



Solicitation Information  
December 20, 2012

**RFP # 7458392**

**TITLE: Temporary Assistance for Needy Families – Maintenance of Effort (DHS)**

**Submission Deadline: January 17, 2013 at 10:30 AM (EST)**

Questions concerning this solicitation must be received by the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than **January 3, 2013 at 12 Noon**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Gail Walsh  
Buyer II**

Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

**THE**  
**STATE OF RHODE ISLAND**  
**RI DEPARTMENT OF HUMAN SERVICES**

**SPECIFICATIONS**

**FOR**

**REQUEST FOR PROPOSALS**

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES –MAINTENANCE OF EFFORT PROJECT

## SECTION 1—INTRODUCTION

The Rhode Island Department of Administration, Division of Purchases, on behalf of the RI Department of Human Services (“DHS”), in accordance with R.I. Gen. Laws § 37-2-1 et. seq., is requesting proposals and statements of qualifications from qualified vendors to enter into a contract to identify and secure appropriate **Temporary Assistance for Needy Families Maintenance Of Effort (TANF MOE )** funds as required by the federal Administration for Children and Families (ACF) a component of the Department of Health and Human Services (DHHS). The federal TANF block grant program provides time-limited assistance to needy families with children so that children can be cared for in their own homes or in the homes of relatives; end dependence of needy parents on government benefits by promoting job preparation, work and marriage; prevent and reduce out-of-wedlock pregnancies, including establishing prevention and education goals; and encourage the formation and maintenance of two-parent families. DHS is requesting proposals and statements of qualifications from qualified vendors to enter into a contract to perform a review of Maintenance of Efforts options for TANF. The successful vendor will be able to demonstrate experience with other states by successfully identifying appropriate and federally approved MOE and demonstrating best practices for meeting ACF MOE requirements. The purpose of this proposal is to assist RI in achieving the ACF requirements for MOE by not only identifying appropriate MOE but assisting the State in securing this MOE so that it is allowable and meets both auditing and federal requirements. The State will not consider reimbursing any vendor for identifying MOE that was previously identified by the State but will reimburse for those MOE funds that resulted and were identified through this agreement. The funding period will be 36 months with a project period of 12/31/2012 – 12/31/2015. The State also reserves the option to continue the agreement with the selected vendor for two additional years. Should this option be exercised, the project period would be a total of 5 years. The two additional years will permit the vendor to monitor, maintain, and preserve the identified MOE secured within this agreement.

This is a Request for Proposals, not an invitation for Bid; thus, responses will be evaluated on the basis of the relative merits of its Technical proposal, in addition to the cost proposal. There will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

All proposals submitted for this RFP must comply with any future guidance on MOE by the federal Administration for Children and Families within the Department of Health and Human Services.

### 1.1 Instructions and Notifications to Offerors:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, since failure to make a complete submission as described elsewhere herein may result in rejection or disqualification of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- **All** costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne solely by the offeror. The State assumes no responsibility for these costs, and there is no expressed or implied obligation for the

State of Rhode Island to reimburse responding vendors, individuals, or entities for any such expenses.

- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All contingent cost proposals will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. The “Official” time clock for purposes of determining whether a proposal has been timely filed is located in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of the State of Rhode Island, no corporation foreign to the State of Rhode Island shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401) (222-3040). This will be a requirement only of the successful bidder(s).
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, and will be released for inspection upon request, once an award has been made.
- Also, submitters of proposals should be aware of the State’s Minority Business Enterprise (MBE) requirements, which addresses the State’s goal of ten per cent (10%) participation by MBE’s in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or [charles.newton@doa.ri.gov](mailto:charles.newton@doa.ri.gov). You may also visit the NBE State website: <http://www.mbe.ri.gov>.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
- Equal Employment Opportunity ( R.I. Gen. Law § 28-5.1)—It is stated policy of the State of Rhode Island that “[e]qual opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where state dollars are spent, in employment, public service, grants, and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island equal Employment Opportunity Office, at 222-3090 or via e-mail: [raymond.lambert@hr.ri.gov](mailto:raymond.lambert@hr.ri.gov).
- Subcontracts are permitted, provided that their use is clearly indicated, and is specifically identified in the offeror’s proposal. Joint-ventures, however, are prohibited as part of this RFP. All offerors shall complete the Notice of Intent to Subcontract Form irrespective of whether it intends to utilize subcontractor(s) in connection with the work set forth in this RFP.

- During the evaluation process, the State reserves the right, where it deems it to serve the State's best interests, to request additional information or clarification from any proposer. At the State's request, vendors submitting proposals may be requested to make oral presentations as part of the evaluation process.
- The State reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is ultimately selected. Submission of a proposal indicates acceptance by the vendor, individual, or entity of the conditions contained in this Request For Proposals, unless clearly and specifically noted in the proposal submitted and specifically confirmed by expressed exemption in the contract executed by the Rhode Island Department of Administration, Division of Purchasing and the offeror selected.
- The State has the option, in its sole discretion, to reduce the scope of work for any task or subtask provided for under this RFP. In such event, the offeror understands and agrees that it may not seek any proposed sums from the State as damages or compensation for the State's reduction in the scope of work relating to any program or any division within the Department of Human Services (DHS). In addition, the State, for any reason, may issue a stop order directing the offeror ultimately awarded this project to suspend work or operations under this RFP. Resumption of any further work as part of this RFP is then within the sole discretion of the State.

## **SECTION 2—BACKGROUND INFORMATION**

### **2.1 Reason For Request For Proposals**

The Rhode Island Department of Human Services (DHS) administers the State's welfare to work program entitled RI Works. The program is based upon, and chiefly funded through the federal Temporary Assistance to Needy Families (TANF). On August 22, 1996, Congress enacted the Personal Responsibility and Work Opportunities Reconciliation Act, containing TANF. Under the TANF requirements, states must identify annual Maintenance of Efforts (MOE) amounts. Successful vendors will be able to identify new MOE, verify and secure this MOE and review all existing MOE for viability and ability to meet TANF MOE audit compliance standards. The vendor will review the State's current methodology, develop new methodologies, and secure the MOE on an annual basis.

### **2.2 Background on the Maintenance of Effort Requirement**

TANF is a block grant with three separate types of grants to the states: the basic block grant, supplemental funding and contingency funds. Also, states are required to spend a certain amount of their funds on specific TANF-related activities for needy families so TANF is supported with both state and federal funds. Although TANF is a Block Grant, states are required to contribute their own funds for benefits and services for needy families and children – this is the maintenance of effort requirement. Rhode Island's maintenance of effort requirement is \$64.4 million. A state that fails to meet the MOE requirement, will incur in a penalty. The penalty is a reduction in the State's subsequent year's block grant by \$1 for each \$1 shortfall from the required spending level.

**PROBLEM:**

During difficult budget times, the State has struggled to identify and maintain appropriate MOE. As other state department budgets are cut, the amount available for MOE is often lost. The staff of other departments have limited knowledge of TANF MOE parameters and their data systems may not have critical variables in easily retrievable format. Therefore, labor-intensive sampling for matching with the DHS data system is necessary. The purpose of this proposal is to secure a vendor to assist the State in justifying existing MOE, identifying and retrieving new sources of appropriate MOE, and establishing a standard operating procedure by which DHS may easily maintain TANF MOE partners in succeeding years. The DHS believes additional MOE could be obtained from municipalities, private foundations and existing contractual agreements with community agencies.

TANF does give states permission to spend federal funds and to count state spending toward MOE on activities beyond assistance. TANF and MOE funds may be spent on benefits and services and activities aimed to achieve any of the goals of TANF. Such benefits may be attributed to families receiving assistance but also might be provided to families who have no connection to the cash assistance.

**2.4 Computer Systems**

The DHS utilizes the following computer technologies to identify and obtain MOE:

- \* The Rhode Island Office of Accounts and Controls' Financial Integrated Management System/database known as RIFANS. This is an Oracle Financials application.
- \* The Department of Children, Youth and Families' Statewide Automated Child Welfare System (SACWIS), case management system known as RICHIST. This application is written in Powerbuilder and the database is Sybase.
- \* The Department of Human Services' eligibility determination system known as InRHODES which is on IBM Mainframe, utilizing Z/OS, VTAM, TSO, JES2, and NCP. The Database is ADABAS and the programming language is Natural 4gl.
- \* Stand alone PC's utilizing primarily Microsoft Windows XP Operating Systems.

The DHS also subcontracts the following functions to Hewlett Packard's EDS division:

Provision of fiscal agent services for the State's Medicaid Management Information System (MMIS) which includes claims processing, systems management, data analysis, surveillance, utilization reviews including the cost-effectiveness of services, drug therapies, billing and collections.

## **SECTION 3 RESPONSIBILITIES**

### **3.1 DHS' Responsibilities**

1. Under reasonable conditions and required confidential guarantees, as described herein, DHS will permit electronic access to all accounts of that have TANF MOE potential for the selected vendor in order to perform its duties when under contract.
2. The offeror ultimately chosen for the TANF MOE project described herein will review any supporting documentation, including but not necessarily limited to, contracts, payments, ledgers, schedules, capital project plans, programmatic implementation memorandums or documents, relating to any activity involving any program or contract that may be necessary for the success of the TANF MOE project.
3. DHS staff as designated by management, along with responsible management personnel will be available under reasonable circumstances during the project, to assist the offeror chosen, for purposes only of providing information and explanation of questions that may arise during the process, but the amount of state staff time is limited to assistance.

### **3.2 Vendor's Responsibilities**

1. The vendor chosen shall review all options for TANF MOE and determine which TANF MOE options are realistic for RI. The selected vendor will perform an independent review of the expenditures of funds for any programs and contracts or expenditures that meet the TANF criteria outlined in the TANF regulations and outlined in this Request For Proposal. The vendor shall identify cities, towns, entities, private foundations, community organizations and non profits and other state and quasi state agencies that have expended funds for low income families that could be used for TANF MOE.
2. In addition to reviewing all TANF options, the selected vendor will be able to review the MOE that has been identified and approved in other states and innovative options to identify and secure TANF MOE. For example, some states have successfully identified state paid college/university financial aid, child welfare adoption subsidies and funds spent by municipalities on low income families as expenditures available for TANF MOE. At this time, expenditures in programs under the purview of the Department of Children, Youth and Families (DCYF) are not included in this project but vendors should describe their experience with Child Welfare and their success securing Child Welfare MOE for TANF.
3. The successful vendor will review all RI programs that provide a service to low-income families to determine if the programs successfully serve a TANF purpose and if new MOE can be identified from sources not previously used by the RI TANF program.
4. The vendor will, on an annual basis, ahead of federal reporting deadlines, review the process for all existing MOE claims, determine that the claims are still viable and provide any claiming methodology or back up necessary to assist in proving the viability of the MOE claim. This includes verifying the accounts and expenditures that were used as TANF MOE to show the funds were spent on the appropriate TANF like families to meet a TANF purpose. By the end of

the third year, the process for obtaining and documenting MOE from each source must become standard operating procedure.

**5. Confidentiality and Protection of Public Health Information and Related Data –**

During the course of the contract, the successful bidder (herein referred to the “Business Associate”) may use, access or disclose Protected Health Information to perform functions, activities or services for or on behalf of the State of Rhode Island, Department of Human Services (herein referred to as the “Covered Entity”), as specified herein, provided such use, access, or disclosure does not violate the Health Insurance Portability and Accountability Act (HIPAA), 42 USC 1320d et seq., and its implementing regulations including, but not limited to, 45 CFR, parts 160, 162 and 164, hereinafter referred to as the Privacy and Security Rules and patient confidentiality regulations, and the requirements of the Health Information Technology for Economic and Clinical Health Act, as incorporated in the American Recovery and Reinvestment Act of 2009, Public Law 111-5 (HITECH Act) and any regulations adopted or to be adopted pursuant to the HITECH Act that relate to the obligations of business associates, Rhode Island Mental Health Law, R.I. General Laws Chapter 40.1-5-26, and Confidentiality of Health Care Communications and Information Act, R.I. General Laws Chapter 5-37.3-1 et seq. The Business Associate shall recognize and agree that it is obligated by law to meet and comply with the applicable provisions of the above statutes, rules and regulations HITECH Act.

The successful bidder shall be required to execute a contract, a Business Associate Agreement Addendum to the contract, a Data Use Agreement, and any like agreement that may be required or necessary from time to time and when appropriate in order to perform the functions, activities or services for or on behalf of the State of Rhode Island, Department of Human Services (herein referred to as the “Covered Entity”), as specified herein.

"Protected Health Information" or "PHI" means Personally Identifiable Health Information transmitted or maintained in any form or medium that:

- i. is received by Business Associate from Covered Entity;
- ii. Business Associate creates for its own purposes from Personally Identifiable Health Information that Business Associate received from Covered Entity; or,
- iii. is created, received, transmitted or maintained by Business Associate on behalf of Covered Entity.

“Personally Identifiable Health Information" means information that is a subset of health information, including demographic information collected from an individual, and:

- i. is created or received by a health care provider, health plan, employer or health care clearinghouse; and,
- ii. relates to the past, present or future physical or mental health condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and,

- a. that identifies the individual; or
- b. with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

Business Associate shall implement, as more specifically described in the Business Associate Agreement Addendum, administrative, physical, and technical safeguards in accordance with the Security Rule under 45 C.F.R., Sections 164.308, 164.310, 164.312 and 164.316. The Security Rule means the Standards for the security of Electronic Protected Health Information found at 45 CFR Parts 160 and 162, and Part 164, Subparts A and C. The application of Security provisions Sections 164.308, 164.310, 164.312, and 164.316 of title 45, Code of Federal Regulations shall apply to Business Associate of Covered Entity in the same manner that such sections apply to the Covered Entity.

The successful bidder acknowledges and agrees that the Health Information Technology for Economic and Clinical Health Act and its implementing regulations (collectively, "HITECH") impose new requirements with respect to privacy, security and breach notification, and contemplates that such requirements shall be implemented by regulations to be adopted by the U.S. Department of Health and Human Services.

Notwithstanding any other requirement set out herein, the successful bidder acknowledges and agrees that the Health Information Technology for Economic and Clinical Health Act and its implementing regulations (collectively, "HITECH") impose new requirements with respect to privacy, security and breach notification, with respect to protect health information. All requirements, statutes, rules, regulations and provisions, as listed above are hereby incorporated by reference herein as if set forth in their entirety. Notwithstanding anything to the contrary or any provision that may be more restrictive within contract, all requirements and provisions of HITECH, and implementing regulations currently in effect and as may be subsequently promulgated and/or implemented after the date of this purchasing request, are automatically effective and incorporated herein.

In accordance with this Agreement, the User will additionally receive, have access to, or be exposed to data that confidential, privileged or otherwise protected from disclosure, including, but not limited to: personal information; Personally Identifiable Information (PII), Sensitive Information (SI), and other information, including electronically stored information, records sufficient to identify an applicant for or recipient of government benefits; as well as any other records, reports, opinions, information, and statements required to be kept confidential by state or federal law or regulation, or rule of court ("State Confidential Information"). State Confidential Information also includes PII and SI as it pertains to any public assistance recipients.

Personally Identifiable Information (PII) is defined as any information about an individual maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information which

is linked or linkable to an individual. (Defined in OMB Memorandum M-06-19, "Reporting Incidents Involving Personally Identifiable Information and Incorporating the Cost for Security in Agency Information Technology Investments").

Sensitive Information (SI) is information that is considered sensitive if the loss of confidentiality, integrity, or availability could be expected to have a serious, severe or catastrophic adverse effect on organizational operations, organizational assets, or individuals. Further, the loss of sensitive information confidentiality, integrity, or availability might: (i) cause a significant or severe degradation in mission capability to an extent and duration that the organization is unable to perform its primary functions; (ii) result in significant or major damage to organizational assets; (iii) result in significant or major financial loss; or (iv) result in significant, severe or catastrophic harm to individuals that may involve loss of life or serious life threatening injuries. (Defined in HHS Memorandum ISP-2007-005, "Departmental Standard for the Definition of Sensitive Information").

The successful bidder shall not use PHI, PII or SI in any manner that would constitute a violation of the HIPAA Privacy Rule, the HITECH Act or any other federal or state confidentiality statute regulation or rule.

i. Stated Purposes Only. The Business Associate shall not use the PHI, PII or SI for any purpose other than stated in the Contract, the Business Associate Agreement Addendum or as required or permitted by law.

ii. Limited Disclosure. The PHI is confidential and will not be disclosed by the Business Associate other than as stated in the Business Associate Agreement Addendum or as required or permitted by law. Business Associate will refrain from receiving any remuneration in exchange for any individual's PHI, unless Covered Entity gives written approval, and the exchange is pursuant to a valid authorization (that includes a specification of whether the PHI can be further exchanged for remuneration by the entity receiving PHI of that Individual), or satisfies one of the exceptions enumerated in Section 13405(e)(2) of the HITECH Act. Business Associate will refrain from marketing activities that would violate HIPAA, specifically Section 13406 of the HITECH Act. Business Associate will report to Covered Entity any use or disclosure of the PHI, including any Security Incident not provided for by this Addendum of which it becomes aware.

iii. Further Limited Disclosure. The successful bidder shall also protect PII and SI in the same manner as that of PHI as listed in ii above. Further, the successful bidder will also report to Covered Entity any use or disclosure of the PHI, including any Security Incident not provided for by this RFP or subsequent Agreement, of which the successful bidder becomes aware.

To the extent, subcontractors are permitted, all subcontractors must agree to the same or similar confidentiality procedures and guidelines.

## **SECTION 4 SCOPE OF THE WORK**

### **4.1 Description of the Work Required**

DHS is seeking a qualified vendor that is presently capable of the following functions:

- 1.) Reviewing the existing MOE for compliance with federal requirements, assuring that the expenditures were for services that meet a TANF purpose and for low-income families with a child under the age of 18, or under the age of 19 if not yet graduated from high school. This would include up to five sources to ensure that existing documentation and procedures are adequate.
- 2.) Develop and document a standard operating procedure and an understanding among all parties of such process that will permit ease of maintenance going forward.
- 3.) Identify at least 5 million in new MOE that has not been used in the past, is not matching any other state or federal funds and is TANF appropriate.
- 4.) Process the claiming of new sources of MOE by a review of financial records, securing applicable backup documentation and performing any necessary data match to prove income and program eligibility. Final product assures the expenditures were for services that meet a TANF purpose and for low-income families with a child under the age of 18, or under the age of 19 if not yet graduated from high school.
- 5.) Considering Rhode Island's most recent MOE report for federal fiscal year 2011 and understanding that the single state audit process, in general, may question MOE claiming identify new MOE of sufficient value to insure DHS is able to exceed the required MOE minimum at 80%. In pursuit of this goal, the effort must be cost effective ultimately for DHS, therefore, the identification of new MOE, its relative value, and the complexity of securing and maintaining it are all relevant variables.

The vendor must adequately demonstrate that it has the present capability to perform the required work in a timely manner, and in a fashion so as not to impede or otherwise interrupt the ongoing services and benefits of each program. The vendor will be responsible for the development, acquisition and proper utilization of any software programs or other technological means of identifying and obtaining the TANF MOE that is not already provided by the State.

### **4.2 Term of Contract**

The term of the contract has been set for three years with an option for an additional two years at the discretion of DHS, with an understanding that the work to be accomplished is expected to lessen over each succeeding year. By the end of the second year, it is likely that all potential sources of MOE would have been already identified, investigated, and secured. And, although each MOE source is accompanied by a fully executed agreement between DHS and the MOE source entity each year, by the end of the three year period, the processes will be well established and have become routine for all parties. At the option of DHS, the contract may be extended for two additional years (year 4&5) for the purpose of maintaining and documenting successive year MOE.

### **4.3 Optional Services Not Applicable**

### **4.4 Technical Proposal Requirements**

In order to be considered for selection, offerors must submit a complete Technical Proposal to this RFP, with an original (so designated) and six (6) copies. The State will not be responsible for reproduction where an insufficient number of copies have been submitted. The proposals shall be in a sealed opaque envelope, with the outside of the envelope reflecting the RFP Number, title, and due date and time. The proposals shall be signed by an authorized representative of the offeror. The Offeror's Technical Proposal must provide its response and/or approach to all of the requirements in this RFP. Failure to submit all information requested, or satisfactory detail thereof, may result in a lower evaluation of the proposal. Proposals that are deemed to be substantially incomplete or insufficiently responsive may be rejected. Mandatory requirements include, in addition to the specific items referenced in this RFP, any requirements required by federal or state law, regulation, or rule, and as such cannot be, nor understood to be, waived or subject to negotiation. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP, with emphasis on completeness and clarity of content.

Ownership of all data, materials and documentation originated, possessed, or prepared by the DHS pursuant to this RFP, or for the effectuation of the TANF MOE contemplated herein, shall belong exclusively to the State and be subject to public inspection in accordance with Rhode Island law. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure; however, the offeror must specify exactly what portion (if any) of its proposal it asserts is proprietary, and it will be left to the sole discretion and judgment of the State Purchasing Agent to deem it as such.

- Any offeror shall submit as part of its proposal a Technical Proposal, not to exceed more than fifteen (15) pages (excluding addendums), which shall detail exactly how, and in what manner, it will perform all tasks referenced in this RFP.
- The Technical Proposal shall clearly identify the extent to which its project approach will employ any type of software or other technological program, the extent any such program is compatible with the technological hardware and software identified in this RFP as it relates to any Department or program; what advantages, if any, the technology employed provides so as to enhance the offeror's performance, along with any and all manual processes the offeror intends to employ in order to achieve the objectives described in this RFP.
- The Offeror shall include a detailed work plan, including a schedule and timeline it believes it will follow while executing the entire project. The timeline shall clearly reflect at each juncture what reports the offeror intends to submit to correspond with the TANF MOE project objectives as described herein.

- The Technical Proposal shall detail the type of report(s) the offeror will produce, at least providing the minimum information required by this RFP. The offeror should include examples of what any such report might look like. The proposal shall include a commitment to provide specified number of copies of such reports as may be required by the DHS.
- The offeror should include a detailed description of any similar work conducted for other State(s) TANF programs and a name and telephone number of the State contact for which similar work was/is being conducted.
- The offeror should include specific information regarding the extent it possesses any insurances.
- The offeror shall be prepared to provide an oral presentation of its proposal if requested to do so by the Evaluation Committee or State Purchasing Agent. Any such presentation shall be at the sole discretion of the Evaluation Committee or State Purchasing agent, as it may provide an opportunity for the offeror to clarify or elaborate on its proposal, but in no way may change the original proposal. The Evaluation Committee and/or the State Purchasing Agent may choose to limit any such presentations to only certain offerors, and/or only certain portions of any of the proposals. The Evaluation Committee and/or State Purchasing Agent will schedule the time dedicated to any such oral presentation, and the location of these presentations. Since Oral Presentations are strictly at the option of the Evaluation Committee and/or State Purchasing Agent, and may not be conducted, all offers' should insure that it's written Proposals are complete.

#### **4.4.1 Evaluation Criteria**

In addition to the requirements of Sections 3.2; 4.1; and 4.4 of this RFP, any Technical Proposal shall include the information sought under each specific Evaluation Criteria. Each Technical Proposal will be scored on a one-hundred and fifty point (150) basis, as specified below. The Technical Proposal shall be arranged so as to duplicate the format of the Evaluation Criteria below, and within the appropriate subsections, the offeror shall also include the specific requirements provided for under Sections 3.2; 4.1; and 4.4 of this RFP.

The State will commission an Evaluation & Review Committee that will evaluate and score all technical and cost proposals. Any proposal that fails to garner a Total Cumulative Score of the entire Committee equal to at least 70% of the total available Cumulative Technical Proposal Points will be judged to be insufficiently responsive or substantially incomplete, and will be disqualified from any further consideration by the Committee.

*1. Experience and Qualifications*

**A.) Experience of individuals from the project team on similar projects and in a timely manner (20 Points Max.)**

The offeror shall include resumes of its staff that will be assigned to the project if the offeror was awarded this project. Emphasis should be placed on the similarity of other type projects, the extent the individual has had experience with TANF MOE of government type programs, departments and agencies. In addition, the Technical Proposal should describe other similar projects in sufficient detail in order for the Evaluation Committee members to properly assess their respective experience.

If the offeror intends to utilize any subcontractors as part of its proposal, it should also include the same materials for that entity's staff that will be assigned to this project.

The Technical Proposal should delineate the offeror's experience; with particular emphasis on the extent its prior activities were/are similar to the TANF MOE work sought in this RFP. The description hereto should identify the number of similar contracts and the size of the project and complexity of other projects.

Again, if the offeror intends to employ a subcontractor for any portion of this project, it should provide the same type of information surrounding that entity that it is required to provide for itself.

The offeror's proposal should describe how it has performed similar projects in a timely manner or within the agreed upon timeframe and within the budget projected.

In addition, the offeror's Technical Proposal should also address whether and to what extent the offeror has had disagreements between it and its prior contractor(s) with respect to the amount of compensation due, and whether it completed its similar project within the time period it agreed or pledged.

**B.) References supporting the vendor's ability to perform this project (10 Points Max.)**

The offeror should provide no more than five (5) prior entities for which it performed similar type projects. The Technical Proposal should specify the name(s) and telephone number(s) of a contact person(s) for the Committee to consult in regard to the offeror's past performance. Proposals should refrain from proposing the offeror as a "go between" or liaison with the entity it is putting forth as a reference. The Evaluation Committee and/or its individual members will possess sole discretion as to whether, and under what circumstances, it or they desire to seek any input from these references during the evaluation process.

The Technical Proposal shall also provide a detailed time-line for the completion of this TANF MOE project, along with any additional time it believes it will require for the State to actually secure and claim the MOE.

**C.) Organization's financial stability and capability of performing the project (5 points Max.)**

Each offeror is expected to provide as part of its Technical Proposal, a comprehensive and properly vouched for financial statement of its present financial circumstances. The Committee will assess the soundness of each entity's financial well-being as it relates to its ability to complete the project in an efficient, timely, and problem free manner.

**F.) Current, active, or former TANF MOE projects performed within other states (5 Points Max.)**

Each offeror should provide any examples of assistance with other state's TANF MOE. The proposal should have sufficient detail to show evidence of successful identification of TANF MOE in other states.

**G.) Pending or threatened litigation against the organization (Bidder) that could affect the ability of the Vendor to perform this project (5 Points Max.).**

The offeror is required to provide details surrounding any litigation it was otherwise involved relating in any way to its performance of any TANF MOE project since 2004. This question also includes any settlement of any complaint, and/or payment and/or agreement prior to any complaint of any type that averted the commencement of any litigation surrounding any actions relating to prior similar projects since 2004.

2. *Understanding of the Project:*

**A.) Thorough understanding of the purpose and scope of this project and a Management Plan that supports the project requirements (25 Points Max.)**

The Technical Proposal should include specific references to any and all aspects of this RFP, so as to include sufficient detail for the Evaluation Committee to assess the extent and depth of the offeror's understanding of what it is the DHS is trying to achieve by this RFP, and exactly how the offeror believes it is able to accomplish such ends. The Technical Proposal should seek to explain why its approach is superior to any other different approaches.

**B.) Identified pertinent issues and offered solutions for potential problems related to this project (10 Points Max.)**

The offeror should indicate in its Technical Proposal what it believes are some potential problems or difficulties that might be encountered by it, or the State in securing any specific type of TANF MOE or collaborating relationships being sought through this RFP, and what solutions its approach offers in response to these problems.

**C.) Demonstrated understanding of the deliverables related to this project or alternative deliverables, which exceed the minimum tasks necessary to meet the objectives of the RFP. (10 Points Max.)**

The Technical Proposal should demonstrate in clear terms what exactly the offeror proposes, including any alternative deliverables relating to the success of the project.

**D.) Demonstrated approach to partnering and ongoing oversight (10 Points Max.)**

The Technical Proposal should also include any information that the offeror believes demonstrates how its proposal advances a proper relationship of partnering, and how it will oversee the implementation of the TANF MOE project throughout its performance of the duties contemplated by this RFP.

#### **4.4.2 Cost Proposal (50 Points)**

The cost proposal should reflect a total five year budget as well as individual yearly cost. The proposer should frame costs associated with the four categories of work as referenced in scope of work section 4.1. In other words, the vendor should determine and outline the cost for identifying MOE, securing the MOE, verifying the validity of all MOE and setting a claiming methodology, getting the back up data necessary, securing the MOE by reviewing financial records and performing any data matches to prove income and program eligibility. See budget template for format.

- The vendor should identify the estimated value for each source of new MOE expected to meet the criteria identified in the proposal.
- For the optional two year continuation period (year 4&5), the cost proposal shall include any proposed costs for a 'going forward period.' That is, the proposal shall identify any costs to maintain and monitor the identified MOE.
- As part of the budget narrative, please include the means of invoicing or billing that is proposed as part of any offeror's proposal.
- Cost proposals shall be evaluated based upon criteria of requested funds being adequate and reasonable for the project and the extent to which the requested amount and the deliverables align with project objectives.