Request for Proposals: Project Management Contractor for the WIC MIS Modernization Strategy Project

RFP Questions & Answers

Below are the compiled questions received from prospective applicants regarding the Project Management Contractor RFP along with responses from NWA. These responses are for informational purposes only and do not modify the formal requirements, scope of work, or terms outlined in the original RFP document.

Question 1: WIC MIS expertise: Does NWA consider experience coordinating WIC-related health information exchange and cross-sector data integration projects relevant to the WIC MIS expertise requirement, or is direct experience administering or overseeing state WIC MIS platforms essential?

> **Response**: NWA is seeking a contractor with deep, practical knowledge of WIC MIS operations, with State agency-level WIC program experience being highly preferred. While relevant experience in health information exchange is valuable, particularly if it involves MIS integration, candidates are evaluated heavily on direct WIC MIS and state-level program expertise.

Question 2: Technical oversight: Will the Project Management Contractor be expected to independently provide technical expertise in APIs, system architecture, and software development practices, or will technical subject matter experts and/or development teams provide that expertise with the contractor responsible for project oversight and coordination?

> **Response**: While the contracted scrum teams lead development of technical deliverables, the Project Management Contractor should possess sufficient familiarity with APIs, system architecture, and software development practices in order to monitor adherence to project requirements and evaluate technical deliverables.

Question 3: Existing project structure: Can NWA provide the current project team structure, including existing project management, technical, and research personnel, and clarify which responsibilities will transfer to the incoming contractor?

> **Response:** NWA is the prime organization under the cooperative agreement with FNA and is partnered with Nava Public Benefit Corporation. The NWA project team consists of the MIS Project Lead and Project Associate, under the direction of the Director for the Center for Innovative Practices in WIC. The Nava project team consists of technical and research/design personnel led by the Nava Program Lead. The contractor will collaborate closely with NWA project leadership, federal program officers, Nava, and other contractors. Key responsibilities transferring to the contractor include overseeing contracted scrum teams, managing research operations and WIC stakeholder engagement, and contributing to deliverable reviews and strategic planning. A comprehensive list of responsibilities is outlined in the RFP.

Question 4: Workload and Level of Effort: The RFP anticipates approximately 20–25 hours per week. Is this level of effort expected to remain consistent throughout the contract period or will it fluctuate based on project milestones, stakeholder engagement activities, and deliverable deadlines?

> **Response**: The level of effort is anticipated to remain steady at approximately 20–25 hours per week throughout the contract period. Applicants may note any specific capacity flexibilities or constraints in their proposal.

Question 5: Travel and Direct Costs: The RFP indicates that the total proposed cost must include all fees and expenses, including applicable travel costs. Does NWA anticipate a specific frequency of travel throughout the contract period?

> **Response**: The Project Management Contractor may be required to travel up to two times per year for NWA conferences and concurrently held workgroup meetings, with each trip lasting up to five nights.

Question 6: WIC MIS expertise (25% of the evaluation): Is direct WIC MIS or state-level WIC agency experience a minimum eligibility requirement, or is it scored on a continuum — i.e., can comparable experience modernizing a state or

federal MIS, or managing public-health / civic-technology programs, earn partial credit? What evidence best demonstrates that expertise?

> **Response:** NWA is seeking a contractor with deep, practical knowledge of WIC MIS operations, with State agency-level WIC program experience being highly preferred. WIC MIS & Program Expertise will be scored on a continuum. Comparable expertise should be demonstrated in the *Qualifications and Relevant Experience* section of the proposal, detailing specific responsibilities, deliverables, results, and lessons applicable to this project.

Question 7: Team / subcontractor: The RFP states proposals will be accepted only from individuals, but the resume instructions contemplate a team ("If proposing a team, identify each person's responsibilities and allocation of effort"). May an individual proposer name a subcontractor or advisor with WIC MIS experience, and if so, how would that experience be scored?

> **Response:** Proposals are not restricted to individuals. When a team is proposed, all associated experience will be evaluated collectively as a team.

Question 8: Education: Is the master's degree (or equivalent advanced degree) combined with 5+ years of relevant experience a minimum requirement, and what counts as "equivalent" to the advanced degree?

> **Response:** A Master's degree or other degree relevant to this position combined with 5+ years of project management experience in public health or civic technology is required. PMP certification is preferred.

Question 9: Contract year and start date: When does the first contract year begin, what is the anticipated start date, and how are the 20–25 hours per week and the $103,000 annual cap applied if work begins mid-year?

> **Response:** The contract is expected to begin in early 2027. The $103,000 cap applies to a 12-month period.

Question 10: Travel: How often is the periodic travel for NWA workgroup meetings or conferences expected, and where? Are travel costs included within the $103,000 annual cap or reimbursed separately?

Response: The Project Management Contractor may be required to travel up to two times per year for NWA conferences and concurrently held workgroup meetings, with each trip lasting up to five nights. Conferences will be held in the United States, but exact locations will vary and are not all available at this time. The total proposed cost, inclusive of all fees and expenses, must not exceed $103,000 per contract year.

Question 11: Existing artifacts: Will proposers have access before the November 25 proposal deadline to the current landscape / capability assessments or other existing project artifacts to inform the technical approach and first-90-day plan, or are those shared only after award?

Response: Project artifacts will be shared with the selected consultant only after the award.