



**REQUEST FOR PROPOSAL (RFP) – BID# 7543371**

**CHILD NUTRITION PROGRAMS EDIRECT CERTIFICATION & SMARRT REVIEW ART II INITIATIVES PROJECT OVERSIGHT**

**SUBMISSION DEADLINE: Thursday, January 09, 2014 at 11:30 AM (ET)**

**PRE-BID CONFERENCE:**     **NO**  
     **YES** \_\_\_\_\_

**Mandatory:**     **NO**  
                                   **YES:** Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor’s failure to attend and register at the pre-bid conference shall result in disqualification of the vendor’s bid proposal as non-responsive to the solicitation.

**Buyer Name:**    **GAIL WALSH**  
**Title:**            **CHIEF BUYER**

**QUESTIONS** concerning this solicitation must be received by the Division of Purchases at (gail.walsh@purchasing.ri.gov) no later than (Friday, December 27, 2013, 5:00 PM (ET)). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (Bid #7543371) on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED:**            **NO**

**BOND REQUIRED:**                **NO**

**DISK BASED BID:**             **NO**  
     **YES:** See attached Disk Based Bidding Information

**NOTE TO VENDORS:**  
Vendors must register on-line at the Rhode Island Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). Offers received without the completed four-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

**THIS IS NOT A BIDDER CERTIFICATION FORM**



## **Disk Based Bidding Information**

### **File Format**

All disk based bid files are ZIP files that you can open using the WinZip 8.1 software. The ZIP file will contain one or more files based on the type of Bid/RFP.

### **Downloading the Disk Based Bid**

Bids that have a file for download are marked with a "D" in the Info field of the bid search results. The "D" will be an active link to the WinZip file until the bid reaches its opening date. Clicking on the active "D" link will allow you to open or save the ZIP file associated with the bid. Opening the WinZip file will download a copy to your computer's temporary directory.

### **Opening the Disk Based Bid**

Once downloaded, you can open the ZIP file with WinZip and view the Microsoft Office files contained within the WinZip file. Immediately save (extract) the individual files to an appropriate directory on your computer, such as "Desktop" or "My Documents".

## **FOR THE DEPARTMENT OF TRANSPORTATION AND OTHER SPECIFIC PROJECTS:**

### **Completing the Disk Based Bid**

Once the Microsoft Office files are properly saved, open the individual files and enter the required information in the appropriate fields. Save each file again to capture the new information you entered.

### **Submitting the Disk Based Bid**

Save the completed files to a CD or diskette. Label the CD or diskette with the Bid/RFP number and bidder's name (company name, not contract name). Submit as instructed in the Bid or RFP solicitation document.

## **Request for Proposals (RFP)**

### *RIDE Child Nutrition Programs eDirect Certification and SMART Review ART II Initiatives Project Oversight*

The Rhode Island Department of Administration, Division of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is requesting Proposals from qualified vendors to provide oversight for business analysis, development and implementation of two initiatives of the Child Nutrition Programs' MIS, CNP Connect Gateway.

#### Initiative #1: electronic Direct Certification (eDC)

To enable RIDE to reach the mandated 2014-15 USDA goal of directly certifying 95% of students in households receiving SNAP benefits, and thus ensuring their access to free school meals, Initiative #1 will:

- Implement eleven technology initiatives designed to increase access, use and effectiveness of the RIDE eDC process by both public and non-public institutions.

#### Initiative #2: SMART Administrative Review Process (not yet funded)

- Develop an Administrative Review Process which aligns with the new USDA SMART requirements and leverages the existing RIDE <sup>CNP</sup> *Connect* Software Administrative Review Process with electronic Workflow Management, electronic Findings Matrix, Data in <sup>CNP</sup> *Connect* database: District/School Data, such as, Daily meal counts, Claim information, Application/Agreement Information and, the Event Management log.
- Develop an advanced edit check process to provide "real time" notification to District Administrators, RIDE reviewer and fiscal staff of any potential error-prone claims prior to submission.
- Inform the reviewer of any "Error Prone" indicators in the <sup>CNP</sup> *Connect* electronic Meal Benefit Application (eMBA) Framework, in accordance with the terms of this solicitation.

#### INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS:

Potential offerors are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement 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 by the offeror. The State assumes no responsibility for these costs.

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 pricing submitted 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 may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation 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.

Also, Submitters should be aware of the State's 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). Visit the 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 (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal 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 the state dollar is 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 email [raymond.lambert@hr.ri.gov](mailto:raymond.lambert@hr.ri.gov).

Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

RIGL 37-13-3.1 State public works contract apprenticeship requirements. \* (a)

Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the

performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

#### ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

#### **BACKGROUND/OVERVIEW**

In Rhode Island, there are 56 public Local Education Agencies (LEAs) or districts

- 32 regular school districts (single municipalities)
- 4 regional school districts (more than one municipality)
- 4 state-operated schools (statewide)
- 1 regional collaborative LEA
- 15 charter schools

RIDE's Child Nutrition Programs (CNP) unit administers the following United States Department of Agriculture (USDA) programs: National School Lunch Program (NSLP), School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), Special Milk Program (SMP) and the Fresh Fruit and Vegetable Program (FFVP).

The RIDE CNP unit consists of 8 people: three manage the six CNP program, three are financial specialists that manage the claims and financial reporting, one clerical person, and one management person that manages and supports the CNP staff.

Since 2007, RIDE has been implementing core components of an integrated Child Nutrition Program Information Management System named <sup>CNP</sup> *Connect*. <sup>CNP</sup> *Connect* consists of a single sign-on suite of CNP software components that operate within a web-based gateway portal infrastructure.

Using a master gateway construct, the application components are able to operate, be implemented independently, and/or inter-operate utilizing the system's multi-layered security component. The Security Component manages functional, informational, and operational access to the various <sup>CNP</sup> *Connect* eGateway Portal application components.

<sup>CNP</sup> *Connect's* major fifteen components are: Child Nutrition eGateway Portal Shell; Administration; Security; eForms Document Manager; Communications: Calendar & Message Board; Agreement/Application; Claiming; Batch Payment; electronic CRE Administrative Review; Reporting Wizard; Event Management; Online Archiving; eDC Connect; and Business Intelligence (See Appendix C for CNP-Connect Architecture Schema ).

The Healthy, Hunger-Free Kids Act of 2010 brought significant regulatory and mandated changes to the USDA Child Nutrition Programs. In response, RIDE has two significant Systems initiatives requiring a Project Manager.

### *Initiative #1: Electronic Direct Certification (eDC) Initiative*

USDA has mandated that , by 2013-2014, at least 95% of students in households receiving USDA SNAP (Supplemental Nutrition Assistance Program) benefits be electronically identified and receive free school meals. This process, call electronic direct certification (eDC), is meant to increase access to school meal benefits by reducing barriers.

The results of the matching process may be accessed through eMBA (electronic Meal Benefit Application) which is housed and accessed by Districts through the RIDE Child Nutrition Programs' <sup>CNP</sup> *Connect* eGateway

Recently RIDE, in collaboration with RI DHS (Department of Human Services), increased its eDC public student match from 65% to 85% by increasing the quality/frequency of the electronic matching process from annual to monthly.

RIDE is now focusing its efforts in expanding its current collaboration with DHS to obtain a list of unmatched/partially matched students with sufficient data to enable RIDE to electronically/manually identify these students and their LEAs through an advanced matching process. This new process is reflected in RIDE's 11 technology initiatives which, cumulatively, will enable RIDE to reach the mandated goal of 95% eDC matching rate by 2014-2015.

These initiatives are:

1. Present of specialized eMBA and eDC training for LEA/Independent schools;
2. Incorporation of (New) USDA Regulations into eMBA;
3. Design Revision Management to maintain historical record changes;
4. Develop an eRIDE Search Details Report for system users;;
5. Develop a Student Transfer Report for "receiving" schools use;
6. Develop an Import Plugin to enable uploads of student enrollment files;
7. Develop an Export Plugin to export eligibility information into student information systems and point-of-service systems;
8. Automate eDC Data Match;
9. Automate the annual Verification process;
10. Develop an Electronic Verification Annual Report;
11. Develop an Electronic Meal Benefit Application Renewal process.

Refer to Attachment D: CNP Connect eMBA and eDC Vision.

### *Initiative #2: SMARRT Administrative Review Process*

The Healthy, Hunger-Free Kids Act of 2010, has made the current Coordinated Review Process (CRE) (the administrative review process conducted by the RIDE Child Nutrition Programs to determine sponsor compliance with USDA requirements) obsolete. CNP Connect currently includes a module which automated much of the CRE process.

RIDE's strategy for implementation of the new SMARRT process is to:

1. Incorporate USDA's new SMARRT Guidelines, Toolkits, processes, and business rules into <sup>CNP</sup> *Connect*'s current CRE component that contains the following workflow management wizard driven steps:
  - Selection;
  - Notification;
  - Planning;
  - Preparation:
  - Review Tool Kit;
  - Conduct Review;
  - Compile Results;
  - Determine Findings;
  - Auto-Generate Findings;
  - Auto-generate Review Packet:
  - Closure Letter,
  - Corrective Action/Response documents(s);
  - Conduct Follow-up, & Close Review.
2. Enable the District Administrator, RIDE Reviewer and fiscal staff to be notified via a "real-time" advanced edit check to identify potential error-prone claim submission.
3. Leverage the "Error Prone" indicator in the <sup>CNP</sup> *Connect* electronic Meal Benefit Application (eMBA) Framework to inform the Reviewer via the newly created <sup>CNP</sup> *Connect* Administrative Review Framework about the "error prone" eligibility determination

Refer to Attachment D: CNPConnect SMARRT Review Vision

## **SCOPE OF WORK**

Significant Areas:

Project oversight, management, training and documentation of CNP Connect system, and

- Business analysis discovery,
- Business process reengineering architecture
- Oversight of the design
- Development of training aids
- Performing quality assurance
- Perform the training, and
- Roll-out of the new initiatives.

## Tasks:

### Initiative #1: eDC

Oversee the development and implementation of eleven initiatives will be developed as eDC plug-ins to the <sup>CNP</sup>Connect MIS according to the following annual schedule.

1. Specialized SFA/Independent SFA Training;
  - a. Multiple sessions (customized for larger SFAs, Independent SFAs and RCCIs) which are specific to those that have systems and those without to specifically train users on what tools are available to them: Conduct Multi-tiered training sessions for LEA/Independent schools with/or/without computer experience
2. Development of the incorporation of "Foster" children into the Family application process.
3. Import Plugin;
  - a. Enhanced student data collection template to collect "missing" student information to support eRIDE and the DHS Data Match process with "Private" school data
  - b. Allow for the import of the DHS "Un-Matched" student file to scrub data for potential matches to increase RI percentage.
  - c. Allow for the import of MBA related information collected within various external District
4. Export Plugin (from eMBA Search Tool);
  - a. CSV data dump (data governance / RIDE policy to determine what data elements.
  - b. Export can support populating external systems including but not limited to [SIS, POS, Meal Benefit system] ;
  - c. Generate e-file to enable District to enhance SIS-POS by exporting eligibility information
5. Automated (Trigger) EDC data match between eRIDE/eMBA Search Tool Plug-In
6. eMBA Application Packet Historical Revision (Archive) Plug-in
  - a. Use the CNP CONNECT Application "Rev" model to store versions of the meal benefit application should changes occur to previously "Determined" meal benefit applications

- b. Provide sponsors with ability to carry forward electronically previous years Family Meal Benefit application saving amount of time to input information from "paper" application to electronic system
- 7. eRIDE Search Detail Report Plug-in
  - a. Use shell of "Transfer" report to produce a student detail/profile report from the eMBA Search Tool
- 8. Student Transfer Report Plug-in
  - a. Develop professionally formatted report/form to support schools using pre-determined student FRP meal settings from within the eMBA Search Tool; - Import Plugin: Generate e-file to enable Districts to enhance eMBA/eDC by uploading missing students
- 9. Random Verification Packet Plug-in
  - a. New functionality to collect internal eMBA data elements to prime the sponsor FNS-742 verification report for all eMBA participating sponsors; Function that will "randomly" select Meal Benefit applications for verification based on regulations, and error prone standards
  - b. NOTE: Use Training opportunity to get sponsor buy in using eMBA to realize potential \*\*
- 10. Electronic FNS-742 Report Form with new USDA Federal changes;
  - a. Sponsor Level and the Site level collection form with rollup functionality
  - b. NOTE: Will need to change DB as well to incorporate new fields
  - c. May need Old and New Report versions based on FY selected in CNP CONNECT\*\*
- 11. eMBA Application Renewal Plug-in
  - a. Provide sponsors with ability to carry forward electronically previous years Family Meal Benefit application saving amount of time to input information from "paper" application to electronic system

*Initiative #2: SMARRT Administrative Review Process*

Oversee the development and implementation of the new USDA SMARRT administrative review process; leveraging, re-engineering and consolidating, where necessary, functionality in the current CRE workflow wizard architecture to be in compliance with new USDA's SMARRT guidelines, toolkits, rules and regulations.

- 1. Incorporate USDA's new SMARRT Guidelines, Toolkits, and processes, business rules identified in the USDA SMARRT training materials , and those business rules that are identified during the Discovery/Business Analysis segment into <sup>CNP</sup>Connect's current CRE component. The current CRE component contains these workflow management wizard driven steps:

- a. Sponsor selection
  - b. Notification process
  - c. Planning
  - d. Preparation:
  - e. Review Tool Kit
  - f. Conduct Review
  - g. Compile Results
  - h. Determine Findings
  - i. Auto-Generate Findings
  - j. Auto-generate Review Packet
  - k. Closure Letter
  - l. Corrective Action/Response documents(s)
  - m. Conduct Follow-up, & Close Review
2. Leverage the District users' existing logon to <sup>CNP</sup>Connect and add permissions to access, store and fill out the USDA Toolkit spreadsheets and Word documents online using the <sup>CNP</sup>Connect smart, context sensitive e-help wizard software component.
  3. Re-engineer <sup>CNP</sup>Connect CRE Component to:
    - a. send the reviewer an eMail notifying that the user has a package in the user's container ;
    - b. log the event into CNPConnect's Event Management Transparency framework;
  4. Enable the District Administrator, RIDE Reviewer and fiscal staff to be notified via a "real-time" advanced edit check to identify potential error-prone claim submission.
  5. Leverage the "Error Prone" indicator in the CNPConnect electronic Meal Benefit Application (eMBA) Framework to inform the Reviewer via the newly created CNPConnect Administrative Review Framework about the "error prone" eligibility determination

<b>Summary of <sup>CNP</sup>Connect Goals and Task Deliverables</b>		
<b><i>Goals</i></b>	<b><i>Deliverables</i></b>	<b><i>Date Parameters</i></b>
Initiative #1: Develop electronic Direct Certification (eDC)	See Detailed Project Plan for deliverables associated with tasks identified under Task in Appendix B, Form 1.	1/7/2014 – 12/15/2015
Initiative #2: Develop SMARRT Administrative Review Process	See Detailed Project Plan for deliverables associated with tasks identified under Task in Appendix B, Form 2.	Funding pending approval. Projected time: 12/2/2013 – 6/30/2015

## **ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS**

- Bidders must submit a letter of transmittal signed by an owner, officer, or other authorized agent.
- Bidders must submit relevant organizational information, a list of similar projects undertaken and/or clients served, agency expertise relative to the services requested, and a statement of existing workload as it impacts the performance of the project.
- Bidders must provide an overview of key personnel assigned to the project including education and prior experience.
- Bidders must disclose any work to be sub-contracted including the specific work to be performed and staffing, organizational structure, and business background of the sub-contractor.
- Bidders must demonstrate an acquired knowledge of the USDA federal nutrition programs, the CNP Connect Gateway system the SMARRT administrative review requirements and processes, direct certification requirements, and eligibility determinations for free and reduced priced meals in schools.

## **TERMS OF THE CONTRACT**

The contract will begin upon issuance of a state purchase order (on or about January 2014) and end **December 31, 2015**. RIDE reserves the right to align the contract with the state fiscal year end of June 30, 2016. The scope of the work may be modified by RIDE prior to beginning work on a given task. RIDE retains the option of granting a time extension of up to **twelve months** with additional funding if available and if the level of work is expanded by mutual written consent. If necessary, deficiencies in performance of services and/or failure to supply deliverables in a complete and timely manner will be documented in writing by RIDE. Should a pattern of substantial dissatisfaction become apparent, RIDE reserves the right to terminate the contract.

## **COST PROPOSAL/TERMS OF PAYMENT**

The contractor must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in Appendix A. The total cost of the contract is not to exceed **\$193,500**. Please ensure the budget is presented by state fiscal year, which runs from July 1<sup>st</sup> through June 30<sup>th</sup>.

Initiative	Contract not to exceed
#1: eDirect Certification	\$91,500
#2: SMARRT Administrative Review (funding pending)	\$102,000
Total contract cost:	\$193,500



Contractor assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise not present in the Office of Purchases at the time of opening, for any cause, will be determined to be late and will not be considered. Faxed responses will not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

**TECHNICAL PROPOSAL/REQUIRED ELEMENTS**

- |   |             |
|---|-------------|
| 1. Contractor understanding of the Issues                       | (10 points) |
| 2. Work Plan  | (20 points) |
| 3. Capacity of the Agency Effectively to Administer the Project | (20 points) |
| 4. Quality of Key Personnel (including Curriculum vitae)        | (20 points) |
| 5. Cost Proposal  | (30 points) |

The technical proposal should be 10-20 pages in length, respond to each area of the required elements listed above, and contain a cost proposal using the forms in Appendix A. Supplemental information may be appended to the technical proposal.

APPENDICES A, B, FORM 1 AND B, FORM 2 ARE ATTACHED AS DOWNLOADABLE .ZIP FILES. PLEASE CLICK ON THE LETTER 'D' IN THE COLUMN LABELED 'INFO.'

# **APPENDIX A**

## **BUDGET MULTI-YEAR PROJECTS**

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	<u>Estimated Expenditures</u>		
	Year 1	Year 2	Year 3
1. Employee Salary and Benefits	0	0	0
5. Purchased Services	0	0	0
3. Supplies and Materials	0	0	0
4. Travel	0	0	0
5. Printing	0	0	0
6. Office Expense	0	0	0
7. Other: <i>(describe)</i>	0	0	0
8.	0	0	0
Subtotal	0	0	0
Indirect Cost *	0	0	0
<b>TOTAL</b>	0	0	0

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify the contract officer of the variance and obtain pre-approval, in writing; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds between categories requires prior written approval by RIDE. In no event shall the total amount of reimbursement claimed by the vendor under this agreement exceed the total approved contract amount.

***\* Attach a copy of the approved indirect cost documentation***

BUDGET DETAIL SHEET \*  
 FISCAL YEAR \_\_\_\_\_

**EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)\*\***

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
<b>TOTAL REQUEST</b>				

**PURCHASED SERVICES DETAIL**

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
<b>TOTAL REQUEST</b>				\$

**OTHER EXPENDITURES DETAIL**

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials		
Travel ***		
Printing		
Office Expense		
Other: <i>(describe)</i>		
Indirect Cost		
	Total	\$

\* Please include a detail budget sheet for each state fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>)

\*\* Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

\*\*\* Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

Appendix B: FORM 1

Initiative #1: Detail Project Plan Project Management						
Level of Effort Summary: Costs for CNP-Connect eDC Initiative						
Task ID	Phase	Task/Deliverable	Hrs	Proposed Timeline Completion 12/15/2015	Oversight Hourly Rate	Total
2	Validation of Requirements	Automate (Trigger) EDC data match between eRIDE/eMBA Search - ONIS				
4	Architecture: Business Process Re-engineering (BPR)	*NEW - USDA Regulation (Foster Child) included in Family Application				
10	Q/A-Tier 3- SME test	*NEW - USDA Regulation (Foster Child) included in Family Application				
11	Q/A-Tier 4- User Test	*NEW - USDA Regulation (Foster Child) included in Family Application				
15	User Guide	*NEW - USDA Regulation (Foster Child) included in Family Application				
16	Q/A-Tier 5- UAT	*NEW - USDA Regulation (Foster Child) included in Family Application				
17	Validation of Requirements	Export Plugin to Enhance Local systems [POS, SIS, etc..]				
18	Design	Export Plugin to Enhance Local systems [POS, SIS, etc..]				
24	Q/A-Tier 3- SME test	Export Plugin to Enhance Local systems [POS, SIS, etc..]				
26	Q/A-Tier 4- User Test	Export Plugin to Enhance Local systems [POS, SIS, etc..]				
27	BETA Test-Districts	Export Plugin to Enhance Local systems [POS, SIS, etc..]				
30	User Guide	Export Plugin to Enhance Local systems [POS, SIS, etc..]				
31	Q/A-Tier 5- UAT	Export Plugin to Enhance Local systems [POS, SIS, etc..]				
32	User Training District	LEA - With Internal Meal Benefit System & (SIS, POS) - (2) 4hr. sessions				
34	User Training District	LEA - With Out Internal Meal Benefit System & (SIS, POS) - (2) 4hr. Sessions				
36	User Training District	IND - With Internal Meal Benefit System & (SIS, POS) - (2) 4hr. Sessions				

38	User Training District	IND - With Out Internal Meal Benefit System & (SIS, POS) - (2) 4hr. Sessions				
40	User Training District	RCCI - With Internal Meal Benefit System & (SIS, POS) - (2) 4hr. Sessions				
42	User Training District	RCCI - With Out Internal Meal Benefit System & (SIS, POS) - (2) 4hr. Sessions				
44	Architecture: Business Process Re-engineering (BPR)	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
46	Validation of Requirements	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
48	Design	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
51		Automate (Trigger) EDC data match between eRIDE/eMBA Search - ONIS				
53		Automate (Trigger) EDC data match between eRIDE/eMBA Search - ONIS				
55		Export Plugin to Enhance Local systems [POS, SIS, etc..]				
60	Q/A-Tier 3- SME test	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
62	Q/A-Tier 4- User Test	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
64	Q/A-Tier 5- UAT	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
65	User Guide	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
67	User Training RIDE/ONIS	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
69	User Training District	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
71	BETA Test-RIDE	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
73	BETA Test-Districts	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
75	Rollout	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
77	User Training District	Private Schools (Import / Export) eMBA Search Plugin (2 - 4hr. sessions)				
79	Discovery: Business Analysis	Student Transfer Report				

81	Design	Student Transfer Report				
86	Q/A-Tier 3- SME test	Student Transfer Report				
88	Q/A-Tier 4- User Test	Student Transfer Report				
90	Q/A-Tier 5- UAT	Student Transfer Report				
92	BETA Test-Districts	Student Transfer Report				
94	Rollout	Student Transfer Report				
96	Design	eRIDE Search Detail Report				
102	Q/A-Tier 3-SME Test	eRIDE Search Detail Report				
103	Q/A-Tier 4- User Test	eRIDE Search Detail Report				
106	Q/A-Tier 5- UAT	eRIDE Search Detail Report				
107	BETA Test-Districts	eRIDE Search Detail Report				
110	Rollout	eRIDE Search Detail Report				
111	Discovery: Business Analysis	eMBA Application Packet Historical Revision (Archive)				
113	Design	eMBA Application Packet Historical Revision (Archive)				
118	Q/A-Tier 3- SME test	eMBA Application Packet Historical Revision (Archive)				
120	Q/A-Tier 4- User Test	eMBA Application Packet Historical Revision (Archive)				
123	Q/A-Tier 5- UAT	eMBA Application Packet Historical Revision (Archive)				
124	User Training District	eMBA Application Packet Historical Revision (Archive)				
127	BETA Test-Districts	eMBA Application Packet Historical Revision (Archive)				
128	Rollout	eMBA Application Packet Historical Revision (Archive)				
130	Architecture: Business Process Re-engineering (BPR)	FNS-742 Verification Collection Report (Sponsor & Site forms - x2)				
132	Discovery: Business Analysis	FNS-742 Verification Collection Report (Sponsor & Site forms - x2)				
134	Design	FNS-742 Verification Collection Report (Sponsor & Site forms - x2)				
139	Q/A-Tier 3- SME test	FNS-742 Verification Collection Report (Sponsor & Site forms - x2)				
141	Q/A-Tier 4- User Test	FNS-742 Verification Collection Report (Sponsor & Site forms - x2)				

143	Q/A-Tier 5- UAT	FNS-742 Verification Collection Report (Sponsor & Site forms - x2)				
145	User Training District	FNS-742 Verification Collection Report (Sponsor & Site forms - x2)				
147	Rollout	FNS-742 Verification Collection Report (Sponsor & Site forms - x2)				
149	Architecture: Business Process Re-engineering (BPR)	(Interoperability) eMBA-Federal Verification Report Framework				
154	Q/A-Tier 3- SME test	(Interoperability) eMBA-Federal Verification Report Framework				
156	Q/A-Tier 4- User Test	(Interoperability) eMBA-Federal Verification Report Framework				
158	Q/A-Tier 5- UAT	(Interoperability) eMBA-Federal Verification Report Framework				
161	User Training District	(Interoperability) eMBA-Federal Verification Report Framework				
162	BETA Test-Districts	(Interoperability) eMBA-Federal Verification Report Framework				
164	Rollout	(Interoperability) eMBA-Federal Verification Report Framework				
166	Architecture: Business Process Re-engineering (BPR)	eMBA Application Renewal				
168	Discovery: Business Analysis	eMBA Application Renewal				
173	Q/A-Tier 3- SME test	eMBA Application Renewal				
174	Q/A-Tier 4- User Test	eMBA Application Renewal				
177	Q/A-Tier 5- UAT	eMBA Application Renewal				
178	User Training District	eMBA Application Renewal				
181	BETA Test-Districts	eMBA Application Renewal				
183	Rollout	eMBA Application Renewal				
185	Architecture: Business Process Re-engineering (BPR)	(Random) Verification				
187	Discovery: Business Analysis	(Random) Verification				
192	Q/A-Tier 3- SME test	(Random) Verification				
194	Q/A-Tier 4- User Test	(Random) Verification				

196	Q/A-Tier 5- UAT	(Random) Verification				
198	User Training District	(Random) Verification				
200	BETA Test-Districts	(Random) Verification				
202	Rollout	(Random) Verification				

Appendix B: FORM 2

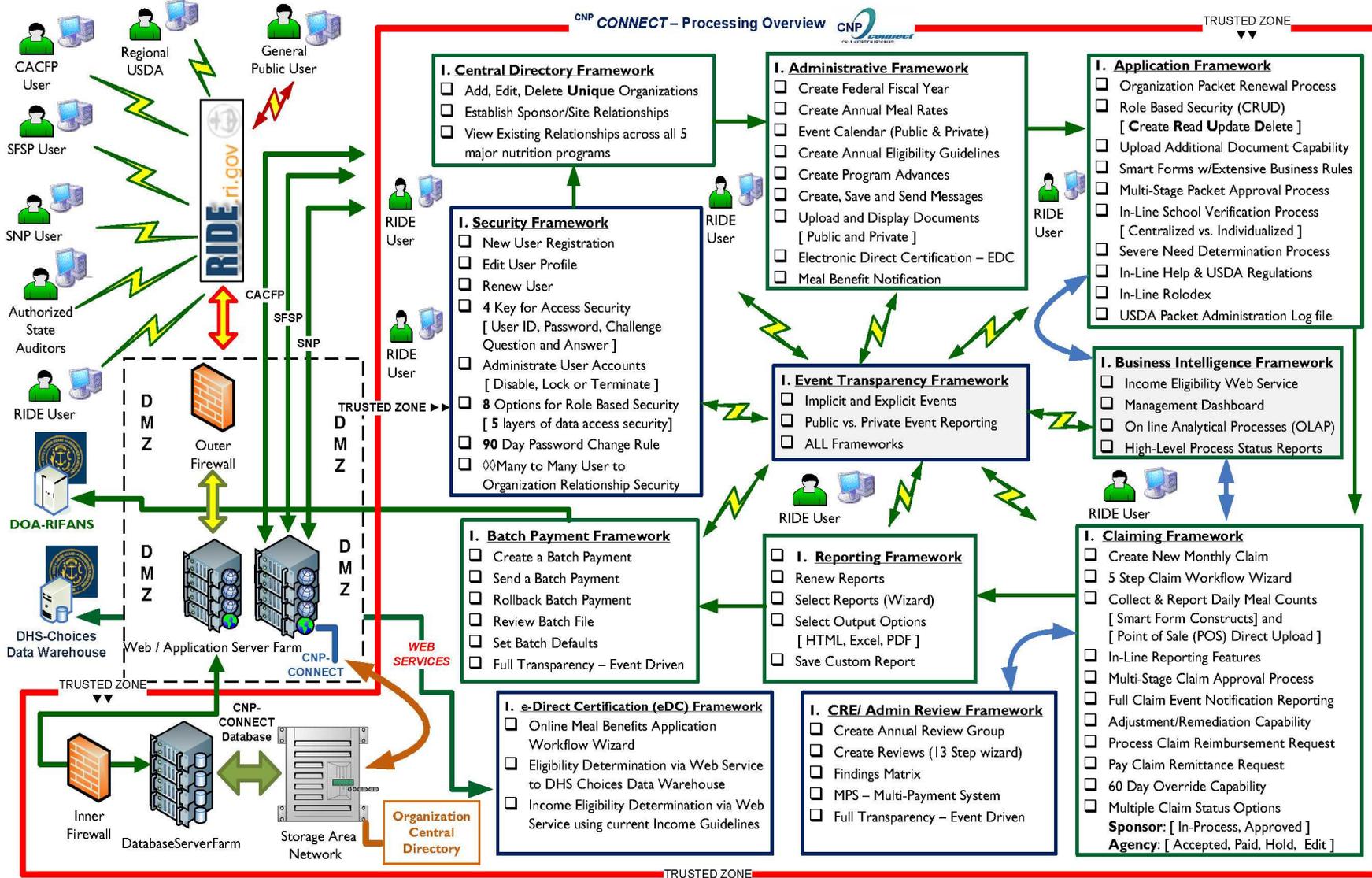
<b>Initiative #2: Detail Project Plan</b> <b>Level of Effort Summary: Costs for CNP-Connect SMARRT Administrative Review Framework (ART Method II)</b>						
Task ID	Phase	Task/Deliverable	Hrs	Timeline (Dates) Completion 6/30/15	Oversight Hourly Rate	Total
2	Discovery: Business Analysis	Perform the BPR via Joint Application Development (JAD) sessions with RIDE SMEs and Oversight Mgr for the CNP-Connect SMARRT Administrative Review framework: Annual District Selection eWorkflow Step				
4	Discovery: Business Analysis	Perform the BPR via Joint Application Development (JAD) sessions with RIDE SMEs and Oversight Mgr for the CNP-Connect SMARRT Administrative Review framework: District Assessment eWorkflow Step				
6	Discovery: Business Analysis	Perform the BPR via Joint Application Development (JAD) sessions with RIDE SMEs and Oversight Mgr for the CNP-Connect SMARRT Administrative Review framework: Compliance with new USDA SMARRT onsite guidelines, toolkits, rules, regs, outcomes, advanced edit check & closeout procedures				
8	Architecture: Business Process Re-engineering (BPR)	Perform the Architecture Design & BPR via Joint Application Development (JAD) sessions with RIDE SMEs and Developer for the CNP-Connect SMARRT Administrative Review framework: Annual District Selection eWorkflow Step				
10	Architecture: Business Process Re-engineering (BPR)	Perform the Architecture Design & BPR via Joint Application Development (JAD) sessions with RIDE SMEs and Lead Developer for the CNP-Connect SMARRT Administrative Review framework: District Assessment eWorkflow Step				
12	Architecture: Business Process Re-engineering (BPR)	Perform the Architecture Design & BPR via Joint Application Development (JAD) sessions with RIDE SMEs and Developer for the CNP-Connect SMARRT Administrative Review framework: Compliance with new USDA SMARRT onsite guidelines, toolkits, rules, regs, outcomes, advanced edit check & closeout procedures				
14	Design	Perform the Software Design via Joint Application Development (JAD) sessions with Oversight, RIDE SMEs and Lead Developer for the CNP-Connect SMARRT Administrative Review framework: Annual District Selection eWorkflow Step				
16	Design	Perform the Software Design via Joint Application Development (JAD) sessions with Oversight, RIDE SMEs and Lead Developer for the CNP-Connect SMARRT Administrative Review framework: District Assessment eWorkflow Step				

18	Design	Perform the Software Design via Joint Application Development (JAD) sessions with Oversight, RIDE SMEs and Lead Developer for the CNP-Connect SMARRT Administrative Review framework: Compliance with new USDA SMARRT onsite guidelines, toolkits, rules, regs, outcomes, advanced edit check & closeout procedures				
22	Design	Design and Document the CNP-Connect SMARRT Administrative Review framework: District Assessment eWorkflow Step				
24	Design	Design and Document the CNP-Connect SMARRT Administrative Review framework: Compliance with new USDA SMARRT onsite guidelines, toolkits, rules, regs, outcomes, advanced edit check & closeout procedures				
20	Design	Design and Document the CNP-Connect SMARRT Administrative Review framework: Annual District Selection eWorkflow Step				
26	Development	Develop Training aids for the CNP-Connect SMARRT Administrative Review framework; Annual District Selection eWorkflow Step				
28	Development	Develop Training aids for the CNP-Connect SMARRT Administrative Review framework: USDA SMARRT toolkits integration eWorkflow Step				
38	Q/A-Tier 3-SME test	Perform Q/A-Tier 3- SME test for the CNP-Connect SMARRT Administrative Review framework: Annual District Selection eWorkflow Step				
40	Q/A-Tier 3-SME test	Perform Q/A-Tier 3- SME test for the CNP-Connect SMARRT Administrative Review framework: USDA SMARRT toolkits integration eWorkflow Step				
42	Q/A-Tier 3-SME test	Perform Q/A-Tier 3- SME test for the CNP-Connect SMARRT Administrative Review framework: Compliance with new USDA SMARRT guidelines, toolkits, rules & regs				
44	Q/A-Tier 4-User Test	Perform Q/A-Tier 4- User test for the CNP-Connect SMARRT Administrative Review framework: Annual District Selection eWorkflow Step				
46	Q/A-Tier 4-User Test	Perform Q/A-Tier 4- User test for the CNP-Connect SMARRT Administrative Review framework: District Assessment eWorkflow Step				
48	Q/A-Tier 4-User Test	Perform Q/A-Tier 4- User test for the CNP-Connect SMARRT Administrative Review framework: Compliance with new USDA SMARRT onsite guidelines, toolkits, rules, regs, outcomes & closeout procedures				
50	Q/A-Tier 5-UAT	Perform Q/A-Tier 5 UAT for the CNP-Connect SMARRT Administrative Review framework: Annual District Selection eWorkflow Step				
52	Q/A-Tier 5-UAT	Perform Q/A-Tier 5- UAT test for the CNP-Connect SMARRT Administrative Review framework: District Assessment eWorkflow Step				

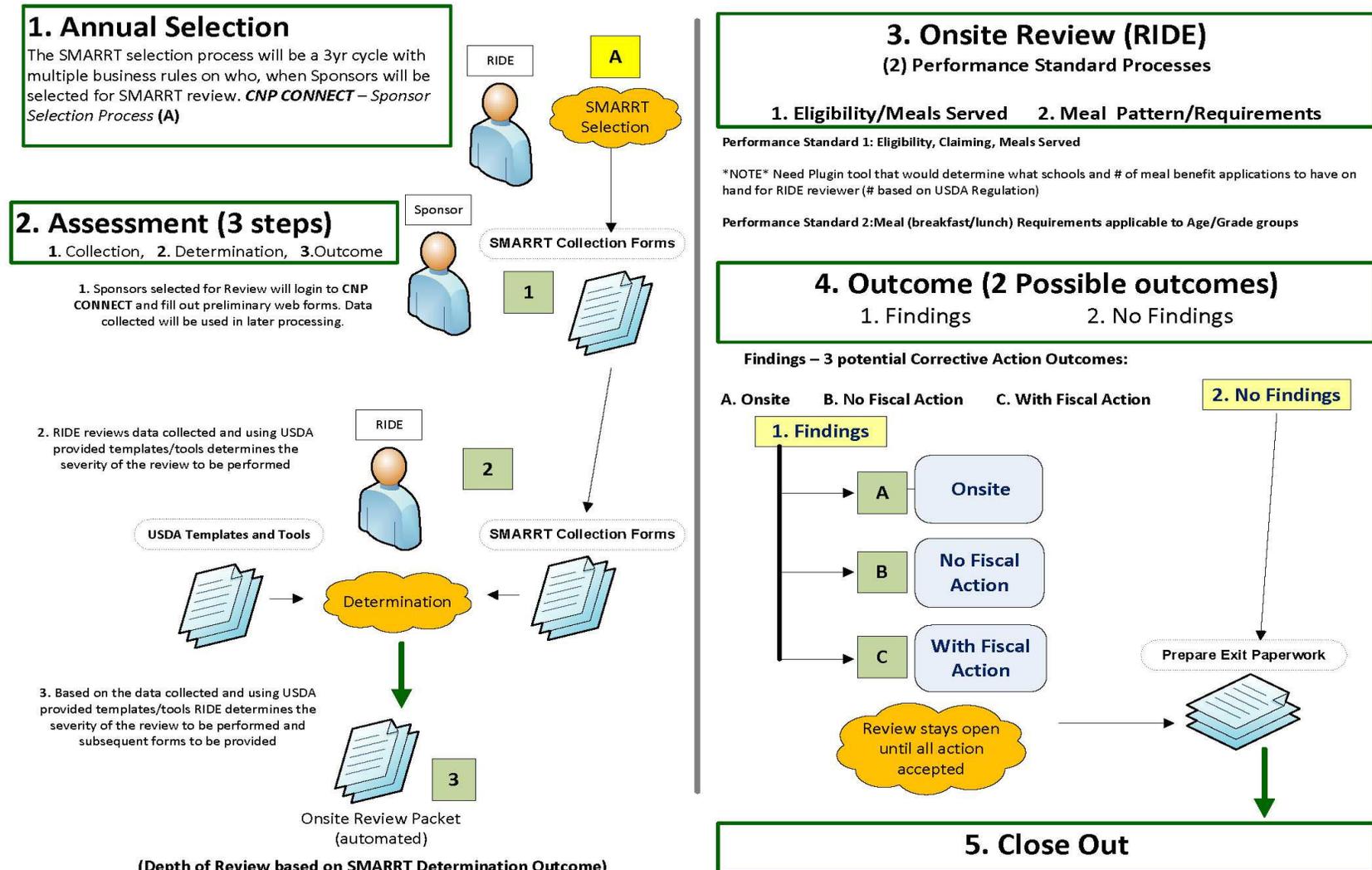
30	Development	Develop Training aids for the CNP-Connect SMARRT Administrative Review framework: Compliance with new USDA SMARRT guidelines, toolkits, rules & regs, advanced edit check				
54	Q/A-Tier 5-UAT	Perform Q/A-Tier 5- UAT test for the CNP-Connect SMARRT Administrative Review framework: Compliance with new USDA SMARRT onsite guidelines, toolkits, rules, regs, outcomes, advanced edit check & closeout procedures				
56	User Training RIDE	Perform the User Training for the CNP-Connect SMARRT Administrative Review framework: RIDE Annual District Selection eWorkflow Step				
58	User Training RIDE	Perform the User Training for the CNP-Connect SMARRT Administrative Review framework: District Assessment eWorkflow Step				
60	User Training RIDE	Perform the User Training for the CNP-Connect SMARRT Administrative Review framework: Compliance with new USDA SMARRT onsite guidelines, toolkits, rules, regs, outcomes, advanced edit check & closeout procedures				
64	User Training District	Perform the User Training for the CNP-Connect SMARRT Administrative Review framework: District Assessment eWorkflow Step				
62	User Training District	Perform the User Training for the CNP-Connect SMARRT Administrative Review framework: District Selection eWorkflow Step				
66	User Training District	Perform the User Training for the CNP-Connect SMARRT Administrative Review framework: Compliance with new USDA SMARRT onsite guidelines, toolkits, rules, regs, outcomes, advanced edit check & closeout procedures				
68	BETA Test-RIDE	Perform the Beta Testing for the CNP-Connect SMARRT Administrative Review framework: RIDE District Selection eWorkflow Step				
70	BETA Test-RIDE	Perform the Beta Testing for the CNP-Connect SMARRT Administrative Review framework: District Assessment eWorkflow Step				
72	BETA Test-RIDE	Perform the Beta Testing for the CNP-Connect SMARRT Administrative Review framework: Compliance with new USDA SMARRT onsite guidelines, toolkits, rules, regs, outcomes, advanced edit check & closeout procedures				
74	BETA Test-Districts	Perform the Beta Testing for the CNP-Connect SMARRT Administrative Review framework: District Selection eWorkflow Step				
76	BETA Test-Districts	Perform the Beta Testing for the CNP-Connect SMARRT Administrative Review framework: District Assessment eWorkflow Step				
78	BETA Test-Districts	Perform the Beta Testing for the CNP-Connect SMARRT Administrative Review framework: District - Compliance with new USDA SMARRT guidelines, toolkits, rules & regs				

80	Rollout	Perform the Rollout for the CNP-Connect SMARRT Administrative Review framework: District Selection eWorkflow Step				
82	Rollout	Perform the Rollout for the CNP-Connect SMARRT Administrative Review framework: District Assessment eWorkflow Step				
84	Rollout	Perform the Rollout for the CNP-Connect SMARRT Administrative Review framework				

# Attachment C: CNP Connect Architecture Schema

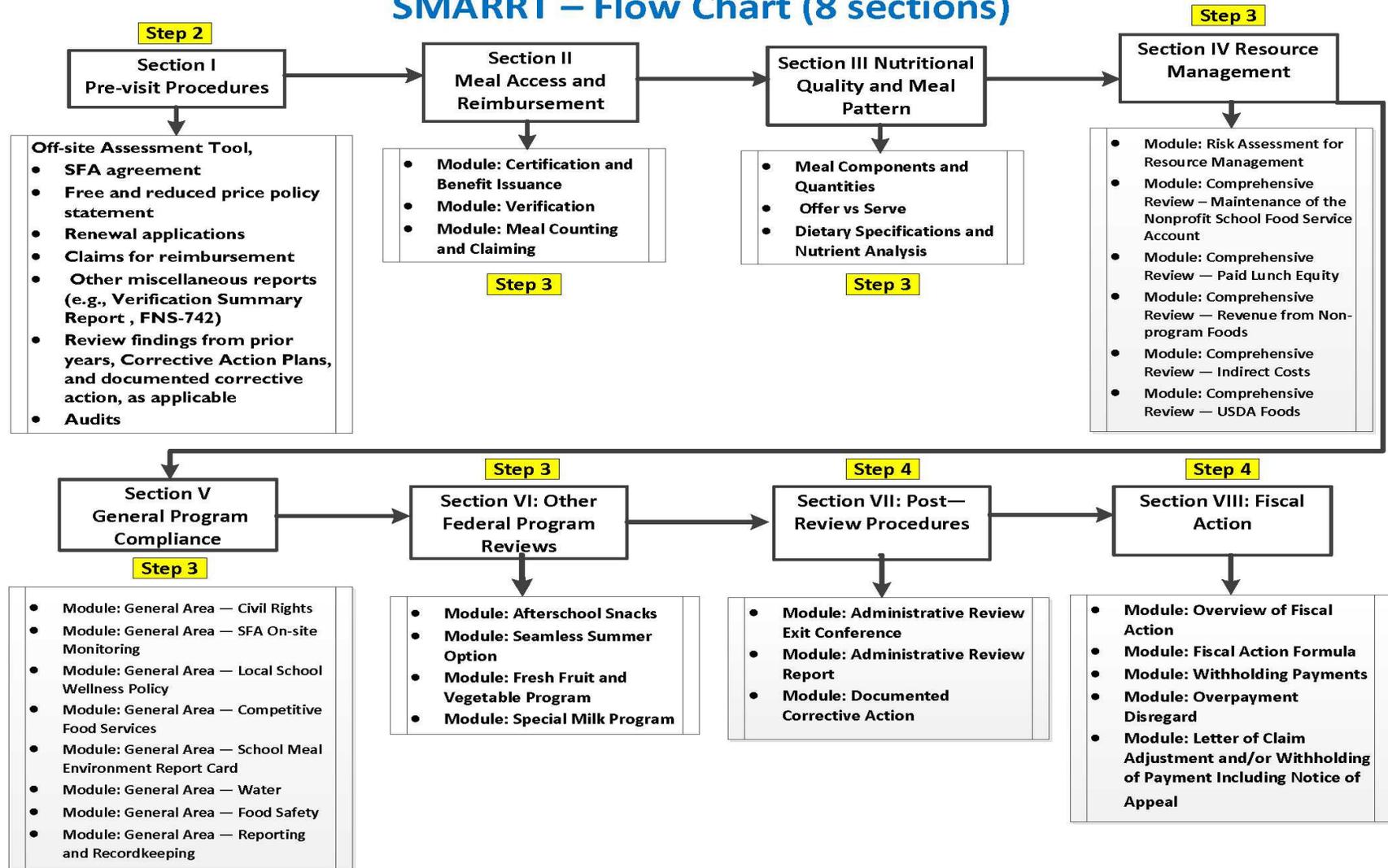


## SMARRT – Workflow Overview (5 steps)

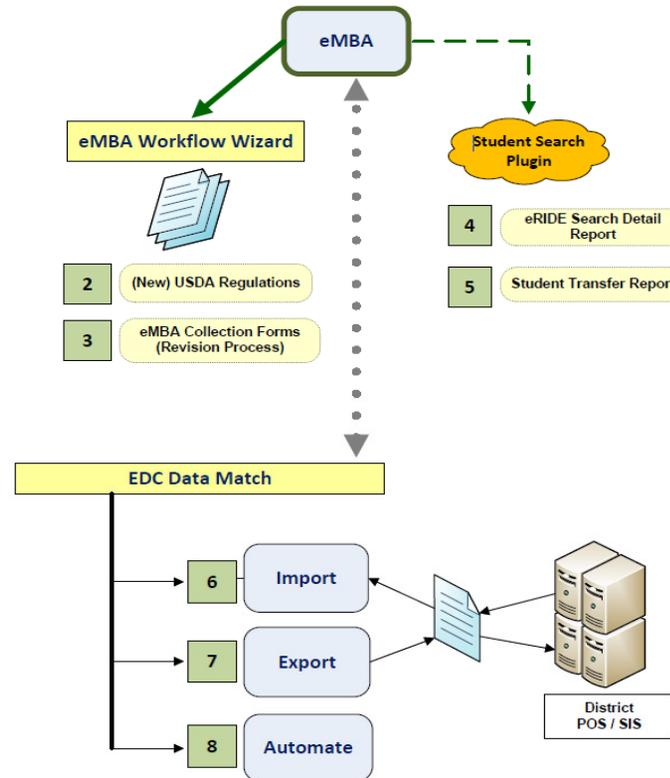
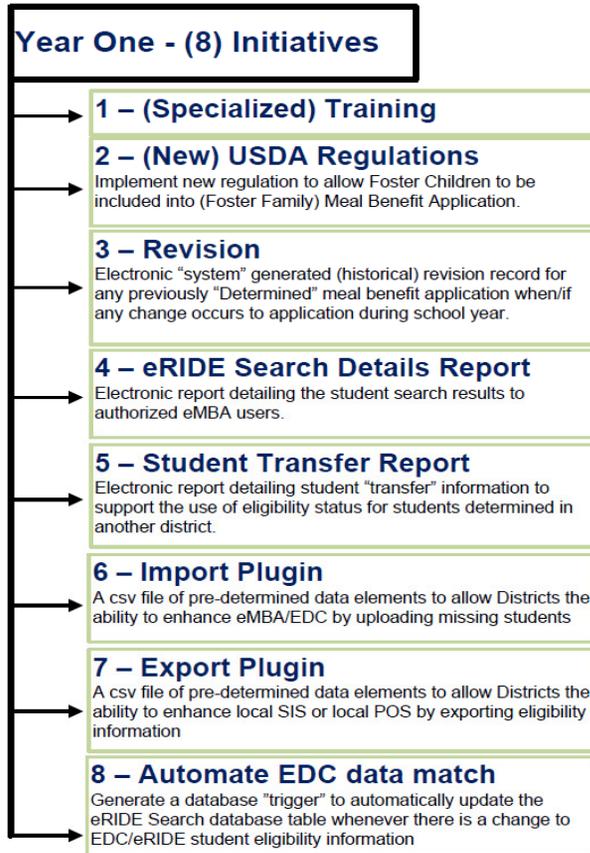


SMARTT WORKFLOW MANAGEMENT SCHEMA:  
USDA ADMINISTRATIVE REVIEW TOOLKIT

### SMARTT – Flow Chart (8 sections)



## eMBA – Multi-Year Grant Request Overview



## eMBA – Multi-Year Grant Request Overview

