March 5, 2020

AMENDMENT #3 – RFP-019-T-2020 (P) - Qualified and Licensed Vendors VIBES Project Organization Services (PMO)

Questions and Answers

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT WITH THEIR BID PROPOSAL.

Questions and Answers:

1. What methodology is / will be used: Scrum/Agile, Waterfall, or other?
   Response: Please refer to sections 3.3 and 3.4 for guidance.

2. For the cost portion of the proposal, are you looking for a line item breakdown, a monthly lump sum, rate per hour, other, or you do not require a specific budget (cost) type?
   Response: The cost proposal shall include tables delineating cost for each task and year on which the bidder is submitting a bid. The bidder's cost proposal should provide a preliminary staff plan for this project based on staff level and roles. The Bidder shall further supply hourly rates for consulting services. The cost proposal must identify costs for each project deliverable and will be inclusive of any related expenses.

3. Who is in charge of developing the test scripts?
   Response: DHS is responsible for developing the test scripts. Cooperation will be sought from the PMO.

4. Who is in charge of developing training material? And who is the trainer?
   Response: The IE&ES contractor is responsible for developing training materials and training DHS trainers.

5. Can you share the lessons learned from the previous release (MAP)?
   Response: Once a PMO has been selected, reviewing lessons learned will be part of the project plan.

6. Now that you are about to re-start the project, are there changes in scope, budget, or duration? Response: There are changes in all of these areas. Once the PMO vendor is selected and contract executed, evolving circumstances and information will be shared.

7. Will there be space at DHS offices (a war room or cubicles) for the project or will every meeting be at the PMO's office?

   Response: DHS will provide meeting space whenever possible. All meetings do not need to occur at the PMO's office.

8. Is/will the developer (SI) be physically in the USVI during the SDLC? Where are/will the(y) be located?
   Response: The developer will have a physical presence in the USVI. Location will be shared once the project resumes.

9. Is/Will the (IV&V) be physically in the USVI during the SDLC? Where are/will the(y) be located?
   Response: The IV&V vendor is required to have a physical presence in the USVI. More detailed information will become available once a contractor is selected.

10. Section 4.2 states: The PMO Project Schedule…. shall be used to complete all Maintenance and Operations Plans for the VIBES System; the project does not include all the phases of the software LC?
Response: Yes; we are planning to have the PMO maintain the VIBES Project Integrated Master Schedule (IMS) as prescribed in Section 5.1. "for the purpose of managing the overall (emphasis added) VIBES Project."

11. How many SI are/will there be in the project?
Response: There are currently three SI: VIBES contractor, legacy system contractor, and Electronic Document Imaging System (EDMS) contractor.

12. For the MAP release already implemented (currently in Maintenance and Operations), do you have plan, risks and the corresponding resolution log, etc.
Response: This information will be shared with the entire System Integration Team upon contract execution.

13. Does any of the SI/developer have (will have) a Project library or do/will they use the one provided by the PMO?
Response: The PMO's Project Library will be used.

14. Section 18.6.3 is incomplete.
Response: We apologize; the last part of the sentence should read "*each resume shall include at least one professional reference from an actual current, or former Human Services client.*"