Cost Proposal.” The Cost Proposal should also include one (1) electronic copy in Microsoft Office (Word, Excel, and PowerPoint) format or Adobe Acrobat Portable Document Format (PDF) saved to a flash drive.

Pricing will be considered under separate scoring criteria than the Technical Proposal.

6.2 Cost Proposal Content

The Bidder’s Cost Proposal shall consist of the following sections, separated by tabs:

- Executive Summary
- Price Sheets

Price Sheets will be submitted as part of the Cost Proposal. The Bidder will propose firm pricing on each Price Sheet.

6.2.1 Executive Summary

The Bidder’s Cost Proposals must include an Executive Summary no more than three (3) pages long. The Executive Summary should summarize and highlight relevant contents of the Cost Proposal for AHIM and provide a broad understanding of the Bidder’s Pricing Approach. The Executive Summary should include a statement certifying that all pricing information presented as part of the Proposal is in U.S. dollars and that all required cost information is enclosed. It should also provide an attestation consistent with *Section 8.6: Cost or Pricing Data*. It must be signed by an individual authorized to legally bind the Bidder.

6.2.2 Pricing Sheets

Four (4) worksheets compose the set of Price Sheets that will be provided to AHIM. The worksheets are:

- Total Proposed Pricing (Price Sheet A) for Contract;
- Total for Project Deliverables (Price Sheet B); and,
- Hourly Rate Sheet by Position and Contract Period (Price Sheet C, mandatory but not evaluated); and,
- Total Proposed Pricing for Individual Market IV&V Services (mandatory but not evaluated).

Templates for Pricing Sheets are included in the tables below. Additional (mandatory) tables (Hourly Rates and Pricing) have been included to allow AHIM to gather additional information and insight into the Cost Proposals provided by Bidders. If any variations exist between the summary sheets and other sheets and tables and no clarification appears, the summary pricing sheets will prevail.

6.2.2.1 Total Proposed Pricing for Contract

Bidders must submit the Total Proposal Price on Price Sheet A. The Total Proposed Pricing will be for the Contract Period, without extensions.

PRICE SHEET A: TOTAL PRICING

Description	Total
Contract Period 1	\$0
Total Price	\$0

6.2.2.2 Total for Project Deliverables

On Price Sheet B, Bidders must submit a firm fixed price for the sum total of all maintenance and operations deliverables described in *Section 4* of this RFP per contract year. Bidders must categorize their pricing for this project phase into the categories shown in the table on Pricing Sheet B.

PRICE SHEET C: PROJECT DELIVERABLES

Description	Quantity (# Units)	Cost per "Unit"	Total Cost	Estimated Hours
Project Kickoff	1	\$0	\$0	
Management Plan	1	\$0	\$0	
IV&V Review Checklist	1	\$0	\$0	
Initial Review Report	1	\$0	\$0	
Bi-Weekly Status Reports	14	\$0	\$0	
Monthly IV&V Reports	6	\$0	\$0	
Final IV&V Review Report	1	\$0	\$0	
Document Archiving	3	\$0	\$0	
Travel	#	\$0	\$0	
Other Items (Please Explain)	#	\$0	\$0	
Other Items (Please Explain)	#	\$0	\$0	
Total		\$0	\$0	

6.2.2.3 Hourly Rate Sheet by Position and Calendar Year

On Price Sheet C, Bidders must submit a rate card for key personnel positions as well as any other positions the bidder wishes to define for future enhancement work.

PRICE SHEET C: HOURLY RATE SHEET BY POSITION AND CALENDAR YEAR

Project Title	Contract Period 1	Extension 1	Extension 2
Project Manager			
Other			
Other			
Other			
Other			
Other			
Other			
Other			

6.2.2.4 Total Proposed Pricing for Individual Market IV&V Services – This section will not be scored as part of the evaluation.

Assuming that AHIM will desire a consistent approach to that laid out in this RFP for performing IV&V services over the Individual Marketplace implementation project, AHIM requests that Bidder’s use Price Sheet A to provide an estimated cost for an IV&V evaluation of AHIM’s Individual Marketplace. The anticipated timeline for the Individual Marketplace implementation is roughly from July 2015, through October 2016. While this RFP looks to exclusively procure services for the SHOP Marketplace, AHIM is interested in requesting information, not to be used in the evaluation and selection of a vendor during this RFP selection process. It should be noticed that this estimate will be non-binding.

7 EVALUATION PROCESS

7.1 Evaluation Approach

AHIM will conduct a comprehensive, fair, and impartial evaluation of proposals in response to this RFP. AHIM will select the successful Bidder through a formal evaluation process established prior to the opening and evaluation of proposals. The process will remain fixed throughout the procurement cycle.

Consideration will be given to capabilities and advantages that are clearly described in each proposal, confirmed by oral presentations/interviews if scheduled, and verified by information from reference and other sources contacted by AHIM. AHIM reserves the right to contact any individuals, entities, or organizations who have had recent contracts or relationships with the Bidder to fully ascertain the Bidder's ability to execute the scope of work described in this RFP.

By responding to this RFP, all Bidders acknowledge that AHIM is working under significant time restraints and may or may not have the resources to provide a full and complete evaluation of every proposal received in response to this RFP. In that regard, AHIM reserves the right, if deemed necessary and in its sole discretion, to conduct an initial review of all proposals for the purpose of establishing a list of qualified semi-finalists. The initial review will be based on factors that are consistent with the evaluation criteria outlined in this section. In such an event, AHIM will then move forward with a complete evaluation of those proposals meeting the criteria.

7.2 Proposal Review Team

AHIM will select a Proposal Review Team that will evaluate the Technical and Cost proposals. The Proposal Review Team will provide recommendation(s) based on its review of the responses to AHIM's Board of Directors.

7.3 Evaluation of Proposals

AHIM reserves the right to reject any or all of the proposals received or to cancel this RFP, in the best interest of AHIM and/or the State of Arkansas. AHIM reserves the right to request clarifications or enter into discussions with a Bidder. AHIM also reserves the right to waive minor irregularities in proposals, providing that such action is deemed to be in the best interest of AHIM and/or the State of Arkansas. Where AHIM may waive minor irregularities such waiver shall in no way modify RFP requirements or excuse the Bidder from full compliance with RFP specifications and other contract requirements if the Bidder is awarded the Contract.

7.3.1 Phase One – Mandatory Requirements Evaluation

In this phase, each proposal will be assessed to determine if the proposal is sufficiently responsive. This process will verify that Bidder proposals were received by the specified date and time. Proposals received in a timely and appropriate manner will then be opened and reviewed. Each proposal will be evaluated to determine if it is complete and whether it responds to the mandatory terms and conditions in the RFP. A responsive proposal shall comply with all instructions listed in this RFP, specifically in *Section 2: RFP Schedule and Procurement Requirements*, *Section 5: Technical Proposal Requirements*, and *Section 6: Cost Proposal Requirements*.

Each proposal that is incomplete will be declared non-responsive and may be rejected with no further evaluation. AHIM will determine if an incomplete proposal is sufficiently responsive to continue to Phase Two.

7.3.2 Phase Two - Technical and Cost Proposal Evaluation

Only those proposals that pass the requirements of Phase One will be considered in Phase Two. AHIM reserves the right to waive minor variances or reject any or all proposals.

Table 3: Evaluation Process for Proposals

Proposal Category	Evaluation Proportion
Executive Summary	
Corporate Experience	
Organization and Staffing	
Approach to Scope of Work	
Assumptions, Qualifiers and Constraints	
Total Technical Proposal	70%
Cost of Contract Period	
Total Cost Proposal	30%
Total Proposal	100%

The highest ranked bidder will be determined based on the consensus of the reviewers' analysis of the independently reviewed technical and cost proposals, factoring in the weighting levels stated above.

7.4 Contract Approvals

AHIM will require that the selected Bidder participate in contract negotiations regarding the terms and conditions of the Contract. Upon resolution of the final negotiations, AHIM will prepare a final contract. If for any reason AHIM and the apparent successful Bidder are unable to reach agreement of the terms and conditions of a contract, AHIM may then proceed to negotiate a contract with the Bidder with the next highest rated proposal. AHIM may cancel negotiations entirely at any time at the exclusive direction of AHIM.

The Contract award is contingent upon both federal and State of Arkansas reviews and approvals and is subject to federal funding. Every effort will be made by AHIM, both before and after selection, to facilitate rapid approval. AHIM will obtain all required State and federal approvals prior to the start of work by the successful Bidder.

8 CONTRACT TERMS AND CONDITIONS

8.1 General Overview

The Contract awarded at the end of this process shall be governed by and construed in accordance with the laws of the State of Arkansas. The Contract will include, in part, certain terms and conditions required by CMS, whether or not expressly set forth in the Contract provisions. All contractual provisions required by CMS and the ACA (including any changes) are hereby incorporated by reference. Anything to the contrary notwithstanding, all CMS and ACA mandated terms will be deemed to control in the event of a conflict with other provisions contained in the Contract. The Contract will also be subject to any financial assistance agreement between AHIM and CMS, and all laws, regulations, guidelines, and provisions of the financial assistance agreement will apply to the Contract and will be incorporated by reference.

8.2 Applicable Law

The Contract shall be governed by and construed in accordance with the laws of the State of Arkansas, excluding its conflict of law provisions, and any litigation shall be brought in the courts of the State of Arkansas. The Contractor shall comply with applicable federal, state, and local laws and regulations.

8.2.1 Conformance with Federal and State Regulations

The Contractor will be required to conform to all federal and state laws, regulations, and policies as they exist or as amended, and will be required to indemnify AHIM against any claims made against AHIM arising from the Contractor's non-compliance.

Any provision of the Contract that is in conflict with federal ACA statutes, regulations, or CMS policy guidance is hereby amended to conform to the provisions of those laws, regulations, and federal policy. Such amendment of the Contract will be effective on the effective date of the statutes or regulations necessitating it, and will be binding on the parties even though such amendment may not have been reduced to writing and formally agreed upon and executed by the parties.

8.3 Terms of Contract

This is a multi-year contract. The Contract term shall begin upon execution of the Contract and shall continue through October 15, 2015.

The Contractor acknowledges that other unanticipated uncertainties may arise that may require an increase or decrease in the original scope of services from the Contractor awarded the Contract. In the event that there is a need to modify the Contract resulting from an increase or decrease of services, the Contractor agrees to negotiate in good faith with AHIM for the change in scope. The amendment to the Contract may also include a respective increase or decrease in compensation.

8.3.1 Stop Work Order

The Executive Director of AHIM may, by written order to the Contractor at any time, and without notice to any surety, require the Contractor to stop all or any part of the work called for by the Contract. This order shall be for a specified period not exceeding ninety (90) days after the date in which AHIM hand-delivers the order by certified mail to the Contractor. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, the Contractor shall comply with its

terms and take all reasonable steps to mitigate the occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the Executive Director shall either:

- A. Cancel the stop work order; or
- B. Terminate the work covered by such order as provided in the Termination for Default Clause or the Termination for Convenience Clause of the Contract entered into by the parties pursuant to this RFP.

8.3.2 Cancellation or Expiration of the Order

If a stop work order issued under this clause is cancelled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, then the Contractor shall have the right to resume work within three (3) business days. An appropriate adjustment shall be made in the delivery schedule or Contractor price, or both, reflecting the new delivery dates and the Contract shall be modified in writing accordingly, if:

- A. The stop work order results in an increase in the time required for the performance of any part of the Contract; or
- B. The Contractor asserts a claim for such an adjustment within thirty (30) days after the end of the period of work stoppage; provided that, if the Executive Director decides that the facts justify such action, any such claim asserted may be received and acted upon at any time prior to final payment under the Contract.

If a stop work order is not cancelled and the work covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop work order shall be allowed by adjustment or otherwise.

8.3.3 Termination of the Contract

The Contract may be terminated for the reasons below.

Bankruptcy or Insolvency. AHIM may terminate the Contract, in whole or in part, in the event that the Contractor shall cease conducting business in the normal course, become insolvent, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or its assets or shall avail itself of, or become subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or the protection of the rights of creditors.

Default. AHIM may terminate the Contract, in whole or part, whenever AHIM determines that the Contractor has failed to satisfactorily perform its contractual duties and responsibilities. The Contractor may be given the opportunity to cure the default with the expressed written consent of AHIM.

Convenience. AHIM may terminate the Contract, in whole or part, whenever for any reason AHIM deems such termination is in the best interest of AHIM.

Non-availability of Funds. The parties understand that AHIM is an independent body corporate and politic established by Arkansas Code § 23-61-801 *et seq.* The obligations of AHIM are not those of the State of Arkansas. It is expressly understood and agreed that the obligation to proceed under the Contract is conditioned upon AHIM's receipt of federal funds. AHIM may terminate the Contract if sufficient federal

funds are not received as anticipated by AHIM. AHIM must provide written notice to the Contractor within three (3) business days of having received notice of the delayed funds.

8.3.4 Force Majeure

If the Contractor is prevented from performing any of its obligations, in whole or in part, as a result of major epidemic, act of God, war, civil disturbance, court order or any other cause beyond the Contractor's control, the Contractor shall make a good faith effort to perform such obligations through its then-existing facilities and personnel; and such non-performance shall not be grounds for termination for default.

Neither party to the Contract shall be responsible for delays or failures in performance resulting from the acts as set forth above or any unforeseen events beyond the control of either party.

Nothing in this section shall be construed to prevent AHIM from terminating the Contract for reasons other than default during the period of events set forth above, or for default if such default occurred prior to such event.

8.4 Payment

AHIM shall pay the Contractor's invoices within forty-five (45) days of AHIM's written acceptance of the deliverables associated with any such invoice. If AHIM is unable to pay because of cash flow limitations arising from AHIM's reliance on release of federal grant funds to pay the Contractor, this period shall be extended. AHIM shall provide written notice to the Contractor of the delay in receipt of federal grant funds within three (3) business days from which AHIM has received notice from the federal government of the same.

The Contractor shall submit an original invoice and one copy for services performed to:

Amanda Spicer
Director of Finance
Arkansas Health Insurance Marketplace
1501 North University Ave., Ste. 970
Little Rock, AR 72207

8.4.1 Payment for Design, Development, Testing, Training, Conversion/ Migration, and Implementation

AHIM will pay a firm fixed price upon each deliverables' completion and AHIM's written acceptance of each payment deliverable listed in *Price Sheet B* in *Section 6: Cost Proposal Requirements*. This list represents each and every payment deliverable for all activities described in *Section 4: Scope of Work*. Prices for each payment deliverable will be based on the Bidder's Cost Proposal as finalized in the Contract resulting from this procurement.

Ten percent (10%) of the price of each payment deliverable proposed on *Pricing Schedule B* in the Contractor's Cost Proposal as finalized in the Contract will be retained until the completion and AHIM's expressed written consent of all implementation activities (requirements definition, design, development, testing, training, conversion/migration, and implementation) as stated in *Section 4: Scope of Work*. AHIM may, at its option, release the ten percent (10%) withheld (of each deliverable) if a payment deliverable is

completed and approved prior to the schedule approved in the Contract or for any other reason it deems warranted.

8.4.2 Payments for Modification Services

Monthly maintenance and operations payments will include costs for modification services provided within the defined *Section Price Sheet C* in *Section 6: Cost Proposal Requirements*. In addition, AHIM shall pay the Contractor for any additional modifications of the system that exceed the Modification Hours defined in *Price Sheet C* in *Section 6: Cost Proposal Response Requirements* to reflect additional customer-required changes as prioritized and approved by AHIM. The hourly rate for these services shall be as proposed *Hourly Rate Sheet by Position and Calendar Year* in *Section 6: Cost Proposal Requirements* in the Contractor's Cost Proposal and finalized in the Contract resulting from this procurement.

8.4.3 Other Payments

No other payments will be made for deliverables or services provided under the Contract without an expressed written amendment of the Contract as executed by the parties. No separate payment will be made for Project Initiation or Services.

8.5 Performance Standards and Associated Liquidated Damages

8.5.1 Performance Damages

AHIM will pay a firm fixed price upon completion of specified performance under the Contract. AHIM's approval of each payment deliverable listed in *Payment Schedule* in *Section 6: Cost Proposal Requirements* to be based on *Price Sheet A* in the *Contractor's Cost Proposal* as finalized in the Contract resulting from this procurement. For each day that any work shall remain uncompleted beyond the time(s) specified elsewhere in the Contract (including dates for deliverables and milestones found in the Work Plan provided in the Technical Proposal as finalized in the Contract resulting from this procurement), the Contractor shall be liable for liquidated damages in the amount(s) of \$1,000 per calendar day. Any liquidated damage amounts due and payable by the Contractor pursuant to any paragraph of the Contract shall be payable, not as a penalty, but as liquidated damages, estimated at the time of the executed Contract, representing an estimate of damages likely to be sustained by AHIM.

8.5.2 Actual Damages and Liquidated Damages

AHIM reserves the right to assess actual or liquidated damages upon the Contractor's failure to provide timely services required pursuant to the Contract. The Contractor shall be given fifteen (15) days' notice to respond before AHIM makes the assessment. Any assessment will be offset against the subsequent scheduled deliverables payment to the Contractor. If liquidated damages are known to be insufficient, then AHIM has the right to pursue actual damages. Assessment of any actual or liquidated damages does not waive any other remedies available to AHIM pursuant to the Contract and state or federal law.

8.5.3 Other Damages

If the Contractor's failure to perform satisfactorily under a two-prong test for scope of work as defined in *Section 4 of the RFP: Scope of Work*, quality of work as defined in *Section 4.5 of the RFP: IV&V Standards and Quality*, AHIM is required to contract with another person or entity to perform services required of the Contractor under the Contract, upon notice setting forth the services and liquidated damages, AHIM may

retain from Contractor payment(s) in an amount commensurate with the costs anticipated to be incurred, as described above. AHIM shall account to the Contractor for costs incurred and return any excess amount to the Contractor. If the amount withheld is not sufficient, the Contractor shall immediately reimburse AHIM the difference or AHIM may offset from any payment(s) due the Contractor. The Contractor will cooperate fully with the supplemental Contractor and provide any necessary assistance to implement the terms of its agreement for services with the supplemental contractor.

8.6 Cost or Pricing Data

The Contractor certifies that the prices submitted in response to this RFP have been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate the prices bid.

8.7 Publicity Policy

News release(s), media interviews or other publicity by a Vendor pertaining to this RFP or any portion of the project shall not be made without the expressed prior written consent of AHIM. Failure to comply with this requirement is deemed to be a valid reason for disqualification of the Vendor's proposal.

The Contractor agrees not to use AHIM's name, trademark, service marks, type treatment, or any data arising or resulting from this RFP or the Contract as part of any commercial advertising or proposal without the expressed prior written consent of AHIM in each and every instance.

8.8 Subcontracting

To the fullest extent practicable, the Contractor shall enter into contracts with Arkansas businesses, and shall employ citizens of Arkansas to staff and provide support and other services for AHIM.

The Contractor is solely responsible for the fulfillment of the Contract terms with AHIM. AHIM will make payments only to the Contractor. The Contractor will include all proposed subcontractors in its response to this RFP.

The Contractor may negotiate and enter into contracts or agreements with subcontractors (with expressed prior written consent of AHIM) to the benefit of the Contractor and the State as long as the subcontractors meet all established criteria and provide the services in a manner consistent with the minimum standards specified. All such agreements shall be in writing and shall specify the activities and responsibilities delegated to the subcontractor. The contracts must also include provisions for revoking delegation or imposing other sanctions if the subcontractor's performance is inadequate. AHIM reserves the right to approve any subcontractor utilized by the Contractor. AHIM reserves the right to inspect all subcontract agreements at any time during the contract period. Any subcontract may be subject to AHIM's prior review and approval. The Contractor's subcontractor shall submit evidence or other documentation from the Arkansas State Tax Commission, showing all delinquent taxes, if any, levied or accrued under State law against the subcontractor have been paid.

No subcontract or agreement the Contractor enters into with respect to the performance under the Contract shall in any way relieve the Contractor of any responsibility for any performance required of it by the

Contract. The Contractor shall provide, within three (3) business days to AHIM, notice in writing by registered or certified mail of any action or suit filed against it by any subcontractor or provider. Furthermore, the Contractor shall make prompt notice of any claim against it or one that might result in litigation related in any way to the Contract with the State of Arkansas. The Contractor shall designate itself as the sole point of recovery for any subcontractor.

Any use of subcontractors by the Contractor will not obligate AHIM as a party to the subcontract, nor create any right, claim, or interest for the subcontractor against AHIM, its agents, employees, representatives, or successors.

8.8.1 Anti-Assignment

The Contractor shall not sell, transfer, assign, or otherwise dispose of its benefits, duties, or obligations of the Contract (whether by operation law, reorganization, reverse triangular merger, or otherwise) without the expressed written consent of AHIM.

8.9 Ownership Rights

8.9.1 Ownership of Proposal

AHIM shall have the right to use, monetize, license, seek patent protection for and otherwise exploit in any manner any and all ideas presented in any proposal unless a Bidder presents a statement of objection in its proposal. In no event will such objections be considered as valid with respect to the exploitation of such ideas that; 1) are not the proprietary information of the Bidder as evidenced by a filed United States patent application with a filing date that predates the date of the RFP and is so identified in its proposal; or 2) were known to AHIM before submission of such proposal; or 3) properly became known to AHIM thereafter through other sources or through acceptance of the Bidder's proposal.

8.9.2 Ownership of Documents

Where activities supported by the Contract produce original writings, sound recordings, pictorial reproductions, drawings, or other tangible embodiments of creative ideas and works of any similar nature, AHIM shall own all right, title and interest in and to such, including all intellectual property rights, and Contractor hereby assigns and agrees to assign to AHIM any and all right and title in and to such that Contractor may have. Contractor may retain a limited, revocable, personal, non-sub licensable, royalty-free license under AHIM's copyrights to use such materials, with the prior written consent of AHIM. Contractor must adhere to all applicable Federal and State confidentiality laws and any information deemed confidential by AHIM.

8.9.3 Ownership of Information and Data

All data, electronic or otherwise, collected by the Contractor and all documents, notes, programs, databases (and all applications thereof), files, reports, studies, code, software, domain names, trademarks, source identifiers, trade secrets, works of authorship and/or other material authored, invented, conceived, reduced to practice, collected or prepared by the Contractor or its agents, employees, delegates or subcontractors in connection with the Contract, whether completed or in progress (collectively, the "Materials"), shall be the property of AHIM. The Contractor hereby assigns and agrees to assign to AHIM any and all right and title in and to such Materials that Contractor may possess. Accordingly, Contractor shall obtain from all persons

engaged or employed by Contractor under the Contract to perform or create any Materials an assignment of intellectual property rights. AHIM hereby reserves all rights to the databases and all applications thereof and to any and all information and/or materials prepared in connection with the Contract. The Bidder and Contractor are prohibited from use of the above described information and/or materials without the express written consent of AHIM.

8.10 Interpretations / Changes / Disputes

8.10.1 Amendment or Modification

Any amendment or modification of the Contract must be written and signed by both parties.

8.10.2 Conflict of Language

In the event of a conflict in language among any of the components of the Contract, this RFP shall govern. AHIM reserves the right to clarify any contractual relationship in writing and such clarification will govern in case of conflict with the requirements of this RFP. Any ambiguity in this RFP shall be construed in favor of AHIM.

8.10.3 Waiver

No covenant, condition, duty, obligation, or undertaking contained in or made a part of the Contract will be waived except by the expressed written consent of the parties, and forbearance or indulgence in any other form or manner by either party in any regard whatsoever shall not constitute a waiver of the covenant, condition, duty, obligation, or undertaking to be kept, performed, or discharged by the party to which the same may apply; and until complete performance or satisfaction of all such covenants, conditions, duties, obligations, and undertakings, the other party shall have the right to invoke any remedy available under law or equity, notwithstanding any such forbearance or indulgence.

8.10.4 Severability

If any provision of the Contract (including items incorporated by reference) is declared or found to be illegal, unenforceable, or void, then both AHIM and the Contractor shall be relieved of all obligations arising under such provision; if the remainder of the Contract is capable of performance, it shall not be affected by such declaration or funding and shall be fully performed.

AHIM may at any time, by written order delivered to the Contractor at least fifteen (15) days prior to the commencement date of such change, make administrative changes within the general scope of the Contract. If such change(s) causes an increase or decrease in the cost of the performance of any part of the work under the Contract, an adjustment commensurate with the change in the cost of performance under the Contract will be made in the Contract price or delivery schedule, or both. Any claim by the Contractor for adjustment under this clause must be asserted in writing to AHIM within fifteen (15) days from the date of receipt by the Contractor of the notification of change. Failure of the parties to agree to any adjustment will be a dispute within the meaning of *Section: 8.10.5* herein. Nothing in this case, however, will in any manner excuse the Contractor from proceeding diligently with the Contract as changed.

If the parties are unable to reach agreement within fifteen (15) days of receipt of the Contractor's cost estimate, AHIM will make a determination of the revised price and the Contractor will proceed with the

work according to a schedule approved by AHIM subject to the determination of price pursuant to the *Section: 8.10.5* herein. Nothing in this section will in any manner excuse the Contractor from proceeding diligently with the Contract as changed.

8.10.5 Disputes

If a dispute arises between the parties regarding their rights or obligations under the Contract, the parties shall first attempt to settle the dispute by direct discussions. If the dispute is not settled by the parties by direct discussions, then the parties agree to endeavor to settle the dispute in an amicable manner by mediation administered by the American Arbitration Association under its Commercial Mediation Rules. Thereafter, any unresolved dispute arising from or relating to a breach of the Contract shall be resolved as provided by the Contract and by applicable law. The Federal and State courts of Arkansas have exclusive jurisdiction, and venue for litigation and all other proceedings shall be located in Pulaski County, Arkansas.

8.10.6 Cost of Litigation

In the event that AHIM deems it necessary to take legal action to enforce any provision of the Contract, the Contractor shall bear the cost of such litigation, as assessed by any court, in which AHIM prevails. AHIM shall not bear any of the Contractor's attorney fees or other cost of litigation for any legal actions initiated by the Contractor against AHIM regarding the provisions of the Contract if AHIM prevails in litigation. Legal action shall include administrative proceedings. Please note, this provision only contemplates scenarios in which AHIM prevails in litigation.

8.10.7 Attorney Fees

The Contractor agrees to pay reasonable attorney fees incurred by AHIM in enforcing this agreement or otherwise reasonably related.

8.11 Status of the Contractor

8.11.1 Independent Contractor

Contractor's status under the Contract shall be that of an independent contractor and not that of an employee of AHIM. Nothing contained in the Contract shall be deemed or construed to create a partnership or joint venture between the parties, an employer-employee relationship or any other relationship between the parties that could result in any liability of AHIM for any indebtedness, liabilities, or obligations of the Contractor except as expressly provided in the Contract.

- A. **Supervision of Contractor:** In accordance with the Contractor's status as an independent contractor, AHIM shall not have the right to control the means or methods by which the Contractor performs the services, as set forth in the Contract. Notwithstanding the foregoing, AHIM shall have the right to control or direct the Contractor as to the result to be accomplished under the Contract and with respect to the services provided.
- B. **As an Independent Contractor:** The Contractor shall be solely responsible for all Federal, State and local payments, withholding, and filing requirements for payroll, income, self-employment, retirement, disability, unemployment taxes, assessments, or regulations. The Contractor shall be ineligible for any vacation, sick leave, pension, bonus, insurance, or other benefit now or in the

future established by AHIM for employees of AHIM. All applicable tax payments and withholdings, if any, with respect to services rendered under this Agreement are the sole responsibility of Contractor, which responsibility Contractor agrees to carry out as required by applicable law. Contractor shall indemnify and hold AHIM harmless from any and all loss or liability arising from Contractor's failure to make any appropriate income tax payments, self-employment tax payments or other payments required on behalf of the Contractor.

8.11.2 Employment Practices

The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, marital status, political affiliations, or disability. The Contractor must act affirmatively to ensure that employees, as well as applicants for employment, are treated without discrimination because of their race, color, religion, gender, national origin, age, marital status, political affiliation, or disability. Such action shall include, but is not limited to, the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

The Contractor shall comply with the non-discrimination clause contained in Federal Executive Order 11246, as amended by Federal Executive Order 11375, relative to the Equal Employment Opportunity law created for all persons without regard to race, color, religion, sex, or national origin. Further, the Contractor shall comply with all rules and regulations, prescribed by the Secretary of Labor, as located in Title 41, Code of Federal Regulations, Chapter 60. The Contractor shall also comply with the Civil Rights Act of 1964 and related State laws and regulations, if any.

If AHIM finds that the Contractor is not in compliance with any of these requirements at any time during the term of the Contract, AHIM reserves the right to terminate, as its sole discretion, the Contract or take such other steps as it deems appropriate.

8.11.3 Conflict of Interest

A bid shall not be considered for award if the price in the bid was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other Bidder or with any competitor.

A bidder shall include a certified statement in the proposal certifying that the bid was arrived at without any conflict of interest, as described above. Should a conflict of interest be detected at any time during the term of the Contract, the Contract shall be null and void and the Bidder shall assume all costs of this project until such time that a new Bidder is selected.

8.12 Risk Management

8.12.1 Indemnification

The Contractor agrees to indemnify, defend, save, and hold harmless AHIM, their officers, agents, employees, representatives, assignees, and contractors from any and all claims and losses accruing or resulting to any and all Contractor's employees, agents, subcontractors, laborers, and any other person, association, partnership, entity, or corporation furnishing or supplying work, services, materials, or supplies

in connection with performance of the Contract, and from any and all claims and losses accruing or resulting to any such person, association, partnership, entity, or corporation who may be injured, damaged, or suffer any loss by the Contractor in the performance of the Contract.

The Contractor agrees to indemnify, defend, save, and hold harmless AHIM, their officers, agents, employees, representatives, assignees, and other contractors against any and all liability, loss, damage, costs, or expenses that AHIM may sustain, incur, or be required to pay: 1) by reason of any person suffering personal injury, death, or property loss or damage of any kind either while participating with, or receiving services from, the Contractor under the Contract, or while on premises owned, leased, or operated by the Contractor or while being transported to or from said premises in any vehicle owned, operated, leased, chartered, or otherwise Contracted for or in the control of the Contractor or any officer, agent, or employee thereof; and/or 2) by reason of the Contractor or its employee, agent, or person within its scope of authority of the Contract causing injury to, or damage to the person or property of a person including, but not limited to, AHIM or the Contractor, their employees or agents, during any time when the Contractor or any officer, agent, employee thereof has undertaken or is furnishing the services called for under the Contract.

The Contractor agrees to indemnify, defend, save, and hold harmless AHIM, their officers, agents, employees, representatives, assignees, and other contractors against any and all liability, loss, damages, costs or expenses which AHIM or the State may incur, sustain or be required to pay by reason of the Contractor, its employees, agents or assigns: 1) failing to honor copyright, patent or licensing rights to software, programs, or technology of any kind in providing services to AHIM; and/or 2) breaching in any manner the confidentiality or privacy obligations required pursuant to federal and state law and regulations, including but not limited to HIPAA or ACA.

The Contractor agrees to indemnify, defend, save, and hold harmless AHIM, their officers, agents, employees, representatives, assignees, and other contractors from all claims, demands, liabilities, and suits of any nature whatsoever arising out of the Contract because of any breach of the Contract by the Contractor, its agents or employees, including, but not limited to, any occurrence of omission or commission or negligence of the Contractor, its agents, or its employees.

If AHIM reasonably determines: 1) a default by the Contractor is not so substantial as to require termination; 2) reasonable efforts to induce the Contractor to cure the default are unsuccessful; 3) and the default is capable of being cured by AHIM or by another resource without unduly interfering with the continued performance of the Contractor, then AHIM may provide or procure such services as are reasonably necessary to correct the default. If this is the case, the Contractor shall reimburse AHIM for the cost of those services. AHIM may deduct the cost of those services from the Contractor's monthly administrative invoices. The Contractor shall cooperate with AHIM or those procured resources in allowing access to facilities, equipment, data, or any other contractor resources to which access is required to correct the default. The Contractor shall remain liable for ensuring that all operational performance standards remain satisfied regardless of which subcontractor provides services to correct the default.

8.12.2 Insurance

Contractor shall provide the Insurance described in *Appendix H*.

8.12.3 Limitation of Liability

In recognition of the relative risks and benefits of the project to both the Contractor and AHIM, the risks have been allocated such that AHIM agrees, to the fullest extent permitted by law, to limit the liability of the Contractor to the Consultant for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of the Contractor to AHIM shall not exceed One and one-half (1 ½) the total amount of the Contract term including all phases. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

8.13 Confidentiality of Information

The Contractor shall comply with all obligations of privacy or confidentiality that may arise from any State and federal confidentiality and privacy laws. No information, documents or other material provided to or prepared by the Contractor deemed confidential by AHIM pursuant to State and federal privacy laws, shall be made available to any person or organization without the expressed written prior consent of AHIM. Any liability resulting from the wrongful disclosure, whether intentional or unintentional, of confidential information on the part of the Contractor shall rest with the Contractor. The Contractor must disclose to AHIM the confidentiality and privacy breach as soon as the disclosure has been made known to them. The Contractor must immediately mitigate the extent of any damages resulting from the breach.

8.14 Right of Inspection

AHIM, CMS, the U.S. Department of Health and Human Services (DHHS), the General Accounting Office (GAO), the Comptroller General of the United States, the Office of the Inspector General (OIG), or their authorized representatives shall, during normal business hours, have the right to enter into the premises of a Bidder and/or all subcontractors and providers, or such other places where duties under the Contract are being performed, to inspect, monitor, or otherwise evaluate the work being performed. The Bidder must provide access and assistance as required by AHIM, and refusal by the Bidder to allow access to all such documents, papers, letters, electronic files, or any and all other materials will constitute a breach of any resulting contract. All inspections and evaluations shall be performed in such a manner as to not unduly delay the Contractor's work.

8.15 Contractor Compliance Issues

The Contractor agrees that all work performed as part of the Contract will comply fully with administrative and other requirements established by Federal and State laws, regulations, and guidelines, and assumes responsibility for full compliance with all such laws, regulations, and guidelines, and agrees to fully reimburse AHIM for any loss of funds, resources, overpayments, duplicate payments, or incorrect payments resulting from noncompliance by the Contractor, its staff, or agents, as revealed in any audit.

8.15.1 Federal, State, and Local Taxes

Unless otherwise provided herein, the Contract price shall include all applicable Federal, State, and local taxes.

The Contractor shall pay all taxes lawfully imposed upon it with respect to the Contract or any product delivered in accordance herewith. AHIM makes no representation whatsoever as to exemption from liability to any tax imposed by any Federal and State government entity on the Contractor.

8.15.2 License Requirements

AHIM does not tolerate the possession or use of unlicensed copies of proprietary software. Contractor warrants that it has or shall obtain any license/permits that are required prior to and during the performance of work under the Contract. The Contractor shall be responsible for any penalties or fines imposed as a result of unlicensed or otherwise defectively titled software or other third-party intellectual property.

The Contractor, without exception, shall indemnify, defend and hold harmless AHIM and its agents, officers, attorneys, directors, and employees from liability of any nature or kind, including cost and expenses for or on account of any claim or allegation that any of the Materials infringe the intellectual property rights of any third party. Upon having received notice of a material infringement by the Contractor AHIM will provide prompt written notification of any alleged material infringement to any foreseeable individual(s), entity or entities.

Further, if such a claim is made or is pending, the Contractor shall procure for AHIM the right to continue use of, replace, or modify the implicated Material(s) to render it (them) non-infringing while retaining satisfactory functionality, as determined by AHIM. If none of the alternatives are reasonably available, the Contractor agrees to take back the Material(s) and refund the total amount AHIM has paid the Contractor under the Contract for preparation or use of such Material(s).

If the Contractor purports or proposes to use any third-party intellectual property in the performance of its duties under the Contract, it is mutually agreed and understood without exception that the proposed prices for Contract performance shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work. This shall be without prejudice to AHIM's right to full intellectual property indemnification hereunder.

8.15.3 Records Retention and Destruction Requirements

The Contractor shall maintain detailed records evidencing all expenses incurred pursuant to the Contract, the provision of services under the Contract, and complaints, for the purpose of audit and evaluation by AHIM and other Federal or State personnel. All records, including training records, pertaining to the Contract must be readily retrievable within three (3) workdays for review at the request of AHIM and its authorized representatives. All records shall be maintained and available for review by authorized federal and State personnel during the entire term of the Contract and for a period of ten (10) years thereafter, unless an audit is in progress or there is pending litigation. When an auditor determines pending litigation exists at the end of the ten (10) year period, records shall be retained until all issues are finally resolved.

Upon expiration of the ten (10) year record retention period, the Contractor must destroy or remove the information from its current location so it can no longer be accessed. Systematic destruction contemplates both paper shredding and electronic file destruction of any media or technological format, i.e., media sanitizing. Prior to commencing work under the contract, the Contractor must provide AHIM with a written, mandatory document destruction policy, including guidelines for any and all electronic files formats that were utilized during the term of the Contract, which complies with all applicable Federal and State laws. If

an official investigation is underway or even suspected upon the expiration, the Contractor will be required to stop any document purging in order to avoid criminal obstruction.

8.15.4 HIPAA and HITECH Compliance

The Contractor must ensure that all of its work complies with Federal and State HIPAA laws, HITECH, and privacy and security rules, as applicable.

8.15.5 Bribes, Gratuities, and Kickbacks Prohibited

The receipt or solicitation of bribes, gratuities, and kickbacks is strictly prohibited.

No elected or appointed officer or other employee of the federal government, the State of Arkansas or AHIM shall benefit financially or materially from the Contract. No individual employed by AHIM or the State of Arkansas shall be permitted any share or part of the Contract or any benefit that might arise therefrom.

8.15.6 Small and Minority Businesses

Because AHIM encourages the employment of small business enterprises, to the fullest extent practical, the Contractor shall enter into contracts with Arkansas businesses; employ citizens of Arkansas to staff; and provide support and other services for AHIM.

Therefore, the Contractor shall report, separately, the involvement in the Contract of small businesses and businesses owned by minorities and women. Such information shall be reported on an invoice annually on the Contract anniversary and shall specify the actual dollars Contracted to-date with such businesses, actual dollars expended to date with such businesses, and the total dollars planned to be contracted for with such businesses on the Contract.

8.15.7 Suspension and Debarment

At the time of entering into the Contract, the Contractor will certify that it is not suspended or debarred under federal law and regulations or any other State's laws and regulations. The Contractor shall notify AHIM of any suspension or disbarment proceedings taken against it during the Contract term.

8.15.8 Litigation

During the course of the Contract term, the contractor will notify AHIM within three (3) business days of receipt of any served complaint or receipt of any cease and desist correspondence.

8.16 Project Work Schedule

During the project initiation, Contractor and AHIM will develop a mutually agreed upon work schedule including the division of responsibility between AHIM's staff and PMO staff. It is understood by the parties that the project work schedule must be in place prior to any work being performed. Once this mutually agreed upon work schedule, identifying specific time frames and deliverable target dates for this project, is

developed, it will be incorporated into and made a part of the Contract. The dates in the work schedule will define the agreed upon period of performance. The parties acknowledge that the work schedule will evolve and change from time to time upon the mutual written consent of both parties. The parties agree that the deliverables and schedule set forth in the latest version of the work schedule will take precedence over any prior plans.

8.17 Warranty

Contractor represents and warrants that all work performed hereunder, including but not limited to Exchange technology solution services, consulting, conversion, training, and technical support shall be performed by competent personnel; shall be of professional quality consistent with generally accepted industry standards as outlined in *Section 4.5 of the RFP: IV&V Standards and Quality*, and shall comply in all respects with the requirements of this RFP. For any breach of this warranty, the Contractor shall, for a period of ninety (90) days from the performance of service, perform the services again at no cost to AHIM, or if the Contractor is unable to perform the services as warranted, the Contractor shall reimburse AHIM the fees paid to the Contractor for the unsatisfactory services.

8.17.1 Warranty of Fiscal Integrity

The Contractor warrants that it is of sufficient financial solvency to assure AHIM of its ability to perform the requirements of the Contract. The Contractor shall provide sufficient financial data and information to prove it financial solvency pursuant to *Section 5: Technical Proposal Requirements* of this RFP.

8.17.2 Warranty of Solution

Prior to the commencement of any work effort, the Contractor shall provide a warranty on any implemented solutions. The warranty shall encompass correction of defective software, functionality, and procedures that were considered to be within the scope of this procurement at no additional cost to AHIM. The warranty period will begin upon AHIM's Final Acceptance of the implemented solution for a period of three (3) years.

8.18 Federal Contract Clauses

The required *Federal Contract Clauses for Expenditure of Federal Grant Funds* is attached (*Appendix I*) and is incorporated by reference into the Contract. To the extent the terms in the body of the Contract directly conflict with any provision of the Federal Contract Clauses, the body of the Contract shall govern.

Arkansas Health Insurance Marketplace

**Request for Proposals
Appendices**

**Independent Verification and Validation
Services for the Arkansas Health Insurance
Marketplace Small Business Health Options
Program**

December 5, 2014

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APPENDIX A: VENDOR INFORMATION SHEET

Name of the company or individual:
Mailing address:
Street address (for FEDEX or other mail service):
Name and title of person who would sign the contract:
Name and title of the company contact person (if different):
Contact person (direct telephone number, fax number & email address):

APPENDIX B: WRITTEN QUESTIONS TEMPLATE

Bidder Name: _____

Date Submitted: _____

Question #	RFP Section #	RFP Page #	Paragraph #	Question

APPENDIX C: MANDATORY REQUIREMENTS CHECKLIST

Tab	Mandatory Technical Proposal Submission Requirements Checklist	Completed
	Format of Proposal: Compliant with <i>Section 5.2</i> and submitted at the date specific in <i>Table 1</i> .	
Tab 1	Transmittal Letter	
Tab 2	Mandatory Requirements Checklist	
Tab 3	Executive Summary	
Tab 4	Corporate Experience: Company Background; Company Experience; Corporate References, and Company Financial Condition.	
Tab 5	Organization and Staffing Plan: Organization, Responsibilities, Resumes, and Staff References.	
Tab 6	Project Management and Control	
Tab 7	Work Plan	
Tab 8	Approach	
Tab 9	Assumptions, Qualifiers, and Constraints	
N/A	Vendor Information Sheet	
N/A	Cost Proposal (In a separately sealed envelope)	

APPENDIX D: CORPORATE REFERENCES

The Bidder must confirm and describe their experience as it relates to the requirements outlined in this RFP. A minimum of three (3) projects highlighting the Bidder’s Exchange or other large scale US Dept. of Health and Human Services (HHS), or State Health Systems IV&V project experience (for projects equal in scope and complexity) must be cited from the last five (5) years. Preference will be given for vendors with ACA experience. The Bidder is also required to provide a minimum of three (3) corporate references for each project and for each project providing services similar to those being requested by this RFP. Each reference must include the client’s name, address, current telephone number and e-mail address of the client’s responsible project administrator or of a senior official of the client who is familiar with the Bidder’s performance.

Client:		
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Name Prime Vendor and All Subcontractors and Role of Bidder:		
Funded Contract Cost:		
1. Client References	2. Client References	3. Client References
Name, Position: Client: Address: Email: Phone:	Name, Position: Client: Address: Email: Phone:	Name, Position: Client: Address: Email: Phone:
Description of Work Performed:		
Project Personnel Requirements:		
# of FTEs and Total Staff Hours Expended:		

Client:		
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Name Prime Vendor and All Subcontractors and Role of Bidder:		
Funded Contract Cost:		

4. Client References	5. Client References	6. Client References
-----------------------------	-----------------------------	-----------------------------

Name, Position: Client: Address: Email: Phone:	Name, Position: Client: Address: Email: Phone:	Name, Position: Client: Address: Email: Phone:
Description of Work Performed:		
Project Personnel Requirements:		
# of FTEs and Total Staff Hours Expended:		

Client:		
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
Name Prime Vendor and All Subcontractors and Role of Bidder:		
Funded Contract Cost:		
7. Client References	8. Client References	9. Client References
Name, Position: Client: Address: Email: Phone:	Name, Position: Client: Address: Email: Phone:	Name, Position: Client: Address: Email: Phone:
Description of Work Performed:		
Project Personnel Requirements:		
# of FTEs and Total Staff Hours Expended:		

APPENDIX E: PROPOSED KEY STAFF RESUME TEMPLATE

The Bidder must submit resumes of all proposed key staff personnel identified in its proposal. All Bidders are required to use the template below when providing the resumes of proposed key staff personnel. Information that is included as a part of this template should be relevant to the services requested in this RFP and should outline the individual’s knowledge and experience working with *Health Insurance Exchanges*. Each project referenced in a resume should include the customer name, the time period of the project, and the time period the person performed, as well as a brief description of the project and the person’s responsibilities.

Name		
Title, Company		
Summary		
Relevant Project Experience (order in reverse chronological order – most recent first)		
1.	Insert Client Name Here	Mm/yyyy— mm/yyyy (Project Lifespan) Mm/yyyy— mm/yyyy (Individual assignment if different)
Insert Project Name Here		
	Title on Project:	Your title on the project here
	Project Description:	The overall description of the project here
	Responsibilities:	Your responsibilities on the project here
2.	Insert Client Name Here	Mm/yyyy— mm/yyyy (Project Lifespan) Mm/yyyy— mm/yyyy (Individual assignment if different)
Insert Project Name Here		

Name		
Title, Company		
	Title on Project:	Your title on the project here
	Project Description:	The overall description of the project here
	Responsibilities:	Your responsibilities on the project here
3.	Insert Client Name Here	Mm/yyyy— mm/yyyy (Project Lifespan) Mm/yyyy— mm/yyyy (Individual assignment if different)
Insert Project Name Here		
	Title on Project:	Your title on the project here
	Project Description:	The overall description of the project here
	Responsibilities:	Your responsibilities on the project here
4.	Insert Client Name Here	Mm/yyyy— mm/yyyy (Project Lifespan) Mm/yyyy— mm/yyyy (Individual assignment if different)
Insert Project Name Here		
	Title on Project:	Your title on the project here
	Project Description:	The overall description of the project here
	Responsibilities:	Your responsibilities on the project here
5.	Insert Client Name Here	Mm/yyyy— mm/yyyy (Project Lifespan) Mm/yyyy— mm/yyyy (Individual assignment if different)

Name		
Title, Company		
Insert Project Name Here		
	Title on Project:	Your title on the project here
	Project Description:	The overall description of the project here
	Responsibilities:	Your responsibilities on the project here
Employment History		
Company Name		Dates of Employment
Company Name		Mm/yyyy—Present
Company Name		Mm/yyyy—mm/yyyy
Education		
Institution Name and Address		Date of Completion
Training/ Certifications – Please also include dates of completion		
MCSE, PMP, for example		
Special Skillsets		
Program Knowledge:	What areas are you particularly knowledgeable about?	
Hardware:	What IT hardware do you have special training/experience in, if any?	
Software:	Specialized software skills—MS Project, Visio, AutoCAD, PeopleSoft, SAP, FileNet, etc.	
Databases:		

APPENDIX F: STAFF REFERENCES TEMPLATE

The Bidder is required to provide a minimum of three (3) references for each proposed key personnel. Bidders must use the template below for each staff reference.

Key Personnel's Name:		
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
11. Staff References: Name, Position: Client: Address: Email: Phone:		
Description of Work Performed:		

Key Personnel's Name:		
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
11. Staff References: Name, Position: Client: Address: Email: Phone:		
Description of Work Performed:		

Key Personnel's Name:		
Project Name:	Beginning Date of Project: Month/Year	Ending Date of Project: Month/Year
11. Staff References: Name, Position: Client: Address: Email: Phone:		
Description of Work Performed:		

APPENDIX G: OBJECTION TO TERMS AND CONDITIONS

The Bidder shall be presumed to be in agreement with the terms and conditions of the RFP unless the Bidder has specific objections.

THE BIDDER IS CAUTIONED THAT BY TAKING ANY EXCEPTION THEY MAY BE MATERIALLY DEVIATING FROM THE RFP SPECIFICATIONS. IF THE BIDDER MATERIALLY DEVIATES FROM A RFP SPECIFICATION, ITS PROPOSAL MAY BE REJECTED.

A material deviation is an exception to a specification, which 1) affords the Bidder taking the exception a competitive advantage over other Bidders, or 2) gives the State something significantly different from the State requested.

INSTRUCTIONS: The Bidder must explicitly list all objections to AHIM terms and conditions (Reference the actual number of AHIM's term, condition and page number for which an objection(s) is being taken). If no objections exist, state "NONE" specifically on the form below. Whether or not objections are taken, the Bidder must sign and date this form and submit it as part of their Proposal. *(Add additional pages if necessary.)*

Responder Name:	
<u>Term & Condition Number/Provision</u>	<u>Explanation</u>

By signing this form, I acknowledge that the above named Bidder accepts, without qualification, all terms and conditions stated in this RFP except those clearly outlined as objections above.

Signature

Title

Date

APPENDIX H: INSURANCE

REQUIRED COVERAGES.

For the Duration and for a period of three (3) years thereafter, Contractor shall procure and maintain, at its sole cost and expense, at least the following types and amounts of insurance coverage:

- Commercial general liability with limits no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate, including bodily injury and property damage and products and completed operations and advertising liability. The commercial general liability coverage shall also:
- Include contractual liability coverage insuring the activities of Contractor under this Agreement, including without limitation Contractor's indemnification obligations provided in the Agreement.
- Require the insurance carrier to give the Marketplace at least thirty (30) days' prior written notice of cancellation or non-renewal.
- Name the Marketplace and the Marketplace's board members, employees, volunteers, and other agents, including, in each case, all successors and permitted assigns, as additional insureds.
- Provide that the coverage is primary insurance and any similar insurance in the name of or for the benefit of the Marketplace or the Marketplace's board members, employees, volunteers, or other agents shall be excess and non-contributory.
- Waive any right of subrogation of the insurers against the Marketplace or the Marketplace's board members, employees, volunteers, or other agents.
- Worker's compensation with (i) limits no less than the minimum amount required by law and (ii) a waiver of any subrogation right of the insurers against the Marketplace or the Marketplace's board members, employees, volunteers, or other agents.
- Errors and omissions with limits no less than \$ 1,000,000 per occurrence and \$5,000,000 in the aggregate.
- Data breach and cyber liability with limits no less than \$1,000,000 per occurrence and \$5,000,000 in the aggregate.
- Umbrella follow-form coverage for the coverages listed above with limits of no less than \$10,000,000. The umbrella follow-form coverage shall also:
- Name the Marketplace and the Marketplace's board members, employees, volunteers, and other agents, including, in each case, all successors and permitted assigns, as additional insureds.
- Provide that the policy is primary insurance and any similar insurance in the name of or for the benefit of the Marketplace or the Marketplace's board members, employees, volunteers, or other agents shall be excess and non-contributory.

ADDITIONAL INSURANCE REQUIREMENTS. Each insurance policy required pursuant to this Appendix shall be issued by insurance companies with a Best's Rating of no less than A-.

CERTIFICATIONS OF COVERAGE.

Contractor shall provide the Marketplace with copies of the certificates of insurance and policy endorsements for all insurance coverage required herein, and shall not do anything to invalidate such insurance. Insurance coverage shall not be construed in any manner as waiving, restricting or limiting the liability of either party for any obligations imposed under this Agreement, including without limitation the indemnification obligations provided in the Agreement.

APPENDIX I: FEDERAL CONTRACT CLAUSES

The following clauses govern contracts between Arkansas Health Insurance Marketplace (“AHIM”) and other parties (each a “Contractor”) when federal grant funds are used to pay Contractor.

1. REMEDIES.

- (a) Continued Performance. Unless otherwise directed by AHIM, Contractor shall continue performance under this contract while matters in dispute are being resolved.
- (b) Notice of Injury. Should either party to the contract suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents, or others for whose acts he is legally liable, a claim for damages therefore shall be made in writing to such other party within a reasonable time after the first observance of such injury of damage.
- (c) Governing Law. This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to the laws of the State of Arkansas.
- (d) Remedies Cumulative. The duties and obligations imposed by the contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by AHIM or Contractor shall constitute a waiver of any right or duty afforded any of them under the contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

2. TERMINATION.

- (e) Termination for Convenience. AHIM may terminate this contract, in whole or in part, at any time by written notice to Contractor. For a cost-based contract, Contractor shall be paid its costs, including contract closeout costs, and profit on work performed up to the time of termination. For a service contract, AHIM shall be liable only for payment under the payment provisions of the Contract for services rendered before the effective date of termination. If termination occurs before payment would be due under the Contract, Contractor shall be entitled to the reasonable compensation for services accepted through the effective date of termination. Contractor shall promptly submit its termination claim to AHIM to be paid to Contractor. If Contractor has any property in its possession belonging to AHIM, Contractor will account for the same and return it or dispose of it in any manner AHIM directs.
- (f) Termination for Breach. Either party may terminate for failure of the other party to fulfill its obligations, as set forth within a specific contract. Reasonable allowances will be made for circumstances beyond the control of Contractor or AHIM. Written notice of the intent to terminate is required and shall specify the reasons supporting termination.

- (g) Termination for Default. If Contractor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, Contractor fails to perform in the manner called for in the contract, or if Contractor fails to comply with any other provisions of the contract, AHIM may terminate this contract for default. Termination shall be effected by serving a notice of termination on Contractor setting forth the manner in which Contractor is in default. Contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract. If it is later determined by AHIM that Contractor had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of Contractor, AHIM, after setting up a new delivery of performance schedule, may allow Contractor to continue work, or treat the termination as a termination for convenience.
 - (h) Termination Opportunity to Cure. AHIM in its sole discretion may, in the case of a termination for breach or default, allow Contractor ten (10) days in which to cure the defect. In such case, the Notice of Termination will state the time period in which cure is permitted and other appropriate conditions. If Contractor fails to remedy to AHIM's satisfaction the breach or default of any of the terms, covenants, or conditions of this contract within ten (10) days after receipt by Contractor of written notice from AHIM setting forth the nature of said breach or default, AHIM shall have the right to terminate the contract without any further obligation to Contractor. Any such termination for default shall not in any way operate to preclude AHIM from also pursuing all available remedies against Contractor and its sureties for said breach or default.
 - (i) Non-Waiver of Remedies. In the event that AHIM elects to waive its remedies for any breach by Contractor of any covenant, term, or condition of this contract, such waiver by the AHIM shall not limit the AHIM's remedies for any succeeding breach of that or of any other term, covenant, or condition of this contract.
3. **CIVIL RIGHTS (TITLE VI, EEO).** During the performance of this contract, Contractor, for itself, its assignees, and successors in interest, agrees as follows:
- (j) Nondiscrimination. In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. 2000d, Title IX of the Education Amendments of 1972, as amended, Section 303 of the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, and 42 U.S.C. 6102, Section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. 12132, Contractor agrees that it will not (i) discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability or (ii) operate any programs or activities for AHIM in a manner that limits participation or access or otherwise discriminates against any person on the basis of race, color, creed, national origin, sex, age, or disability. In addition, Contractor agrees to comply with applicable federal implementing regulations and other implementing requirements HHS may issue, including any certifications of compliance required as a condition of using federal grant funds to pay Contractor.
 - (k) Equal Employment Opportunity. Contractor agrees to comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in the U.S. Department of Labor (DOL) regulations, 41 C.F.R. 60 et seq.

- (l) Subcontractor Selection. In the event AHIM permits Contractor to contract with any third party to perform any of Contractor's obligations to AHIM, Contractor must make positive efforts to use small businesses, minority-owned firms, and women-owned businesses as sources of goods and services whenever possible. To this end, Contractor must place qualified small, minority-owned, and women-owned business enterprises on solicitation lists; ensure that small, minority-owned, and women-owned business enterprises are solicited whenever they are potential sources; consider contracting with consortia of small, minority-owned, or women-owned business enterprises when an intended contract is too large for any one such firm to handle on its own or, if economically feasible, divide larger requirements into smaller transactions for which such organizations might compete; make information on contracting opportunities available and establish delivery schedules that encourage participation by small, minority-owned, and women-owned business enterprises; and use the services and assistance of the Small Business Administration and the Minority Business Development Agency, as appropriate.
4. **COPELAND ANTI-KICKBACK ACT.** Contractor agrees to comply with the Copeland Anti-Kickback Act, as amended, 18 U.S.C. 874, et seq., as supplemented in the DOL regulations 29 C.F.R. Part 3, which are hereby incorporated by reference.
5. **DAVIS-BACON ACT.** If Contractor performs more than \$2,000 in construction, alteration, or repair services on public buildings or public works on behalf of AHIM, it must comply with the Davis-Bacon Act, 40 U.S.C. 3141 et seq., and implementing DOL regulations, 29 C.F.R. 5. The Davis-Bacon Act requires Contractors to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. The Davis-Bacon Act also requires Contractors to pay wages not less than once per week.
6. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT.** If Contractor performs more than \$2,000 in construction, alteration or repair services for AHIM, or more than \$2,500 for other contracts which involve the employment of mechanics or laborers, then Contractor shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. 327-330, and as supplemented by DOL regulations, 29 C.F.R. Part 5.
- (m) Overtime Requirements. No Contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any work week in which he or she is employed on such work to work in excess of forty hours in such work week unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such work week.
- (n) Violation, Liability for Unpaid Wages, Liquidated Damages. In the event of any violation of this section Contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, Contractor and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth above, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard work week of forty hours without payment of the overtime wages required by the clause set forth above.

- (o) **Withholding for Unpaid Wages.** Contractor shall upon its own action or upon written request of an authorized representative of the DOL withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such contract or any other federal contract with the same prime Contractor, or any other federally assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in this Section 9.5.
7. **PERTAINING TO REPORTING. NOTICE OF AWARDING AGENCY REQUIREMENTS AND REGULATIONS PERTAINING TO REPORTING.** AHIM shall monitor Contractor's activities, and Contractor shall cooperate with AHIM and furnish all information necessary to fulfill all reporting requirements imposed upon AHIM under 45 C.F.R. 92.40 and 92.41. Contractor shall inform AHIM as soon as the following types of conditions become known: (i) problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the Contract, and (ii) favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated, or producing more beneficial results than originally planned. Contractor shall permit AHIM and any appropriate Federal agency to make site visits as warranted by program needs.
8. **PATENT RIGHTS.** Irrespective of the status of the Contractor (for example, a large business, small business, state government, state instrumentality, local government, Indian tribe, nonprofit organization, institution of higher education, individual, and so forth), Contractor agrees to comply with HHS requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under the Contract.
9. **COPYRIGHTS AND RIGHTS IN DATA.** This Contract is governed by the requirements of Federal law and regulations concerning ownership and licensing of copyrights and rights in data. Pursuant to 45 C.F.R. 92.36, HHS reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and authorize others to use, for Federal Government purposes: (i) the copyright of any work developed under this Contract or any subcontract thereunder, and (ii) any rights of copyright to which AHIM or Contractor purchases ownership of with Federal grant support. If, for any reason, the project is not completed, all data developed under the project is required to be delivered as AHIM or HHS may direct.
10. **ACCESS TO RECORDS AND RETENTION.** Contractor agrees to develop and retain records identifying the basis for determining the valuation of personal services, materials, equipment, buildings, and land.
- (p) **Inspection of Records.** Contractor agrees that the relevant books, documents, papers, and records of the Contractor which are directly pertinent to the Contract shall be subject to inspection, examination, review, audit, transcription and summarization by AHIM, HHS, the Comptroller General of the United States, or any of their duly authorized representatives. Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed. This right of access shall last as long as the records are retained by Contractor in accordance with 45 C.F.R. 92.42.

- (q) Maintenance of Records. Contractor agrees to maintain all books, records, accounts, and reports related to Contractor's work for AHIM for a period of not less than three (3) years after the date of termination or expiration of this contract, except that in the event of litigation or settlement of claims arising from the performance of this contract, Contractor agrees to maintain same for any longer period required for AHIM, HHS, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.
11. **CLEAN AIR ACT, CLEAN WATER ACT AND EPA REGULATIONS.** Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to: (i) the Clean Air Act, as amended, 42 U.S.C. 1875(h), et seq.; (ii) the Clean Water Act, as amended, 33 U.S.C. 1368, et seq.; and (iii) Executive Order 11738 and Environmental Protection Agency regulations, as amended, 40 C.F.R. Part 15. Contractor agrees to report each violation to AHIM and understands and agrees that AHIM will, in turn, report each violation as required to assure notification to HHS and the appropriate EPA Regional Office. Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with federal assistance provided by HHS.
12. **GOOD STANDING.** Contractor certifies, by signing this Contract, that neither Contractor nor Contractor's principals are presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to the regulations implementing Executive Order 12549, "Debarment and Suspension," 28 C.F.R. 67.510, and any relevant program-specific regulations. Contractor shall require this certification from every subcontractor receiving any payment in whole or in part from federal funds.
13. **SUBCONTRACTS.** The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in this Exhibit and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with these terms, and any other clauses required by federal statute or executive order, and their implementing regulations.
14. **COST PRINCIPLES.** If the agreement between AHIM and Contractor is a "cost-type" contract, then allowable costs will be determined in accordance with the appropriate cost principles required as a condition of using federal grant funds, as set forth in the HHS Grants Policy Statement or other federal regulations, policies, or agreements between AHIM and the applicable federal funding agency.