



**Solicitation Information
December 8, 2015**

RFP# 7550112

TITLE: Child Nutrition Programs eDirect Certification

Submission Deadline: January 5, 2016 at 2:00 PM (ET)

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Friday, December 18, 2015 at 5:00 PM (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

Gail Walsh
Chief Buyer

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

Request for Proposals (RFP)
RIDE Child Nutrition Programs eDirect Certification

The Rhode Island Department of Administration, Office 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 an electronic direct certification (eDC) initiative of the Child Nutrition Programs' MIS, *CNP Connect Gateway*, and to design, develop and implement a "Snack Calculator" on the RIDE Child Nutrition Program website in accordance with the terms of this solicitation.

Initiative 1:

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, the eDC initiative will:

- Implement six (6) technology projects designed to increase access, use and effectiveness of the RIDE electronic direct certification process and the eMBA search capacity by both public and non-public institutions who participate in the United States Department of Agriculture's School nutrition programs.

Initiative 2:

To enable RIDE to offer parents, students and food service staff a new tool to determine snacks foods and beverages compliance with new USDA Smart Snack requirements and RI standards this Smart Snack initiative will:

- Design and develop an on-line tool designed to correctly analyze a food or beverage item and determine if it complies with USDA Smart Snack requirements and RI standards to be used by parents, students, school staff and food service programs.

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. PROPOSALS EMAILED OR FAXED TO THE DIVISION OF PURCHASES WILL NOT BE CONSIDERED. The "Official" time clock is in the reception area of the Division of Purchases.

It is intended that an award pursuant to this Request for Proposals will be made to prime contractor(s) who will assume responsibility for all aspects of the work. Joint ventures shall be considered, so long as the contractor's duties and responsibilities are clearly articulated in such form as acceptable to the State. Subcontractors are permitted, provided their use is clearly indicated in the offeror's proposal and the subcontractor(s) to be used are identified in the proposal.

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.

In accordance with Title 7, Chapter 1.2 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, without exception, and will be released for inspection immediately upon request, once an award has been made.

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 Dorinda.keene@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@doa.ri.gov.

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.

BACKGROUND/OVERVIEW

In Rhode Island, there are 66 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)
- 4 regional collaborative LEA
- 21 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 8.5 full time positions:

- 2 nutrition program specialists,
- 2 nutrition / culinary consultants,
- 2 claims specialists,
- 1 grants / fiscal manager,
- .5 clerical support, and
- 1 administrator of the programs.

Since 2007, RIDE has been implementing core components of an integrated Child Nutrition Program Management Information 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. See Attachment A.

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 components in the Child Nutrition eGateway Portal Shell are:

- Administration;
- Security;
- eForms Document Manager;
- Communications:
- Calendar & Message Board;
- Agreement/Application;
- Claiming; Batch Payment;
- Reporting Wizard;
- Event Management;
- Online Archiving;

- eEligibility (which will include eMBA and eDC); and
- Business Intelligence

See Attachment 1 for ^{CNP}Connect Architecture Schema. Visual Basic is the language used in the coding of ^{CNP}Connect. In order to build on the current system’s architecture, Visual Basic should be used in the development of these six (6) new initiatives.

The RIDE Child Nutrition Program also has a robust website which is the “public face” of the Program. It contains helpful information about all the Child Nutrition Programs, as well as links to a variety of websites, training videos, helpful documents and forms and topics. Here is a link to the RIDE Child Nutrition Program website:

<http://www.ride.ri.gov/cnp/Home.aspx>

The Healthy, Hunger-Free Kids Act of 2010 brought significant regulatory and mandated changes to the USDA Child Nutrition Programs. In response, RIDE has a significant systems initiative requiring a Systems Developer to expand ^{CNP}Connect’s functionality to comply with newer requirements and to add functionality to the CNP public website.

Initiative 1: eEligibility

USDA mandated that, in 2014/2015, at least 95% of students in households receiving USDA SNAP (Supplemental Nutrition Assistance Program) benefits are electronically identified and receive free school meals.

To meet this benchmark, and based on several years of experience, RIDE is expanding and better defining aspects of the matching / reporting process. The goal is to increase the matching rates, increase data use in a timely fashion and ultimately increase access to meals.

In ^{CNP}Connect, RIDE will be redefining the current “eMBA” module as the “eEligibility” module.

eEligibility will consist of:

eMBA	An electronic meal benefit application (on hold)
Income Calculator	On-line income eligibility calculator on the public side of ^{CNP} Connect (complete)
eSearch	An enhanced and robust search capacity to enable public and private LEAs access to current student meal benefit eligibility determination information A secure matching component which will enable private schools to identify their student enrollment against the new SNAP unmatched file
eVerification	The collection and submission of District verification data by for submission to USDA (the 742 report) (partially complete)

eDC	The electronic direct certification of students eligibility for free meals (partially complete).
eDC database	The direct certification database housed in the eEligibility module will include: <ul style="list-style-type: none"> • Public student eligibility data file which is housed and maintained in eRIDE • eDC data file of those children in SNAP households who were never matched with eRIDE enrollment files,

Current Matching Process

The current electronic direct certification (eDC) matching process is managed by RIDE's Office of Data, Analysis and Research (ODAR) using data submitted by Districts and maintained in RIDE's student information system (eRIDE).

On a monthly basis, ODAR transmits an updated file of unmatched students to the RI Department of Human Services (DHS) SNAP and TANF eligibility system. DHS conducts the matching processing and transmits back to ODAR a file of RIDE students who are in households receiving SNAP / TANF benefits. See Attachment B for file format.

The results of the RIDE/DHS match are accessed by LEAs in two ways.

1. RIDE informs LEAs when their monthly matched file is available; LEAs then download their eDC matching results from the eRIDE secure website.
2. LEAs can, on demand, access eDC results through ^{CNP}Connect (eMBA) which currently has a limited search/reporting capacity.

Over the past several years RIDE, in collaboration with DHS, increased its eDC public student match rate from 65% to 94% by enhancing the quality of the matching algorithm, and by increasing the frequency of the electronic matching process from an annual to a monthly process.

ODAR is currently collaborating with DHS to obtain a file of those children in SNAP households who were not matched with the RIDE student enrollment data during the monthly matching process. This file will be included in the monthly matching process as of November 2015. The plan is that ODAR will conduct additional matching to adjudicate the file; the expectation is that RIDE will be able to match more LEA enrolled children to the SNAP file and increase the eDC rate.

There are multiple initiatives in this RFP which, when completed, should enable RIDE to reach the mandated goal of 95% eDC matching rate by 2016-2017. These initiatives will leverage the functionality of ^{CNP}Connect's current structure; specifically, the secure log-in and the current eDC/eMBA components.

The six (6) technology initiatives will transform the current eMBA into the more robust, flexible and comprehensive eEligibility. The initiatives are to:

1. Develop a flexible Export/Import function to enable the transmission of student enrollment data between multiple systems (eRIDE, eMBA, District student information system, point of sale systems, food service systems);
2. Develop a matching import / export process to enable authorized private LEAS to perform a secure, confidential matching process between their private students and the new DHS file of unmatched students in eEligibility;
3. **A.** Develop an eMBA export CVS file for ^{CNP} *Connect* system users;
B. Develop an eMBA "Search Details Report" for ^{CNP} *Connect* system users;
4. Develop a Master Meal Benefit Eligibility Report for ^{CNP} *Connect* system users;
5. Convert the 742 data collection and reporting process from C# (sharp) to Visual Basic.
6. Develop and present specialized eEligibility and eDC training for LEA/Independent schools;

Initiative 2: Smart Snack Calculator

The types of foods and beverages that may be sold to students in schools during the school day are limited and defined by three (3) sets of requirements:

1. USDA regulations ("*All Foods Sold in Schools*"),
http://www.fns.usda.gov/sites/default/files/allfoods_summarychart.pdf
2. RI General Law (RI Healthier snacks and Beverages,
<http://webserver.rilin.state.ri.us/Statutes/TITLE16/16-21/16-21-7.HTM> and
3. RIDE requirements
(http://www.thriveri.org/documents/RINR2009_%20BOR_%20Mandated%2011%205%2009.pdf)

Note: there may be some updates to the RIGL and RI Nutrition Requirements prior to the development of the Calculator.

The formulation of commercial products that parents, teachers, students and food service staff may purchase as Smart Snacks are every changing. The Smart Snack Calculator will provide these groups with an easy to use tool which, when data from the product label is entered in, will determine snack foods and beverages compliance with new USDA Smart Snack requirements and RI standards.

SCOPE OF WORK

RIDE is looking to obtain the services of one vendor to complete both projects. Significant Areas of work are:

- Discovery, design, training and documentation of the six (6) initiatives in the ^{CNP} *Connect* system, and the Smart Snack Calculator
- Collaboration with RIDE staff throughout various stages of system development
- Conduct Business analysis discovery,

- Perform Business process reengineering architecture,
- Develop the design and the design's implementation into *CNP Connect* system and the CNP public website,
- Develop testing script for RIDE and sponsor users,
- Performing quality assurance,
- Development training aids for RIDE, sponsor users and those who purchase snack foods,
- Perform User Training and Rollout

Tasks

Initiative 1: eEligibility

Develop and implement six (6) initiatives related to the *CNP Connect* eDC and eEligibility functions according to the following project schedule.

1. Develop a Flexible Import / Export function which will enable the movement (importing and exporting) of select student data between the following systems:
 - District student information systems (SIS)
 - District point of sale (POS) systems
 - eEligibility module in *CNP Connect*
 - eRIDE MIS
 - Private schools student information systems (SIS) and excel worksheets
2. Based on the flexible import / export function (#1 above), develop a matching import / export process to enable private LEAs to perform a matching process between their private students and the new DHS file of unmatched students in eEligibility;
 - Private LEAs will submit (export) to eEligibility, student data from their SIS, point of services systems, or from an excel file using the new export format.
 - eEligibility will perform a matching process between the DHS unmatched data file in eEligibility and LEA private student data file.
 - If eEligibility matches private students(s) with the unmatched SNAP file, the resulting file will be exported to the private LEA in a format that can be uploaded into the school's student information system, point of service system and/or excel files.
3. Export data from the eEligibility into reports and into data files for use by public and private LEAs systems.

The results of the eDC matching process for public students are stored in eRIDE. In addition, each student's eligibility status is also uploaded by Districts into the eRIDE system.

On a weekly basis, an "eligibility" file (generated by eRIDE) is uploaded into eEligibility. Authorized district users can currently search to view the eligibility status of a public individual student.

This initiative will expand and enhance eEligibility's reporting and data export capacity.

District and site users will be able to

- a. Create a CSV data file of their students' eligibility from the data in eEligibility and import the file into their SIS/POS.
 1. Users will be able to filter the search criteria to develop semi-custom ad hoc data files.
 2. Districts will be able to import the resulting CSV/excel file and populate/update their SIS, POS and meal benefit systems.
 - b. Create and generate a master list of current students' eligibility status by schools and/or by district. The search criteria will be flexible to allow filtering of the search reports.
 1. This report could be viewed on screen and printed as a PDF.
 2. This could also be generated as a data file or as an excel report which is sortable.
4. Develop an eEligibility Search Detail Report which will enable authorized District staff to determine the eligibility status of students who are transferring into their District.

This report will be an ad hoc professionally formatted using student detail / profile report from the eEligibility Search Tool. It will include a number of filters to enable custom reports (ex. By school/site, by district, those who were certified through the eDC vs. letter method).

The report will be for one student or a series of selected students and be available in the following formats:

- A printable screen view of the report,
- A pdf report which will print one student per page,
- A pdf which will print multiple students on a page, and
- An excel file report which can be sorted.

This report will include:

- The date generated,
- sponsor name,
- school year,
- grade,
- school ID,
- school name,
- student's last name,

- student's last name,
- DOB,
- gender,
- address, city, zip,
- meal benefit determination (free, reduced, paid) and
- determination method (edirect certification vs. other methods) and
- when the eligibility information was last updated.

5. Convert electronic FNS – 742 Report process and integration into ^{CNP}Connect.

RIDE has developed an electronic FNS-742 process in C# (CSharp) programming language which needs to be converted into Visual Basis, integrated into ^{CNP}Connect and implemented.

- USDA has developed a process to collect aggregate eligibility and verification data from each NSLP sponsor. Annually, data will be entered by the sponsor into a pre-populated smart form containing numerous edit checks.
- Once the data is validated, it will be rollup into the state-level report which complies with the USDA 742 reporting template.
- RIDE will be able to generate flexible ad hoc reports (screen view and printable format) which can be filtered to track and manage the reporting process.

6. Specialized SFA/Independent SFA Training;

- 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 District schools with/or/without computer experience

Initiative 2: Smart Snack Calculator

Initiative 2:

Develop a Smart Snack Calculator tool which will enable parents, students and food service staffs to determine snacks foods and beverages compliance with new USDA Smart Snack requirements and RI standards. There are different requirements for foods and beverage. There are different requirements for Snack sales in elementary, middle and high school settings.

Design a web-based, user friendly tool which will:

- Be accessible and used on the RIDE website,
- Guide the consumer to enter key information into the tool:
 - Name of Product
 - Manufacturer

- Type of Product (snack food, beverage or side dish)
- Date of Analysis
- Grade Level that Item to be sold in (Elementary, Middle or High School)
- Key nutritional information found on commercial food label,
- Inform consumer, at any step of the way, if the product does not meet the Smart Snack requirements,
- Analyze both food items and beverage items for compliance with:
 - General nutrition standards
 - Nutrient content
 - Ala Carte sold by the food service programs vs. items sold during meal service as fundraisers vs items sold before/after mealtime as a fundraiser,
- View on the screen, and print out a report, which documents the compliance or noncompliance of the Snack item,
- Not maintain a history or cumulative listing of the results of the Snacks analyzed; this will be a real-time tool.

RIDE is requesting that, once the tool is developed, RIDE would be able to make adjustments to the baseline nutritional criteria in response to potential changes in these nutritional standards.

Examples of Smart Snack Calculator tools, which have a similar look and feel of the tool RIDE is requesting, are found at:

The Stalker Institute: <http://johnstalkerinstitute.org/alist/MassNETS.php>

Note that RI has different nutrition standards; the specific content of this tool will not meet RI's needs.

Alliance for a Healthier

Generation: https://www.healthiergeneration.org/take_action/schools/snacks_and_beverages/smart_snacks/alliance_product_calculator/

Note that RI has different nutrition standards; the specific content of this tool will not meet RI's needs.

Summary of ^{CNP}Connect Goals and Task Deliverables		
<i>Goals</i>	<i>Deliverables</i>	<i>Date Parameters</i>
Initiative 1: Develop electronic Direct Certification (eDC) functionality	See Detailed Project Plan for deliverables associated with tasks identified under Task in Appendix B, Form 1.	1/1/2016 – 10 /31/2016
Initiative 2: Develop Smart Snack Tool		

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.

TERMS OF THE CONTRACT

The contract will **begin upon issuance of a state purchase order (estimated January 2016)** and end **October 31, 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 **12 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 \$167,111. Please ensure the budget is presented by state fiscal year, which runs from July 1st through June 30th.

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

For example, **Appendix B, Form 1** relates Initiative 1: eDirect Certification (tasks 1 through 63), **and Initiative 2:** Smart Snack Tool (tasks 1-14) must total no more than the \$167,111 allocated for these initiatives.

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 RFP# 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 help desk 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 three-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.

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

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 Word / Excel or PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original."

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.

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.

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

To advance to the cost evaluation phase, the technical proposal must receive a minimum of 40 out of a maximum of 70 technical points. Any technical proposals scoring less than 40 points will not have the cost proposals opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 40 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in the cost category, bringing the potential maximum score to 100 points.

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 responses, and to award in its best interest.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informalities in any vendor's submission.

A notice of bid protest pursuant to R.I. General Law 37-2-52 must be filed with the chief purchasing officer by the protestor in accordance with the guidelines provided in Section 1.6 of the State of Rhode Island Procurement Regulations, which can be accessed at the following link:

<http://www.purchasing.ri.gov/RIVIP/publicdocuments/RULES2011/SEC1.pdf>

The contract agreement resulting from this award will include all provisions outlined in Title 2 of the Code of Federal Regulations, Chapter 2, Appendix II to Part 200. These provisions can be accessed at the following link: www.ecfr.gov

APPENDIX A

BUDGET ONE-YEAR PROJECTS

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

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

Level of Effort Summary Costs for Initiative 1: CNP-Connect eDC/eE Components Of The CNP Gateway					
Task ID	Phase	Task/Deliverable	Development Hourly Rate	Hours	Target Date
Initiative 1: eDirect Certification					
1. Import / Export Function will enable SFAs to extract data from eEligibility	1	Discovery: Business Analysis / Validation of Requirements	Perform the Business Analysis: interview business subject matter experts (SME) / requirements gathering for the Import / Export Function		1/11/2016
	2	Architecture: Business Process Reengineering (BPR)	Perform the BPR via joint application development (JAD) session with RIDE's SME for Import / Export Function		1/18/2016
	3	Design	Perform the software design via JAD sessions with RIDE SME's for the Import / Export Function to Enhance Local systems [POS, SIS, etc..]		1/22/2016
	4	Design	Design and document the Import / Export Function		2/1/2016
	5	Development	Import / Export Function to Enhance Local systems [POS, SIS, etc..]		2/5/2016
	6	QA	Develop training materials for RIDE user staff		2/10/2016
	7	Q/A-Tier 1-Unit Test	Import / Export Function to Enhance Local systems [POS, SIS, etc..]		2/16/2016
	8	Q/A-Tier 2-System Test	Import / Export Function to Enhance Local systems [POS, SIS, etc..]		2/18/2016
	9	Q/A-Tier 4- User Test	Import / Export Function to Enhance Local systems [POS, SIS, etc..]		2/24/2016

	10	Rollout	Perform rollout of the Import/Export function			3/7/2016
2. Import/export of private students into eDC matching process	11	Discovery: Business Analysis / Validation of Requirements	Perform the Business Analysis: interview business subject matter experts (SME) / requirements gathering for the FNS-742 Verification Collection Report process			3/11/2016
	12	Discovery: Business Analysis	FNS-742 Verification Collection Report process			3/16/2016
	13	Design	FNS-742 Verification Collection Report process			3/29/2016
	14	Development	FNS-742 Verification Collection Report process			4/14/2016
	15	QA	Develop the test script for UAT			4/20/2016
	16	QA	Develop training materials for RIDE user staff and for Sponsor level Staff			4/25/2016
	17	Q/A-Tier 1-Unit Test	FNS-742 Verification Collection Report process			4/25/2016
	18	Q/A-Tier 2-System Test	FNS-742 Verification Collection Report process			4/26/2016
	19	Q/A-Tier 3- SME test	FNS-742 Verification Collection Report process			4/27/2016
	20	Q/A-Tier 4- User Test	FNS-742 Verification Collection Report process			5/2/2016
	21	Q/A-Tier 5- UAT	FNS-742 Verification Collection Report process			5/5/2016
	22	BETA Test-Districts	FNS-742 Verification Collection Report process			5/11/2016

	23	Rollout	FNS-742 Verification Collection Report process			5/25/2016
3A. & 3B. Export eEligibility data into CSV file and reports	24	Discovery: Business Analysis / Validation of Requirements	Perform the Business Analysis: interview business subject matter experts (SME) / requirements gathering for export of eligibility data from eEligibility into CSV file and reports			3/8/2016
	25	Design	Perform the software design via JAD sessions with RIDE SME's for the export of eligibility data from eEligibility into CSV file and reports			3/30/2016
	26	Design	Design and document the export of eligibility data from eEligibility into CSV file and reports			4/15/2016
	27	Development	Development of export of eligibility data from eEligibility into CSV file and reports			4/24/2016
	28	QA	Develop the test script for UAT			5/6/2016
	29	QA	Develop training materials for RIDE user staff and for Sponsor level Staff			5/6/2016
	30	Q/A-Tier 1-Unit Test	Export of eligibility data from eEligibility into CSV file and reports			5/10/2016
	31	Q/A-Tier 2-System Test	Export of eligibility data from eEligibility into CSV file and reports			5/12/2016
	32	Q/A-Tier 3- SME test	Export of eligibility data from eEligibility into CSV file and reports			5/17/2016
	33	Q/A-Tier 4- User Test	Export of eligibility data from eEligibility into CSV file and reports			5/20/2016
	34	Q/A-Tier 5- UAT	Export of eligibility data from eEligibility into CSV file and reports			5/24/2016
	35	Rollout	Export of eligibility data from eEligibility into CSV file and reports			5/27/2016

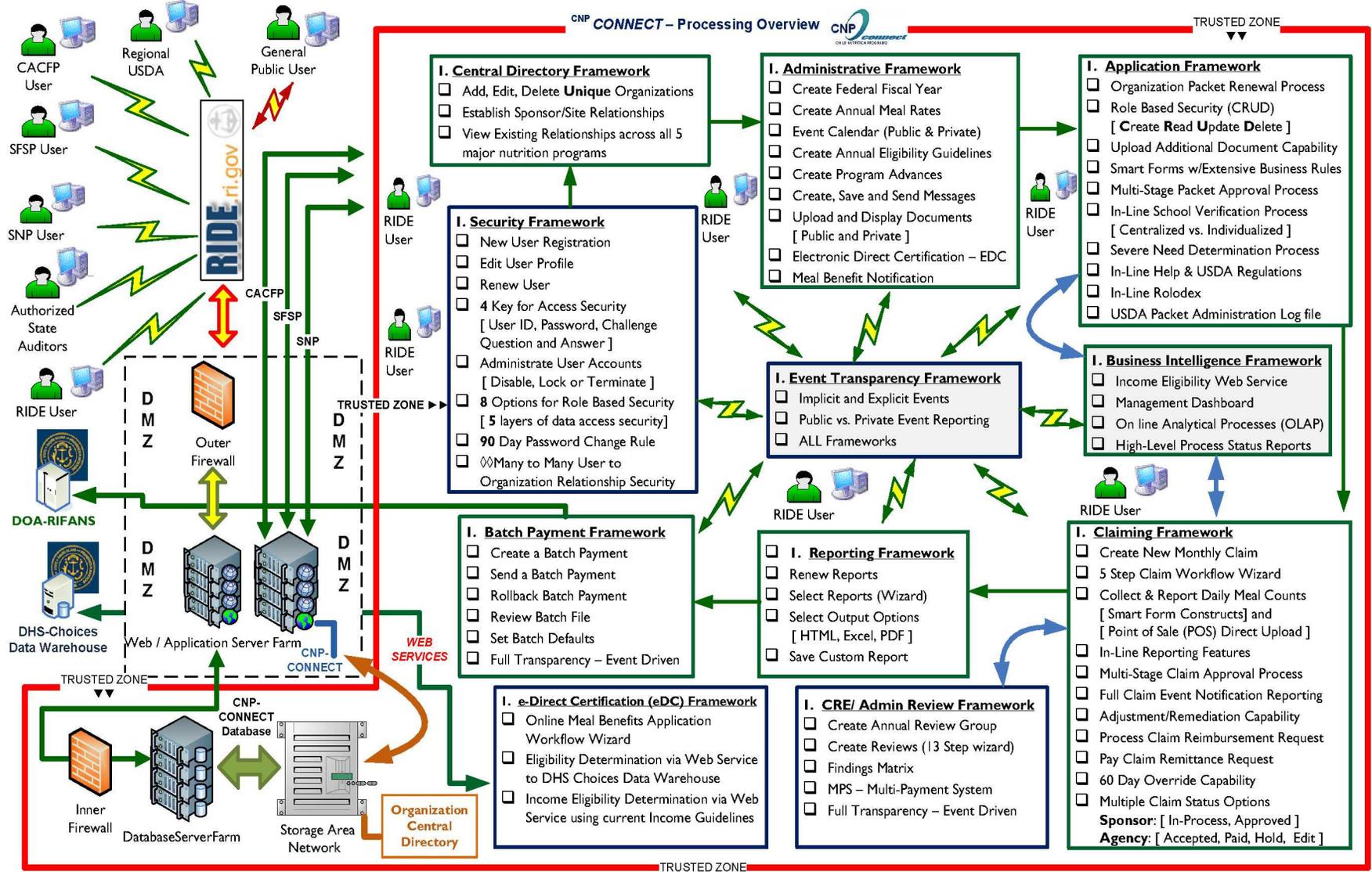
4. Develop Eligibility Detail Report	36	Discovery: Business Analysis / Validation of Requirements	Perform the Business Analysis: interview business subject matter experts (SME) / requirements gathering for the Eligibility Detail Report			6/1/2016
	37	Design	Eligibility Detail Report			6/9/2016
	38	Development	Eligibility Detail Report			6/24/2016
	39	QA	Develop the test script for UAT			6/23/2016
	40	QA	Develop training materials for RIDE user staff and for Sponsor level Staff			6/23/2016
	41	Q/A-Tier 1-Unit Test	Eligibility Detail Report			6/28/2016
	42	Q/A-Tier 2-System Test	Eligibility Detail Report			7/6/2016
	43	Q/A-Tier 3- SME test	Eligibility Detail Report			4/14/2016
	44	Q/A-Tier 4- User Test	Eligibility Detail Report			7/20/2016
	45	Q/A-Tier 5- UAT	Eligibility Detail Report			7/26/2016
	46	BETA Test-Districts	Eligibility Detail Report			8/24/2016
	47	Rollout	Eligibility Detail Report			8/11/2016
5. Conversion of FNS 742 process from c# into Visual Basic and deployed in CNP Connect	48	Discovery: Business Analysis / Validation of Requirements	Perform the Business Analysis: interview business subject matter experts (SME) / requirements gathering for import/export of private students into eDC matching process			8/3/2016
	49	Architecture: Business Process Reengineering (BPR)	Perform the BPR via joint application development (JAD) session with RIDE's SME for import/export of private students into eDC matching process			8/17/2016
	50	Design	Perform the software design via JAD sessions with RIDE SME's for the import/export of private students into eDC matching process			8/24/2016

51	Design	Design and document the import/export of private students into eDC matching process			9/8/2016
52	Development	Development import/export of private students into eDC matching process			9/9/2016
53	QA	Develop the test script for UAT			9/9/2016
54	QA	Develop training materials for RIDE user staff and for Sponsor level Staff			9/11/2016
55	Q/A-Tier 1-Unit Test	Import/export of private students into eDC matching process			9/12/2016
56	Q/A-Tier 2-System Test	Import/export of private students into eDC matching process			9/16/2016
57	Q/A-Tier 3- SME test	Import/export of private students into eDC matching process			9/20/2016
58	Q/A-Tier 4- User Test	Import/export of private students into eDC matching process			9/23/2016
59	Q/A-Tier 5- UAT	Import/export of private students into eDC matching process			9/28/2016
60	Rollout	Perform rollout of the Import/export of private students into eDC matching process			10/5/2016
6. Training	61	User Training District	LEA - (2) 4hr. sessions		8/20/2016
	62	User Training District	IND -(2) 4hr. Sessions		8/21/2016
	63	User Training District	RCCI - (2) 4hr. Sessions		8/22/2016

Level of Effort Summary Costs for Initiative 2: Smart Snack Calculator					
Task ID	Phase	Task/Deliverable	Development Hourly Rate	Hours	Target Date
Initiative 2: Smart Snack Calculator					
1	Discovery: Business Analysis / Validation of Requirements	Perform the Business Analysis: interview business subject matter experts (SME) / requirements gathering for Smart Snack Calculator			7/3/2016
2	Architecture: Business Process Reengineering (BPR)	Perform the BPR via joint application development (JAD) session with RIDE's SME for Smart Snack Calculator			7/17/2016
3	Design	Perform the software design via JAD sessions with RIDE SME's for Smart Snack Calculator			7/24/2016
4	Design	Design and document the Smart Snack Calculator			8/8/2016
5	Development	Development of Smart Snack Calculator			8/9/2016
6	QA	Develop the test script for UAT			8/9/2016
7	QA	Develop training materials for RIDE user staff and for Sponsor level Staff			9/11/2016
8	Q/A-Tier 1-Unit Test	Smart Snack Calculator			8/12/2016
10	Q/A-Tier 2- SME test	Smart Snack Calculator			8/20/2016
11	Q/A-Tier 3- User Test	Smart Snack Calculator			8/23/2016
12	Q/A-Tier 4- UAT	Smart Snack Calculator			8/28/2016
13	Rollout	Perform rollout of the Smart Snack Calculator			9/5/2016

14	User Training	SA staff			9/15/2016
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Attachment 1



Attachment B

RIDE / DHS Direct Certification Exchange Formats

RIDE Submittal to DHS of All Unmatched Public Students (From RIDE to DHS)

Below is the student enrollment file format that RIDE will send to RI Department of Human Services (DHS) on a monthly basis. If the student was matched by DHS in the prior year, RIDE will have the IDHS Unique Identifier to send back with the student's file. These ID's, when included in the RIDE file, will provide a direct match with DHS eligibility system.

RIDE Submittal to DHS of All Unmatched Public Students				
Variable	Start	End	Format	Valid Content Value
RIDE_STUDENT_NBR	1	8	F8.2	
LASTNAME	9	58	A50	
MI	59	108	A50	
FIRSTNAME	109	158	A50	
GENDER	159	159	A1	
DOB	160	179	Datetime20.0	
RACE	180	180	A1	
RES_CODE	181	182	A2	
INRHODES-PERS-ISN	183	191	N9	(if RIDE has data from prior match cycle)
INRHODES-FAM-ISN	192	200	N9	(if RIDE has data from prior match cycle)

Res-code = Town Code

Required DHS Matched Student Response (From DHS to RIDE)

A child may be in both TANF and SNAP. If so, they would be identified in each of these programs separately.

Proposed DHS Matched Student Response to RIDE				
Variable	Start	End	Format	Valid Content Value
RIDE_STUDENT_NBR	1	8	F8.2	
LASTNAME	9	58	A50	
MI	59	108	A50	
FIRSTNAME	109	158	A50	
GENDER	159	159	A1	
DOB	160	179	DATETIME20.0	
RACE	180	180	A1	
RES_CODE	181	182	A2	
MATCH-DATE	183	190	N8	
INRHODES-PERS-ISN	191	199	N9	
INRHODES-FAM-ISN	200	208	N9	
ADDRESS 1	209	248	A-N40	
CITY/TOWN	249	288	A40	
STATE CODE	289	290	A2	
ZIPCODE/ZIP + 4	291	299	N5 OR N9	
DIRECT_CERT_SNAP	300	300	N1	0 OR 1
DIRECT_CERT_TANF	301	301	N1	0 OR 1
DIRECT_CERT_FOSTER	302	302	N1	0 OR 1
DIRECT_CERT_PH1	303	303	N1	0 OR 1 (placeholder for future use)
DIRECT_CERT_PH2	304	304	N1	0 OR 1 (placeholder for future use)

Address would be the child's residential address.

DHS Unmatched Student in SNAP Households Response (from DHS to RIDE)

DHS will be providing a file of those children in households receiving SNAP benefits who were not matched with RIDE's enrollment file. Only those unmatched children in SNAP households will be identified and included in this matched file.

DHS Unmatched Student Response From DHS				
Variable	Start	End	Format	Valid Content Value
RIDE_STUDENT_NBR	1	8	F8.2	
LASTNAME	9	58	A50	
MI	59	108	A50	
FIRSTNAME	109	158	A50	
GENDER	159	159	A1	
DOB	160	179	DATETIME20.0	
RACE	180	180	A1	
MATCH-DATE	183	190	N8	
INRHODES-PERS-ISN	191	199	N9	
INRHODES-FAM-ISN	200	208	N9	
ADDRESS 1	209	248	A-N40	
CITY/TOWN	249	288	A40	
STATE CODE	289	290	A2	
ZIPCODE/ZIP + 4	291	299	N5 OR N9	
DIRECT_CERT_SNAP	300	300	N1	0 OR 1