Solicitation Information
January 28, 2019

Addendum #1

RFP #7598555

TITLE: Employment and Income Verification Services

Submission Deadline: February 11, 2019 at 2:00 PM (ET)

Attached are vendor questions with State responses. No further questions will be answered.

Gail Walsh
Chief Buyer

RFP #7598555 – Employment and Income Verification Services

Vendor A

1. On page 7, there is a requirement that users must be able to "print a hard copy of the results of the search. This includes the ability to instantaneously print the located information and/or printable response that the information is not in the database."

    Question: Does this pertain to batching, direct searches, or both?
    Answer: When DHS workers are given the result, they must be able to print the result locally and/or scan the results into our eligibility system.

2. On page 7, there is a requirement that we "Maintain a ten (10) second or less response time from the time the DHS worker clicks "submit" for a request to the employment and income verification service system and the system provides a response back to DHS."

    Question: Does this pertain to batching, direct searches, or both?
    Answer: From the request by the DHS worker, until the results are ready, DHS wants to only have a wait time of 10 seconds or less.

3. On Page 7, the requirement that we must "Provide the data obtained from online access in a format that can be used by an excel program."

    Question: Is exporting to excel and printing separate requirements, or would the ability to export to excel solve both requests?
    Answer: Exporting to excel will satisfy DHS. Printing locally should not require an export to excel.

4. On Page 7, there is a requirement that we make no "modification to the Department's computer systems."

    Question/Request: Please supply what operating systems and web browser(s) are in use at DHS.
    Answer: DHS has a web-based eligibility system built on JAVA.

5. On page 7 under Batch, there is a requirement that we utilize secure data transmission when sending and receiving batch files using Secure Transfer Protocol (sFTP).

    Question/Request: Please indicate whether DHS can support PGP for file transfers.
    Answer: DHS uses and manages SFTP folders and encrypted email.

6. On page 9, there are requirements given for a help desk but no hours of operation required/requested.

> Question: What hours of operation do you require for the help desk?
> Answer: time open and available while workers are using the system 8am – 6pm mon-fri, 8am-5pm Sat, 8am-1pm Sun.

7. Question: How many verifications are expected to be processed through the system in year one? How many per month?
Answer: For the last 6 months: Average is 3,094 hits per month

Vendor B

1. Would the State consider a proposal which includes connectivity to the Federal Data Services Hub to allow DHS to access no-cost The Work Number data for your Medicaid population?

   Answer: Possibly, if this was part of the product or resources provided. Non-Medical recipients need to be searched as well as medical recipients.

2. Is the State interested in a combined solution which includes both the commercial application described in the RFP and the use of new hire and quarterly wage file data?

   Answer: The State uses SWICA and other sources of wage data. These sources are typically not current enough to satisfy our needs.

Vendor C

Section	Description	Question
Price	Anticipated Annual Volumes	What are anticipated annual volumes, base year + option years? Answer: See page 3 of the RFP for years and terms. For the last 6 months: Average is 3,094 hits per month
Price		Can you please elaborate on the requirement of table format of cost less than 1,000, then in 1,000 increments? How are you anticipating these to look? For example: 0-999 - $X Price 1,000 -1,999 - $X Price 2,000 – 2,999 - $X Price and so on? Answer: YES
Section 3: Scope of Work On-line Data Services + Batch Data File Services (Optional Service)	On-line Data Services "Have employment and wage data for at least 1000 employers and/or 250,000 individuals."	In regards to the requirement to "Have employment and wage data for at least 1000 employers and/or 250,000 individuals." Are we correct to interpret this requirement as the minimum number of current employers and individual records available at the time the bid is submitted, verifiable prior to award and available in the database with the data specified on pgs.7 and 8 of the solicitation? Answer: expectation is that the vendor has the above mentioned numbers at the time of responding to this solicitation.

Section 3: Scope of Work… On-line Data Services + Batch Data File Services (Optional Service)	Expansion of Employer Database, "DHS expects that the verification database include small, medium and large employers. At a minimum, the database must include and maintain data on the top twenty (20) of Rhode Island's 100 largest employers as identified by the Rhode Island Department of Labor and Training (www.dlt.ri.gov)."	Are the employers listed on Rhode Island site (http://www.dlt.ri.gov/lmi/es202/largestemp.htm) the current list of top employer's top RI employers? If so, and an updated list exists, can Rhode Island provide? Answer: Please see the DLT website: http://www.dlt.state.ri.us/
SECTION 5: EVALUATION AND SELECTION	Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated.	How does the technical evaluation committee (TEC) conduct their evaluation? How are points awarded (or subtracted)? Answer: Please see page 11.
SECTION 5: EVALUATION AND SELECTION		The Cost Proposal and ISBE evaluation criteria are explained, however, there are no definitions for Qualifications and Experience and Methodology. Can the State share how Experience is scored? How is Methodology scored? Are there definite guidelines as to which vendors will be asked to make oral presentations? Will all vendors be able to provide clarifying statements to TEC at all times? Answer: See page 9 & 10.

		In the RFP you write "DHS expects that the verification database include small, medium and large employers. At a minimum, the database must include and maintain data on the top twenty (20) of Rhode Island's 100 largest employers as identified by the Rhode Island Department of Labor and Training (www.dlt.ri.gov)." Are we correct to interpret this as a requirement to have all or substantially all employers in the vendor's database at the time bids are submitted and verifiable prior to award and available in the database with the data specified on pgs.7 and 8 of the solicitation? Answer: At the time of answering the solicitation, a vendor should be able to meet these requirements.
SECTION 7. PROPOSAL CONTENTS	Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to fifteen (15) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request). a. One (1) Electronic copy on a CD-R, marked "Technical Proposal - Original". b. One (1) printed paper copy, marked "Technical Proposal -Original" and signed. c. Four (4) printed paper copies	Due to our company's stringent Information Security Policy, we are prohibited from copying confidential information to removable media such as CDs or USB drives. Is it acceptable to utilize another electronic transfer method (i.e. secure email or online upload) to satisfy the submittal requirement of "a. One (1) Electronic copy on a CD-R, marked "Technical Proposal-Original?" Answer: No. These are required.