



Solicitation Information
March 17, 2015

RFP# 7549419

TITLE: Rhode Island WIC Management Information System (MIS) Planning Project

Submission Deadline: Monday, May 18, 2015 at 10:00 AM (ET)

PRE-BID/ PROPOSAL CONFERENCE: No

MANDATORY:

If 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/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

DATE:

LOCATION:

Questions concerning this solicitation must be received by the Division of Purchases at David.Francis@purchasing.ri.gov no later than **April 9, 2015 at 10:00 AM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

David J. Francis
Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

TABLE OF CONTENTS

SECTION 1 - INTRODUCTION 3

SECTION 2 - PURPOSE AND BACKGROUND 5

SECTION 3 - PROJECT OVERVIEW, TIMELINES, AND SCOPE OF WORK 7

 SCOPE OF WORK 13

 CLAS Language 19

SECTION 4 - TECHNICAL PROPOSAL..... 21

SECTION 5 - COST PROPOSAL..... 23

SECTION 6 - EVALUATION AND SELECTION 23

SECTION 7 - PROPOSAL SUBMISSION 25

Attachment A: Cost Form..... 27

Attachment B: Glossary of Terms 28

Attachment C: Appendix F-Federal Procurement Clauses30

SECTION 1 - INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Health (RIDOH), Special Supplemental Nutrition Program for Women, Infants and Children Program (hereinafter WIC Program) is soliciting proposals from qualified consulting planning services firms to establish a contract through competitive negotiations for a the development of several documents that would include a Functional Requirement Document, a Feasibility Study, a Business Capacity Planning Study, an Implementation Advance Planning Document (IAPD) and a Transfer and Implementation (T&I) Request For Proposal (RFP) for acquiring a Management Information System (MIS) solution, in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov. The contract period will begin approximately in November 23, 2015 for one 12-month term.

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

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. 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 RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 60 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 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 to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, 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 is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website www.mbe.ri.gov
15. Under HIPAA, a "business associate" is a person or entity, other than a member of the workforce of a HIPAA covered entity, who performs functions or activities on behalf of, or provides certain services to, a HIPAA covered entity that involves access by the business associate to HIPAA protected health information. A "business associate" also is a subcontractor that creates, receives, maintains, or transmits HIPAA protected health information on behalf of another business associate. The HIPAA rules generally require that HIPAA covered entities and business associates enter into contracts with their business associates to ensure that the business associates will appropriately safeguard

HIPAA protected health information. Therefore, if a Contractor qualifies as a business associate, it will be required to sign a HIPAA business associate agreement

SECTION 2 - PURPOSE AND BACKGROUND

PURPOSE

The purpose of this Request for Proposals (RFP) is to solicit proposals to establish a contract through competitive negotiations for planning services for a Management Information System (MIS) solution. The required services include the completion of a feasibility study with a comprehensive cost analysis, a Functional Requirements Document, a Business Capacity Planning Study, an Implementation Advance Planning Document (IAPD) and a Transfer and Implementation (T&I) RFP as required by the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS). The specific details of the goods and services outlined by this RFP are described in further detail in the Scope of Work (SOW). These services are required during the planning phase for the development of an MIS solution for the Rhode Island WIC program. These services are of major importance and the results of the planning activities will become the baseline plans for guidance during the transfer and implementation of a WIC MIS solution. The task of actually transferring, modifying and implementing the hardware and software of the WIC MIS solution **are not** within the scope of this RFP. The work performed will be for the Rhode Island Department of Health, Division of Community, Family Health and Equity and the WIC Program.

Funding for the FY2015 is available through The United States Department of Agriculture (USDA). The initial project period is expected to begin on **November 23, 2015** continue through **November 22, 2016**.

Applicants should submit a proposed budget for all required deliverables.

The successful bidder will not be able to bid on the Implementation RFP when released.

BACKGROUND

The WIC Program (Special Supplemental Nutrition for Women, Infants, and Children) is funded by the Food and Nutrition Service (FNS), a Federal agency of the United States Department of Agriculture. WIC provides services to low-income pregnant, breastfeeding and non-breastfeeding postpartum women, infants, and children to age five (5). WIC's primary mission, as an adjunct to good healthcare, is to provide education for optimal nutrition during critical stages of growth and development. The program provides an array of support for families including breastfeeding support and promotion; referrals to needed medical and social services in the community; and assessment of client nutritional status. WIC must comply with all Federal and State reporting mandates.

The Rhode Island Department of Health's Division of Community, Family Health and Equity (CFHE)

delivers WIC services at the local level by contracting with 11 local agencies (LA), non-profit community organizations, community health centers and hospitals. The local agencies operate a total of 25 clinics statewide. The program serves approximately 25,000 participants per month, issuing 1.5 million checks a year (worth \$14 million). Local agency caseload can range from as low as approximately 500 to as many as approximately 2,500.

In Rhode Island, nutritious foods are issued to WIC participants through Food Instruments (FIs). FIs are checks which state the food items and quantities that may be purchased by participants at authorized food retail locations. WIC FIs are printed and issued to participants at local clinic locations. FIs are typically issued 3 months at a time after the completion of certification appointments, which determine participant eligibility and required nutrition education appointments. The WIC participant, parent, guardian, caretaker, or proxy then redeems the FI(s) at a WIC-authorized retail location. The retailer deposits any FIs they receive as they would a personal check. The banking contractor then reduces the State's WIC account accordingly and performs settlement with retailers.

The Rhode Island WIC program issues an average of 120,000 FIs per month which include a regular WIC check and Cash Value Vouchers (CVV) for fruits and vegetables. Additional 7,000 - 22,000 checks are issued during June, July and August for the Farmers' Markets.

The regular check covers the purchase of prescribed foods such as cereals, juices, milk, cheese, eggs, peanut butter, canned fish and infant formula. Fruits and vegetables checks have a fixed dollar amount (\$6, \$10, and \$15) and can be redeemed for fruits and vegetables only (fresh, canned and/or frozen). Farmers' Market checks are not redeemable at grocery stores and can only be accepted by farmers at the WIC Farmers' Markets around the state for approved fruits and vegetables. Farmers can also accept cash value vouchers.

FIs are presented daily to the banking agent for payment. The banking agent screens each FI using visual edits and automated edits from data provided by the Rhode Island State office to determine if the FIs are acceptable. As required by federal regulations, FIs must be accepted or rejected and returned unpaid through the Federal Reserve System within specified timeframes. Wire transfers are made daily on the State of Rhode Island account to provide payment for honored FIs. The banking agent forwards a Statement of Account and monthly reconciliation to the State showing actual cash paid out and adjustments made during the month. The office maintains an issuance master file which completely tracks the status of all FIs (e.g., distributed to Local WIC Agencies, issued/not issued to participants, redeemed, paid/not paid, expired, lost, stolen, etc.). The State office provides to the banking agent a daily pricing file, vendor file, stamp file and issuance file. The banking agent provides paid information and daily, weekly and monthly reports.

There are approximately 250 WIC approved retailers divided into 11 peer groups, which provide food and formula to WIC participants in exchange for WIC checks. WIC retailers include pharmacies, large chain stores, medium independent stores, small neighborhood grocery/convenience stores, and a commissary. Authorized pharmacies only provide special infants formulas that cannot be purchased at retail grocers.

The Farmer's Market Nutrition Program (FMNP) provides WIC recipients with three \$5.00 checks generally at the onset of the growing season that allows the recipient to purchase locally grown fresh fruits and vegetables at local farmers' markets. WIC authorizes approximately 79 farmers and 35 Farmers' Markets to sell fresh fruits and vegetables to targeted WIC participants.

Covansys Corp (now known as Computer Sciences Corp (CSC)) developed and supports Rhode Island's web-enabled, centralized, online application using a single database computer system known as RIWEBS. This system was implemented in 2006 and was initially developed to prepare Rhode Island for an EBT pilot through the New England Partners consortium.

The RIWEBS system consists of software written for PC-based computers that reside in WIC Clinics and the State WIC Office. The clinic software allows the user to search and view all participant data, document provision of WIC services, and produce food instruments for the participant on demand. The web-enabled architecture operates in a real-time environment and allows participant information and transfers to occur instantaneously. Food instrument issuance information is transmitted to the contract banking agent on a nightly basis. The RIWEBS system does not currently support electronic benefits issuance or food delivery in either an online or offline system.

The goal of the Rhode Island Department of Health is to meet the Congressional mandate of 2020 to have Electronic Benefits Transfer (EBT) available statewide. To achieve this goal, we need to have a MIS system that would be capable of supporting EBT functions. In the WIC program, EBT would include the use of an electronic food prescription, which specifies particular food items, quantities of the food items that can be purchased, the time period within which the food items must be purchased, and the maximum value associated with these food item purchases. These electronic benefits are maintained in an account that is set-up for a benefit recipient. The account is associated with a card that identifies the account holder and through which benefits are accessed. EBT allows the issuance, redemption, and settlement of food benefits to be automated. Automation of this process results in fewer retailer errors, greater anonymity and security for participants and greater reporting accuracy for the WIC Program.

The Rhode Island Department of Health intends to pursue federal funding to replace the existing WIC information system used for WIC participant certification, food benefit issuance and many other program operations. It is the intent of the RIDOH to hire an experienced WIC MIS planning consultant to develop and carry out a project plan for the required activities, with deliverables, to replace the existing WIC MIS with a new system, hereafter referred to as the new MIS.

SECTION 3 - PROJECT OVERVIEW, TIMELINES, AND SCOPE OF WORK

PROJECT OVERVIEW

The Rhode Island WIC Program as administered by the Rhode Island Department of Health, hereafter the

Department, is currently following the USDA - Food and Nutrition Service (FNS) planning protocol to acquire a new WIC management information system (MIS). The contractor will provide the following services for the Department to secure a WIC MIS solution, a complete planning service that provides for a detailed feasibility study with a comprehensive cost analysis, a Business Capacity Planning Study, an Implementation Advance Planning Document (IAPD), and a Transfer and Implementation (T&I) RFP.

The USDA Advance Planning Document (APD) process is a series of successive steps through which State agencies obtain Federal prior approval of and Federal Financial Participation (FFP) in automation projects supporting FNS programs. Additional information regarding the FNS APD process may be found at <http://www.fns.usda.gov/apd/fns-handbook-901-advance-planning-documents>.

FNS requires each WIC State Agency (SA) planning for a new MIS to carefully consider the available State Agency Models (SAM) to see if a SAM model would be a possible transfer candidate. FNS has stressed that an in-depth Feasibility Study, to include an alternatives analysis and gap analysis, needs to be completed so that the SA can determine if indeed a SAM system meets the needs of the SA. The intention is to transfer a system that most closely meets the needs of the SA and therefore requires minimal changes. This can be accomplished by determining up front that a particular system has the functionality that is needed by the SA.

It is the intent of the Department to consider adopting an existing SAM system for transfer. If it is determined that there is no SAM system that is right for the Department, then an acquisition of a non-SAM system could be an alternative.

State Agency Models

The WIC Program State Agency Model (SAM) Project is a Food and Nutrition Service (FNS) 5-year initiative to plan, develop and deploy model information systems (IS) in WIC State agencies. The system requirements for each model will be defined by a consortium of State and local agency representatives. The SAM project was initiated by FNS at the request of the Office of Management and Budget (OMB). OMB's philosophy on WIC State agency system development is: "Build it once and replicate it many times." The three SAM projects are described below.

1. **The Successful Partners In Reaching Innovative Technology (SPIRIT) in the Southwest Region** - The SPIRIT consortium was originally comprised of thirteen Indian Tribal Organizations within the states of Oklahoma and New Mexico, with the Chickasaw Nation as the lead State agency.
2. **Mountain Plains State Consortium (MPSC)** - Utah is the lead State agency for this consortium. Member State agencies include Colorado and Wyoming. Vermont and Nebraska are also adopting it.
3. **Crossroads** - North Carolina is the lead State agency for this consortium. Member state agencies include Alabama, Virginia and West Virginia.

State Agency Model (SAM) Project Fact Sheet - WIC SAM Project Overview found at:

<http://www.fns.usda.gov/wic/state-agency-model-sam-project-fact-sheet-wic-sam-project-overview>

The outcome to be met through this RFP is to secure a contractor who will provide expertise on planning and accomplishing operational tasks for the Department's WIC Program to successfully transfer and implement to a new Management Information System.

Successful completion of the planning phase should comprise:

- elaboration and refinement of the project scope, schedule, risks and costs
- assessment and description of activities to coordinate all relevant plans
- definition of procedures for how the project will be executed, monitored, controlled and closed
- planning the course of action required
- development of the project management plan
- approval to progress to the implementation phase

The successful contractor shall complete the Feasibility Study, including an alternatives analysis and gap analysis to transfer a SAM system or a non-SAM system. The purpose of the feasibility study is to determine whether the project being considered is technically, financially, and operationally viable. The alternatives analysis will demonstrate which alternative is the best fit for the WIC Program, technically, financially and operationally. It will include an analysis of technical and programmatic merits of potential system transfers, identify changes to a potential system (as applicable) and assess the system using the FReD requirements and options.

If the Department determines it necessary to request on-site demonstrations of potential systems, the Contractor will arrange and set up demonstrations. This document must meet the requirements of the Food and Nutrition Services Handbook 901 and guidance provided by regional office. The State WIC Office, in collaboration with the Contractor, would make all modification to the feasibility study necessary to gain approval from USDA.

The successful contractor shall complete the Functional Requirements Document to describe what the system is and does in understandable language without specifying the technical aspects of how the system will function. The document provides examples of the "how" through the description of features and capabilities and potential implementation approaches. The requirements should be complete, valid, clear, consistent, feasible, testable, and traceable. Requirements can be found at the FNS Advanced Planning Documents web site: <http://www.fns.usda.gov/apd/> Federal WIC mandatory and optional requirements are available in WIC-FReD. The information provided in WIC-FReD can be used to consider the specific functions and approaches to implementing those functions which will be required for the Department's system. This information can then be incorporated into the development of the Requests for Proposal and serve as guidance to information technology staff in the transfer of a WIC MIS.

The State WIC program has an approved IAPD for EBT, with the completion of the MIS results from the planning efforts would merge the information to have a joint MIS/EBT IAPD. Implementing both a new

MIS and EBT at the same time has been attempted by other states before. While there is additional work to bring up an EBT system at the same time as new MIS, the combined implementation actually eliminates duplication of efforts in the areas of clinic preparation and in training staff, retailers and participants. It also reduces the amount of disruption to stakeholders as they only have to change business practices once rather than convert to a new MIS and then later convert from FIs to EBT. The Transfer & Implementation (T&I) contractor will play a role in the implementation of EBT.

The contractor, using all information gathered from the feasibility study and the results from the EBT IAPD to prepare, with guidance from the Rhode Island Department of Health WIC Program the required documentation for a combined MIS/EBT Implementation Advance Planning Document (IAPD) as defined by the Food and Nutrition Services Handbook 901, and the Functional Requirements Document (FReD or FReD-E) <http://www.fns.usda.gov/apd/fns-handbook-901-advance-planning-documents> and any additional instructions provided by FNS and the state of Rhode Island.

The required components of the IAPD will vary as follows, depending upon whether or not the Department decides to transfer a SAM system:

- Transmittal Letter with Official Signature
- Executive Summary
- Functional Requirements Documents
- Feasibility Study/Alternatives Analysis
- Cost-Benefit Analysis
- General Systems Design
- Capacity Planning or Study
- Project Management Plan and Resource Requirements
- Schedule/Timeline of Planning Activities, Milestones, and Deliverables
- Proposed Budget/Budget Narrative
- Cost Allocation Plan (as appropriate)
- Security Planning
- Request for Waiver of Depreciation (if desired)
- Test Plan
- Training Plan
- State Agency/Contractor Assurances
- Pilot Project Retailer Management Plan
- Statewide Expansion Retailer Management Plan
- Statewide Expansion Clinic Management Plan

The contractor will develop a Transfer and Implementation (T&I) Request for Proposal (RFP) for the transfer of a new WIC Management Information Systems that will meet the needs of the WIC Program as defined in the IAPD. Provide guidance to the WIC Program during the procurement process in responding to inquiries concerning the programmatic aspects of the procurement and assist in the evaluation process to ensure that bids meet the programmatic system specifications.

The following components will be required for the Transfer and Implementation RFP:

- **Introduction and Overview** – Includes details, such as background information about the effort; agencies and programs that will use the system, including any placeholders for potential future partners; major objectives of the proposed system; type of contract anticipated; and procurement schedule
- **Solicitation Instructions and Conditions** – List issuing office and agency manager responsible for procurement; submission requirements, limitations/stipulations imposed on all bidders, standards and subcontractors; and so forth.
- **Statement of Work (SOW)** – Lists the tasks and other potential activities, mandatory requirements, deliverables, and staffing, including the desired schedule, contract deliverables, and installation, conversion, maintenance and personnel requirements.
- **Management Plan** – Identifies management requirements, such as the State agency project manager/lead State agency to whom the contractor will report, type and frequency of project status reports, and review and approval of work performed.
- **Proposal Structure and Content** – Describes general proposal appearance and organization, attachments, supplements, and other supporting documentation.
- **Evaluation of Proposals and Contract Award** – Identifies proposals controls, such as the methods that States will use to evaluate proposals, requirements for benchmarks and system demonstrations, evaluation criteria, and State appeals process.

PROJECT MANAGEMENT

The WIC Program will put into place a WIC MIS Planning Project Steering Committee, consisting of, at a minimum, WIC Chief, WIC Deputy Chief, RI WIC Project Manager, Fiscal Manager, Vendor Manager and Project Sponsor. While the Department of Health/WIC Chief will have overall decision-making authority for the WIC MIS Planning Project, day to day management of the project will be performed by a full time project manager retained by the Rhode Island WIC Program. The project manager will be the primary point of contact between the Contractor and the Rhode Island WIC Program. The project manager will manage this project by setting project objectives, goals and requirements, and will also approve the tasks, timelines and deliverables of the Planning Contractor, under advisement of the Steering Committee. The project sponsor, a representative from Department of Information Technology (DOIT), will provide guidance in evaluating the capability of the proposed contractors and completeness of the statements of work and other aspects of the proposed agreements with the contractors. The project sponsor has the authority to make decisions at the executive level to resolve any potential issues that could arise. The Steering Committee will meet at least once per month during the course of the project to evaluate the progress of the project.

The Planning Contractor shall work with the selected team of WIC staff assigned to this project, and be responsible for timely status reports to the WIC MIS Planning Project Steering Committee. There will be checkpoints established in the project timeline that represent deliverable due dates, and the Planning Contractor will be responsible for meeting these timelines.

SCHEDULE OF EVENTS

This section of the solicitation contains the schedule governing the issuance, evaluation, and award of the contract. The Division of Purchases reserves the right to modify the schedule in the best interest of the State of Rhode Island.

ACTION	ANTICIPATED SCHEDULE
Issuance of Solicitation	March 17, 2015
Emailed Questions Due by Bidders	April 9, 2015
Responses to Questions	April 2015
Bid Proposal Submission Deadline	May 18, 2015
Evaluation of Bid Proposals	May/June 2015
Oral Presentations (as necessary)	June 2015
Tentative Selection Award of Contract	July 2015
Finalization of Contract	September/October 2015

The contract period is anticipated to begin on November 23, 2015 for one 12-month term.

Below lists the major project phases, which shall be complete by conclusion of the 12 month contract (with an anticipated end date of 11/22/2016). The starting date for the project is based on Food and Nutrition Service approvals well as Rhode Island’s purchasing approvals.

Task #	Task Name
1	Feasibility Study (including report of findings)
2	Functional Requirements Document
3	Business Capacity Planning Study
4	Implementation Advanced Planning Document (IAPD)
5	Transfer and Implementation (T&I) RFP

ACCESS TO FACILITIES

The Rhode Island WIC Program shall provide the successful contractor with reasonable access to the

WIC Program's personnel, documents and equipment during normal business hours. There will be no access after hours. The contractor must provide their own supplies. Reasonable use of the WIC office equipment (such as photocopy machines, facsimile and telephones) shall be at the discretion of the Rhode Island WIC Program.

SCOPE OF WORK

The scope of work for this project will include the following:

- A Feasibility Study with Alternatives Analysis and Cost Benefits Analysis that proposes a solution for a new MIS for Rhode Island WIC:
 1. Development of the Feasibility Study with Alternatives Analysis and Cost Benefits Analysis shall follow the requirements defined in the FNS Handbook 901. The Feasibility Study will be an analysis of the feasibility for Rhode Island WIC Program to replace its MIS, which will include a comprehensive, well-coordinated study of the technical architecture and environment, the system's capacity, support staff capabilities, budget and timeline goals, and maintenance and operations considerations of a new MIS. This study shall identify the approaches that can be used to meet Rhode Island WIC's objectives of improved effectiveness and efficiency of operation and administration.
 2. The Feasibility Study shall include an Alternatives Analysis which will include a review of the State Agency Model (SAM) systems available for transfer as well as other states' WIC MIS system (non-SAM). The alternatives analysis will analyze obstacles to the transfer of a system, and compare cumulative costs of transferring, operating and maintaining the various WIC systems available to the benefits of these various systems in meeting the operational goals of Rhode Island WIC.
 3. The Feasibility Study shall include a Cost Benefits Analysis which shall be performed to estimate the costs and benefits that might be incurred for each of the system transfers or options analyzed. The cost analysis will outline the costs for development, implementation and maintenance of each alternative being considered. The benefit analysis shall include the advantages and disadvantages of each alternative being considered in terms of technical architecture, technical complexity, EBT readiness, ease of use from user perspective, the degree of effort in maintenance and operations, and the degree to which each of the alternatives meets Rhode Island WIC's objectives of improved effectiveness and efficiency of operation and administration. The cost benefit analysis shall include an analysis of the hosting options for the new MIS; i.e., public State data center or private Information Technology (IT) data and telecommunications service.
- A Functional Requirements Document for a Model WIC system:

1. The selection of the critical and desirable functions for the Rhode Island WIC MIS will be made from the USDA FNS Functional Requirements Document (FRd) for a Model WIC System.
 2. The Planning Contractor will work with the WIC Project Team to gather input through stakeholder group meetings to summarize and finalize the FRD for the new MIS for Rhode Island. Input will be obtained from the WIC Program staff, and other State agencies and stakeholders including local WIC agencies, and WIC-authorized vendors. The WIC Project Team will be responsible for scheduling the stakeholder meetings, and establishing the meeting dates, times and locations.
 3. The Planning Contractor will be responsible for facilitation of, support for, and documentation of the scheduled stakeholder meetings and activities for the functional requirements gathering.
- A Business Capacity Planning Study which shall analyze the capacity of RIDOH and the Department of Information Technology (DOIT) for implementing and maintaining a new MIS.
 1. The Business Capacity Planning Study shall include a baseline analysis of the existing WIC information system environment, architecture, system processing, performance and capabilities. The Business Capacity Planning Study shall also include a determination of the overall size, performance, reliability, resiliency, and scalability of a new MIS with EBT readiness that meets the needs of Rhode Island WIC. At a minimum, the Business Capacity Planning Study shall include:
 - a. an analysis of the database capacity and transaction volume
 - b. an analysis of the computational platform and processing requirements
 - c. an analysis of the hosting environment with regard to the availability, reliability and maintainability of the new MIS; and
 - d. an assessment of the qualifications of staff needed to support and maintain the new MIS.
 2. The Business Capacity Planning Study shall include an assessment of the additional business partners within the State of Rhode Island that are impacted and whose support may be indicated for success in implementing a new MIS for Rhode Island WIC. The business partners include, at a minimum, the DOIT and the State Treasurer's Office.
 - A combined MIS/EBT IAPD as prescribed in accordance with USDA regulations and FNS Handbook 901 Chapter 4:
 1. The contractor, using all information gathered from the indicated tasks and the approved

EBT IAPD, to prepare, with guidance from the Rhode Island Department of Health WIC Program the required Joint MIS/EBT Implementation Advance Planning Document as defined by the Food and Nutrition Services Handbook 901 and the Functional Requirements Document (FReD or FReD-E).

The State WIC office, in collaboration with the Planning Contractor, will make all modifications to the IAPD necessary to meet the requirements from USDA.

The required components of the IAPD will vary as follow, depending upon whether or not the Department decides to transfer a SAM system:

- a. Transmittal Letter with Official Signature
 - b. Executive Summary
 - c. Functional Requirements Documents
 - d. Feasibility Study/Alternatives Analysis
 - e. Cost-Benefit Analysis
 - f. General Systems Design
 - g. Business Capacity Planning or Study
 - h. Project Management Plan and Resource Requirements
 - i. Schedule/Timeline of Planning Activities, Milestones, and Deliverables
 - j. Proposed Budget/Budget Narrative
 - k. Cost Allocation Plan (as appropriate)
 - l. Security Planning
 - m. Request for Waiver of Depreciation (if desired)
 - n. Test Plan
 - o. Training Plan
 - p. State Agency/Contractor Assurances
 - q. Pilot Project Retailer Management Plan
 - r. Statewide Expansion Retailer Management Plan
 - s. Statewide Expansion Clinic Management Plan
- The contractor will develop a Transfer and Implementation (T&I) Request for Proposal (RFP)

The following components will be required for the Transfer and Implementation RFP:

1. **Introduction and Overview** – Includes details, such as background information about the effort; agencies and programs that will use the system, including any placeholders for potential future partners; major objectives of the proposed system; type of contract anticipated; and procurement schedule
 - a. **Current Processing Environment** – Describes existing methods, procedures, systems, and applications, hardware configurations, and components that the system will support
 - b. **Workload Data** – Describes statistics of online transactions, volumes of regular

- and peak loads, and incremental growth forecast for various workload data, etc.
- c. **New System Environment** – Describes improvements that the agency expects to gain, performance requirements, database management requirements, and associated constraints, etc.
2. **Solicitation Instructions and Conditions** – List issuing office and agency manager responsible for procurement; submission requirements, limitations/stipulations imposed on all bidders, standards and subcontractors; and so forth.
 3. **Statement of Work (SOW)** – Lists the tasks and other potential activities, mandatory requirements, deliverables, and staffing, including the following:
 - a. **Desired Schedule** - Should provide realistic schedules, including time for Federal and State review and approval of each deliverable.
 - b. **Contract Deliverables** – Describes the products and services that the State expects contractor to deliver (This should also include acceptable performance criteria or measurements for each deliverable.)
 - c. **Installation, Conversion, Maintenance, and Personnel Requirements** – List specific requirements for installation and onsite maintenance as well as staffing requirements.
 - d. **Functional Requirements Document (FRD)** – Defines the proposed system and documents system goals, objectives, and programmatic requirements and describes what the new system and/or hardware should do.
 4. **Management Plan** – Identifies management requirements, such as the State agency project manager/lead State agency to whom the contractor will report, type and frequency of project status reports, and review and approval of work performed.
 5. **Proposal Structure and Content** – Describes general proposal appearance and organization, attachments, supplements, and other supporting documentation.
 - a. Statement, including personnel background and experience, of the contractor's staff resources planned for assignment to the project
 - b. Statement of corporate financial resources, history of prior involvement in similar projects, and information regarding pending litigation, debarment, and suspension
 - c. Line-item cost statement, covering both developmental and operational costs, for the expected life of the system
 6. **Evaluation of Proposals and Contract Award** – Identifies proposals controls, such as the methods that States will use to evaluate proposals, requirements for benchmarks and system demonstrations, evaluation criteria, and State appeals process.

All deliverables will be submitted in draft form for SA review and comments before a final

deliverable is accepted. Also, deliverables may be subject to more than one round of revisions and will not be paid for until final acceptance from the state and FNS.

EBT READINESS

The Rhode Island WIC program will procure the services of an EBT Contractor through the Northeast Coalition of States (NCS) contract to implement an on-line EBT system, develop the necessary interfaces with the new RI WIC MIS and to host, maintain and operate the EBT system through a warranty period. Upon release of the new MIS system, the Rhode Island EBT contractor will work with Rhode Island MIS transfer and implementation contractor to plan for the simultaneous release of the new MIS system with on-line benefit delivery, since Rhode Island will not implement Food Instruments (FIs) as a new process for interim use during MIS implementation. RI WIC also plans to contract with a QA provider to provide technical support and oversight.

CONTRACTOR TASKS

Based on Scope of Work (Section 3), the following deliverables will be required of the successful Contractor:

Deliverable Number 1:

Feasibility Study: The successful contractor shall perform a feasibility study that will contain the following components to determine a solution for a new MIS for Rhode Island WIC:

- Alternatives Analysis
- Cost Benefits Analysis

Timeline:

Start Date: State's Execution of Contract

End Date: No later than three (3) months from State's Execution of Contract

See Scope of Work for detailed description of tasks.

Deliverable Number 2:

Functional Requirement Document (FRD): The successful contractor will complete the FRD, in accordance with USDA FNS Advance Planning Document (APD) process and FNS Handbook 901, which describes the critical and desirable functions for the new MIS.

Timeline:

Start Date: State's Execution of Contract

End Date: No later than four (4) months from State's Execution of Contract

Deliverable Number 3:

Business Capacity Planning Study: Develop a Business Capacity Planning Study which shall analyze the capacity of RIDOH and the Department of Information Technology (OIT) for implementing and maintaining a new MIS.

Timeline:

Start Date: State's Execution of Contract

End Date: No later than five (5) months from State's Execution of Contract

Deliverable Number 4:

Implementation Advance Planning Document: Using the information gathered from Tasks 1 and 2 listed above, and incorporating the results from the State's approved EBT IAPD, the successful contractor shall prepare the required Implementation Advance Planning Document as defined by the FNS 901 Handbook <http://www.fns.usda.gov/apd/fns-handbook-901-advance-planning-documents> and any additional instructions provided by FNS and the RI WIC Program staff.

Timeline:

Start Date: RI WIC Program Acceptance of Deliverable No.1

End Date: No later than three (3) months from Acceptance of Deliverable No.1

See Scope of Work for detailed description of tasks.

Deliverable Number 5:

Transfer and Implementation (T&I) RFP: The successful contractor, using all information gathered from the indicated tasks, will develop a Transfer and Implementation (T&I) RFP using the FNS Handbook 901 as guidance. The contractor will work with State program staff to complete the RFP for the transfer of a new WIC Management Information System that will meet the needs of the Department as defined in the IAPD.

Timeline:

Start Date: FNS Acceptance of Deliverable No.4

End Date: No later than three (3) months from Acceptance of Deliverable No.4

See Scope of Work for detailed description of tasks.

CONTRACTOR'S PROJECT COORDINATOR

The contractor shall designate one (1) person to act as the primary point of contact for project planning duties. This person shall be known as the Project Planning Coordinator and will attend approximately 5

on-site meetings at the Rhode Island Department of Health. These visits would include a kickoff meeting, quarterly status visits and a presentation of findings at the conclusion of feasibility study and cost analysis. The Project Planning Coordinator's duties shall include:

- Coordinate and manage all project planning activities and timelines beginning with contract execution, including IAPD approval and ending with the Transfer and Implementation (T&I) RFP.
- Responsible for coordinating and leading the project kickoff meeting.
- Advise the RI WIC Project Manager and others on MIS status team on all matters related to the project's status, including weekly and monthly status reports and agendas for all meetings.
- Lead reoccurring project status calls with State staff and FNS.
- Will respond to inquiries from the RI WIC Project Manager, WIC Chief, WIC Deputy Chief, Fiscal Manager and Vendor Manager within 4 hours or less and be available to the MIS status team via phone and email.
- Shall provide all associated documents in a draft and electronic format, will submit the electronic version in Office 2003 or higher.

CLAS Language:

Cultural Competence

Cultural competence is the integration and transformation of knowledge about individuals and groups of people into specific standards, policies, practices and attitudes used in appropriate cultural settings to increase the quality of services, thereby producing better outcomes. Competence in cross-cultural functioning means learning new patterns of behavior and effectively applying them in appropriate settings.

Limited English Proficiency

Under the authority of Title VI of the Civil Rights Act of 1964, Presidential Executive Order No. 13166 requires that recipients of federal financial assistance ensure meaningful access by persons with limited English proficiency (LEP) to their programs and activities. A 2002 report from the U.S. Department of Justice, *Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*, provides guidance on uniform policies for all federal agencies to implement Executive Order No. 13166. Further, the National Standards for Culturally and Linguistically Appropriate Services in Health Care (CLAS Standards) issued by the Federal Office of Minority Health in 2004 outline mandates, guidelines, and a recommendation for the provision of language access services, culturally competent care, and organizational supports for cultural competence in health care settings. CLAS Standards 4-7 (see below) are mandates and address language access services that should be provided by every organization that receives federal funding, whether directly or indirectly.

Effective immediately, all vendors who contract with HEALTH must perform the following tasks and provide documentation of such tasks upon request of a HEALTH employee:

1. The supports and services provided by vendor shall demonstrate a commitment to linguistic and cultural competence that ensures access and meaningful participation for all people in the service area or target population. Such commitment includes acceptance and respect for cultural values, beliefs and practices of

the community, as well as the ability to apply an understanding of the relationships of language and culture to the delivery of supports and services. Vendor shall have an education, training and staff development plan for assuring culturally and linguistically appropriate service delivery.

2. Vendor shall have a comprehensive cultural competency plan that addresses the following: 1) the identification and assessment of the cultural needs of potential and active clients served, 2) sufficient policies and procedures to reflect the agency's value and practice expectations, 3) a method of service assessment and monitoring, and 4) ongoing training to assure that staff are aware of and able to effectively implement policies.
3. Vendor shall have a plan to recruit, retain and promote a diverse staff and leadership team, including Board members, representative of the demographic characteristics of the populations served.
4. Vendor shall assure equal access for people with diverse cultural backgrounds and/or limited English proficiency, as outlined by the Department of Justice, *Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*. Vendor shall provide language assistance services (i.e. interpretation and translation) and interpreters for the deaf and hard of hearing at no cost to the client.

National Standards for Culturally and Linguistically Appropriate Services in Health Care

Culturally Competent Care (Standards 1-3)

Standard 1

Healthcare organizations should ensure that patients/consumers receive from all staff member's effective, understandable, and respectful care that is provided in a manner compatible with their cultural health beliefs and practices and preferred language.

Standard 2

Healthcare organizations should implement strategies to recruit, retain, and promote at all levels of the organization a diverse staff and leadership that are representative of the demographic characteristics of the service area.

Standard 3

Healthcare organizations should ensure that staff at all levels and across all disciplines receive ongoing education and training in culturally and linguistically appropriate service delivery.

Language Access Services (Standards 4-7)

Standard 4*

Healthcare organizations must offer and provide language assistance services, including bilingual staff and interpreter services, at no cost to each patient/consumer with limited English proficiency at all points of contact, in a timely manner during all hours of operation.

Standard 5*

Healthcare organizations must provide to patients/consumers in their preferred language both verbal offers and written notices informing them of their right to receive language assistance services.

Standard 6*

Healthcare organizations must assure the competence of language assistance provided to limited English proficient patients/consumers by interpreters and bilingual staff. Family and friends should not be used to provide interpretation services (except on request by the patient/consumer).

Standard 7*

Healthcare organizations must make available easily understood patient-related materials and post signage in the languages of the commonly encountered groups and/or groups represented in the service area.

Organizational Supports for Cultural Competence (Standards 8-14)

Standard 8

Healthcare organizations should develop, implement, and promote a written strategic plan that outlines clear goals, policies, operational plans, and management accountability/oversight mechanisms to provide culturally and linguistically appropriate services.

Standard 9

Healthcare organizations should conduct initial and ongoing organizational self-assessments of CLAS-related activities and are encouraged to integrate cultural and linguistic competence-related measures into their internal audits, performance improvement programs, patient satisfaction assessments, and outcomes-based evaluations.

Standard 10

Healthcare organizations should ensure that data on the individual patient's/consumer's race, ethnicity, and spoken and written language are collected in health records, integrated into the organization's management information systems, and periodically updated.

Standard 11

Healthcare organizations should maintain a current demographic, cultural, and epidemiological profile of the community as well as a needs assessment to accurately plan for and implement services that respond to the cultural and linguistic characteristics of the service area.

Standard 12

Healthcare organizations should develop participatory, collaborative partnerships with communities and utilize a variety of formal and informal mechanisms to facilitate community and patient/consumer involvement in designing and implementing CLAS-related activities.

Standard 13

Healthcare organizations should ensure that conflict and grievance resolution processes are culturally and linguistically sensitive and capable of identifying, preventing, and resolving cross-cultural conflicts or complaints by patients/consumers.

Standard 14

Healthcare organizations are encouraged to regularly make available to the public information about their progress and successful innovations in implementing the CLAS standards and to provide public notice in their communities about the availability of this information.

*** Mandates**

11-28-11

SECTION 4 - TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

STAFF QUALIFICATIONS

Offerors must provide information specific to the personnel assigned to accomplish the work called for in this RFP. Offerors must provide a narrative description of the organization of the project team and a personnel roster that identifies each staff and/or subcontractors, who shall actually work on the contract and provide the following information about each person listed: title; resume; prior experience working with WIC including amount of years; description of the type of work the individual shall perform; and the number of estimated hours for each individual named above.

The offeror's personnel assigned to this project must provide a statement or proof of the following required credentials:

- Knowledge of current technology in web-based WIC systems
- Knowledge of WIC software and systems applications
- Knowledge of WIC Federal rules and regulations
- Understanding of WIC Program objectives and requirements, including knowledge of WIC fiscal and accountability requirements
- Understanding of WIC Program delivery
- Background and experience in one (1) or more MIS specific Planning or Project.

CAPABILITY, CAPACITY AND QUALIFICATIONS

Offerors shall include an organizational chart specific to the personnel assigned to accomplish the work called for as listed in the RFP; illustrate the lines of authority; designate the individual(s) responsible and accountable for the completion of each component and deliverable of the RFP, and indicate the names of the personnel to be assigned to each task.

The offerors shall provide State evaluators with a broad understanding of the offeror's technical approach and ability:

- Knowledge and experience with the USDA WIC functional requirements
- Knowledge skills and experience with regard to automated data systems oversight
- Understanding of federally mandated WIC program operations and WIC System functions in order to assure that the EBT solution meets requirements
- Skill and experience in the dynamics of working communication and oversight of systems development contractors

QUALITY OF WORK PLAN

This section should describe the offeror's understanding of the State's requirements including results intended and a work plan for accomplishing the results proposed. The work plan description should include a detailed proposed project schedule (by task), a list of tasks, activities, and/or milestones that

will be employed to administer the project, and the task assignments of staff members and level of effort for each linked to the Cost Proposal Summary.

SUITABILITY OF APPROACH / METHODOLOGY

This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and how their methodology shall serve to accomplish the work. Offerors must provide a comprehensive narrative statement that sets out the management plan they intend to follow and illustrates how their plan will serve to accomplish the work and meet the RI WIC MIS project schedule for the feasibility study, cost analysis, IAPD and the Transfer and Implementation (T&I) RFP. This section shall include a discussion and justification of the methods proposed for each task identified in the **Scope of Work**.

SECTION 5 - COST PROPOSAL

Detailed Budget and Budget Narrative:

Cost to carry out all planning activities and Deliverables 1-5 as described in Section 3.

Includes a completed ADDENDUM A- Cost Form. ADDENDUM A- Cost Form shall delineate all service charges by item and contain a payment plan and schedule, which relates to the actual services rendered.

SECTION 6 - EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The Department of Health reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

CRITERIA

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	25 Points
Quality of the Work Plan	15 Points
Suitability of Approach / Methodology	15 Points
Total Possible Technical Points	70 Points
Cost calculated as lowest responsive Cost Proposal Summary divided by (this cost proposal) times 30 points *	30 Points
Total Possible Points	100 Points

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral

presentation before the technical review committee to clarify statements made in their proposal. Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

SECTION 7 - PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at david.francis@purchasing.ri.gov no later than the date & time listed on the cover sheet of this solicitation. **Questions should be submitted in a Microsoft Word attachment.** Please reference the RFP # on all correspondence.

Answers to 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. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date & time listed on the cover sheet of this solicitation. Proposals received after this time and date, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (an original plus seven copies and one CD should be mailed or hand-delivered in a sealed envelope marked "**RFP # 7549419 Rhode Island WIC Management Information System (MIS) Planning Project**") to:

**RI Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855**

NOTE: Proposals received after the due date and time listed on the cover sheet of this solicitation will not be considered. Proposals misdirected to other State locations or those not present in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses should include the following:

1. One completed and signed three-page RIVIP generated bidder certification cover sheet (included in the original proposal only) downloaded from the RI Division of Purchases internet home page at www.purchasing.ri.gov.
2. One completed and signed W-9 form (included in the original proposal only) downloaded from the RI Division of Purchases internet home page at www.purchasing.ri.gov.
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). As appropriate, resumes of key staff that will provide services covered by this request.
4. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project. The fixed price amount and the Bidder's total estimated cost for the services are inclusive of any and all tax liability (including federal, state, local and other), which may be incurred by the Bidder for any activities defined in this RFP.
5. In addition to the multiple hard copies of proposals required, respondents are requested to provide their proposal in electronic format (**CD Rom, disc, or flash drive**) Microsoft Work / Excel or PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL:

<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

Attachment A: Cost Form

The Bid Summary Form shall reflect a summary of the cost that the Bidder expects to charge. It will also include the estimated cost to the HEALTH for any additional hardware or software needed by HEALTH to implement the bidder's system. (These costs, though not part of the Bidder's Fixed Cost, shall be used in the evaluation of the proposed response). It shall also include costs for any options listed in this RFP.

Detailed Fixed Price Breakdown (**Base period November 23, 2015 through November 23, 2016**)

All costs are to be per Basic Cost transaction and based upon the specification stated in the RFP.

Deliverable Number 1:

<u>Feasibility Study</u>	Cost: _____
WIC Information System (IS) Capability	Sub-Cost: _____
WIC Business Capability	Sub-Cost: _____
Financial Considerations	Sub-Cost: _____
Infrastructure Considerations	Sub-Cost: _____
Recommend a Technical Solution	Sub-Cost: _____
Recommend a Plan	Sub-Cost: _____

Deliverable Number 2:

<u>Functional Requirements Document</u>	Cost: _____
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Deliverable Number 3:

<u>Business Capacity Planning Study</u>	Cost: _____
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Deliverable Number 4:

<u>Implementation Advance Planning Document</u>	Cost: _____
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Deliverable Number 5:

<u>Transfer and Implementation (T&I) RFP</u>	Cost: _____
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Anticipated expense of travel:

Travel Expense Cost: _____

Kickoff Meeting	Sub-Cost: _____
Quarterly status visits	Sub-Cost: _____
Presentation of reports	Sub-Cost: _____

TOTAL COST INLCUDING DELIVERABLES 1-5 AND TRAVEL EXPENSES: _____

Attachment B: Glossary of Terms

APD:	Advanced Planning Document
Clinic:	Subunit of a Local Agency, which is a WIC Service site
CFHE:	Division of Community, Family Health and Equity
CVV:	Cash Value Voucher (Fruit & Vegetable Check)
DOA:	Department of Administration
DOIT:	Department of Information Technology
EBT:	Electronic Benefit Transfer.
FI:	Food Instrument Rhode Island's paper-based food benefit
FMNP:	Farmers' Market Nutritional Program
FNS:	Food and Nutrition Service
FNS 901 Handbook:	Food and Nutrition Services 901 Handbook which explains planning for Management Information System (MIS) and can be found at http://www.fns.usda.gov/apd/fns-handbook-901-advance-planning-documents
FRD:	Functional Requirements Document
FRdD:	USDA FNS Functional Requirements Document for a Model WIC system
IAPD:	Implementation Advanced Planning Document
Local Agency (LA):	Unit that administers WIC program under contract with HEALTH
MIS:	Management Information System
Office:	Office of Women, Infants, and Children (WIC Program)
PAPD:	Planning Advanced Planning Document
POS:	Point of Sales
Planning Contractor:	Planning services contractor's primary contact for project planning duties
Project Manager:	Will handle day to day management of project and be primary point of contact between contractor and Rhode Island WIC Program.
RFP:	Request for Proposal
RIDOH:	Rhode Island Department of Health
RIWEBS:	Rhode Island's web-enabled WIC computer system
HEALTH:	State of Rhode Island and Providence Plantations

SAM: State Agency Model

SA: WIC State Agency / Health

USDA: United States Department of Agriculture

Vendor: An actual or potential contractor; a contractor.

WIC Program: Special Supplemental Nutrition Program for Women, Infants and Children

APPENDIX F FEDERAL PROCUREMENT CLAUSES

Equal Employment Opportunity

Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented by the Department of Labor Regulations (41 CFR Part 60): The Executive Order prohibits federal contractors and federally-assisted construction contractors and subcontractors who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, or national origin. The Executive Order also requires Government contractors to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment.

Clean Air Act

The Clean Air Act, Section 306 stipulates:

- a. No Federal agency may enter into any contract with any person who is convicted of any offense under section 113(c) for the procurement of goods, materials, and services to perform such contract at any facility at which the violation which gave rise to such conviction occurred if such facility is owned, leased, or supervised by such person. The prohibition in the preceding sentence shall continue until the Administrator certifies that the condition giving rise to such a conviction has been corrected. For convictions arising under section 113(c)(2), the condition giving rise to the conviction also shall be considered to include any substantive violation of this Act associated with the violation of 113(c)(2). The Administrator may extend this prohibition to other facilities owned or operated by the convicted person.
- b. The Administrator shall establish procedures to provide all Federal agencies with the notification necessary for the purposes of subsection (a).
- c. In order to implement the purposes and policy of this Act to protect and enhance the quality of the Nation's air, the President shall, not more than 180 days after enactment of the Clean Air Amendments of 1970 cause to be issued an order (1) requiring each Federal agency authorized to enter into contracts and each Federal agency which is empowered to extend Federal assistance by way of grant, loan, or contract to effectuate the purpose and policy of this Act in such contracting or assistance activities, and (2) setting forth procedures, sanctions, penalties, and such other provisions, as the President determines necessary to carry out such requirement.

- d. The President may exempt any contract, loan, or grant from all or part of the provisions of this section where he determines such exemption is necessary in the paramount interest of the United States and he shall notify the Congress of such exemption. The President shall annually report to the Congress on measures taken toward implementing the purpose and intent of this section, including but not limited to the progress and problems associated with implementation of this section. [42 U.S.C. 7606]
- e. The President shall annually report to the Congress on measures taken toward implementing the purpose and intent of this section, including but not limited to the progress and problems associated with implementation of this section. [42 U.S.C. 7606]

Clean Water Act

The Clean Water Act, Section 309 stipulates:

- a. No Federal agency may enter into any contract with any person who has been convicted of any offense under Section 309(c) of this Act for the procurement of goods, materials, and services if such contract is to be performed at any facility at which the violation which gave rise to such conviction occurred, and if such facility is owned, leased, or supervised by such person. The prohibition in preceding sentence shall continue until the Administrator certifies that the condition giving rise to such conviction has been corrected.
- b. The Administrator shall establish procedures to provide all Federal agencies with the notification necessary for the purposes of subsection (a) of this section.
- c. In order to implement the purposes and policy of this Act to protect and enhance the quality of the Nation's water, the President shall, not more than 180 days after the enactment of this Act, cause to be issued an order:
1. requiring each Federal agency authorized to enter into contracts and each Federal agency which is empowered to extend Federal assistance by way of grant, loan, or contract to effectuate the purpose and policy of this Act in such contracting or assistance activities, and
 2. setting forth procedures, sanctions, penalties, and such other provisions, as the President determines necessary to carry out such requirement.
- d. The President may exempt any contract, loan, or grant from all or part of the provisions of this section where he determines such exemption is necessary in the paramount interest of the United States and he shall notify the Congress of such exemption.
- e. The President shall annually report to the Congress on measures taken in compliance with the purpose and intent of this section, including, but not limited to, the progress and problems associated with such compliance.
- f. (1) No certification by a contractor, and no contract clause, may be required in the case of a contract for the acquisition of commercial items in order to implement a prohibition or requirement of this section or a prohibition or requirement issued in the implementation of this section.

- (2) In paragraph (1), the term “commercial item” has the meaning given such term in section 4(12) of the Office of Federal Procurement Policy Act (41 U.S.C. 403(12)).

Anti-Lobbying Act

The Anti-Lobbying Act prohibits the recipients of Federal contracts, grants, and loans from using appropriated funds for lobbying the Executive or Legislative branches of the Federal government in connection with a specific contract, grant, or loan. As required by Section 1352, Title 31 of the U.S. Code and implemented at 34 CFR Part 82 for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Section 82.105 and 82.110, the applicant certifies that:

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
- b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions;
- c. The undersigned shall require that the language of this certification be include in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

Americans with Disabilities Act

This Act (28 CFR Part 35, Title II, Subtitle A) prohibits discrimination on the basis of disability in all services, programs, and activities provided to the public and State and local governments, except public transportation services.

Drug-Free Workplace Statement

The Federal government implemented the Drug Free Workplace Act of 1988 in an attempt to address the problems of drug abuse on the job. It is a fact that employees who use drugs have less productivity, a lower quality of work, and a higher absenteeism, and are more likely to misappropriate funds or services. From this perspective, the drug abuser may endanger other employees, the public at large, or themselves. Damage to property, whether owned by this entity or not, could result from drug abuse on the job. All these actions might undermine public confidence in the services this entity provides. Therefore, in order to remain a responsible source for government contracts, the following guidelines have been adopted:

- a. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the work place.
- b. Violators may be terminated or requested to seek counseling from an approved rehabilitation service.

- c. Employees must notify their employer of any conviction of a criminal drug statute no later than five days after such conviction.
- d. Contractors of federal agencies are required to certify that they will provide drug-free workplaces for their employees.

Transactions subject to the suspension/debarment rules (covered transactions) include grants, subgrants, cooperative agreements, and prime contracts under such awards. Subcontracts are not included. Also, the dollar threshold for covered procurement contracts is \$25,000. Contracts for Federally required audit services are covered regardless of dollar amount.

Debarment and Suspension

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110.

- a. The applicant certifies that it and its principals:
 - 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - 2. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - 4. Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.
- b. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

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The federal government reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal government purposes, the copyright in any work developed under a grant, sub-grant, or contract under a grant or sub-grant or any rights of copyright to which a contractor purchases ownership.

Sample Federal Clause Forms

U.S. DEPARTMENT OF AGRICULTURE
 CERTIFICATION REGARDING
DRUG-FREE WORKPLACE REQUIREMENTS (GRANTS)
ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-590, Title V, Subtitle C, 41 U.S.C. 701 *et seq.*), 7 CFR Part 3017, Subpart F, Section 3017.500. Purpose. The January 31, 1989, regulations were amended and published as Part II of the May 25, 1990, Federal Register (pages 21881-21891-1). Copies of the regulations may be obtained by contacting the Department of Agriculture **agency** offering the grant.

(Before completing Certification, read instructions on page 2)

Alternative I

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees of the unfatful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about:

1. The dangers of drug abuse in the workplace;

The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

1. Abide by the terms of statement and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than **five** calendar days after conviction;

2. Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (b)(1) that an employee or otherwise receiving actual notice of such conviction. Employers at convicted employees must provide notice, in writing, to every grant recipient whose grant activity the convicted employee was performing, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include identification number (s) of each affected grant:

(1) Take the following actions, within 30 calendar days of notice under subparagraph (b)(2), with respect to any employee who is convicted —

(1) Take appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local law enforcement or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace in accordance with paragraphs (a), (3), (c), (d), (e) and 1.1);

B. The grantee may insert in the space provided below the space for the performance of work done in connection with the grant:

Place of Performance (Street address, city, county, state, zip code)

Check If there are workplaces on file that are not identified here.

07031234567890

Agency Name or Project Name

Name and Title of Authorized Representative

Signature _____ Date _____

U.S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility
And Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7CFR part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30 11)89 Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name PR/Award Number or Project Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s) Date

U.S. DEPARTMENT OF AGRICULTURE

CERTIFICATION REGARDING LOBBYING - CONTRACTS, GRANTS LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement;
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant,

loan, or cooperative agreement the undersigned shall complete and submit Standard Form-LLL, "Disclosure form to Report Lobbying," in accordance with its instructions:

- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$19,000 and not more than \$190,000 for each such failure.

Organization Name PR/Award Number or Project Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s) Date