

**REQUEST FOR QUOTES (RFQ) NO. OHCS-7069-21**

**Best Value Analysis Process for iQMS**

**Program Administration Services for Oregon’s Homeowner Assistance Fund Mortgage Reinstatement and Payment Assistance Programs**

Authorized Purchaser: Oregon Housing and Community Services (OHCS)

Issuing Office: Oregon Housing and Community Services (OHCS)

Authorized Representatives: Christine Kennedy and Jessica Nelson

Address: Oregon Housing and Community Services (OHCS)

Procurement Services

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Issue Date: August 31, 2021

Offer Due Date and Time: 9/09/21 by 3:00 p.m. PDT

Services: Independent Quality Management Services

Issued to:

|  |  |
| --- | --- |
| **iQMS CONSULTANT** | **MPSA #** |
| **Berry Dunn** | **8292** |
| **Bluecrane** | **8462** |
| **CSG Government Solutions** | **8470** |
| **Gartner** | **8480** |
| **Grant Thornton** | **8294** |
| **Hittner & Associates** | **8295** |
| **Maximus** | **8471** |
| **Public Knowledge** | **8296** |
| **NTT Data Health Consulting Services** | **9433** |
| **The North Highland Co.** | **8477** |

1. **Introduction**

This iQMS Request for Quote No. OHCS-7069-21 (RFQ) seeks a single, qualified and eligible Consultant from the affected pool of Consultants to provide independent Quality Management Services (iQMS). The purpose of the QMS Consultant’s work is to assure that appropriate levels of Quality Management Services are performed as OHCS' program administration vendor opens the IT Initiative for the Oregon Homeowner Assistance Fund Reinstatement and Payment Assistance Programs (“Project”). Interested Consultants must develop and submit Quotes in compliance with all RFQ requirements. This Project is an emergency procurement under ORS 279B.080 and OHCS reserves the right to direct award to a Consultant at its sole discretion. **Consultants are NOT eligible if they are providing other project support services or Information Technology Professional Services on that same project.**

The Consultant selected for contract award (Awarded Consultant) must have enough capacity to apply iQMS to fundamental elements of the Project. **Please see:**

1. Attachment A for the *Project Charter*, and
2. Attachment B for the *Project Business Case*, and
3. Attachment C for the Additional Federal Requirements.

Authorized Purchaser estimates the length of the Work Order Contract (“Contract”) to be 12 months, or until all Deliverables have been submitted and accepted by Authorized Purchaser (Final Acceptance as defined in the Contract). Some Deliverables are currently listed as “OPTION RESERVED TO AUTHORIZED PURCHASER” and may later be activated through an amendment or change order to the Contract, as appropriate. In addition, as the project progresses into new phases, some Deliverables may need to be refreshed as more becomes known. The selected iQMS Consultant will need to maintain flexibility, and be adaptable to the SI Contractor’s implementation approaches and methodologies.

The purpose of the iQMS Consultant’s work is to comply with all applicable contractual requirements to assure that appropriate levels of quality planning, quality control, quality assurance, and independent solution testing (including monitoring and reporting), are performed for the Project. These Services must provide the Authorized Purchaser with appropriate visibility into the processes being used, and the products being built. They must be sufficient to assure that the Project satisfies the needs for which it was undertaken, and that project risks are well understood and appropriately mitigated or managed.

Authorized Purchaser intends to enter into a contract with its selected iQMS Consultant substantially in the form of the Sample Work Order Contract (WOC) attached to Consultant’s Master Price and Services Agreement (“MPSA”), as MPSA Attachment C or Attachment C2, as applicable.

1. **DEFINITIONS AND RFQ ATTACHMENTS & EXHIBITS**

A capitalized word has the meaning ascribed to the term in the MPSA and proposed WOC. Project-centric definitions include:

* 1. **“Authorized Purchaser”** means Oregon Housing and Community Services (OHCS).
  2. **“DAS”** means Department of Administrative Services. For more information about DAS please link to: <https://www.oregon.gov/das/pages/index.aspx>
  3. **“EIS”** means the Enterprise Information Services, previously designated as the Office of the State Chief Information Officer (“OSCIO”) for the State of Oregon. All references in the RFQ-related documentation to “OSCIO” refer to EIS. For more information about EIS please link to:

<https://www.oregon.gov/das/oscio/pages/index.aspx>

* 1. **“Employee”**, pursuant to the Governor of the State of Oregon’s Executive Order 21-29 (EO-21-29), means any person employed by the Executive Branch, but does not include individuals whose only work for the Executive Branch is as a volunteer board, commission, or council member, and whose compensation is limited to a stipend or per diem. “Employee” does not include elected or appointed District Attorneys or Workers.
  2. **“MPSA”** means the iQMS Master Price and Services Agreement that each Consultant currently has in force.
  3. **“Offeror”** means an iQMS Consultant that submitted a Quote.
  4. **“PMBOK”** means the current edition of the *Project Management Body of Knowledge* published by the Project Management Institute.
  5. **“Quote”** means an RFQ-responsive submission that describes a Consultant’s approach, experience, proposed personnel and cost for requested Services.
  6. **“SI Contractor”** means the contractor responsible for solution implementation in the Project.
  7. **“State”** means the State of Oregon acting by and through OHCS (Authorized Purchaser).
  8. “**Worker”,** pursuant to EO- 21-29, means an individual who is not an Employee, and is engaged to provide goods or services to the Executive Branch through any formal or informal agreement, whether compensated or uncompensated. Individuals are exempt from the definition of Worker unless any provision of the agreement to provide goods or services requires work to be performed in person and on site at an Executive Branch worksite, regardless of frequency, whether other persons are present, or any contingent nature of that requirement.

**RFQ ATTACHMENTS & EXHIBITS INCLUDE:**

1. Attachment A: *Project Charter* (separate document).
2. Attachment B: *Project Business Case* (separate document).
3. Attachment C: *Additional Federal Requirements* (separate document)
4. Exhibit No. 1: RFQ Pricing Sheet (embedded in RFQ).
5. Exhibit No. 2: Client Reference Form (embedded in RFQ).
6. Exhibit No. 3: Statement of Work[[1]](#footnote-1) (separate document).
7. **DISCLAIMER:**

As per ORS 279B.040, neither the Department of Administrative Services nor the Authorized Purchaser may accept any bid or proposal from the awarded Consultant with respect to any subsequent Request for Proposal(s) for any project related to those for which the Services provided by the awarded Consultant are utilized as a result of this Request for Quote.

1. **PROJECT OVERVIEW AND BACKGROUND INFORMATION**

The Homeowner Assistance Fund (HAF) is a federal mortgage assistance initiative that will be administered by the U.S. Department of Treasury (Treasury) and OHCS. OHCS is part of the Executive Branch of Oregon State government and is the State Housing and Community Services agency for the State of Oregon. OHCS will receive about $90 million to distribute to homeowners that experienced financial hardship related to the coronavirus pandemic. Over the last month, OHCS wrapped up engagement and program development for its initial HAF programs: mortgage reinstatement and payment assistance.

The program terms received public and stakeholder feedback and a unanimous, no-reservation endorsement by OHCS’ Programmatic Policy Review Committee. The HAF Plan and program terms were also unanimously approved by the Housing Stability Council on August 6, 2021, subject to refinement to conform to additional US Treasury guidance from August 2, 2021.

Once open, the mortgage reinstatement program will provide up to $40,000 to reinstate eligible housing costs for homeowners with income at or below 150% area medium income (AMI) for household size. Pursuant to Treasury guidance, assistance will be prioritized for Socially Disadvantaged Individuals (US Treasury HAF [guidance p.2-3](https://home.treasury.gov/system/files/136/HAF-Guidance.pdf)) for incomes between 100% and 150% AMI.

The payment assistance program will contain two tracks. For homeowners experiencing current and ongoing financial hardship, and with incomes at or below 100% AMI for household size, the payment assistance program will provide up to 12 months of eligible monthly housing costs, up to a maximum of $15,000. The stability track may provide homeowners with incomes at or below 70% of the statewide average AMI for household size, and with a qualifying financial hardship, up to three months of eligible monthly housing costs, up to a maximum of $3,750. In the stability track, homeowners do not need to be experiencing a current or ongoing financial hardship. The hardship track and stability track are mutually exclusive. Homeowners may receive assistance through both the reinstatement and payment assistance programs up to a household maximum of $50,000.

Eligible housing costs include mortgage and escrow payments or shortages for first position mortgages, land sale contracts, chattel loans, some subsequent position mortgages, property taxes, insurance costs, HOAs or other common charges, and recording or other de minimis charges at OHCS’ discretion. OHCS anticipates opening its programs in November 2021, subject to Treasury approval and administrative capacity, in phases based upon Oregon HAF priorities identified in its HAF plan and program terms.

1. **RESPONSIBILITIES**

**5.1. iQMS Consultant Responsibilities (in addition to those identified in the MPSA and proposed WOC as applicable)**

(1) Utilize an independent and objective approach to review the purpose, documentation, governance, plans, estimates, resources, methodologies, change processes, deliverables and risks for the Project as set out in the iQMS Contract and related Statement of Work; and compare this information and data to the quality standards defined for the Project and industry best practices;

(2) Consultant shall develop and provide all required Deliverables that will be mutually agreed to by Consultant and Authorized Purchaser in the resulting Contract and any subsequent Contract Amendments and Change Orders for additional in-scope work or Deliverables.

(3) Consultant shall be responsible for all travel and other related expenses, including parking, incurred during the term of the resulting Contract.

(4) When required to be on-site, Consultant’s project team shall work in Salem in space provided by Authorized Purchaser, subject to Authorized Purchaser’s facilities and network access and security policies and procedures. If selected for award of a Contract, Offeror must certify during the term of the Contract or the duration of EO-21-29, whichever expires or terminates first, that Contractor has documentation that all Workers providing goods or services at an Agency worksite are fully vaccinated against COVID -19.

(5) Consultant shall provide all equipment for their employees with a minimum of the following software requirements: Microsoft Suite that includes 2016 versions of *Outlook, Word, Excel, Visio,* and *Project*.

(6)  Consultant and Authorized Purchaser, Consultant shall participate in the following meetings (unless otherwise mutually agreed to in writing):

1. One (1) weekly Project Management Status Meeting (30 minutes)
2. One (1) monthly Project Team Meeting (length TBD)
3. One (1) monthly Steering Committee Meeting (length TBD)

**5.2. Authorized Purchaser Activities**

(1) Assign a Project team liaison to assist with the coordination of iQMS Consultant’s access to relevant documentation and other artifacts as well as internal OHCS staff and other stakeholders and partners.

(2) Take appropriate steps to address risks and issues associated with omissions, gaps, defects, and other quality concerns identified by the Consultant, or document business reasons for not doing so.

(3) Provide meeting space and make available adequate working space and facility access for any work required by OHCS to be completed onsite.

(4) Keep Consultant apprised of Project status, including any changes in scope, budget, or timeline.

1. **RFQ TIMELINE**

The table below represents a tentative schedule of events for this RFQ for an emergency procurement. All times are listed in Pacific Time. All dates and times are subject to change.

|  |  |  |
| --- | --- | --- |
| **Request for Quote Schedule of Events** | **Date** | **Time** |
| Issue RFQ | August 31, 2021 | by 5:00 PM PT |
| Questions and Requests for Clarifications due | September 3, 2021 | By 3:00 PM PT |
| Answers to Questions/ Requests for Clarification due to Offerors | September 7, 2021 by 5:00 PM PT | |
| **Closing (Offer Due Date)** | **September 9, 2021** | **3:00 PM PT** |
| Review of Quotes (approx.) | Within 2 business days of submission | |
| Optional Presentations/Interviews, if any (approx.) (please reserve time for key participants for project on these days) | | Tuesday 9/14/2021  Wednesday 9/15/2021 |
| Consultant Selection (approx.) | | Thursday 9/16/2021 |
| **Notice of Intent to Award Protest Opportunity** | **Not applicable due to emergency procurement – ORS 279B.135** | **N/A – ORS 279B** |

1. **SCOPE OF SERVICES:**

The Scope of Services includes the Services depicted in the MPSA Sample Contract and RFQ Exhibit No. 3, *Statement of Work*.

1. **QUESTIONS AND REQUESTS FOR CLARIFICATION:**

All questions and requests for clarification regarding this RFQ must be electronically submitted to the Authorized Representative and must be received (electronic time stamped) no later than the date and Time identified above in the “RFQ Timeline” section. E-mail subject line must read: **iQMS RFQ #OHCS-7069-21 Clarification**.

When appropriate, as determined by Authorized Purchaser in its sole discretion, revisions, substitutions or clarifications of the RFQ will be sent electronically.

1. **QUOTATION SUBMITTAL:**

Quotes must be received on or before the Offer Due Date and Time at the location identified above to be considered. Quotes will not be accepted after the Offer Due Date and Time. Quotes will be accepted solely by e-mail to the Authorized Representative identified above. Submittals to be specified using the subject line: **iQMS RFQ ##OHCS-7069-21 Submittal**.

Authorized Purchaser may extend the Offer Due Date when it is in the best interest of Authorized Purchaser.

Authorized Purchaser may reject all Quotes or to cancel this RFQ if in its sole determination, it is in the best interest of Authorized Purchaser. In addition, Authorized Purchaser may directly award a contract to a Consultant for this Project at its sole discretion under ORS 279B.080, if Authorized Purchaser deems the award to be in the best interest of Authorized Purchaser.

1. **MINIMUM SUBMITTAL REQUIREMENTS:**

Quotes must be submitted via email transmission to the Authorized Representative in searchable, electronic PDF format by the Offer Closing Date and Time listed in the RFQ Timeline.[[2]](#footnote-2) Quotes must include the following items:

1. Declaration of “No Conflict of Interest”;
2. A detailed description of Consultant’s approach and methodologies for providing the Services in the Statement of Work (“SOW”). iQMS Consultant Offerors must submit their approach to accomplishing the Services, along with a timeline of activities and critical success factors necessary per the Project Timeline. Consultants may choose to submit the required information in draft Quality Management Plan and Baseline Work Plan formats (iQMS Deliverables 1.3 and 1.4), or in some alternative format they believe allows them to clearly and concisely communicate the required information.
3. Identities and resumes for proposed personnel (designating which are “key” persons) through whom Consultant intends to deliver the required Services, and a staffing plan explaining how Consultant will maintain the demonstrated personnel credentials, qualifications, expertise and experience throughout the life of the Contract(s). Authorized Purchaser prefers Consultant’s deployment of personnel with a minimum of five (5) years’ experience. All deployed personnel must be able to pass a certified criminal background check.
4. A description of past or current comparable[[3]](#footnote-3) projects within the last five (5) years for which Consultant has or is providing quality management services that were/are comparable to the Services described in the RFQ; and Client Reference Check Forms (Exhibit No. 2) for each. Forms must either be completed and signed by the reference, returned to the Consultant and submitted with the quote; or Consultants may submit the Exhibit No. 2 with Consultant’s name and Client Reference Contact Information entered, and items 1 through 4 completed from Consultant’s perspective as depicted below. In either circumstance, The Authorized Purchaser reserves the right to follow up separately with Client References and may provide additional guidance to the Offeror concerning Client Reference Checks.[[4]](#footnote-4)
   1. Provide a description of your engagement with the Client Reference, along with the services provided.

Rating: Self-assessment, which Authorized Purchaser may “true up” with the Client Reference.

Comments: If matters related to this item are addressed elsewhere in the Quote, make reference to them here.

* 1. Who were the Key Persons involved in the contract work with the Client Reference?

Rating: Self-assessment, which Authorized Purchaser may “true up” with the Client Reference.

Comments: If matters related to this item are addressed elsewhere in the Quote, make reference to them here.

* 1. Did the Consultant deliver what was required per contract, was it on time, and did the deliverables meet the Client Reference’s quality standards?

Rating: Self-assessment, which Authorized Purchaser may “true up” with the Client Reference.

Comments: If matters related to this item are addressed elsewhere in the Quote, make reference to them here.

4.   How would you rate the working relationship with the Client Reference? Were you easy to work with? Good communications, flexibility, and transparency?

Rating: Self-assessment, which Authorized Purchaser may “true up” with the Client Reference.

Comments: If matters related to this item are addressed elsewhere in the Quote, make reference to them here.

1. A **separate** Pricing Sheet (Exhibit No. 1) that lists Fixed Prices by Deliverable and the Hourly Rate Card by personnel position used to develop the Fixed Prices. The Pricing Sheet must be signed by an authorized representative of the Consultant or the Quote will be considered null and void.
   1. Offerors/Consultants may add a signature line to the pricing sheet exhibit, or
   2. Include a signed cover letter addressing all submission components, including the Cost Quote.
2. Work examples of, or detailed Deliverable Expectation Documents (“DED”) for:
   1. Deliverable 1.1, Risk Assessment Report,
   2. Deliverable 2.6, Periodic or Quarterly Report, and
   3. Deliverable 3.1, Quality Control Review Report (and related Deliverable 2.2, Quality Checklist).
3. **Submitted Quotes are subject to disclosure as public records**. If an Offeror/Consultant includes information and data with its submitted Quote that Offeror/Consultant regard as proprietary, privileged, or otherwise confidential; Offeror/Consultant must identify such information in a separate document submitted with its Quote and provide a redacted submission along with the original submission. **Otherwise, State will assume that Offeror/Consultant consents to public disclosure of the original submission**.
4. **EVALUATION AND AWARD:**

Quote submissions will be reviewed to determine if all Submittal Requirements have been met. Those meeting the Submittal Requirements will be evaluated to determine the “Best Value” for the State. “Best Value” is based solely on the evaluator’s determination of what best meets the needs of Authorized Purchaser. Additional rounds of competition may be used at the Authorized Purchaser’s sole discretion. The first round of evaluation evaluates the following considerations:

1. Independence (no conflict of interest);
2. Perceived quality of submitted detailed approach and schedule (including the ability to meet emergency procurement Project deadlines);
3. Consultant’s Experience;
4. Credentials, qualifications, expertise and experience of proposed Consultant personnel;
5. Perceived quality and efficacy of proposed Staffing Plan;
6. Consultant references; and
7. Perceived quality of submitted Work Examples or DEDs.

The initial scored evaluation round includes assessment of all required initial submissions. Scoring categories and their related “maximum points” are listed in **Figure 1**. Each category will be scored based on the information provided in the Quotes in the context of the Rating Scale set out in **Figure 2**.

The Authorized Purchaser will average the scores for each Quote submission in a given round of competition (calculated by totaling the points awarded by each Evaluation Committee member and dividing by the number of members).

The Authorized Purchaser will rank all Quote submissions at the conclusion of the evaluation and scoring and may, in the Authorized Purchaser’s sole discretion, determine an apparent successful Quote submission with no additional rounds of competition. If additional rounds are conducted, the Authorized Purchaser will rank advancing Quote submission at the conclusion of each subsequent round and may determine an apparent successful Offeror at any time during the solicitation process.

The Authorized Purchaser will combine the average score for each Quote submission. Authorized Purchaser will describe the rank order for each Quote submission, with the highest score receiving the highest rank, and successive rank order determined by the next highest score.

Additional rounds of competition may be used at the Authorized Purchaser’s sole discretion. If Authorized Purchaser, at its sole discretion, decides to proceed to additional round(s), Offerors progressing to this round will be evaluated on total cost of deliverables and/or invited to participate in Offeror interviews. Authorized Purchaser will conduct interviews via teleconference or video conference. Interviews will be evaluated on how well the Offeror’s response clarifies the Quote submission and responds to any additional Quote submission questions. Additional Quote submission questions will be emailed to the Offerors progressing to this Round prior to the interview.

If Authorized Purchaser, in its sole discretion, determines that one or more additional rounds of competition is necessary, it will select a Competitive Range to indicate the Offerors that will be invited to participate in a subsequent round. The Competitive Range may include all, or at Authorized Purchaser’s sole discretion, some (based primarily on a natural break in the distribution of scores), of the Offerors from a previous round.

If Authorized Purchaser conducts two or more rounds of competition, the Authorized Purchaser will determine the cumulative score for Offerors advancing through all rounds of competition by adding the scores from each completed round. The Offeror with the highest cumulative score will receive the highest final ranking.

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**Figure 1: Quote Evaluation Criteria**

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| --- | --- | --- |
| **CATEGORY** | **QUOTE EVALUATION CRITERIA** | **MAX**  **POINTS** |
| Independence | No actual or apparent conflict of interest | No Points |
| Detailed Approach and Schedule (e.g., Quality Management Plan and iQMS Baseline Work Plan) | The Authorized Representative will average the final scores for each Quote (calculated by totaling the points awarded by each Evaluation Committee member and dividing by the number of members). The calculated average is the final score.  Authorized Purchaser may decide to defer calculation of cost points until Round 2 evaluation, if any, limiting such calculation to the top-ranking Offerors who will compete in that round. | 250 |
| Consultant Experience and References | 150 |
| Credentials, Qualifications, Expertise and Experience of Proposed Personnel; and  Staffing Plan | 225 |
| Work Examples or DEDs | 175 |
| Total Cost of Deliverables | Lowest total cost receives all points, higher costs receive fewer points based upon the following formula:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | lowest cost of all Offerors | X | cost points possible | = | cost score | | cost being scored | | 100 |
| Authorized Purchaser’s Optional: Interview Round | Authorized Purchaser will conduct interviews via teleconference or video conference. Interviews will be evaluated on how well the Offeror’s response clarifies the Proposal and responds to any additional Proposal questions. Lack of attendance, including due to inability to attend, will result in a scoring of zero. | TBD |

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**Figure 2: Rating Scale**

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| --- | --- |
| **SCORE** | **EXPLANATION** |
| 90 – 100% | **OUTSTANDING** - Response meets all the requirements and has demonstrated in a clear and concise manner a thorough knowledge and understanding of the subject matter and opportunity. The Offeror provides deep and meaningful insight into its expertise, knowledge, and understanding of the subject matter. |
| 61 – 89% | **GOOD TO VERY GOOD** – Response provides useful information, while showing experience and knowledge within the OHCS program/project area. Response demonstrates above average knowledge and ability with no apparent deficiencies noted. |
| 50 – 60% | **SATISFACTORY** – Response meets all requirements in an acceptable manner. Response demonstrates an ability to comply with guidelines, parameters, and requirements, but with little or no additional value provided. |
| 1 – 49% | **POOR TO FAIR** – Offeror meets minimum requirements but does not demonstrate “Satisfactory” knowledge of the subject matter. |
| 0 | **RESPONSE OF NO VALUE** – An unacceptable response that does not meet the minimum requirements. |

The rating scale at **Figure 2** provides guidance to Evaluation Committee members concerning their required qualitative, subjective assessment of how well an Offeror addresses the elements and essentials prescribed in each scored submission requirement in terms of the Offeror’s demonstrated knowledge and likely capacity and capability to develop, deliver, and perform in the context of the relevant Tasks and Deliverables at issue in a submission requirement.

Authorized Purchaser may establish additional rounds of evaluation for Interviews and presentations involving two (2) or more of the top-ranking Offerors. The actual number of invited Offerors to any additional rounds of evaluation depends upon scoring results from the preceding round; and the Evaluation Committee may determine not to carryover scores from the preceding round to the additional round. Alternatively, but may determine to award a WOC at the conclusion of the first evaluation round to the highest-scoring Offeror[[5]](#footnote-5) (successful Consultant with the best value quote). The awarded WOC will be in a form substantially similar to the Sample Contract attached to the awarded Consultant’s iQMS Master Price and Services Agreement (“MPSA”) and the proposed Statement of Work (RFQ Exhibit No. 3). Authorized Purchaser may negotiate contract terms and conditions with the successful Consultant.

**CONTRACT AWARD DETERMINATION IS FINAL BASED ON THE SCORES PROVIDED BY THE EVALUATION COMMITTEE.** AP will not award a WOC to any Offeror that the evaluation committee determines to have an actual or apparent conflict of interest.

**AWARD PROTEST OPPORTUNITY CONSISTENT WITH ORS 279B.410.** This RFQ and resulting contract is under the emergency procurement process including but not limited to ORS 279B.80 and ORS 279.135. Notice of Intent to Award is not required under the emergency procurement rules.

Authorized Purchaser will not consider protests that do not include the information required under ORS 279B.410. Please note: protests may be ineligible under the emergency procurement rules.

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**EXHIBIT NO. 1**

**RFQ PRICING SHEET**

| **Deliverable Number** | **Deliverable**  **Description** | **Due**  **Date** | | **NTE Deliverable Cost** |
| --- | --- | --- | --- | --- |
| **Task 1: Risk Assessment** | | | | |
| 1.1 | Project Risk Assessment Report | Later of Effective Date of Contract or Issuance to Contractor of a Notice to Proceed + 30 Business Days. | | $0.00 |
| 1.2 | On-Going Risk Notification Report | As needed.  As requested by Authorized Purchaser, written report three (3) days after verbal notification. | | Price included in periodic Deliverables 3.3 (QC Reports) and 4.1. (QA Reports) |
| **TASK 1 SUBTOTAL** | | | | **$0.00** |
| **Task 2: Quality Planning** | | | | |
| 2.1 | Quality Standards – Operational Definitions Report | OHCS Acceptance of Task 1, Deliverable 1.1, *Initial Project Risk Assessment Report* + 15 Business Days. | | $0.00 |
| 2.2 | Quality Checklists for Task 3.1 Deliverables, *Quality Control Review Reports* for selected Project-related documentation. | Due Dates for Quality Control Review Reports to which they apply, or as otherwise agreed to and documented in the approved Baseline QMS Work Plan. | | Price included in related Deliverable 3.1 QC Reviews |
| 2.3 | Quality Management Plan | Authorized Purchasers Acceptance of Task 1, Deliverable 1.1, *Project Risk Assessment Report* + 15 Business Days. | | $0.00 |
| 2.4 | Baseline QMS Work Plan  (Updated by the Parties from time-to-time to reflect mutually agreeable adjustments, if any, to QMS Deliverables) | Authorized Purchaser’s Acceptance of Task 1, Deliverable 1.1, *Project Risk Assessment Report* + 15 Business Days. | | $0.00 |
| 2.5 | Internal/External Presentations and Special Requests | As needed and requested by Authorized Purchaser. | | OPTION RESERVED TO AUTHORIZED PURCHASER / NO COST SUBMISSION REQUIRED |
| 2.6 | Lessons Learned Report – Project Evaluation  (one report after all other contract activities) | As agreed to and documented in the approved Baseline QMS Work Plan | | $0.00 |
| **TASK 2 SUBTOTAL** | | | | **$0.00** |
| **Task 3: Quality Control** | | | | |
| Deliverable 3.1: Quality Control Review | | | | |
| 3.1.1 | Solution requirements related information and data components of the sample final solution contract in the Request for Proposal (prior to solicitation release) | As agreed to and documented in the approved Baseline QMS Work Plan. | | OPTION RESERVED TO AUTHORIZED PURCHASER / NO COST SUBMISSION REQUIRED |
| 3.1.2 | Solution requirements related information and data components of the proposed final solution contract with the successful Offeror (prior to contract execution) | As agreed to and documented in the approved Baseline QMS Work Plan. | | $0.00 |
| 3.1.3 | Solution Requirements (Requirements Traceability Matrix) | As agreed to and documented in the approved Baseline QMS Work Plan. | | $0.00 |
| 3.1.4 | Solution consultant’s Implementation Plan | As agreed to and documented in the approved Baseline QMS Work Plan. | | $0.00 |
| 3.1.5 | Authorized Purchaser’s Project Management Plan, which includes: Project Charter, Communications Plan, Change Management Plan, Change Leadership Plan, Quality Management Plan, Schedule, Schedule Management Plan, Budget, Budget Management Plan, Risk Management Plan, Procurement Security Management Plan, Information Security Management Plan, Staffing Management Plan, Governance, Oversight, and Accountability Plan | As agreed to and documented in the approved Baseline QMS Work Plan. | | OPTION RESERVED TO AUTHORIZED PURCHASER / NO COST SUBMISSION REQUIRED |
| 3.1.6 | Documentation necessary to demonstrate compliance with the EIS Cloud Policy (Statewide DAS Policy 107-004-150) | As agreed to and documented in the approved Baseline QMS Work Plan. | | OPTION RESERVED TO AUTHORIZED PURCHASER / NO COST SUBMISSION REQUIRED |
| 3.1.7 | Solution Contractor system testing and User Acceptance Testing | As agreed to and documented in the approved Baseline QMS Work Plan. | | OPTION RESERVED TO AUTHORIZED PURCHASER / NO COST SUBMISSION REQUIRED |
| 3.1.8 | Solution Contractor statement of work deliverables | As agreed to and documented in the approved Baseline QMS Work Plan. | | $0.00 |
| 3.1.9 to 3.1.x | Additional QC Review | As agreed to and documented in the approved Baseline QMS Work Plan. | | OPTION RESERVED TO AUTHORIZED PURCHASER / NO COST SUBMISSION REQUIRED |
| Deliverable 3.2: Security Review | | | | |
| 3.2.1 | Security Code Review and Sampling Plan | | OPTION RESERVED | OPTION RESERVED TO AUTHORIZED PURCHASER / NO COST SUBMISSION REQUIRED |
| 3.2.2 | Security Code Review and Sampling Report(s) | | OPTION RESERVED | OPTION RESERVED TO AUTHORIZED PURCHASER / NO COST SUBMISSION REQUIRED |
| Deliverable 3.3: Quality Status Reporting | | | | |
| 3.3.1 to 3.3.10 | Periodic Quality Status Reports  (Initially provided at the end of each of the first two (2) months in each quarter. Authorized Purchaser may subsequently require such reporting only once each quarter by mid-quarter)  (Up to 10 instances at $0.00 per instance) | | As agreed to and documented in the approved Baseline QMS Work Plan. | OPTION RESERVED TO AUTHORIZED PURCHASER / NO COST SUBMISSION REQUIRED |
| **TASK 3 SUBTOTAL** | | | | **$0.00** |
| **Task 4: Quality Assurance Status and Improvements Reporting** | | | | |
| 4.1.1 to 4.1.6 | Quarterly QA Status and Improvement Reports / Presentations  (Up to 6 instances at $0.00 per instance)  \*Note: The exact dates of the End of Quarter will be specified in the Baseline QMS Work Plan. These dates will take into account and include but not be limited to, Contractor start date, and Oregon’s Joint Legislative Committee on Information Management Technology hearing dates. | End of Quarter + 10 Business Days\* | | $0.00 |
| **TASK 4 SUBTOTAL** | | | | **$0.00** |
| **Task 5: Independent Solution Testing** | | | | |
| 5.1 | IV&V Master Test Plan (MTP) | OPTION RESERVED | | OPTION RESERVED TO AUTHORIZED PURCHASER / NO COST SUBMISSION REQUIRED |
| 5.2 | Periodic Test Execution and Status Reports | OPTION RESERVED | | OPTION RESERVED TO AUTHORIZED PURCHASER / NO COST SUBMISSION REQUIRED |
| 5.3 | Independent Security-Related Testing | OPTION RESERVED | | OPTION RESERVED TO AUTHORIZED PURCHASER / NO COST SUBMISSION REQUIRED |
| **TASK 5 SUBTOTAL** | | | | OPTION RESERVED TO AUTHORIZED PURCHASER / NO COST SUBMISSION REQUIRED |
| **TOTAL COST** | | | | **$0.00** |

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| --- | --- | --- |
| RATE CARD | | |
| Name | Position | Skill Set | Hourly Rate |
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**EXHIBIT NO. 2**

**REFERENCE CHECK FORM**

**Offeror/Consultant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reference Entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reference Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contract Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE RESPOND TO THE FOLLOWING QUESTIONS.**

**Score: 1-5 for each response (5 being high).**

1. **Detailed description of Qualifying Engagement.**

Score:

Comments:

1. **Offeror’s role and functional area of Qualifying Engagement.**

Score:

Comments:

**3. Description of Services Provided.**

Score:

Comments:

4. **Description comparing Qualifying Engagement to RFQ Scope of Services**.

Score:

Comments:

1. **If given the opportunity, how likely would you use Offeror’s services again?**

Score:

Comments:

1. **Any Additional Comments Concerning Offeror (Optional)**

Score:

Comments:

**EXHIBIT NO. 3**

**iQMS STATEMENT OF WORK**

Embedded Microsoft Word Document Object Below



**ATTACHMENT A**

**PROJECT CHARTER**

Embedded PDF Document Object Below



**ATTACHMENT B**

**BUSINESS CASE**

Embedded PDF Word Document Object Below



**ATTACHMENT C**

**ADDITIONAL FEDERAL REQUIREMENTS**

Embedded PDF Word Document Object Below



1. The Statement of Work includes Appendices A to E, available on the State Chief Information Office Website at: <https://www.oregon.gov/das/OSCIO/Pages/IndependentQA.aspx> [↑](#footnote-ref-1)
2. Please note that the Authorized Representative’s email system will not accept an email transmission with attachments that exceed 15 MB in size; and will not accept *zipped* files. Quoting Consultants should separate oversized files for submission in two (2) or more transmissions. Unfortunately, the system does not alert the intended recipient of any email rejection. Therefore, a Quoting Consultant should always include in the transmitted email(s) a request for confirmation of receipt, and is responsible for otherwise following up in the event it does not receive timely confirmation, i.e., within 24 hours of submission. [↑](#footnote-ref-2)
3. Comparable means similar in nature, complexity, scope and size to the Project. [↑](#footnote-ref-3)
4. Offeror/Consultant may submit completed, but unsigned Client Reference Forms at Closing, provided signed copies are submitted to the Authorized Representative by the date scheduled for conclusion of evaluation before commencement of any Interview process. Moreover, if an Offeror/Consultant has provided client reference check forms in connection with an iQMS opportunity in the preceding twelve (12) months before the release date of this RFQ, and intends to use those same client references for this iQMS opportunity, then that Offeror/Consultant may submit copies of those previous references to satisfy the reference check requirement in this opportunity. Failure to meet this requirement may result in rejection of the subject Quote from further consideration for contract award. [↑](#footnote-ref-4)
5. In such event, State Parties may still conduct an interview/presentation session onsite with the highest-scoring Offeror. [↑](#footnote-ref-5)