



Solicitation Information
29 Sept 05

RFP # B05642

TITLE: Fiscal/Employer Agent – Cash and Counseling

Submission Deadline: 3 Nov 05 @ 1:40 PM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: No

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **12 Oct 05 at 12:00 Noon (Eastern)**. 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

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

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

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/Division of Purchases, on behalf of the Rhode Island Department of Human Services ("the Department"), is soliciting proposals from qualified organizations to obtain necessary start-up funds in order to become fiscal/employer agents for a Medicaid Cash and Counseling program (known as PersonalChoice) for adults with disabilities and elders. Such services are expected to be provided on behalf of approximately 450 such Medicaid recipients by the end of the project in September 2007. The contract term extends from the date of issue, expected to be on or about January 1, 2006 to September, 30, 2007 with an option to extend an additional twelve months if funds are available. All aspects of the proposed project will be performed according to the detailed specifications described elsewhere herein, and in accordance with the terms of this Request and the State's **General Conditions of Purchase**, available at www.purchasing.ri.gov.

This is a Request for Proposals (RFP), not an Invitation for 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 and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors submitting proposals.

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 prime contractors, 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 work anticipated to be conducted by subcontractor(s) are identified in the proposal.
- All proposals must include the offeror's FEIN or Social Security number as evidenced by a W9, downloadable from the Division of Purchases website at www.purchasing.state.ri.us.
- The purchase of services under an award made pursuant to this Request will be contingent on the availability of funds.
- The Robert Wood Johnson Foundation must approve any contracts the state enters into under this award
- **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.**

SECTION 2 - PURPOSE AND BACKGROUND

PURPOSE

The State of Rhode Island, Department of Human Services (DHS), is seeking interested vendors to provide fiscal/employer agent services for adults with disabilities and elders funded under the Department of Human Service's Cash and Counseling (known as PersonalChoice) program. Any vendor who can meet the Department's contract standards is eligible to become a provider with Medicaid reimbursement for fiscal/employer agent services, but this offering will provide up to a total of \$50,000 to qualified providers to cover the initial cash outlays before Medicaid payment can cover expenses. Eligible vendors will be those corporations that can demonstrate a track record as fiscal agents, a commitment to the principals of consumer direction/self-determination, and experience with Federal Insurance Contribution Act (FICA), Federal Unemployment Tax (FUTA), and State Unemployment Tax (SUTA) taxes in accordance with federal Internal Revenue Service (IRS), Department of Labor (DOL), and State of Rhode Island Department of Labor and Training (RIDLT) rules and regulations.

The Rhode Island Department of Human Services received a grant from the Robert Wood Johnson Foundation to develop the PersonalChoice home and community-based waiver to further strengthen community-based service options for adults with disabilities and elders. This

project will build on Rhode Island's dynamic commitment to long term care strategic planning and reform at the gubernatorial, legislative, consumer, advocate, provider and state agency levels.

Since 1986, Rhode Island has had a state-only and Medicaid Waiver consumer-directed personal care program serving adults with physical disabilities. PersonalChoices will (1) transform the existing program into a Cash and Counseling model, (2) expand the eligible population base to people with other types of disability and elders, and (3) build consistent quality standards and infrastructure that will move the Department from a fee- for- service payer to a purchaser of consumer-directed services.

The goal of the RI PersonalChoice Project is to enable Medicaid recipients to direct their own services and supports by allowing the maximum flexibility of fund distribution to meet individual needs and preferences, while preserving necessary accountability to the state and federal governments. The fiscal /employer agent's role is to manage the payroll tasks for the participant's employees and to make non-labor related payments for goods and services that have been authorized in the participant's budget. The Contractor shall generate worker's payroll checks and non-labor related invoices in a timely and accurate manner and in compliance with all federal and state regulations pertaining to domestic/household employees and independent contractors. The contractor will also be responsible for documenting and reporting on all disbursements to the state and participants.

No previous RFP has been offered to provide organizations with start up funds to become fiscal employer agents for a Medicaid home and community-based waiver.

BACKGROUND

The Rhode Island Department of Human Services ("the Department") is the State agency responsible for certain Federal/State-funded programs that provide support to eligible individuals and families. Programs administered by the Department are located within two major program Divisions. The Division of Health Care Quality, Financing and Purchasing ("the Division") administers the Medicaid program. The Center for Adult Health, within the Division, administers programs for adults with disabilities and elders, including the PersonalChoice program.

Rhode Island ranks sixth nationally in the percentage of persons over age 65, and has the highest rate of disability in New England at approximately 20% of the population. Persons age 75 and older are the fastest growing segment of Rhode Island's population. Approximately 5,000 adults receive Medicaid funded home and community-based support services annually, 10,000 receive nursing facility services and at least 1,500 additional people privately purchase or utilize state and Agency on Aging funded home-based programs. State demographics indicate these numbers will only grow over time with an ever-shrinking labor pool to meet demand.

The PersonalChoice program will replace the existing consumer-directed PARI waiver over the first year of implementation (January through December, 2006), and is targeted to include up to 450 participants by the end of 2007. Each participant will have a functional assessment that will determine a budget that the participant (with help from a service advisor) will use to develop the service plan. The contractor will act as Vendor Fiscal Employer Agent on behalf of PersonalChoice participants for the purpose of managing the payroll tasks for the participant's employees and for making non-labor related payments for goods and services that have been authorized in the participant's budget. The Contractor shall generate worker's payroll checks and non-labor related invoices in a timely and accurate manner and in compliance with all federal and state regulations pertaining to domestic/household employees and independent contractors.

SECTION 3 - SCOPE OF WORK

A. TASKS:

1. Meet all contracting standards to become a PersonalChoice Program fiscal/employer agent (see "Requirements" section)
2. Successfully complete a readiness review to determine that all contracting standards are met
3. Submit documentation of approved expenses

B. REQUIREMENTS:

1. **CONTRACTING STANDARDS:** All qualified applicants will demonstrate substantial readiness to meet the following contract standards:

Fiscal Intermediary Requirements:

F/EA SERVICES

The F/EA acts as an agent of the employer in accordance with Section 3504 of the federal Internal Revenue Service code and Internal Revenue Service Revenue Procedure 70-6 in matters related to the employment of employees and purchase of other support services or goods.

Customer Service. The F/EA must be able to communicate effectively with participants who have a wide variety of disabilities. The F/EA must have a Customer Service System that includes:

- A. A toll-free number, or reasonable accommodation in place
- B. TTY line
- C. Internet/e-mail communication

- D. Availability of foreign language and American Sign Language interpretation if requested
- E. The capability to make materials available in alternative formats needed by participants such as, but not limited to, large print
- F. For the services that it provides, develop a method for receiving, responding to and tracking complaints from participants and participant's employees within 48 hours

Information and Orientation for New Participants. The F/EA must provide new participants and participant's employees with standard information and an orientation to F/EA services that includes, but is not limited to:

- A. F/EA services brochure
- B. A participant enrollment packet which includes, but is not limited to:
 1. Introductory letter;
 2. A description of F/EA services, hours of business and key contact information;
 3. Participant contact information including emergency contact information;
 4. Semi-completed IRS Form SS-4, *Application for Employment Identification Number*, for signature;
 5. Semi-completed IRS Form 8821, Tax Information Authorization Form, to obtain tax information on behalf of participants;
 6. Semi-completed IRS Form 2678, *Appointment of Agent*, for signature;
 7. Semi-completed state tax and unemployment insurance registration form;
 8. Semi-completed State Unemployment Insurance Form granting F/EA authority to act as an employer agent of the participant (if required);
 9. Semi-completed state New Hires Form;
 10. An agreement to be signed by the participant that lists the rights, roles and responsibilities of the participant, representative or guardian, participant's employee, F/EA and state program agency; states that the participant understands each party's role and responsibilities, and states that the participant agrees to abide by the policies and procedures of the F/EA and the state program agency
 11. An Authorized Representative Designation Form signed by the participant's representative that lists the role and responsibilities of the representative related to the participant and the F/EA and any limitations, states that the person agrees to be the participant's representative and will abide by the policies and procedures of the F/EA and state program agency
 12. An agreement to be signed by the participant and the participant's employee stating that the participant is the employee's employer, the employee has the necessary knowledge, skills and experience to meet the participant's support service needs and has received orientation and training sufficient to meet the participant's needs

13. An agreement to be signed by the participant's back-up employee that lists the back-up worker's role and responsibilities, times available and any limitations, and states that the person agrees to be the participant's back-up employee
 14. Instructions for the completion of all forms
- C. An employee employment packet which includes, but is not limited to:
1. Introductory letter;
 2. An employment application;
 3. Bureau of Citizenship and Immigration Services (BCIS) Form I-9, *Verification of Citizenship and Alien Status*;
 4. IRS Form W-4, *Employee's Withholding Allowance Certificate* with instructions and completed example;
 5. IRS Form W-5, *Earned Income Credit Advance Payment Certificate* with instructions;
 6. A confidentiality policy;
 7. Grievance procedure for disputes between participants and their employees
 8. Payroll schedule indicating the days when worker timesheets are due at the F/EA and the days when the F/EA will issue employees' paychecks;
 9. Payroll time sheet with instructions;
 10. Instructions for the completion of all forms;
 11. An agreement to be signed by the employee that lists the role and responsibilities of the participant, employee, F/EA and state program agency; states that the employee understands the roles and program's responsibilities; and understands and agrees to abide by the F/EA's and state policies and procedures
 12. A release form to conduct a statewide Criminal Background Check; and
 13. A release form to conduct Department of Health Abuse Registry screening.

Payroll Services

The F/EA acts as a fiscal agent for each participant in accordance with Section 3504 of the IRS code and IRS Revenue Procedure 70-6. The F/EA must:

- A. Obtain IRS and state approval to be an Employer Agent;
 1. Obtain authorization from the state unemployment insurance agency for the limited purpose of managing unemployment taxes for each participant;
- B. Prepare and file IRS Form SS-4, Application for Employer Identification Number, and obtain separate FEIN for the sole purpose of filing IRS forms 941, Employer's Quarterly

Federal Tax Return, W-2, Wage and Tax Statement, and W-3, Transmittal of Wage and Tax Statement, as an Employer Agent;

C. Prepare and file IRS Form SS-4, Application for Employer Identification Number (FEIN), and obtain an FEIN for each participant;

D. Assist participants in verifying employees' citizenship/legal alien status by verifying social security number with the Social Security Administration and completing the Bureau of Citizenship and Immigration Services (BCIS) Form I-9;

E. Ensure that wages paid to employees are in compliance with federal and state labor laws;

F. Compute, withhold, file and deposit federal Medicare and Social Security (FICA) and federal income tax as required by law. In carrying out this function, the F/EA must:

1. Use IRS Form 941 or its successor forms;
2. File quarterly in the aggregate for all participants represented using the employer agent's separate FEIN; and
3. Deposit FICA and federal income tax withholding in accordance with IRS depositing rules.

It is recommended that the F/EA withhold, file and deposit federal and state income taxes for workers even when federal and state tax rules make this optional for domestic service workers.

G. Refund over-collected FICA withholding to employees and employers (or state) when employees do not earn the FICA wage threshold for a particular calendar year;

H. Compute, withhold, file and deposit federal unemployment taxes (FUTA) individually for each participant annually using the participant's FEIN to match state unemployment tax (SUTA) filing process. The F/EA must:

1. Use IRS Form 940, 940 EZ or successor forms;
2. File annual IRS Form 940, 940 EZ or successor form for each participant the F/EA represents; and
3. Deposit FUTA in accordance with IRS rules.

I. Refund over-collected FUTA withholding to employers (or state) when employer's employees in the aggregate do not earn the FUTA wage threshold for a particular calendar quarter in the current or previous calendar year, as necessary;

J. Manage Federal Advance Earned Income Credit;

K. Compute, withhold, file and deposit state income taxes individually;

L. Compute, withhold, file and deposit state unemployment insurance taxes (SUTA) individually and refund over-collected SUTA to employers or State as necessary;

M. Apply judgments, garnishments and levies to workers' paychecks, as applicable;

N. Prepare and file IRS Form W-2, Wage and Tax Statement in accordance with current IRS instructions for agents;

O. Prepare and file IRS Form W-3, Transmittal of Wage and Tax Statements, annually in the aggregate in accordance with current IRS instructions for agents;

P. Retire a participant's IRS Form 2678 and IRS Form 8821 when the participant is no longer an employer represented by the F/EA;

Q. Retire a participant's FEIN and state tax registration number(s), and terminate federal and state tax filings when the participant is no longer an employer;

R. Carry out any other payroll and tax function necessary to ensure compliance with federal and state laws and program rules (i.e. RI Temporary Disability Insurance);

S. Process payroll from timesheets signed and submitted by employees and participants and ensure payment within two weeks of the end of each payroll period, with payroll issued at least every two weeks;

T. Provide participants and employees with timesheet forms and pre-addressed, pre-stamped envelopes for signature and submission; and

U. Provide the option of Direct Deposit for participants employees, if requested.

Workers' Compensation Insurance Coverage. The F/EA must inform participants about their obligations for compensating employees in the event of a work injury and the need for mandatory Workers Compensation Insurance Coverage. In carrying out this provision, the F/EA must:

A. Explain coverage available through individual standard workers' compensation insurance policies and home owners' or tenants' insurance policies; and

B. Broker worker's compensation insurance coverage in some form on behalf of participants and assure payment of worker's compensation insurance premiums. The F/EA must attempt to negotiate volume discounts with insurers to make individual policies as affordable as possible to participants.

Invoices. The F/EA must process and pay authorized invoices within 2 weeks of the F/EA's receipt of the invoice; and

Criminal Background Checks. The F/EA must ensure that PersonalChoice program rules regarding criminal background checks for employees and representatives are met. The F/EA must conduct Rhode Island criminal background checks for all participants paid caregivers as well as any appointed participant Representatives.

Management of Participant's Budget Funds The F/EA ensures the following in regards to managing participant's budget funds:

- A. Funds must be kept in a non-interest bearing account separate from all other bank accounts managed by the agency.
- B. F/EA must enter into a Memorandum of Understanding (MOU) with deposit bank regarding ownership of program funds and provide the Department with copies of said MOU.
- C. F/EA must provide a monthly budget statement to participants detailing budget funds expended, budget funds remaining and other information needed to assist the participant in managing their own budget, in an agreed upon format.
- D. F/EA must develop (in conjunction with DHS) a method to obtain from the Department the participants monthly Cost of Care (if applicable), and to ensure that the participant's monthly Cost of Care is collected and documented.
- E. F/EA must have a system to receive, process and pay all non-labor related invoices, including payment to vendors as specified in the participants spending plan and to ensure that all payments correspond to the plan.

Information Technology/Record Keeping. The F/EA must demonstrate the following capabilities:

- A. Have a Disaster Recovery Plan in place for restoring software and master files and hardware backup for all computerized records associated with PersonalChoice participants.
- B. Have a system in place for the storage of all records and files associated with PersonalChoice participants, their employees and vendors as required by federal and state regulations.
- C. The ability to transmit data and information between the F/EA and the Department electronically.

Keeping Up to Date with Federal and State Rules and Regulations regarding F/EA's and Household Employers. The F/EA must demonstrate the system that they utilize to review all IRS and State forms, instructions, notices and publications related to the role of F/EAs in performing their duties, and to update forms and procedures as needed.

Worker Registry: In order for participants in the PersonalChoice to have access to the widest range of potential caregivers, a worker registry will be established. The F/EA should give every paid caregiver who passes initial Criminal Background, Abuse Registry and citizenship screening the option to be listed on that registry and provide to the registry basic identifying information for each caregiver who requests placement on the registry.

2. COMPLETION OF TASKS

This offering will not cover all costs of establishing and maintaining business as a fiscal/employer agent, but is expected to aid qualified contractors pay initial participant payroll and administrative functions to conduct F/EA business until Medicaid reimbursement begins arriving. Ongoing Medicaid reimbursement for qualified F/EA services will be billed monthly as a sliding percentage of the participant's total budget.

1. REQUIRED CONTRACTOR EXPERTISE, EXPERIENCE, ABILITY AND CAPABILITY

- The contractor must have demonstrated experience providing fiscal/employer agent functions and working with a diverse client population
- The contractor must have an independently completed audit by a Certified Public Accountant from Fiscal Year 2004 that demonstrates sound accounting practices
- The contractor must successfully complete a readiness review conducted by the Department during the bid evaluation process

2. TERM OF CONTRACT

The contract term will be from the date the contract is approved by the Robert Wood Johnson Foundation, signed by the Department of Human Services Director, and signed by the contractor until September 30, 2007.

3. MULTIPLE AWARDS

Contracts will be awarded to all respondents who can demonstrate readiness to be a fiscal intermediary except for the actual start-up capital and/or information systems cost up to a total combined amount of \$50,000.

4. CONDITIONS GOVERNING SUBCONTRACTING

If the contractor intends to use any subcontractors, the contractor must clearly identify which tasks will be subcontracted and the terms required of a subcontractor for each of these tasks in the response to the RFP. The contractor retains responsibility for the completion and quality of any work assigned by subcontractors.

5. SETTING FOR WORK, MEETING AND OTHER RELEVANT ACTIVITIES

The Contractor is responsible for all office space and equipment needed to perform F/EA functions.

6. COMPLIANCE WITH STATUTORY, REGULATORY, OR OTHER STANDARDS

The contractor must comply with all applicable State and Federal regulations and statutes.

7. COMPLIANCE WITH PROGRAM STANDARDS

The contractor is required to comply with all applicable RI State laws and DHS program standards as outline above in the Requirements section. The contractor will follow all requirements regarding confidentiality of client information as required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

8. USE OF STATE DATA

As noted in Items 8 and 12, the contractor must follow HIPAA requirements regarding confidentiality of client data.

9. COOPERATION/COORDINATION WITH OTHER AGENCIES, CONTRACTORS, OR ENTITIES

In signing a contract with the Department, the contractor agrees to work cooperatively with all required agencies, contractors, or entities. For the purposes of the PersonalChoice program this includes the Advisement Agencies, Participants, Participant Representatives (when applicable), State Medicaid Fiscal Agent EDS and the Department.

10. AGREEMENT THAT RIGHTS TO DATA AND WORK PRODUCTS REVERT TO THE STATE ON PAYMENT

In signing a contract with the Department, the contractor agrees that all data and other work products developed as part of this project are the property of the Department on the completion of the project and payment of the contractor.

11. CONFIDENTIALITY

As required by HIPAA and other State and Federal rules, the contractor must maintain the confidentiality of all information on Medicaid clients and enter into a Business Associate Agreement Information which may be provided by the Division to the contractor for the completion of the project may not be sold, given or otherwise shared with outside parties. Identifiable personal information collected from Medicaid clients during the survey may only be

shared with CAH, although general and aggregate information are to be included in the project's final report.

12. COMPUTER EQUIPMENT/DATA/DATA COLLECTION SUPPORT

The Contractor will provide all computers and associated equipment (including but not limited to printers, modems and other equipment) required for the completion of the project.

The Contractor will ensure that any data that may be collected is done so in a manner consistent with generally accepted methods. The methods are subject to approval by the CAH. Even if the Contractor utilizes a sub-contractor for data collection, the Contractor remains responsible for the quality of both the data collection effort and all resulting data. The Contractor is responsible for the work of all sub-contractors and employees involved in data collection, analysis and all other elements of the project.

13. OFFICE SPACE, OFFICE EQUIPMENT, OFFICE SUPPORT

The Contractor will provide office support sufficient to allow the Contractor to fulfill contractual requirements in a timely and high-quality manner.

14. TRAVEL

Travel is expected locally to meeting sites and provider locations, and bi-annually out of state to project meetings. Additional out-of-state travel to meet with other project directors and experts may be expected up to two additional times annually. Any and all expenses related to travel is the Contractor's responsibility.

15. SUPERVISION OF SUBCONTRACTORS

The contractor assumes all responsibility for contractual activities, whether performed directly or by another agency or agencies under subcontract. Serve as the sole point of contact with regard to sub contractual matters, including payment of any and all charges resulting from the subcontract. If any part of the proposed work is to be subcontracted, the contractor's proposal should include the subcontractor's firm name and address, contact person, complete description of work to be subcontracted, descriptive information about the subcontractor's organizational abilities, and estimated cost. The State reserves the right to approve subcontractors and to require the contractor to replace subcontractors found to be unacceptable. The contractor is totally responsible for adherence by the subcontractor to all provisions of the contract.

16. PERIOD OF PERFORMANCE

This request is for start-up participant payroll and administrative costs to become a qualified fiscal/employer agent for the Department's PersonalChoice Program for adults with disabilities and elders. The period of performance will begin on, or about January 1, 2006 (or upon receipt of a purchase order) and continue through September, 30, 2007, contingent on the availability of funds.

17. RESTRICTIONS AGAINST DISCLOSURE

Other than the reports submitted to the State, the contractor agrees not to publish, reproduce, or otherwise divulge information in whole or in part or in any form, or authorize or permit others to do so.

The contractor agrees to immediately notify, in writing, the State's authorized representative in the event there is reason to suspect a breach of this requirement

SECTION 4 - PROPOSAL SUBMISSION

Proposals must include the following:

1. A signed and completed **RIVIP Bidder Certification Cover Form** (all three pages) with **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 the Department of Human Services. The signature of the official with legal authority to bind the organization into a contractual agreement should also be included. This form is downloadable from www.purchasing.state.ri.us
2. A **Cost Proposal** for necessary starting participant payroll and administration. The cost proposal shall consist of the offeror's proposed costs for the contract period and should also include a budget justification linking each item to the Technical Proposal workplan. Costs must be detailed out in the following categories: 1). Project Administrative Tasks (including reports, informational packets and systems development), and 2.) Estimated first month participant payroll cost (including target number of new participants to serve).
3. A *separate* **Technical Proposal** no longer than 30 pages describing the qualifications of the applicant and experience with similar programs, as well as the workplan proposed for this requirement. The Technical Proposal should specify the contracting standards already met (as identified in the "Qualifications" section above) and the specific timeframe and methodology for meeting the standards not already met.

The **Technical Proposal** must contain the following sections:

A. Executive Summary

The Executive Summary should highlight the contents of the Technical Proposal, and provide State evaluators with an overview of the offeror's technical approach and ability.

B. Offeror's Organization and Staffing

A description of staffing, including an organizational chart highlighting the persons or unit(s) responsible for the project.

This section shall include identification of all key 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, demonstrating prior relevant experience and qualifications. (For currently vacant positions, the minimally required levels of education and experience should be provided.)

One project team member shall be designated in the proposal as the project manager and primary contact person for the applicant organization during the period of performance of the project.

C. Workplan/Approach Proposed

This section shall describe the offeror's understanding of the Department's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a workplan for accomplishing the results proposed. The section shall include a discussion and justification of the methods proposed for each task identified in the Scope of Work (above), and the technical issues that will or may be confronted at each stage on the project. The workplan description shall 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.

D. Previous Experience and Background

This section shall include the following information:

- A description of the offeror's experience performing F/EA functions
- A description of the offeror's experience/knowledge of consumer-direction principles
- A description of the offeror's experience with diverse client populations
- A description of the offeror's data collection Information Systems experience and expertise

- A description of the offeror's educational background.

Note: Prior to award being made, the successful applicant must complete a Financial Disclosure, Signatory Authorizations, Authorization for Criminal Background Check, Demonstration of Fiscal Capacity, and Evidence of Application to do Business in Rhode Island.

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

Proposals (an original plus four copies) should be mailed or hand-delivered in a sealed envelope marked "RFP #B04472: Program Development-Cash and Counseling" to:

**RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented 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

SECTION 5 - EVALUATION AND SELECTION

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

Capability, Capacity, Qualifications and Experience of the Offeror **60 points**

- Understanding of the scope of the project.
- Qualifications and capabilities to execute the project including organizational capacity and staffing. The amount and relevance of the experience of the organization and the proposed key staff providing project coordination and facilitation, working with adults with disabilities and elders in a consumer-directed model, and working with entities that provide home and community-based services. Key to success in this area is the degree to which the offeror meets the Department's contracting standards as evidenced in a readiness review.

Workplan/Approach**30 points**

The overall proposed technical approach to meeting the F/EA contracting standards as specified in the “Qualifications” Section, above.

Competitiveness of Cost**10 points**

Total cost for providing the Cash and Counseling project management services, calculated as (the cost contained within the lowest responsive cost proposal divided by the cost of this proposal) times 20 points.

Evaluation of responses to this request for proposals will be judged separately on technical merits and cost. Cost proposals will remain sealed until the technical scoring is completed. This approach is intended to ensure that Technical appraisals of capacity, capability, and expertise are uninfluenced by considerations of cost or cost constraints. Total cost cannot exceed the budgeted grant amount of \$50,000 for the entire project.

Notwithstanding the foregoing, the State reserves the right to award on the basis of cost alone.

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 may at its sole discretion, and based upon available funding, elect to extend this contract for a period of twelve months.

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.