State of Rhode Island

Department of Administration
Division of Purchases
One Capitol Hill
Providence, RI 02908

REQUEST FOR PROPOSAL (RFP) – BID# 7543376

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

SUBMISSION DEADLINE: Thursday, January 09, 2014 at 11:15 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 #7543376) 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. 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

State of Rhode Island

Department of Administration
Division of Purchases
One Capitol Hill
Providence, RI 02908

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/RPF.

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.

THIS IS NOT A BIDDER CERTIFICATION FORM

Request for Proposals (RFP)

RIDE Child Nutrition Programs eDirect Certification and SMARRT Review ART II Initiatives Project Development

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 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: SMARRT Administrative Review Process (not yet funded)

- Develop an Administrative Review Progress which aligns with the new USDA SMARRT requirements and leverages the existing RIDE CNP*Connect* Software Administrative Review Process with electronic Workflow Management, electronic Findings Matrix, Data in CNP*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 **CNP*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. 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.

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.

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 CNP*Connect.* CNP*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 CNP*Connect* eGateway Portal application components.

CNP*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 Systems Developer.

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 are 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' CNP*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 technology 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 CNP*Connect*'s current CRE component, in a user friendly format, which 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 CNP*Connect* electronic Meal Benefit Application (eMBA) Framework to inform the Reviewer via the newly created CNP*Connect* Administrative Review Framework about the "error prone" eligibility determination

    Refer to Attachment D: CNPConnect SMARRT Review Vision

SCOPE OF WORK

Significant Areas:

Significant areas of work are:

- CNP Connect system development of design and implementation,
- Collaboration with RIDE staff throughout various stages of system development
- Perform User Training and Rollout.

Tasks:

Initiative #1: eDC

Develop and implement eleven initiatives which will be developed as eDC plug-ins to the CNPConnect MIS according to the following the project 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

Develop and implement 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 CNPConnect'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 CNPConnect and add permissions to access, store and fill out the USDA Toolkit spreadsheets and Word documents online using the CNPConnect smart, context sensitive e-help wizard software component.

3. Re-engineer CNPConnect 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

Summary of CNPConnect Goals and Task Deliverables		
Goals	***Deliverables***	***Date Parameters***
Initiative #1: Develop electronic Direct Certification (eDC)	See Detailed Project Plan for deliverables associated with tasks identified under Task in Appendix B, Form 1.	January 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: upon issuance of the purchase order – 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 end date 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 **$381,900**. Please ensure the budget is presented by state fiscal year, which runs from July 1st through June 30th.

Initiative	Contract not to exceed
#1: eDirect Certification	$185,060
#2: SMARRT Administrative Review (funding pending)	$196,840
Total contract cost:	$381,900

The forms in **Appendix B**, however, must be completed by the amount allocated by USDA for each Initiative with a breakdown for each task within the date parameters.

For example, **Appendix B**, **Form 1** relates to the Initiative #1: eDirect Certification, so tasks 1 through 115 must total no more than the $185,060 allocated by USDA for this Initiative.

Appendix B, Form 2, relates to Initiative #2: SMARRT Administrative Review, so tasks 1 through 45, is for work not yet funded by USDA and must total no more than $196,840 which is the anticipated funding level for this work.

Please note that reimbursement for travel within the continental United States will be limited to the per diem rates established by the General Services Administration (GSA). Per Diem rates are posted at www.gsa.gov/perdiem.

Proposal Submission

Questions concerning this solicitation may be e-mailed to the Division of Purchases at the address on the cover sheet of this solicitation and no later than the date & time listed. **Send your questions in Microsoft Word format**. Please reference the LOI # on all correspondence. Questions received, if any, will be posted and answered on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the helpdesk at 401-222-3766 or lynda.moore@doit.ri.gov.

Proposals (an original plus 4 copies) should include the following:

1. A completed and signed four-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.

2. A ***separate sealed*** Cost Proposal as described above.

3. A *separate* Technical Proposal (see below) describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.

4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov. **Please include with original proposal only.**

Deliver to: Department of Administration
Office of Purchases
One Capitol Hill
Providence, Rhode Island 02908

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 INCLUDED AS A DOWNLOADABLE .ZIP FILE. 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:

Expense Category	Estimated Expenditures		
	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: *(describe)*	0	0	0
8.	0	0	0
Subtotal	0	0	0
Indirect Cost *	0	0	0
TOTAL	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 $
TOTAL REQUEST				

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE $	TOTAL $
TOTAL REQUEST				$

OTHER EXPENDITURES DETAIL

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

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

** 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.

Appendix B: FORM 1

Initiative #1 Level of Effort Summary: Development Costs for CNP-Connect eDC/eMBA Components Of The CNP Gateway						
Task ID	Phase	Task/Deliverable	Hours	Timeline (Dates) Completion 12/15/2015	Development Hourly Rate	Total
1	Validation of Requirements	Automate (Trigger) EDC data match between eRIDE/eMBA Search - ONIS				
2	Architecture: Business Process Re-engineering (BPR)	*NEW - USDA Regulation (Foster Child) included in Family Application				
3	Development	*NEW - USDA Regulation (Foster Child) included in Family Application				
4	Q/A-Tier 1-Unit Test	*NEW - USDA Regulation (Foster Child) included in Family Application				
5	Q/A-Tier 2-System Test	*NEW - USDA Regulation (Foster Child) included in Family Application				
6	Q/A-Tier 3- SME test	*NEW - USDA Regulation (Foster Child) included in Family Application				
7	Q/A-Tier 4- User Test	*NEW - USDA Regulation (Foster Child) included in Family Application				
8	Q/A-Tier 5- UAT	*NEW - USDA Regulation (Foster Child) included in Family Application				
9	Validation of Requirements	Export Plugin to Enhance Local systems [POS, SIS, etc..]				
10	Design	Export Plugin to Enhance Local systems [POS, SIS, etc..]				
11	Development	Export Plugin to Enhance Local systems [POS, SIS, etc..]				
12	Q/A-Tier 1-Unit Test	Export Plugin to Enhance Local systems [POS, SIS, etc..]				
13	Q/A-Tier 2-System Test	Export Plugin to Enhance Local systems [POS, SIS, etc..]				
14	Q/A-Tier 3- SME test	Export Plugin to Enhance Local systems [POS, SIS, etc..]				
15	Q/A-Tier 4- User Test	Export Plugin to Enhance Local systems [POS, SIS, etc..]				

16	BETA Test-Districts	Export Plugin to Enhance Local systems [POS, SIS, etc..]				
17	Q/A-Tier 5- UAT	Export Plugin to Enhance Local systems [POS, SIS, etc..]				
18	User Training District	LEA - With Internal Meal Benefit System & (SIS, POS) - (2) 4hr. sessions				
19	User Training District	LEA - With Out Internal Meal Benefit System & (SIS, POS) - (2) 4hr. Sessions				
20	User Training District	IND - With Internal Meal Benefit System & (SIS, POS) - (2) 4hr. Sessions				
21	User Training District	IND - With Out Internal Meal Benefit System & (SIS, POS) - (2) 4hr. Sessions				
22	User Training District	RCCI - With Internal Meal Benefit System & (SIS, POS) - (2) 4hr. Sessions				
23	User Training District	RCCI - With Out Internal Meal Benefit System & (SIS, POS) - (2) 4hr. Sessions				
24	Architecture: Business Process Re-engineering (BPR)	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
25	Validation of Requirements	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
26	Design	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
27	Development	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
28	Q/A-Tier 1-Unit Test	Automate (Trigger) EDC data match between eRIDE/eMBA Search - ONIS				
29	Q/A-Tier 2-System Test	Automate (Trigger) EDC data match between eRIDE/eMBA Search - ONIS				
30	Rollout	Export Plugin to Enhance Local systems [POS, SIS, etc..]				
31	Rollout	*NEW - USDA Regulation (Foster Child) included in Family Application				
32	Q/A-Tier 1-Unit Test	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				

33	Q/A-Tier 2-System Test	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
34	Q/A-Tier 3- SME test	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
35	Q/A-Tier 4- User Test	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
36	Q/A-Tier 5- UAT	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
37	User Training RIDE/ONIS	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
38	User Training District	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
39	BETA Test-RIDE	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
40	BETA Test-Districts	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
41	Rollout	Import Plugin (collect Private School Children for eRIDE / eMBA Search)				
42	User Training District	Private Schools (Import / Export) eMBA Search Plugin (2 - 4hr. sessions)				
43	Discovery: Business Analysis	Student Transfer Report				
44	Design	Student Transfer Report				
45	Development	Student Transfer Report				
46	Q/A-Tier 1-Unit Test	Student Transfer Report				
47	Q/A-Tier 2-System Test	Student Transfer Report				
48	Q/A-Tier 3- SME test	Student Transfer Report				
49	Q/A-Tier 4- User Test	Student Transfer Report				
50	Q/A-Tier 5- UAT	Student Transfer Report				
51	BETA Test-Districts	Student Transfer Report				
52	Rollout	Student Transfer Report				

53	Design	eRIDE Search Detail Report				
54	Development	eRIDE Search Detail Report				
55	Q/A-Tier 1-Unit Test	eRIDE Search Detail Report				
56	Q/A-Tier 2-System Test	eRIDE Search Detail Report				
57	Q/A-Tier 3-SME Test	eRIDE Search Detail Report				
58	Q/A-Tier 4- User Test	eRIDE Search Detail Report				
59	Q/A-Tier 5- UAT	eRIDE Search Detail Report				
60	BETA Test-Districts	eRIDE Search Detail Report				
61	Rollout	eRIDE Search Detail Report				
62	Discovery: Business Analysis	eMBA Application Packet Historical Revision (Archive)				
63	Design	eMBA Application Packet Historical Revision (Archive)				
64	Development	eMBA Application Packet Historical Revision (Archive)				
65	Q/A-Tier 1-Unit Test	eMBA Application Packet Historical Revision (Archive)				
66	Q/A-Tier 2-System Test	eMBA Application Packet Historical Revision (Archive)				
67	Q/A-Tier 3- SME test	eMBA Application Packet Historical Revision (Archive)				
68	Q/A-Tier 4- User Test	eMBA Application Packet Historical Revision (Archive)				
69	Q/A-Tier 5- UAT	eMBA Application Packet Historical Revision (Archive)				
70	User Training District	eMBA Application Packet Historical Revision (Archive)				
71	BETA Test-Districts	eMBA Application Packet Historical Revision (Archive)				
72	Rollout	eMBA Application Packet Historical Revision (Archive)				
73	Architecture: Business Process Re-engineering (BPR)	FNS-742 Verification Collection Report (Sponsor & Site forms - x2)				
74	Discovery: Business Analysis	FNS-742 Verification Collection Report (Sponsor & Site forms - x2)				
75	Design	FNS-742 Verification Collection Report (Sponsor & Site forms - x2)				

76	Development	FNS-742 Verification Collection Report (Sponsor & Site forms - x2)				
77	Q/A-Tier 1-Unit Test	FNS-742 Verification Collection Report (Sponsor & Site forms - x2)				
78	Q/A-Tier 2-System Test	FNS-742 Verification Collection Report (Sponsor & Site forms - x2)				
79	Q/A-Tier 3- SME test	FNS-742 Verification Collection Report (Sponsor & Site forms - x2)				
80	Q/A-Tier 4- User Test	FNS-742 Verification Collection Report (Sponsor & Site forms - x2)				
81	Q/A-Tier 5- UAT	FNS-742 Verification Collection Report (Sponsor & Site forms - x2)				
82	User Training District	FNS-742 Verification Collection Report (Sponsor & Site forms - x2)				
83	Rollout	FNS-742 Verification Collection Report (Sponsor & Site forms - x2)				
84	Architecture: Business Process Re-engineering (BPR)	(Interoperability) eMBA-Federal Verification Report Framework				
85	Development	(Interoperability) eMBA-Federal Verification Report Framework				
86	Q/A-Tier 1-Unit Test	(Interoperability) eMBA-Federal Verification Report Framework				
87	Q/A-Tier 2-System Test	(Interoperability) eMBA-Federal Verification Report Framework				
88	Q/A-Tier 3- SME test	(Interoperability) eMBA-Federal Verification Report Framework				
89	Q/A-Tier 4- User Test	(Interoperability) eMBA-Federal Verification Report Framework				
90	Q/A-Tier 5- UAT	(Interoperability) eMBA-Federal Verification Report Framework				
91	User Training District	(Interoperability) eMBA-Federal Verification Report Framework				
92	BETA Test-Districts	(Interoperability) eMBA-Federal Verification Report Framework				

93	Rollout	(Interoperability) eMBA-Federal Verification Report Framework				
94	Architecture: Business Process Re-engineering (BPR)	eMBA Application Renewal				
95	Discovery: Business Analysis	eMBA Application Renewal				
96	Development	eMBA Application Renewal				
97	Q/A-Tier 1-Unit Test	eMBA Application Renewal				
98	Q/A-Tier 2-System Test	eMBA Application Renewal				
99	Q/A-Tier 3- SME test	eMBA Application Renewal				
100	Q/A-Tier 5- UAT	eMBA Application Renewal				
101	User Training District	eMBA Application Renewal				
102	Q/A-Tier 4- User Test	eMBA Application Renewal				
103	BETA Test-Districts	eMBA Application Renewal				
104	Rollout	eMBA Application Renewal				
105	Architecture: Business Process Re-engineering (BPR)	(Random) Verification				
106	Discovery: Business Analysis	(Random) Verification				
107	Development	(Random) Verification				
108	Q/A-Tier 1-Unit Test	(Random) Verification				
109	Q/A-Tier 2-System Test	(Random) Verification				
110	Q/A-Tier 3- SME test	(Random) Verification				
111	Q/A-Tier 4- User Test	(Random) Verification				
112	Q/A-Tier 5- UAT	(Random) Verification				
113	User Training District	(Random) Verification				
114	BETA Test-Districts	(Random) Verification				
115	Rollout	(Random) Verification				

Appendix B: FORM 2

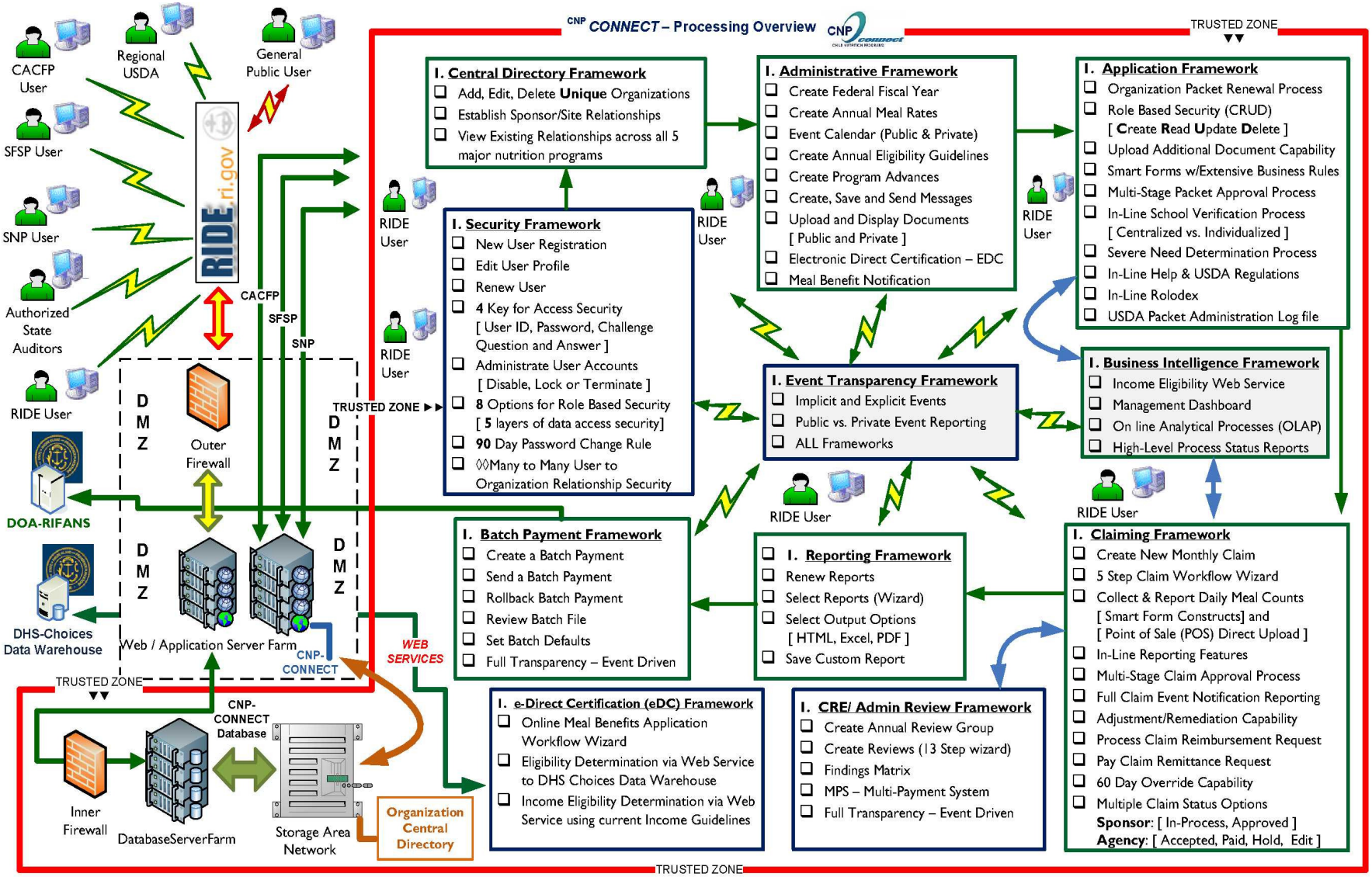
Initiative #2: Detail Project Plan Development **Level of Effort Summary: Costs for CNP-Connect SMARRT Administrative Review Framework (ART Method II)**						
Task ID	**Phase**	**Task/Deliverable**	**Hrs**	**Proposed Timeline Completion 6/30/2015**	**Development Hourly Rate**	**Total**
1	**Discovery: 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				
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: District Assessment eWorkflow Step				
3	**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 & closeout procedures				
4	**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				
5	**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				
6	**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 & closeout procedures				
7	**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				

8	**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				
9	**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 & closeout procedures				
10	**Design**	Design and Document the CNP-Connect SMARRT Administrative Review framework: Annual District Selection eWorkflow Step				
11	**Design**	Design and Document the CNP-Connect SMARRT Administrative Review framework: District Assessment eWorkflow Step				
12	**Design**	Design and Document the CNP-Connect SMARRT Administrative Review framework: Compliance with new USDA SMARRT onsite guidelines, toolkits, rules, regs,outcomes & closeout procedures				
13	**Development**	Develop the CNP-Connect SMARRT Administrative Review framework; Annual District Selection eWorkflow Step				
14	**Development**	Develop the CNP-Connect SMARRT Administrative Review framework: USDA SMARRT toolkits integration eWorkflow Step: District Assessment eWorkflow Step				
15	**Development**	Develop the CNP-Connect SMARRT Administrative Review framework: Compliance with new USDA SMARRT onsite guidelines, toolkits, rules, regs,outcomes & closeout procedures				
16	**Q/A-Tier 1-Unit Test**	Perform the Unit Test Q/A for the CNP-Connect SMARRT Administrative Review framework: Annual District Selection eWorkflow Step				
17	**Q/A-Tier 1-Unit Test**	Perform the Unit Test Q/A for the CNP-Connect SMARRT Administrative Review framework: District Assessment eWorkflow Step				
18	**Q/A-Tier 1-Unit Test**	Perform the Unit Test Q/A for the CNP-Connect SMARRT Administrative Review framework: Compliance with new USDA SMARRT onsite guidelines, toolkits, rules, regs,outcomes & closeout procedures				
19	**Q/A-Tier 2-System Test**	Perform the System Test Q/A for the CNP-Connect SMARRT Administrative Review framework: Annual District Selection eWorkflow Step				
20	**Q/A-Tier 2-System Test**	Perform the System Test Q/A for the CNP-Connect SMARRT Administrative Review framework: District Assessment eWorkflow Step				

21	**Q/A-Tier 2-System Test**	Perform the System Test Q/A for the CNP-Connect SMARRT Administrative Review framework: Compliance with new USDA SMARRT onsite guidelines, toolkits, rules, regs,outcomes & closeout procedures				
22	**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				
23	**Q/A-Tier 3-SME test**	Perform Q/A-Tier 3- SME test for the CNP-Connect SMARRT Administrative Review framework: District Assessment eWorkflow Step				
24	**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 onsite guidelines, toolkits, rules, regs,outcomes & closeout procedures				
25	**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				
26	**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				
27	**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				
28	**Q/A-Tier 5-UAT**	Perform Q/A-Tier 5 UAT for the CNP-Connect SMARRT Administrative Review framework: Annual District Selection eWorkflow Step				
29	**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	**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 & closeout procedures				
31	**User Training RIDE**	Perform the User Training for the CNP-Connect SMARRT Administrative Review framework: Annual District Selection eWorkflow Step				
32	**User Training RIDE**	Perform the User Training for the CNP-Connect SMARRT Administrative Review framework: District Assessment eWorkflow Step				
33	**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 & closeout procedures				

34	**User Training District**	Perform the User Training for the CNP-Connect SMARRT Administrative Review framework: Annual District Selection eWorkflow Step				
35	**User Training District**	Perform the User Training for the CNP-Connect SMARRT Administrative Review framework: District Assessment eWorkflow Step				
36	**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 & closeout procedures				
37	**BETA Test-RIDE**	Perform the Beta Testing for the CNP-Connect SMARRT Administrative Review framework: Annual District Selection eWorkflow Step				
38	**BETA Test-RIDE**	Perform the Beta Testing for the CNP-Connect SMARRT Administrative Review framework: District Assessment eWorkflow Step				
39	**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 & closeout procedures				
40	**BETA Test-Districts**	Perform the Beta Testing for the CNP-Connect SMARRT Administrative Review framework: Annual District Selection eWorkflow Step				
41	**BETA Test-Districts**	Perform the Beta Testing for the CNP-Connect SMARRT Administrative Review framework: District Assessment eWorkflow Step				
42	**BETA Test-Districts**	Perform the Beta Testing for the CNP-Connect SMARRT Administrative Review framework: Compliance with new USDA SMARRT onsite guidelines, toolkits, rules, regs,outcomes & closeout procedures				
43	**Rollout**	Perform the Rollout for the CNP-Connect SMARRT Administrative Review framework: Annual District Selection eWorkflow Step				
44	**Rollout**	Perform the Rollout for the CNP-Connect SMARRT Administrative Review framework: District Assessment eWorkflow Step				
45	**Rollout**	Perform the Rollout for the CNP-Connect SMARRT Administrative Review framework				

Attachment C: CNP Connect Architecture Schema



SMARRT – Workflow Overview (5 steps)

1. Annual Selection

The SMARRT selection process will be a 3yr cycle with multiple business rules on who, when Sponsors will be selected for SMARRT review. ***CNP CONNECT*** *– Sponsor Selection Process* **(A)**

RIDE

A

SMARRT Selection

2. Assessment (3 steps)

1. Collection, **2.** Determination, **3.**Outcome

Sponsor

SMARRT Collection Forms

1

1. Sponsors selected for Review will login to **CNP CONNECT** and fill out preliminary web forms. Data collected will be used in later processing.

RIDE

2

2. RIDE reviews data collected and using USDA provided templates/tools determines the severity of the review to be performed

USDA Templates and Tools

SMARRT Collection Forms

Determination

3. Based on the data collected and using USDA provided templates/tools RIDE determines the severity of the review to be performed and subsequent forms to be provided

3

Onsite Review Packet (automated)

(Depth of Review based on SMARRT Determination Outcome)

3. Onsite Review (RIDE)

(2) Performance Standard Processes

1. Eligibility/Meals Served **2. Meal Pattern/Requirements**

Performance Standard 1: Eligibility, Claiming, Meals Served

NOTE Need Plugin tool that would determine what schools and # of meal benefit applications to have on hand for RIDE reviewer (# based on USDA Regulation)

Performance Standard 2:Meal (breakfast/lunch) Requirements applicable to Age/Grade groups

4. Outcome (2 Possible outcomes)

1. Findings 2. No Findings

Findings – 3 potential Corrective Action Outcomes:

A. Onsite **B. No Fiscal Action** **C. With Fiscal Action**

1. Findings

A — Onsite

B — No Fiscal Action

C — With Fiscal Action

2. No Findings

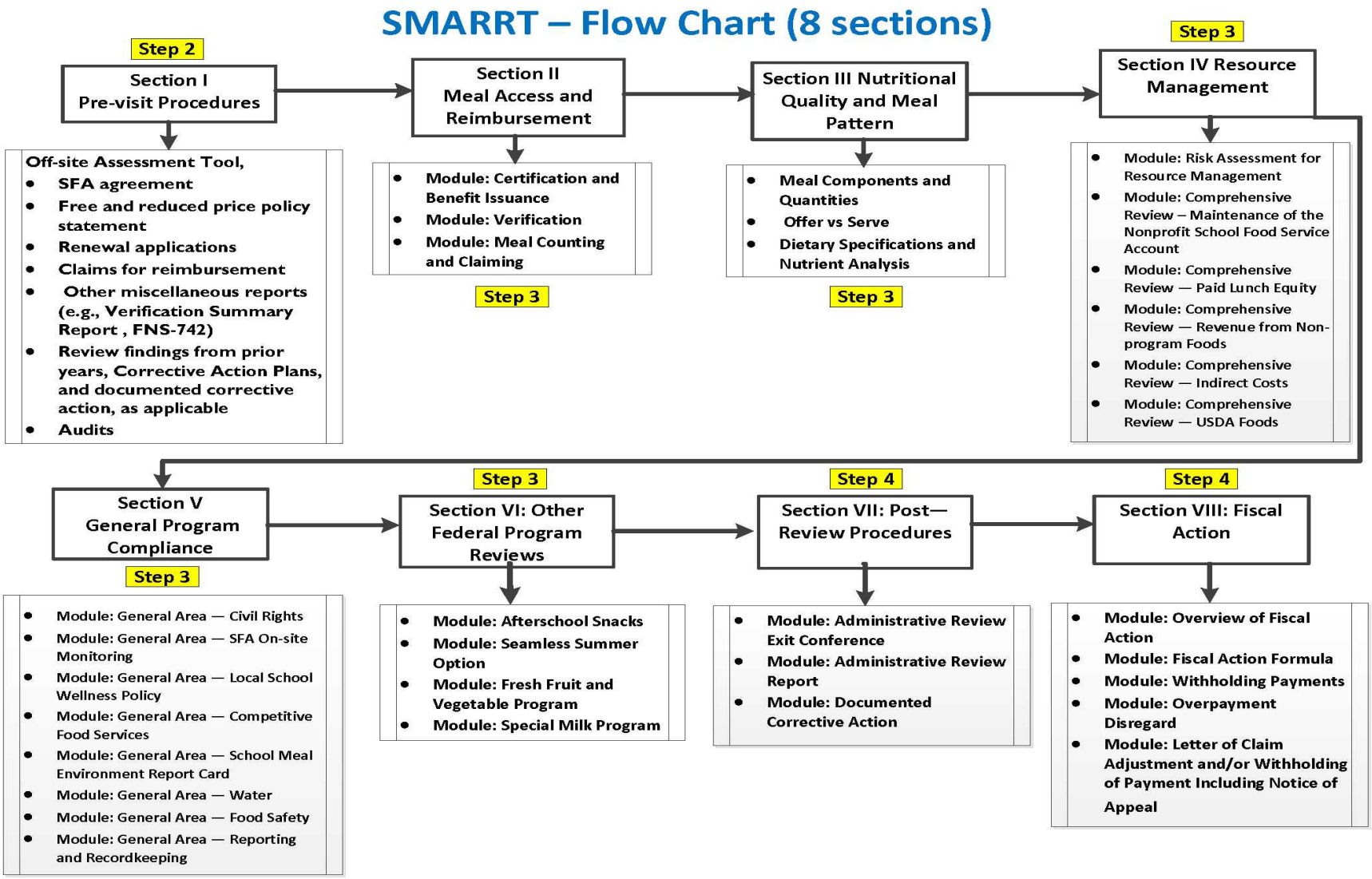
Review stays open until all action accepted

Prepare Exit Paperwork

5. Close Out

Attachment D: CNP Connect SMARRT Review Vision

SMARRT WORKFLOW MANAGEMENT SCHEMA:
USDA ADMINISTRATIVE REVIEW TOOLKIT



Attachment E: CNP Connect eMBA and eDC Vision

eMBA – Multi-Year Grant Request Overview

Year One - (8) Initiatives

1 – (Specialized) Training

2 – (New) USDA Regulations
Implement new regulation to allow Foster Children to be included into (Foster Family) Meal Benefit Application.

3 – Revision
Electronic "system" generated (historical) revision record for any previously "Determined" meal benefit application when/if any change occurs to application during school year.

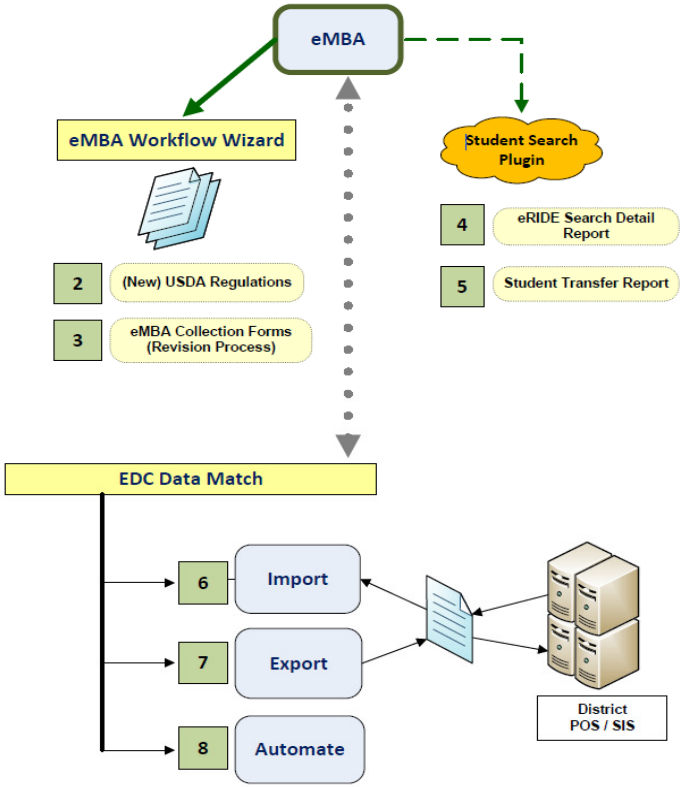
4 – eRIDE Search Details Report
Electronic report detailing the student search results to authorized eMBA users.

5 – Student Transfer Report
Electronic report detailing student "transfer" information to support the use of eligibility status for students determined in another district.

6 – Import Plugin
A csv file of pre-determined data elements to allow Districts the ability to enhance eMBA/EDC by uploading missing students

7 – Export Plugin
A csv file of pre-determined data elements to allow Districts the ability to enhance local SIS or local POS by exporting eligibility information

8 – Automate EDC data match
Generate a database "trigger" to automatically update the eRIDE Search database table whenever there is a change to EDC/eRIDE student eligibility information



Attachment E: CNP Connect eMBA and eDC Vision

eMBA – Multi-Year Grant Request Overview

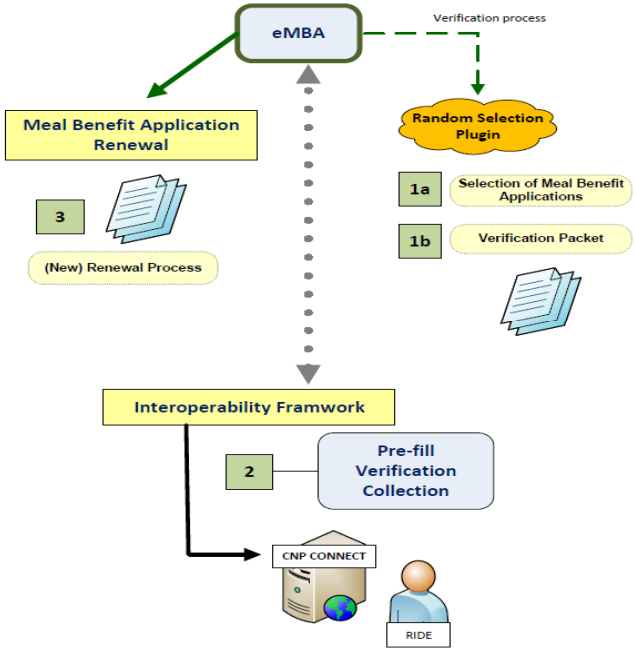
Year Two - (3) Initiatives

1 – (Random) Verification

a. Selection of Meal Benefit Application
b. "Verification" Packet Automation

2 – (Interoperability) Framework

Collection of data from eMBA to prime the CNP CONNECT Annual Federal Verification report (by sponsor)

3 – Meal Benefit Renewal

Electronic "System" Generated "renewal" process to assist Districts with the overwhelming demand put upon them at start of each school year. By using pre-defined business rules (what data can be carried forward) eMBA will automate the generation of a NEW electronic meal benefit application with all pertinent family information on file from last "agency determined" application.