



Solicitation Information
20 May 05

RFP # B05212

TITLE: Cost Allocation Plan - DCYF

Submission Deadline: 27 June 05 @ 2:20 PM (EDT)

PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 13 June 05 Time: 2:30 PM Mandatory: No Location: Department of Administration / Division of Purchases (2nd floor, Bid Room), One Capitol Hill, Providence, RI

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **8 June 05 at 12:00 Noon (EDT)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # 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
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Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

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

Note to Vendors:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Section 1 – INTRODUCTION

The Rhode Island Department of Administration/ Office of Purchases, on behalf of the Rhode Island Department of Children, Youth & Families (DCYF or the Department), is soliciting proposals from qualified firms to 1.) Prepare the Department's Cost Allocation Plans, which are submitted to the Federal Administration for Children and Families, 2.) Administer the related Random Moment Time Survey process, 3.) Provide technical assistance, staff training, quality assurance and monitoring services to the Department with respect to Title II, IV-E, Title XVI, and Title XIX (all references are to the Social Security Act) legal and regulatory compliance matters and 4.) Provide technical advice regarding how the revenues from the Title II, IV-E, XVI, and Title XIX programs can be enhanced, as described elsewhere herein, and in accordance with the terms of this Request and the State's General Conditions of Purchase, which is available at the Purchases website www.purchasing.ri.gov

This is a Request for Proposals, not an Invitation to Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening or reading of responses received by the Office of Purchases pursuant to the Request.

SECTION 2- INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS

Potential offerors are advised to review all sections of this Request 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 Office of Purchases 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 Office of Purchases.**

It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use

is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

Offerors are advised that all materials submitted to the State 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.

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 / LOI

The Offeror should be aware of the State's MBE requirements, which addresses the State's requirement of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 222-6253 or visit the website <http://www.rimbe.org>

SECTION 3 - BACKGROUND AND PURPOSE

3.1 BACKGROUND

The Cost Allocation Plan (the Plan) is highly complex and is currently automated and prepared by a contractor using Access software that runs on a Personal Computer. The Plan has been prepared in this fashion for approximately 9 years. During that time a number of modifications have been made to the Plan primarily because of changes in Federal regulations or changes in the Department's operations, such as the implementation of a Statewide Automated Child Welfare Information System (SACWIS). Modifications to the plan require approval of the Division of Cost Allocation (DCA) within the Department of Health and Human Services (Federal).

The categorization of the time and effort of approximately 250 DCYF Social Workers, which is a critical element in processing the Cost Allocation Plan, is determined using a Random Moment Time Study (RMTS). This survey is administered using valid statistical sampling methods and is approved by DCA. The RMTS is a survey tool used to generate statistics for the Department's quarterly Cost Allocation Plan (CAP). Approximately 2,400 RMTS forms are prepared by the contractor and distributed to Social Workers and Intake Workers each quarter. On each form is a comprehensive list of all the activities that these workers may perform in a given day. The contractor produces the forms through a database program that "randomly" matches employees with single moments in time (i.e., Monday, December 6, 2004 at 3:23pm). Employee names and locations and the moment in time are printed on the form until their specific moment, when they check off a box for the activity that most closely corresponds to what they are doing at that time. The forms are forwarded back to the contractor for tabulation at the end of each quarter. Once tabulated, the results of the survey provide data on the overall percentages of time that all Social Workers and Intake Workers spend on each activity. These results are data-entered into the Plan software in order to allocate the various costs that are associated with employing Social and Intake workers. The Plan currently results in the claiming, on an annual basis, of approximately

\$10,000,000 (FFP) in indirect costs to the Title IV-E program, approximately \$1,600,000 (FFP) of indirect costs to the Title XIX program and approximately \$8,000,000 (FFP) of indirect costs to the TANF program.

Through multiple substitute care programs the Department services approximately 2,200 children and youth at any point in time. There are also 2,700 children in adoptive homes which are subsidized by the Department. This latter number is expected to grow over the next five years. Currently the Title IV-E eligibility rate is 38% for children in substitute care and 65% for children who have been adopted.

The former rate has declined over the last decade and there is concern that this decline could continue as a result of the current Federal regulatory climate, particularly the requirement that the June 1996 AFDC eligibility standards be used for Title IV-E purposes. Currently the Department receives approximately \$9,700,000 annually via the Title IV-E program to fund direct care costs.

Currently, the Department has a centralized staff of one supervisor and four Title IV-E Eligibility Technicians. The current process of Title IV-E eligibility determination, relies on the use of SACWIS and access to the Department of Human Services InRhodes data base to obtain information regarding financial deprivation, hard copy reports, Family Court files and contact with DCYF staff to gather other necessary data.

The Title XIX eligibility determination/ entry process for children who are in substitute care is performed by the Department's Title IV-E Human Service Policy & Systems Specialist using the InRhodes System. Virtually all children/youth in substitute care are Title XIX eligible. Currently the Department receives approximately \$40,000,000 annually via the Title XIX program to fund direct care costs.

The Department also has approximately 250 children and youth for whom benefits are received under Title II- RSDI and Title XVI-SSI of the Social Security Act. Total annual benefits received are approximately \$1,500,000.

The Department has used a contractor for perform a significant number of the services described in this Request For Proposals over the past ten years. During that time period the approach used, which is similar to the one described in this Request For Proposals, has been generally regarded as producing a favorable outcome. Such outcome is measured by: 1.) An increasing trend of Federal indirect cost revenue. 2.) A limited number of audit issues and 3.) A Title IV-E eligibility determination process that is well documented, understood by Department staff and that has appropriate quality assurance and monitoring tools in place.

Due to the evolving Federal regulations and the erosion of the number of children who meet the financial deprivation test under the 1996 AFDC rule, there is an on-going need for technical assistance to continue efforts to maximize federal revenues earned by the State.

Copies of existing manuals which document the Title II, Title IV-E, and Title XVI processes, as well as the Cost Allocation Plan itself, are available for inspection at 101 Friendship Street, 4th Floor, Providence, RI 02903 (Contact Kevin Savage 401-528-3629).

3.2 GENERAL PURPOSE

DCYF desires to maximize its direct and indirect revenue from existing critical Federal funding streams including Title II (RSDI), Title IV-E, Title XVI (SSI) and Title XIX of the Social Security Act and any future Federal programs, while insuring full compliance with existing and future Federal regulations. It also desires to constantly improve quality assurance techniques that are built into all eligibility determination processes, improve eligibility determination staff training techniques and fully document all eligibility determination and cost allocation processes.

3.3 TERM

The term of any award resulting from this Request will be two years from the date of award, renewable at the exclusive option of the State for three additional twelve month terms.

3.4 RESULTS

The ultimate goal is to continue to maximize Federal revenue to the Department, via existing and any new Federal sources, while at the same time insuring compliance with all pertinent Federal and State laws and regulations.

Over the term of the contract the contractors successful performance will be measured in terms of a number of factors including increases in the eligibility rate for the Title IV-E program, increases in the amount of indirect costs recovered via the Cost Allocation Plan from the Title IV-E and XIX programs, reductions in the number of audit findings relating to the programs and reductions in the number of children/youth who are deemed ineligible for the Title IV-E program due to legal documentation that is not in accordance with Federal regulations as to timing or content.

SECTION 4- SCOPE OF WORK

GENERAL DESCRIPTION:

The selected vendor will:

- a) Prepare the Cost Allocation Plans, and all related documentation, submitted by the Department to the Federal Administration for Children and Families. Currently these are submitted on a quarterly basis.
- b) Administer the Random Moment Time Study process. This will include, but not limited to, selecting the statistical sample of workers to be surveyed, preparing and distributing the survey electronically, and

- entering the completed survey into a computer application that will summarize the results for use in the Cost Allocation Plan.
- c) Provide technical assistance in insuring compliance with existing and proposed laws, regulations and contracts and maximizing Federal revenue and minimizing State costs.
 - d) Prepare and updating process documentation and manuals.
 - e) Develop and conduct training for Department Staff regarding eligibility determination and other critical process.
 - f) Work collectively with Department staff to develop and enhance techniques to monitor the effectiveness of eligibility determination and other financial and operational processes.
 - g) Provide quality assurance services via review of a sample of **Title IV-E eligibility determinations (both eligible and non-eligible)** done by Department staff to insure accuracy. The size of this sample, and nature of the review, will be determined in consultation with the Department and will be adjusted based on the on-going results of quality assurance reviews.

REQUIREMENTS:

Vendor must respond to all requirements within this section.

Organizational Capabilities:

Describe your firm's experience in providing the services specified in this RFP. Previous experience in the field of Child Welfare, Title IV-E, Federal revenue maximization, complex Cost Allocation Plan preparation, procedural manual preparation, training, and monitoring quality assurance should be discussed in detail.

Describe your firm's organizational structure and consulting resources, including:

- Number of staff dedicated to services specified in this RFP.
- Number of staff with a specialization in Cost Allocation Plan preparation, Title IV-E and XIX regulatory compliance and Federal revenue maximization.

Staffing Requirements:

The Vendor shall appoint a representative who shall be responsible for seeing that the services are performed within the agreed upon time limits and that they are of high quality and meet the needs of the Department of Children, Youth & Families. The Vendor shall not change its designation of the vendor representative during the performance of the services without prior written consent by the Department of Children, Youth & Families.

Provide resumes for all professional staff to be assigned. Resumes should describe experience with Child Welfare, complex Cost Allocation Plan preparation, Title IV-E and XIX regulatory compliance and Federal revenue maximization. The vendor shall warrant that all personnel engaged in the services shall be qualified to perform such services under all applicable laws.

The vendor shall agree that all staff assigned to this project will adhere to DCYF and other state policies governing confidentiality of individual records.

The DCYF will review and approve all key contractor staff and may disapprove any individuals. During the life of the contract, except for termination of employment, any proposed change to the contractor staff must be submitted to the DCYF in writing and may not be made without DCYF prior written approval. Any such changes must be for like staff unless contractor can demonstrate staff of a different level can or must perform the required task.

Work Plan and Schedule:

Emphasis on techniques that will reduce or minimize the overall time needed to complete the Cost Allocation Plan will be graded favorably. However, the vendor must reference in detail any techniques being used. The quality of the completed Plan is more important than time in the overall scoring process.

Submit a work plan and schedule for the completion of the Cost Allocation Plan, including the Random Moment Time Studies. Provide separate plans that address in detail how: 1.) An initial assessment to identify new sources/maximize existing sources of Federal revenue will be conducted. 2.) Process documents and manuals will be updated. 3.) Training for eligibility determination staff will be conducted. 4.) Monitoring techniques and quality assurance measures will be enhanced and implemented and 5.) If the vendor proposes to utilize its own existing Cost Allocation methodology, in preference to the existing plan then an example of that plan should be submitted, along with enough supporting inputs as to make the process understandable to the reviewers of the proposal.

Other Requirements:

The Cost Allocation Plan and related documentation, in form suitable for submission to ACF, must be submitted to DCYF no later than 30 days after the close of each calendar quarter. The DCYF reserves the right to amend this date if Federal requirements change.

To the extent deemed necessary by the Department, work will be performed at its office which is currently located at 101 Friendship Street Providence, RI 02903.

Work performed by the vendor must comply in all respects with applicable Federal and State legal and regulatory requirements.

Vendor provided Cost Allocation Plan software must be able to accept down loads in electronic format of data from the State.

Vendor shall ensure the complete confidentiality of all DCYF and Department of Human Services client information and related case data in accordance with all applicable laws, regulations and policies.

The Vendor shall:

- Submit interim written reports and conduct regular meetings to inform Department representatives of the status of the engagement, as required by DCYF. This shall be done quarterly.
- Attend all meeting as required by DCYF, including those with other Federal and state agencies.
- Participate in and provide all technical assistance and staff support required as a result of audits and reviews stemming from the vendor's generation of revenue for DCYF during the term of the contract and beyond at not cost to DCYF.
- Organize and conduct a complete and orderly transfer of fully operational Cost Allocation Plan/Random Moment Time Survey Software to either DCYF itself or a new vendor selected by the Department at the end of the contract at no cost to the Department.
- Submit a final report of all services rendered and their results at the conclusion of the engagement.

The Vendor shall be solely responsible for meeting all terms and conditions specified in this RFP, their proposal and any resulting contract.

Subcontractors must be approved by the State; however, it is the responsibility of the selected vendor to compensate, supervise and monitor work performed by the subcontractor.

All computer processing required to prepare the Cost Allocation Plan or the Random Moment Time Survey shall be the sole responsibility of the successful vendor. Any software developed for use in the preparation of the Department Cost Allocation Plan, direct claiming or related activities that were developed or modified at the Department's expense shall become the property of the Department.

Tasks:

The Vendor must complete all tasks listed throughout this RFP within the time frame specified in the final work plan and schedule and resulting contract.

Deliverables:

The Vendor will be responsible for delivery of:

1. A complete Cost Allocation Plan and all supporting documents for each quarter by the deadline indicated in this RFP.
2. The monthly sample of Random Moment Time Survey forms ready for distribution to statistically selected DCYF staff members by the 20th day of the preceding month. The frequency of selection of such samples and method of distribution can be changed at the Department's discretion.
3. Updated procedure manuals for the Title II, Title IV-E, and Title XIX processes by 90 days after the commencement of the contract.
4. A plan documenting the monitoring techniques and quality assurance measures to be used to insure compliance with Federal laws and regulations by 90 days after the commencement of the contract
5. A detailed initial listing of possible Federal revenue enhancement opportunities that could be implemented, the estimated dollar impact and

the detail steps needed to implement these by 120 days after the commencement of the contract.

6. Quarterly status reports during the duration of the contract describing work accomplished in detail, issues identified revenue enhancement opportunities, and next steps.
7. At the sole discretion of the Department, any or all of the above deliverables may be required to be submitted in electronic format. Such format to be specified by the Department.

SECTION 5- PROPOSAL Questions & SUBMISSION

A Pre-proposal Conference, for the purpose of clarifying the scope and intent of this requirement, as well as the evaluative criteria to be employed in the review of responses to this Request, will be conducted on the date and time indicated on page one of this solicitation.

Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on page one of this solicitation. Proposals received after this time and date will not be considered.

Proposals should include the following:

1. A completed and signed R.I.V.I.P. generated Bidder Certification Cover Form (downloaded from the RI Division of Purchases internet home page at: <http://www.puchasing.state.ri.us>).
2. A letter of transmittal signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request and tendering an offer to URI Athletics.
3. **A Technical Proposal** describing the background, qualification, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement. (See below)
4. The Agency must submit a sealed and separate **cost proposal**, including completion of the enclosed [Exhibit A], and
5. **Two copies** of the offeror's complete response to this solicitation is requested in an **electronic format**: CDROM or disk, in Microsoft Office or PDF file formats. The electronic files should be identical to the original hard copy submission. In any variance between the hard copy and the electronic file, the original hard copy takes precedence

Proposals – an original plus one (1) copy of the Technical component and an original plus one (1) copy of the Cost component and 2 disks or CDrom should be mailed or hand-delivered in a sealed envelope marked RFP #B05212: Cost Allocation Plan – DCYF” to:

R.I. Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02940-5855

Proposals must contain the following:

Executive Summary:

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

Offeror's Organization and Staffing:

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualifications).

Proposal Narrative:

This section shall describe the offeror's understanding of the State's requirement, including the results intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks and subtasks that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each.

Previous Experience and Background:

This section shall include the following information:

- A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects,
- A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position, and
- The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and or a subcontracting plan which addresses the State's goal of ten percent (10%) participation by MBE's in all State procurements.

The State will commission a Technical Review Sub-Committee, which will evaluate and score all proposals, using the following criteria:

Scoring (100 Total Points)

Capability, capacity and qualification of the offeror, Including the quality of past work	20 points
Firm/staff qualifications and references	15 points
Approach to completion of tasks	15 points
Quality of Work plan	20 points

Total Project Cost

30 points

Technical Proposals that receive less than fifty (50) of the maximum allowable seventy (70) technical points will be considered non-responsive and dropped from further consideration. Technical Proposals that receive a minimum of fifty (50) will proceed with the cost evaluation.

Cost points- lowest cost/cost of this proposal x 30 points.

Notwithstanding the foregoing, the State reserves the right to award on the basis of cost alone, to award in whole or in part; to reject any or all proposals; and, to award in its own 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 presentations (s) by offerors clearly in consideration for award.

The Technical Review Sub-Committee will present written findings, including the results of all evaluations, to the State's Architect/Engineer and Consultant Services Selection committee, which will recommend three finalists to the Director of the Department of Administration, who will make the final selection for this requirement.

When a vendor has been selected, all bidders will be notified by mail. Please do not call the Offices of Purchases for an "update".

COST PROPOSAL SUMMARY

OFFEROR:-----

STAFF:

Fully-absorbed hourly rates for all staff members proposed for this work and the concentration of hours for each (use additional sheets, if necessary):

<u>Name</u>	<u>Title</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Total</u>

Total Staff: _____

Reimbursable Expenses:

Total Expenses: _____

Project Total : _____

Note: Separate Cost Proposal Summaries shall be submitted for years 1,2,3,4, and 5.