



RFP No: CSELS2016

INVITATION: Sealed proposals, subject to the attached conditions, will be received at this office until **August 1, 2016, 3:00 P.M. Central Time** for the acquisition of the product/services described below for the Mississippi Department of Human Services, Division of Field Operations.

Child Support Enforcement Legal Services

NOTE: THIS RFP CONTAINS MANDATORY REQUIREMENTS TO WHICH NO EXCEPTION MAY BE TAKEN. SEE SECTION 3.2, FOR DETAILS.

The Vendor must submit proposals and direct inquiries to:

Mack Reeves
Senior Attorney, Executive Director's Office
MDHS
750 N. State Street
Jackson, MS 39202
601-359-4458
mack.reeves@mdhs.ms.gov

To prevent opening by unauthorized individuals, all copies of the proposal must be sealed in the package. The following must be clearly typed on a label affixed to the package in clearly visible location:

PROPOSAL, SUBMITTED IN RESPONSE TO
RFP NO. CSELS2016
Due August 1, 2016 @ 3:00 p.m.,
ATTENTION: Mack Reeves

John Davis
Executive Director, MDHS

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Definitions

ARC: Additional Resource Capacity-An additional full-time equivalent person to be added to the contractor's team to provide services under this Contract.

Call Center: The MDHS Child Support Call Center located in Ridgeland, MS.

IV-D Case: A parent (mother, father, putative father) who is now or eventually may be obligated under law for the support of a child or children receiving services under the State Title IV-D program. A parent is reported as a separate IV-D case for each family with a dependent child or children that the parent may be obligated to support. If both parents are absent and liable or potentially liable for support of a child or children living with a relative or caretaker receiving services under the Title IV-D program, each parent is considered a separate IV-D case.

Case Closure Criteria: See 45 CFR 303.11 et seq. and MDHS Volume VI.

Cases Paying Toward Arrears: The total number of open Title IV-D cases in which past due child support was collected divided by the total number of open Title IV-D cases with child support arrearages due.

Cases with Support Orders: The total number of open Title IV-D cases with child support orders established divided by the total number of open Title IV-D cases.

Central Office: The Mississippi Department of Human Services central office located at 750 N. State St., Jackson, MS, 39202.

Child Support Enforcement Program Manual: Refers to the Policy and Procedure Manual for the IV-D program.

Court Satisfaction Survey: See section 5.4.22.5 and 5.4.23.5.

CP: Custodial Parent.

Contract: The agreement which results from this RFP between the winning Vendor and the Mississippi Department of Human Services.

Contractor: The organization or individual providing services to MDHS in accordance with the terms of the Contract which results from this RFP.

CSE: Child Support Enforcement as designated by Title IV-D of the Social Security Act.

CSENet: Child Support Enforcement Network (CSENet) facilitates the electronic transfer of child support information among state child support systems.

CSEO: Child support enforcement officer.

Current Child Support Distributed: The total amount of current child support distributed on Title IV-D cases divided by the total amount of current child support due on Title IV-D cases.

DCPS: Department of Child Protection Services.

DFO: The Division of Field Operations within the Mississippi Department of Human Services.

EA: Division of Field Operations, Economic Assistance.

Federal Data Reliability Audit: See 45 CFR 305, et seq.

FIDM: Financial Institution Data Match.

FPLS: Federal Parent Locator System.

IV-A: Refers to the TANF program authorized in the Social Security Act (Title IV-A).

IV-D: Refers to the Child Support Enforcement authorized in the Social Security Act (Title IV-D).

IV-E: Refers to the Foster Care program authorized in the Social Security Act (Title IV-E).

Non-TANF: CSE services provided on behalf of children not receiving TANF benefits.

MEC: Mississippi Electronic Courts.

METSS: Mississippi Enforcement and Tracking of Support System.

MDHS: The State of Mississippi, Department of Human Services referred to in this RFP document as “MDHS”.

NCP: Non-Custodial Parent.

PEP: Paternity Establishment Percentage - the total number of children in open Title IV-D cases at the end of the Fiscal Year with paternity establishment or acknowledgment divided by the total number of children in open Title IV-D cases as of the end of the preceding Fiscal year who were born out of wedlock.

Referral: The submission of a case, related to a specific individual or family unit, by MDHS, to the Contractor for initiation of action by the Contractor. Case referrals are at the sole discretion of MDHS and may be withdrawn by MDHS at any time.

RRC: Reduced Resource Capacity-One fewer full-time equivalent person to be removed from the contractor’s team providing services under this Contract.

SDU: State Disbursement Unit (formerly known as CRDU).

SNAP: Supplemental Nutrition Assistance Program.

TANF: Temporary Assistance to Needy Families, (replaced AFDC).

Transition: The period of time from the award of Contract to the operational date for services.

Turnover: Refers to requirements committed to by the Contractor to achieve continuation of child support legal services until MDHS or a successor Contractor can assume those services either at the end of the contract term, loss of funding, or termination of the contract by the MDHS. This also includes the development of an orderly plan to transfer operations to the MDHS or a successor Contractor.

Vendor: A legally qualified corporation, partnership, sole proprietor, or other legal entity qualified to practice law in Mississippi submitting a proposal to MDHS pursuant to this RFP.

WIOA: Workforce Innovation and Opportunity Act.

SECTION I
GENERAL OVERVIEW AND BACKGROUND

1.1 Overview

The purpose of this Request for Proposals (RFP) is to solicit written proposals for the hiring of a qualified Vendor who can most effectively and cost efficiently provide Child Support Enforcement services for Title IV-D cases administered through the Mississippi Department of Human Services (hereinafter referred to as "MDHS"), Division of Field Operations, an agency of the State of Mississippi.

It is MDHS' intent to evaluate and award a single contract for Child Support Enforcement Services, based upon proposal(s) received, for the following counties in the State of Mississippi:

- | | |
|----------------|------------------|
| 1. Alcorn | 34. Madison |
| 2. Attala | 35. Marshall |
| 3. Benton | 36. Monroe |
| 4. Bolivar | 37. Montgomery |
| 5. Calhoun | 38. Neshoba |
| 6. Carroll | 39. Newton |
| 7. Chickasaw | 40. Noxubee |
| 8. Choctaw | 41. Oktibbeha |
| 9. Clarke | 42. Panola |
| 10. Clay | 43. Pearl River |
| 11. Coahoma | 44. Perry |
| 12. DeSoto | 45. Pontotoc |
| 13. Forrest | 46. Prentiss |
| 14. George | 47. Quitman |
| 15. Greene | 48. Rankin |
| 16. Grenada | 49. Scott |
| 17. Hancock | 50. Sharkey |
| 18. Harrison | 51. Stone |
| 19. Hinds | 52. Sunflower |
| 20. Holmes | 53. Tallahatchie |
| 21. Humphreys | 54. Tate |
| 22. Issaquena | 55. Tippah |
| 23. Itawamba | 56. Tishomingo |
| 24. Jackson | 57. Tunica |
| 25. Jasper | 58. Union |
| 26. Jones | 59. Warren |
| 27. Kemper | 60. Washington |
| 28. Lafayette | 61. Wayne |
| 29. Lauderdale | 62. Webster |
| 30. Leake | 63. Winston |
| 31. Lee | 64. Yalobusha |
| 32. Leflore | 65. Yazoo |
| 33. Lowndes | |

1.2 **MANDATORY LETTER OF INTENT:**

Vendors shall notify MDHS of their intention to submit a proposal under this announcement. The Letter of Intent must be received by the time indicated on Section 2.5. The Letter of Intent can be hand-delivered to the attention of Mack Reeves at 750 North State Street, Jackson, Mississippi 39202, mailed to Post Office Box 352, Jackson, Mississippi 39205-0352 or emailed to mack.reeves@mdhs.ms.gov.

The Letter of Intent must include:

- 1) The title of this RFP
- 2) The Vendor organization name
- 3) DUNS number
- 4) Vendor address
- 5) One (1) to two (2) sentences stating that the Vendor's organization intends to submit a proposal
- 6) Vendor's personnel contact name, address, phone number, fax number, and email address.

Failure to provide any or all of the above information may result in rejection of the Letter of Intent at the discretion of MDHS.

1.3 **Background**

The child support program, established by Congress in 1975 as Title IV-D of the Social Security Act, mandates that states enact laws and carry out required functions to ensure that legally responsible persons, to the best of their ability, contribute toward the support of their children. The program serves both children in families receiving cash welfare grants, TANF (Temporary Assistance to Needy Families), which provides relief to taxpayers by reducing welfare costs, and children in non-welfare families, regardless of family income level, thus preventing such families from future dependence on welfare.

Child support collected on behalf of TANF families is shared by the Federal and state governments to reimburse those governments for TANF public assistance payments previously made to the family. Child support collected for non-TANF families is distributed to these families to help them remain self-sufficient.

The Mississippi Department of Human Services (MDHS), Division of Field Operations (DFO), operates the Child Support Enforcement (CSE) unit for the State of Mississippi. MISS CODE ANN. §43-19-31 et seq. (1972) authorizes the Division of Field Operations to operate the CSE unit.

The mission of the CSE unit is to provide the ability for non-custodial parents (NCP) to contribute to the support of their children by making regularly scheduled support payments, allowing the custodial parent (CP) to better provide for the needs of their children through regular, uninterrupted support. One of the ways this is accomplished is by ensuring that legally responsible persons, to the best of their ability, contribute toward the support of their children.

The CSE program is State operated, however, all services are provided by local county offices. Mississippi has eighty four (84) county offices, one in each county, except for Bolivar and Chickasaw, each having two offices.

Federal and State statutes and regulations govern the program. These mandates set performance standards for quantity and quality of work. Failure to meet these requirements may result in large penalties to the State. Certain other legal responsibilities are established, such as duties of confidentiality. **The Contractor shall be subject to these same requirements and will assume liability for federal or State penalties due to Contractor performance issues or breach of confidentiality requirements.**

SECTION II PROPOSAL SUBMISSION REQUIREMENTS

The objective of the Proposal Submission Requirements section is to provide Vendors with the information required to submit a response to this Request for Proposal (RFP). A Vendor who has responded to previous RFP's issued by MDHS should not assume that the requirements are the same, as changes may have been made.

2.1 Submission of Proposal

2.1.1 This RFP is issued by the State of Mississippi, Mississippi Department of Human Services, Division of Field Operations. DFO is the sole point of contact from the date of release of this RFP until the selection of the successful Vendor, if any.

2.1.2 The proposal shall be submitted and received at the address listed on the front page of this RFP, no later than **3:00 p.m. Central Time, on, August 1, 2016.** Any proposal(s) received after 3:00 p.m. Central Time will be rejected. Responsibility for the arrival time of the proposal shall be with the Vendor. **NO FAXED OR E-MAILED PROPOSALS WILL BE ACCEPTED.**

2.1.3 The proposal must be submitted as follows:

2.1.3.1 Mailing or hand delivering one original and six (6) copies of the proposal. The original proposal and six (6) copies each must be submitted in a 3-ring binder for a total of seven (7) binders, delivered in one sealed package or envelope, and each individual binder labeled with the name of the Vendor and the RFP No.: CSELS2016, **AND**

2.1.3.2 Mailing or hand delivering the full proposal and all attachments on a USB Flash Drive labeled with the name of the Vendor and the RFP No.: CSELS2016.

2.1.4 All submitted proposals will become the property of MDHS who shall retain the right to use all ideas and concepts presented in the proposals.

2.2 Validation of Proposal

2.2.1 Vendor must state in proposal that such proposal is valid for a six (6) month period beginning on the date following the date of opening.

2.3 Communication with State

- 2.3.1 From the issue date of this RFP until a Vendor is selected and the selection is announced, responding Vendors or their representatives may not communicate, either orally or in writing regarding this RFP with any statewide elected official, state officer or employee, member of the legislature or legislative employee except as noted herein. To ensure equal treatment for each responding Vendor, all questions regarding this RFP must be submitted in writing to the State's contact person for the selection process, and not later than the last date for accepting responding Vendor questions provided in this RFP. All such questions will be answered officially by the State in writing. All such questions and answers will become addenda to this RFP, and will be posted to the MDHS web site. Vendors failing to comply with this requirement will be subject to disqualification.
- 2.3.2 The State's contact person for the selection process is: Mack Reeves, 750 N. State St., Jackson, MS 39202, 601-359-4458, mack.reeves@mdhs.ms.gov.
- 2.3.3 Vendor may consult with State representatives as designated by the State's contact person identified in 2.3.2 above in response to State-initiated inquiries. Vendor may consult with State representatives during scheduled oral presentations and demonstrations.
- 2.3.4 Discussions may be conducted by the State with Vendors who submit proposals determined to be reasonably susceptible of being selected for Contract award; however, proposals may be accepted without such discussions.
- 2.3.5 All written questions by the Vendors following receipt of the RFP must clearly identify the specified paragraph and must be received by mail, hand delivery, or email by the time stated in Section 2.5.

2.4 Award or Rejection

- 2.4.1 All qualified proposals will be evaluated and one (1) award shall be given based upon which proposal will be most advantageous and in the best interest of MDHS in regards to price, quality of service, and other factors considered by the State. All contracts are subject to the availability of funds. **MDHS RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS IF DOING SO IS DETERMINED TO BE IN THE BEST INTEREST OF MDHS.**
- 2.4.2 It is MDHS intent to award one (1) single contract; however, MDHS reserves the right to make multiple awards.
- 2.4.3 No Vendor may assume he/she has been awarded a contract until it is approved via the signature of the MDHS Executive Director, the Attorney General, and the State Personnel Board.

2.5 Procurement Project Schedule

MDHS reserves the right to adjust this schedule as it deems necessary.

Task	Date
First Advertisement Date for RFP	July 5, 2016
Second Advertisement Date for RFP	July 12, 2016
Receive questions for Clarification	July 18, 2016
Mandatory Letter of Intent	July 22, 2016 3:00 P.M. CST
Respond in Writing to Clarification	July 25, 2016
Proposals Due	August 1, 2016 3:00 P.M.CST
Open Proposals	August 2, 2016
Begin Evaluation of Proposals	August 2-5, 2016
Notification of Award	August 8, 2016
Contract Negotiations	August 9-17, 2016
Proposed Contract Start Date	September 1, 2016
Proposed Period of Performance	September 1, 2016- August 31, 2019

SECTION III

TECHNICAL PROPOSAL FORMAT AND CONTENT INSTRUCTIONS

The following instructions describe the minimum information that the proposal shall contain. These instructions have been designed to ensure the submission of essential information to allow evaluation of the proposal. Vendors may include additional information deemed pertinent. All proposals must be bound. Vendor responses contained in their proposal shall correspond to the order and numbering scheme contained in this RFP (See also Exhibit H- Page Limit Requirements). An “acceptable” proposal is one the State, at its sole discretion, finds to have followed the required order and content contained herein, all other proposals not following the required order and content will be found to be “unacceptable”.

Proposals must conform to all instructions, conditions, and requirements included in the RFP. Prospective Vendors are expected to examine all documentation and other requirements. Failure to observe all terms and conditions in completion of the proposal will be at the Vendor's risk and may, at the discretion of MDHS, result in disqualification. Each proposal must be signed by an official authorized to obligate the organization.

List names, positions, and phone numbers of all parties authorized to enter negotiations of said proposal/contract.

Evidence of adequate financial stability is a prerequisite to the award of a contract regardless of any other consideration (See 3.2.3 below). The State reserves the right to request any additional information to assure itself of a Vendor's financial status.

3.1 Content

3.1.1 Cover Letter:

The cover letter must describe the Vendor's approach to the delivery of the scope of services, and provide MDHS with an understanding of the entire process. The letter must also indicate the name, title, address, and telephone number of the Vendor's authorized contract representative. The letter must be signed by the person authorized to represent the Vendor. The cover letter must be no more than two (2) pages, and must define the Vendor's approach, rather than reiterate the RFP.

3.1.2 The proposal shall contain:

3.1.2.1 The name of the Vendor, the location of the Vendor's principal place of business and, if different, the place of performance of the proposed contract;

3.1.2.2 The age of the Vendor's business and average number of employees for the past five years;

3.1.2.3 The abilities, qualifications, and experience of all persons who would be assigned to provide the required services;

3.1.2.4 A listing of other contracts under which services similar in scope, size, or discipline to the required services were performed or undertaken within the past five years; and,

3.1.2.5 A plan giving as many details as is practical explaining how the services will be performed.

3.1.3 Proposals must be clear and direct, providing a straightforward, concise description of the Vendor's capabilities to fulfill the requirements of the RFP. Emphasis should be on completeness and clarity of content.

3.1.4 The Vendor shall thoroughly review the RFP in order to provide complete and accurate information in the response, specifications, conditions and terms identified within this RFP. The responses must include sufficient data to allow the State's evaluation committee to verify the experience, capability, and qualifications of the Vendor, as well as the cost effectiveness of the proposal.

3.1.5 Informalities and Irregularities

MDHS has the right to waive minor defects or variations of a proposal from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance time of the services being procured. If insufficient information is submitted by a proposer with the proposal for MDHS to properly evaluate the proposal, MDHS has the right to require such additional information as it may deem necessary after the time set for receipt of proposals, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured.

3.2 Mandatory Provisions in requirements for this RFP

All requirements in this section as well as certain requirements labeled as such throughout the RFP are MANDATORY. Vendors are specifically disallowed from taking exception to these mandatory requirements, and proposals that do not meet all mandatory requirements are subject to immediate disqualification.

3.2.1 Vendor Organizational Support and Experience

The following section of the Vendor's proposal must contain all pertinent data relating to the Vendor's organization, personnel and experience that would substantiate the qualifications and capabilities of the Vendor's company to perform the legal services described herein.

3.2.1.1 Experience in the Field: Vendor must provide information as to its background and experience in child support enforcement services. Specifically, MDHS seeks experience in both CSEO and Attorney roles. **(Note: Experience in other areas of child support enforcement such as call center/client services and DNA/Genetic testing will not be considered a substitute for CSEO and Attorney experience.)**

Vendor must submit a contact/reference name, phone number, and address for each and every state for which Vendor has worked in the last five (5) years.

Vendor must also include the nature, scope, and cost of these services provided to each and every state for which Vendor has worked in the last five (5) years, to include, the number of employees Vendor employs in each of these states. The Vendor may highlight their successful track record in maximizing the state employees hired and their ability to retain these employees.

Vendor must submit for each and every state for which Vendor has worked all data from contract start to finish showing the pace and magnitude of Vendor's improvement of the performance measures contained in this RFP (See section 5.4.22).

- 3.2.1.2 Organization Size and Structure: Give the location of the Vendor's principal office and the number of executive and professional personnel employed at this office.

Provide names, addresses, and telephone numbers of three (3) state agencies and/or business contacts/references including key individuals within those organizations who have utilized the Vendor's services for providing the same or similar services requested in this RFP. These contacts shall have taken place no longer than twelve (12) months preceding the submission of this RFP.

In order to execute a contract, the Vendor's company must be licensed to do business in Mississippi and must have attorneys licensed to practice law in the State of Mississippi.

Vendor must divulge any and all information regarding its status as a defendant in any lawsuit involving child support enforcement services other than as expert witnesses. The Vendor(s) must set forth the type of litigation, date and location of filing, and the disposition thereof. This requirement includes litigation against the business and its individual employees.

- 3.2.1.3 Subcontractor Background Information: Vendor must provide the same information as requested in section 3.2.1.1 and 3.2.1.2 above for each subcontractor whom the Vendor proposed to perform any of the functions under this RFP.

The Contractor acknowledges that if it is selected, it will have been selected by the State to perform the services required hereunder based, in part, upon the Contractor's special skills and expertise. The Contractor shall not assign, subcontract, or otherwise transfer this agreement, in whole or in part, without the prior written consent of the State, which the State may, in its sole discretion, approve or deny without reason. Any attempted assignment or transfer of its obligations without such consent shall be null and void. No such approval by the

State of any subcontract shall be deemed in any way to provide for the incurrence of any obligation of the State in addition to the total fixed price agreed upon in this agreement. Subcontracts shall be subject to the terms and conditions of this agreement and to any conditions of approval that the State may deem necessary. Subject to the foregoing, this agreement shall be binding upon the respective successors and assigns of the parties.

MDHS shall, throughout the life of the Contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the work by the Contractor. If the MDHS reasonably rejects staff or subcontractors, the Contractor must provide replacement staff or subcontractors satisfactory to the MDHS in a timely manner and at no additional cost to the MDHS. The day-to-day supervision and control of the Contractor's employees and subcontractors is the sole responsibility of the Contractor.

3.2.1.4 Qualifications of Staff: Identify the executive and professional personnel who will manage and implement this project (i.e. key personnel), their duties and responsibilities and how long the individual has been performing child support enforcement services.

Resumes including relevant experience for each executive and professional who will manage the project must be included. Provide three (3) references of similar size and scope, for which the proposed candidate has successfully demonstrated meeting the requirements of this RFP in the past five (5) years. The candidate must provide a list of professional references that can attest to his/her specific qualifications. The professional reference shall not be a co-worker or a contact within the Vendor's organization.

MDHS must approve the individuals being proposed for key positions. MDHS must approve of any key personnel changes related to this Contract. No changes in key personnel shall be made without prior consultation with the State of Mississippi IV-D Director and/or designee. The Vendor shall, throughout the life of the Contract, remove any key personnel as directed by MDHS, any such decision by MDHS will include a timeframe for which Vendor must comply.

Vendor shall include a statement assuring that none of the owners, directors, officers nor employees of its company are currently employed by MDHS, nor have been employed by MDHS within the last twelve (12) months prior to this proposal.

The Vendor proposal must contain an organizational chart identifying personnel proposed for the project and the chain of command inside the Vendor's organization for that designated staff. The organizational chart must also identify all key personnel. MDHS would consider key personnel employees with, including but not limited to, managerial and

decision making authority over the personnel and services to be delivered under this Contract. **(Note: MDHS considers all attorney positions to be key positions/personnel due to their high profile interaction with the court system.)**

Vendor must describe the issue resolution and escalation process that will be used within the Vendor's organization to resolve any problems or issues that may arise during the course of this project.

Vendor must ensure that all proposed staff currently are and will remain current with all child support obligations throughout the life of the Contract.

The Vendor must provide the State with 24/7 access to on-call technical support and problem resolution staff and provide emergency contact numbers for use by State of Mississippi IV-D Director. Vendors must describe escalation process for emergencies.

3.2.2 Vendor's Financials

Vendor must attach a copy of the last two (2) years audited financial statements complete with the notes and opinion letter from Vendor's auditor and/or other proof, acceptable to MDHS, of financial responsibility.

In order to assure financial responsibility in performing the requirements of this RFP, MDHS reserves the right to require a current financial statement prepared and certified by an independent auditing firm.

Vendors, including the parent corporation of any subsidiary corporation submitting a response, must include in their proposal evidence of financial responsibility and stability for the performance of the contract resulting from this RFP.

The State reserves the right to request any additional information to assure itself of Vendor's financial status.

In the event that a Vendor is either substantially or wholly owned by another corporate entity, the proposal must also include the most recent detailed financial report of the parent organization, and a written guarantee by the parent organization that it will unconditionally guarantee performance by the Vendor of each and every term, covenant, and condition of such contract as may be executed by the parties.

Disclose if and when Vendor has filed for bankruptcy within the last seven (7) years under its name or the sole proprietor's name in a related business. For Vendors that are partnerships or corporations, Vendor must disclose whether any of its principals, partners or officers have filed bankruptcy within the last seven years in a related business.

Disclosure of any company restructurings, mergers, and acquisitions over the past three (3) years that have impacted any products or services the Vendor has included in this proposal.

3.2.3 See section 5.5 Project Work Plan (including Transition Plan, Testing Plan, Implementation Plan, End of Contract Transition Plan)

3.2.4 See section 5.5.2 Transition Plan

The Vendor's Transition Plan shall contain all requirements specified in Section 5.5.2, as well as the additional requirements listed below:

1) Section 5.4.12.3

2) Section 5.4.24.3

3.2.5 See Exhibit I, Baseline Measure

3.2.6 See section 5.8.17 Disaster Plan

3.2.7 See section 5.8.21 Training

SECTION IV PROPOSAL GUIDELINES

MDHS reserves the right to request clarifications or corrections to proposals; reject any and all proposals or cancel the RFP in its entirety at MDHS' sole discretion. Any proposal received which does not meet these general instructions or deviates from the terms and conditions herein may be considered to be "non-responsive" and MDHS, at its discretion, may invalidate the proposal.

4.1 Costs for Proposal Preparation

Any costs incurred by Vendor in preparing or submitting proposals are the Vendor's sole responsibility; Neither the State of Mississippi nor MDHS will reimburse any Vendor for any cost incurred.

4.2 Oral Explanation

MDHS will not be bound by oral explanations of instructions given at any time during the competitive process or after award.

4.3 Proprietary or other "Confidential" Information

Vendors may designate those portions of the proposals which contain trade secrets or other proprietary data which may remain confidential in accordance with Miss. Code Ann. §§25-61-9 and 79-23-1.

4.4 Competitive Offer

The Vendor who has submitted a proposal in response to this RFP thereby certifies that the proposal has not been arrived at collusively nor is it otherwise in violation of federal or Mississippi State antitrust laws.

4.5 Presentation

Oral presentations will not be allowed in lieu of a written proposal.

SECTION V SCOPE OF SERVICES

5.1 Period of Performance

MDHS is seeking proposals which will lead to the establishment of a three (3) year contract, beginning on a date consistent with the Section 2.5 Project Schedule. This RFP seeks legal services to be provided from a single Contractor for all requirements contained herein.

5.2 Purpose

MDHS welcomes any and all innovative ideas and options (e.g. new technology, streamlining processes) to be included throughout the Vendor's responses to this RFP in addition to the requirements contained herein.

5.2.1 The Contractor shall be responsible to establish office(s), as further set forth in this RFP with MDHS approval, and shall be responsible for performing child support legal services, including but not limited to:

- 1) Provide and accept applications and referrals (DFO, Medicaid, DCPS) in accordance with federal guidelines, including from non-custodial parents.
- 2) Location (NCP's)
- 3) Timely open and appropriately close all cases in compliance with Federal regulations
- 4) Verification of existing order
- 5) Intake and client interviews
- 6) Verification of address and employment
- 7) Preparation of all paperwork necessary for the case, on the system, at all stages of the case
- 8) Preparation of any paperwork needed which is not on the system
- 9) Seeking agreed orders
- 10) Establishing paternity, current support, medical support, reimbursement judgments
- 11) Working with the current genetic test Contractor to train employees, obtain samples, and track results
- 12) Coordination of any appellate work with the DFO, CSE Office.
- 13) Timely coordination with DFO, CSE Office in response to any complaints received
- 14) Enforcing obligations (including but not limited to child support, spousal support, medical support, reimbursement judgments, etc., regardless of program type)
- 15) Establishing other judgments as required by this Contract
- 16) Scanning all paper documents into the MDHS WORKSITE database according to MDHS policy.
- 17) Seeking modification of child support and medical support obligations
- 18) Respond to calls, letters or other written requests
- 19) Initiating calls to NCPs for employment and payments, to CP for information and to employers to inquire on the status of payments
- 20) Facilitating payments to the SDU (e.g. by mail)
- 21) Safeguarding information
- 22) Full case management (including but not limited to financial account management, arrears calculation, case reviews, etc.)
- 23) Case documentation and narration on METSS
- 24) Updating the automated system with addresses, employers, attorneys, genetic testing, etc.
- 25) Client services

- 26) Operating service points for clients to be met in person and to submit applications
- 27) Communicate with all necessary MDHS staff regarding good cause and non-cooperation of CPs
- 30) Cooperate with MDHS staff regarding MDHS's quality assurance/self-assessment of statewide caseloads for compliance with federal regulations, State statutes and MDHS program policy
- 31) Cooperating with other county/regions regarding case transfers according to MDHS policy

5.2.2 The Contractor shall perform all inherent and related functions not specifically mentioned in this RFP or resulting Contract, which are inherent in the requirements described or currently being performed by MDHS personnel.

5.2.3 All activities must comply with Title IV-D of the Social Security Act, as amended; 45 Code of Federal Regulations; and Mississippi Code Annotated and MDHS program policy. Any amendments to these governing parameters shall be incorporated automatically.

5.3 Contractor Responsibilities

5.3.1 Contractor Operating Responsibilities:

5.3.1.1 The Contractor shall ensure that the program requirements are administered equitably to all clients regardless of whether they currently receive public assistance, have received public assistance in the past, or have never received public assistance. Furthermore, the Contractor shall ensure that child support legal services are provided with a high degree of effectiveness, ensuring performance measure increases, and a commitment to quality.

5.3.1.2 The Contractor shall establish all operating facilities within Mississippi, throughout the life of this Contract, for the services provided under this Contract, which shall be physically located so as to provide accessibility by clients from all localities covered. **(Note: MDHS would look favorably on Vendor proposed location(s) that both maximize client service and Vendor retention of State employees)** There should be a reasonable distance between service centers, but it is not required that an office be established in every county. The Contractor may centralize functions so long as an outpost site is setup to provide reasonable access to clients. Suitable space shall be acquired to house the offices. Such space shall be located in an area that is accessible to the client and is convenient to public transportation, if available. The space shall comply with the provisions of the Americans with Disabilities Act (P.L.101-336) and all applicable local building codes. The Contractor shall obtain prior approval from MDHS for location of facilities. The Contractor shall take steps to ensure full security during and after business hours including double barrier for all case files, data and confidential information (per IRS requirements). The Contractor shall be responsible for all costs related to the lease, modification, and operation of the facilities. Signs shall be installed, after MDHS approval, which identify each office as an office for MDHS.

The Contractor provided facilities shall have network connectivity into the MDHS network. Contractor must be in compliance with all MDHS technical and security standards and requirements. All costs associated with network connectivity shall be the sole responsibility of the Contractor.

- 5.3.1.3 The Contractor shall provide and maintain all necessary equipment as dictated by MDHS to allow for the most effective and efficient operation of the Contractor's office(s) in conformity with the services to be provided under this Contract. Equipment shall include but is not limited to: PC's, telephones, all hardware necessary to utilize WORKSITE, fax machines and copiers.
- 5.3.1.4 The Contractor shall, unless otherwise negotiated with the MDHS, provide services each State business day excluding holidays officially recognized by the State or inclement weather emergencies declared by the Governor or MDHS. State business days are Monday through Friday from 8:00 a.m. to 5:00 p.m. The Contractor's staff shall be available to assist clients continuously throughout the day, from opening until close of business, including the lunch hour. MDHS reserves the option of requiring extended hours of operation of Contractor offices as agreed upon between MDHS and Contractor. If such option is exercised it shall be at no additional cost to the MDHS. MDHS shall approve the operation schedule of the Contractor's offices. Office hours, which will create maximum accessibility to the clients, should be a fundamental part of the Contractor's operation. Any closure of the Contractor's office during a business day must be reported immediately to the MDHS DFO Director or designee.
- 5.3.1.5 The Contractor and its employees shall not conduct any business on the premises of the offices other than the Mississippi child support legal services and/or activities pursuant to this Contract, except upon explicit written approval of MDHS. Unapproved performance of non-MDHS business will be grounds for Contract termination at the discretion of MDHS.
- 5.3.1.6 The Contractor shall display all outreach materials as designated by MDHS, including but not limited to: outreach materials for the SDU and applications for child support legal services at all offices.
- 5.3.1.7 To enhance and maximize communication between MDHS and Contractor staff, all Contractor staff shall have and utilize a State issued email address, with web-based access only, for all business conducted as part of the services under this Contract.
- 5.3.1.8 The Contractor shall be responsible to use, and maintain, the certified statewide computer system, METSS (or any future enhancements). The Contractor's utilization of METSS (or any future enhancements) shall be according to specifications and levels required by MDHS. The Contractor must use METSS (or any future enhancements) for their day-to-day casework. Contractor shall be required to furnish and maintain any automation needs deemed necessary outside that provided by MDHS. The Contractor shall ensure that such equipment or software is compatible with systems in use by MDHS. Contractor-installed software shall not require any change or modification to State-furnished hardware or software. Contractor-installed software shall not interfere with State network operation.
- 5.3.1.9 Automation and software determined by Contractor to be necessary to perform Contractor's obligations under the Contract, outside that provided by MDHS, shall be the sole responsibility of Contractor.
- 5.3.1.10 All Contractor's employees shall be required to annually sign and comply with all confidentiality and security agreements required by MDHS and for access to METSS (or future any enhancements) or other allowed programs or systems.

- 5.3.1.11 The Contractor shall utilize the MEC system in all courts currently utilizing MEC, as well as any future courts which implement the MEC system. The Contractor shall be responsible for any fees associated with MEC, at no cost to MDHS.
- 5.3.1.12 The Contractor shall use any additional electronic database or information system as mandated by MDHS; and Contractor shall be responsible and liable for all associated license costs (if any), appropriate use of those systems and required confidentiality.
- 5.3.1.13 All personnel providing services under this Contract shall be located in Mississippi. All employment of staff by the Contractor shall be subject to regular and ongoing review by MDHS for adequate qualifications and performance to ensure that standards are met, which would satisfy requirements of the Contract and allow for continuation of the contractual relationship.
- 5.3.1.14 All personnel necessary to carry out the terms, conditions, and obligations of this Contract shall be the responsibility of the Contractor. The Contractor shall hire, fire, train, and supervise such professional, paraprofessional, and support personnel as are necessary to carry out the terms of this Contract. Neither the Contractor nor any of his/her staff shall be considered employees of MDHS.
- 5.3.1.15 All Contractor staff shall be pre-screened prior to employment at a minimum for: illegal use of drugs, violent crimes, and negative criminal history involving dishonesty and moral turpitude. Background checks will meet the requirements of IRS Publication 1075. All staff shall have appropriate certifications and licenses as needed. The Contractor shall maintain and furnish to MDHS a listing of all legal counsel employed to represent the State in matters related to this Contract. Such listing shall include complete names of such individuals, addresses, direct telephone numbers, and State-issued bar numbers. This information shall be provided to MDHS, with updates to such listing provided within ten (10) business days of employment or reassignments of counsel.
- 5.3.1.16 Contractor shall be responsible to keep track of staff turnover by creating and maintaining specific reports that shall be approved by MDHS and providing those reports to the DFO Director or assignee on a quarterly basis.
- 5.3.1.17 The Contractor shall provide adequate staffing, as approved by MDHS, for provision of the IV-D services required. Further, the Contractor's staffing shall remain consistent with the staffing narrative approved by MDHS.
- 5.3.1.18 Vendor's senior Contract management staff, and on-site Director, will be required to meet in Jackson at the State Office at least quarterly, with designated MDHS management staff. Upon MDHS request, Contractor must participate in State and federal telephone conferences, respond to requests for information or complaints and participate in other activities deemed necessary.
- 5.3.1.19 The Contractor shall ensure that appropriate child support administrator(s) and staff attend any meetings sponsored by the county (e.g. Chancellor hosted meetings) or State at which attendance is required. Travel associated with meeting attendance shall be at the Contractor's sole expense.

5.3.1.20 The Vendor must allow access to its facility and system at any time, with or without prior notice, to State, federal, or other personnel authorized by the IV-D Director for site inspections, audits or other purposes. These authorized personnel shall have unlimited access to all systems, records and areas, and Contractor personnel, for purposes of examination and/or copying records.

5.3.1.21 If the Vendor seeks references for other contracts or business such references may be sought only from the IV-D Director.

5.3.1.22 Where MDHS dictates the use of hardware or software, or Vendor proposes the use of hardware or software, the Vendor shall be responsible for any fees associated with such hardware or software, at no cost to MDHS, unless specifically noted otherwise in this RFP. This includes any ongoing training for Vendor employees associated with such hardware or software.

5.3.1.23 MDHS will look favorably on those Vendor's who propose allowing MDHS, both during and after expiration of the Contract (including any renewal) to employ Statewide, the Vendor's processes and tools utilized to provide the services required in this Contract.

5.4 General Purpose and Responsibilities:

The Contractor shall operate a child support program which complies with the standards set forth in:

This RFP/Contract
Title IV-D of the Social Security Act, as amended
Title 45, Code of Federal Regulations
Mississippi State law and regulations
MDHS program Policies, Procedures and Directives

5.4.1 All State audits and reviews will be conducted under the standards set forth in the documents listed above. Failure to comply with the standards in these documents may result in Contract termination. Contractor shall, on its own initiative and at its own cost, keep fully informed about all federal and State laws, all regulations and all orders and decrees from bodies or tribunals having any jurisdiction or authority that in any way affects those engaged or employed in child support legal services, or in any way affects the conduct of child support legal services.

5.4.2 Upon the effective date of this Contract, Contractor shall accept all cases located in the sixty-five (65) counties associated with this Contract, as listed above (See Section 1.1).

5.4.3 The Contractor and Contractor attorneys shall legally represent the State of Mississippi Executive Director of MDHS as their client and shall zealously represent the interests of the Executive Director of MDHS in judicial or other MDHS designated hearings, including appeals, in a manner consistent with the provisions of the Mississippi Rules of Professional Conduct. In this regard, the Contractor agrees to bring all court actions in the name of the State of Mississippi or as provided by MDHS program policy and State statute.

5.4.4 The Contractor shall consult with MDHS concerning potential settlements outside the parameters defined by MDHS and affecting the rights of the State. MDHS may approve or disapprove all compromise settlements of cases with arrears.

- 5.4.5 The Contractor shall notify, within two (2) working days, and consult with MDHS concerning all adverse judicial or any other type, rulings in order to determine appropriate remedies to be sought, including appeal by the Contractor or MDHS. The Contractor shall be liable for any costs or fees assessed against MDHS, which result from any failure to provide such notice.
- 5.4.6 The Contractor shall notify MDHS immediately of any proposed or enacted local court rules, which adversely affect or are contrary to IV-D MDHS program policy or interests, federal or State statutes or regulations. The Contractor shall cooperate with MDHS to eliminate, modify or correct the local rule. Although otherwise authorized to do so, no Contractor shall implement any rule that will be contrary in purpose or effect to MDHS policies and requirements as determined by MDHS.
- 5.4.7 The Contractor shall notify the DFO Director or designee within twenty-four (24) hours of being served as a defendant in any lawsuit.
- 5.4.8 The Contractor shall notify within two (2) working days and consult with MDHS concerning any request for fair hearing, including but not limited to credit bureau reporting and license suspension, and handle such fair hearing. The Contractor and MDHS shall provide any and all documentation and information requested by the other within five (5) working days or sooner, based on the need.

The Contractor shall ensure that the following services are available and performed by the Contractor within the required time frames for all cases:

5.4.9 Case Initiation:

5.4.9.1 Activities associated with initial child support case opening activities, including providing and accepting applications for service, establishment of necessary case information in METSS, and verification of information. In all cases, the Contractor shall conduct an intake interview, by telephone at a minimum, with the applicant and determine whether the applicant has cooperated with the child support program sufficiently to work a child support case. If the applicant is receiving public assistance, the Contractor shall correspond as needed with the proper MDHS staff, as designated by MDHS, regarding good cause and failures to cooperate.

5.4.9.2 The intake process begins with a request and receipt of a manual application or an automated referral for the purpose of establishing an official case. Applications must be provided in accordance with federal regulation. The Contractor shall accept applications for child support legal services to initiate and open cases. The Contractor shall provide application forms in the manner prescribed by MDHS to any individual who desires Title IV-D services, including custodial parents, caretakers, and noncustodial parents. Such applications must be reviewed to determine eligibility and processed as appropriate. The Contractor shall direct case to next activity needed. Contractor shall accept case referrals from MDHS and from other in-State jurisdictions.

5.4.10 Case Assessment:

5.4.10.1 A case is considered officially opened/reopened on the date a referral or a properly completed application and required fee is received. Within three (3)

working days of receipt of the referral or application, the Contractor shall establish a case record. Within twenty (20) calendar days of the date the case opens, the Contractor shall conduct an assessment of the case and determine the action that is necessary. The Contractor shall record the date of receipt of the application and the source of the referral as either automated or manual.

5.4.10.2 Necessary action as determined by the case assessment shall include, but is not limited to: obtaining court orders; obtaining arrears affidavits; locating the NCP; locating employment for the NCP; soliciting information necessary to take case action; requesting additional information if location or other information is inadequate; changing the payee of court ordered obligations if necessary; documenting the automated system and case record, preparing an arrears calculation, setting up the debt on the system and initiating case action; setting appropriate alerts on METSS (or any future enhancements) to monitor case progress; preparing and filing the appropriate Notice of Assignment.

5.4.10.3 The Contractor shall comply with all system requirements necessary to open a case and shall direct the case to the next activity needed throughout the existence of the open case.

5.4.11 Locate:

Verification of residence and/or employer addresses where the custodial and noncustodial parent may be served or where mail can be sent if different. Contractor shall utilize local, state and federal locate resources to meet direct case-to-next-activity timeframes. **(Note: Vendor must obtain the necessary locate license(s) to perform the services required under this Contract and will be responsible for any costs or fees associated with obtaining such license(s))** Address, employer, and telephone information should always be updated on both parties. Location efforts include assisting IV-D programs in other jurisdictions in locating custodial and noncustodial parents.

5.4.12 Establishing Paternity, Child Support, Medical Support Obligations and Judgments for Reimbursement:

5.4.12.1 Contractor shall use appropriate legal remedies to secure court orders of paternity, child support, medical support and judgments of reimbursement. The Contractor shall work with the courts to maximize the number of cases with support orders established. The Vendor must describe in their proposal submission how they will implement best practices of the industry in order to achieve the best results possible.

5.4.12.2 The Contractor shall be responsible for all service of process requirements.

5.4.12.3 In any paternity action contested by the alleged father, Contractor shall request genetic testing and arrange such testing with MDHS's genetic testing contractor. Contractor will not be responsible for genetic testing costs, as MDHS maintains a contract for these services. Contractor shall utilize the staff witnessed "self-swab" genetic testing procedure. Contractor

shall maintain an adequate number of staff certified at each office to administer the “self-swab” genetic test. Throughout the life of the Contract, Contractor shall coordinate all necessary staff training and certification with MDHS’s genetic testing contractor. **(Note: the initial genetic testing training requirement and coordination thereof must be included in the Vendor’s Transition Plan)**

- 5.4.12.4 Genetic testing should not be performed, unless compelled by the courts, when paternity has previously been established through any of the following: a prior paternity adjudication, the child was born of marriage, or a voluntary acknowledgement of the child on the birth certificate by the NCP and the time period for rescission has expired pursuant to MS. Code Ann. §§§41-57-23, 93-9-9 and 93-9-28.
- 5.4.12.5 If MDHS has paid the initial costs of genetic testing and the alleged father is determined to be the legal father, the Contractor shall petition the court to reassess the costs of the genetic testing against the defendant father. Genetic testing should be encouraged in any case where there is not a legally presumed father.
- 5.4.12.6 In attempts to establish a legal obligation of support, Contractor shall petition for monthly child support pursuant to MDHS policy and State child support guidelines. Petitions shall also include a request for immediate use of income withholding on all new support orders. When appropriate, Contractor shall also petition for judgments on behalf of the State of Mississippi to reimburse for cash assistance, foster care, and medical benefits paid on behalf of the child. The Contractor shall follow MDHS policy and State statutes in calculating all current support and other judgment actions.
- 5.4.12.7 All child support orders established shall be prospective and when appropriate include support for a retroactive period if necessary, up to one (1) year from the commencement of the action.
- 5.4.12.8 Contractor shall seek medical support consistent with MDHS Policy, including health insurance or cash medical support, in every support petition. When the NCP does not have health insurance available at a reasonable cost, as defined by MDHS policy, Contractor should seek a cash medical support order. Currently, medical support is not a federal incentive measure so child support should be considered a higher priority. If medical support later becomes a federal incentive measure then it would be considered a priority as well. Contractor shall gather health insurance information regarding the custodial and noncustodial parent’s health insurance policy, provide such information as appropriate to the opposite party, enforce orders for medical support, and request insurance providers notify the Contractor if the coverage is dropped.
- 5.4.12.9 Petitions shall also include a request for the immediate use of income withholding on all new and modified support (delinquency and arrears cases) orders and routing of all payments through the SDU.

5.4.12.10 All establishment cases (e.g. with no paternity or support orders) shall be reviewed annually by the Contractor, at a minimum.

5.4.12.11 The Contractor shall monitor cases with alerts in METSS (or any future enhancements) sufficient to identify delinquencies and ensure the timely establishment of orders.

5.4.12.12 The Contractor shall provide information to the custodial parent on signing up for a debit card or direct deposit with MDHS and provide information to the noncustodial parent about making payments via mail or online with the SDU. Throughout the life of this Contract, the Contractor shall maintain a professional working relationship with the SDU.

5.4.12.13 The Contractor shall enter all court orders into METSS (or any future enhancements) and obligate the debt within two (2) days of the order being received from the court and meet all other timeframes.

5.4.13 Enforcement:

5.4.13.1 Contractor shall use appropriate legal remedies consistent with MDHS policy to enforce all orders of support, including spousal support when it is contained in the same order with child support and the child continues to reside with the parent due the spousal support.

5.4.13.2 The Contractor shall monitor cases with alerts in METSS (or any future enhancements) sufficient to identify delinquencies and ensure the timely use of appropriate legal remedies to enforce and collect all orders and judgments. Enforcement includes interest and medical support, whether the order specifies a specific dollar amount to be paid for medical support or provides for health insurance, HMO or PPO coverage for the child.

5.4.13.3 Enforcement remedies to be utilized consistent with MDHS Policy may include but are not limited to:

- 1) Income withholding, (including Direct Income Withholding in interstate cases pursuant to UIFSA and withholding from unemployment insurance benefits).
- 2) Continuing locate activities for the noncustodial parent
- 3) Calling noncustodial parents to request payment and employers to check the status of income withholding
- 4) Medical enforcement; including utilization of National Medical Support Notices
- 5) Involuntary military allotment
- 6) Examination of judgment debtor (and/or non-judicial discover, demands for payment)
- 7) Encouraging enrollment in employment programs or other referrals to other relevant programs
- 8) Referral and follow up for NCP participation in WIOA
- 9) Access and Visitation processes at the direction of MDHS or OCSE

- 10) Contempt proceedings (including license suspension or revocation)
- 11) Attachment of assets
- 12) Garnishment of accounts
- 13) Liens (against real and personal property)
- 14) Contested FIDM lien actions
- 15) Bonds
- 16) Execution on judgments
- 17) IRS full collection service (only after receiving MDHS approval)
- 18) Federal court system (Criminal Non-Support referrals and location)
- 19) Administrative remedies including but not limited to: Federal and State Tax offset, recreational license sanctions, restriction of driver's licenses, and passport denials.

5.4.14 The Contractor shall perform other legal duties to include:

- 5.4.14.1 Ensure all judgments are protected from dormancy and are revived immediately if necessary.
- 5.4.14.2 Defend referred obligations against attacks upon validity of the order and notify MDHS of any such challenges.
- 5.4.14.3 Represent MDHS in estate or probate proceedings.
- 5.4.14.4 Defend obligations in any other proceeding brought by an adverse party including, but not limited to, motions or petitions to modify, set aside, abate or terminate the obligation.
- 5.4.14.5 MDHS handles all FIDM, Workers Compensation, and personal injury actions centrally. Any information received by the Contractor shall be forwarded to the MDHS central office, per MDHS instructions. Contractor shall represent MDHS in any Chancery court proceedings resulting from the above actions.
- 5.4.14.6 MDHS handles all bankruptcy actions centrally. Contractor will not be responsible for representing MDHS in bankruptcy proceedings however any information received by the Contractor regarding bankruptcy actions shall be forwarded to the MDHS central office, per MDHS instructions.
- 5.4.14.7 Contractor shall notify MDHS of any suspected fraud concerning TANF, SNAP, and any other federal or state offered benefits.
- 5.4.14.8 Contractor shall cooperate with MDHS in implementing family centered practice initiatives, including but not limited to: access to visitation, fatherhood programs, parenting time orders, alternatives to contempt, workforce development, hospital paternity establishment programs, any other initiatives mandated by the federal government, state government, or as directed by MDHS.

5.4.15 Enforcement action is to be taken within the following time frames:

- 5.4.15.1 In cases which meet income withholding criteria, implement income withholding as authorized by Miss. Code Ann. §§93-11-101 through 93-11-119, in accordance with MDHS Policy, but no later than time frames set forth in 45 CFR 303.100.
- 5.4.15.2 If an income withholding order already exists in a case, the Contractor must serve it on a new employer within two (2) working days of location or notification of the employment.
- 5.4.15.3 When issuance of an income withholding notice to withhold is not possible due to lack of information regarding employment, enforcement action must be taken, unless service of process is necessary, within no more than ten (10) calendar days of identifying the delinquency or other support-related noncompliance with the order or upon notice of the location of the NCP, whichever occurs later.
- 5.4.15.4 When service of process is necessary, service must be completed (or unsuccessful attempts to serve process must be documented) and enforcement action taken if process is served within sixty (60) calendar days of identifying the delinquency or other support-related noncompliance with the order. Unsuccessful service of process must be documented. Service of process must be done in a manner consistent with State policy for diligence. Any service fees incurred on enforcement cases (not registrations or establishment) will be paid by the Contractor according to the requirements set out in section 5.4.12.2.
- 5.4.15.5 The Contractor must fully comply with the enforcement timeframes established by the Code of Federal Regulations, including but not limited to 45 CFR 303.6(c)(2); or as amended during this Contract and as interpreted by MDHS.
- 5.4.15.6 The Contractor shall continue collection efforts (including protection from dormancy) of cases with arrears, including judgment interest, until the arrearage is satisfied or the case is closed.
- 5.4.15.7 Financial issues with the debt amount contained METSS (or any future enhancements) must be fixed quickly if the balance is incorrect.
- 5.4.15.8 All enforcement cases should be reviewed every three (3) years by the Contractor, at a minimum.

5.4.16 Review and Modification of orders:

- 5.4.16.1 A review shall be conducted in accordance with federal and program policy. Upon a determination that a modification is warranted according to MDHS program policy, the Contractor shall take appropriate action to obtain the modification or provide explanation of why such action is not appropriate within (10) working days. The Contractor shall comply with the State child support guidelines, MDHS program policy and 45 CFR Section 303.8 in performing this responsibility. When taking action to modify, the Contractor shall:

5.4.16.1.1 For every child without a medical support order (with coverage by private health insurance or public health coverage such as Medicaid, CHIP or other State coverage plans or a cash medical support order), the Contractor shall pursue a legal obligation for medical support of the child in the form of private health insurance, public health coverage or cash medical support in every case. Any private health insurance coverage must be available and affordable through the custodial parent or noncustodial parent's employment or union. Uncovered medical, etc. must be covered as per State child support guidelines.

5.4.16.1.2 Comply with the Miss. Code Ann. §93-11-101 et seq. and program regulations to obtain an immediate income withholding order on all orders for support.

5.4.16.1.3 Ensure that the modification order sets the modified child support amount as a prospective order to include when necessary an arrearage judgment and/or a modification for a retroactive period.

5.4.17 Interstate Action:

5.4.17.1 Federal regulations require State IV-D agencies to provide a full range of establishment and enforcement services on cases referred by or to other states or Tribes. The Contractor shall take interstate action according to MDHS Policy and State mandated time frames. The Contractor shall work cooperatively with MDHS, any Tribes and all other states. CSENet shall be used by the Contractor for interstate actions according to MDHS policy.

5.4.17.1.1 Mississippi as the responding jurisdiction:

- 1) The Contractor shall give the same priority to interstate actions that it would give to an in-State action. The Contractor shall comply with applicable federal regulations.
- 2) If the Contractor receives a IV-D referral directly from another jurisdiction it shall be forwarded within two (2) working days to the MDHS Interstate Central Registry for processing. Prior to working any incoming IV-D interstate case the Contractor must receive a referral from the MDHS Interstate Central Registry.
- 3) The Contractor shall take any action necessary to establish and/or enforce requested orders on Incoming Interstate cases as requested by the Initiating State or Tribe and allowed by federal and State law.

5.4.17.1.2 Mississippi as the Initiating Jurisdiction:

- 1) The Contractor shall ensure that all necessary steps are taken and accurate information provided to other jurisdiction(s) to establish orders for paternity, support and

reimbursements and to enforce judgments (entered by Mississippi courts or another tribunal) pursuant to UIFSA. The Contractor must use federally mandated forms, and adhere to the time frames set forth in 45 CFR Section 303.7, as amended, and MDHS program policy.

- 2) The Contractor shall take any and all action necessary to initiate an Interstate case based on the facts of each case.

5.4.18 Case Documentation:

5.4.18.1 In addition to the requirements stated in this RFP, the Contractor shall abide by all current MDHS policy and procedure in regards to physical storage (time length etc.) of case records, scanning documents into WORKSITE (MDHS's electronic case storage system) and any other policy or procedure as dictated by MDHS. This requirement is essential to maintain a seamless child support program across the State.

5.4.18.2 Federal regulations contain detailed performance requirements and time frames; therefore it is mandatory for the Contractor to establish and/or maintain a case file of necessary documentation to ensure compliance. The Contractor must solely use METSS (or any future enhancements) for all IV-D casework and shall ensure that each case record and the computer system reflect all actions taken and all documentation relating to the case. The IV-D case file and all associated documentation, information, and work product are property of MDHS. All narration and entries must be appropriate. At a minimum the case record and any supplementing paper file must contain the following:

- 1) The case document(s), including: application for services, birth certificates, marriage licenses, paternity acknowledgements, arrears calculations, and court orders;
- 2) A record of any contacts and copies of correspondence with the custodian(s) of the child (or their counsel), the date and reason, and the results of the contact;
- 3) A record of any contacts and copies of correspondence with the non-custodial parent (or their counsel), or financially responsible party, the date and reason, and results of such contact;
- 4) A record of any use of local and state locate resources, the dates, and results;
- 5) Any attorney of record for either party, if there is one,
- 6) Documentation of all employment verifications and address verifications;
- 7) Any case review, party contact, complaint handling, court hearing, modification review or other steps on the case shall be narrated fully and appropriately;

- 8) Genetic tests results;
- 9) Documentation on request for retroactive support from the custodial parent in paternity actions;
- 10) Copies of the Petition(s), all returns of service, all motions filed, notices of hearings, and Income Withholding Orders;
- 11) A record identifying the support order and the calculation of the amount of the obligation utilizing the Mississippi Child Support Guidelines, and including terms of medical insurance and percentage coverage of non-covered medical expenses. The modification review screens and child support worksheet details must be completed in METSS (or any future enhancements).

5.4.18.3 A record of any enforcement, and other support actions, the dates and the results

5.4.18.4 A record of communication to and from the state or local social services agency administering the IV-A, IV-B and IV-E programs;

5.4.18.5 A record of communication to and from IV-D Agencies, MDHS, and Federal Parent Locate Service (FPLS);

5.4.18.6 A notation in the case record of the closing of the case, the date thereof and the reason for such action;

5.4.18.7 Any other documentation requirement imposed by MDHS.

5.4.18.8 The Contractor must enter and/or update data in METSS (or any future enhancements) within two (2) working days. Contractor shall maintain the data integrity of METSS (or any future enhancements), by ensuring all data entered on the system is reliable and accurate. Data documentation shall include:

- 1) Each step of case actions;
- 2) Result of actions;
- 3) Person taking the action.

5.4.18.9 Failure to provide comprehensive and accurate documentation could result in a finding of Contract non-compliance.

5.4.18.10 The Contractor must use METSS (or any future enhancements). In doing so, the Contractor must follow procedures and operating instructions as directed by MDHS. Any paperwork generated that does not come from METSS (or any future enhancements) must be approved by MDHS prior to use.

5.4.18.11 All correspondence, forms, documents, notices and any other material pertinent to clients, as well as material pertinent to the administration of this Contract, shall be stamped with date of receipt by the Contractor and

filed or scanned into the case file (WORKSITE) within twenty-four (24) hours.

5.4.18.12 All closed case files must be retained per federal and State laws and regulations.

5.4.18.13 Additional requirements regarding documentation can be found in the MDHS policy and procedural manuals and Contractor shall follow all such requirements. Copies of all pertinent policies and procedures will be provided to the Contractor after Contract execution.

5.4.19 Complaint Handling:

5.4.19.1 Contractor shall ensure complaint procedures are conspicuously posted for client reference. A customer service survey will be provided by MDHS to the Contractor after Contract execution for display in all Contractor offices. Contractor shall work diligently to resolve client complaints on the local level. Contractor shall ensure complaint handling is expedient, addresses each part of a complaint, provides factual information for the complainant, and is addressed in a manner understood by complainant. Contractor shall provide a monthly detailed report of all complaints received to the MDHS central office, including those directly from a client and any Call Center referrals. All customer service surveys shall be forwarded to MDHS along with the detailed monthly report. The detailed report must consist of the clients name, contact information, complaint/issue of concern, and the outcome/resolution. Ongoing complaints could be basis for a corrective action plan.

5.4.19.2 Information requests will be sent to the Contractor by MDHS for complaints received in the MDHS Central Office. These information requests must be worked immediately and response provided within twenty-four (24) hours. Any necessary follow-up action must be taken within forty-eight (48) hours.

5.4.20 Client Service:

5.4.20.1 Contractor shall provide excellent client service within all normal business hours and answer questions including, but not limited to: the child support program and the collection and distribution of support payments. Contractor shall only communicate with the parties to child support cases regarding specific case information unless the parties provide a written statement to communicate with someone else. Contractor shall be responsive to MDHS and client's questions and needs in a timely and friendly manner. All inquiries not directly related to the child support program shall be referred to the appropriate agency or field office.

5.4.20.2 Throughout the life of this Contract, Contractor shall maintain a professional working relationship with the MDHS Child Support Call Center (hereinafter Call Center). In coordination with the Call Center, Contractor shall be responsible for client service with sufficient telephone lines and personnel to ensure client calls are responded to and problems resolved in a timely manner and ensure MDHS standards are met. Contractor shall

forward appropriate calls to the Call Center. The Contractor's staff shall respond to requests for call back forwarded from the Call Center; and staff attorneys shall accept client, attorney, judicial or MDHS calls personally throughout the entire business day, electronic or voice mail messaging shall be used only after normal business hours. The Contractor's staff shall respond to emails from the Call Center and update case information in METSS (or any future enhancements) to enable Call Center staff to answer client inquiries. The Call Center currently gives the client a three (3) day call back expectation from case management or attorney staff.

- 5.4.20.3 The Contractor shall handle all contacts with all internal and external clients (all persons) with the highest degree of professionalism and respect. MDHS contact regarding day-to-day case activity will be directly with Contractor staff that are performing the Contract functions.
- 5.4.20.4 The Contractor shall narrate all case related client contacts, including but not limited to request for applications, change in case status, and complaints in METSS (or any future enhancements) that same day. Such information shall be dealt with in a timely fashion not to exceed forty-eight (48) hours.
- 5.4.20.5 The Contractor shall notify interested parties within two (2) working days of actions filed by the Contractor to establish or modify the support obligation.
- 5.4.20.6 MDHS maintains a centralized interpreter unit which handles all necessary language interpretation services as well as deaf, blind or otherwise disabled clients. When assisting a client with a language barrier, including deaf, blind or otherwise disabled client, the case management staff shall call the interpreter unit located at the MDHS Central Office in Jackson, MS and set an appointment for the client with the interpreter unit.
- 5.4.20.7 The Contractor shall maintain sufficient Notaries Public on site to adequately cover the office at no expense to MDHS. This service will be provided to all clients without charge.
- 5.4.20.8 The Contractor shall be responsible for resolving client complaints in accordance with MDHS policy and procedure.
- 5.4.20.9 The Contractor shall respond within twenty-four (24) hours to MDHS on any requests for case status or information. Such response shall contain sufficient information regarding the status of the case to permit MDHS to reply to an inquiring party in an effective manner. Form and manner of responses shall be determined by MDHS and may change, as necessary. To aid MDHS in responding to complaints, the Contractor shall ensure that all case related information is accurately and promptly narrated and loaded onto the Mississippi child support computer system, METSS (or any future enhancements).
- 5.4.20.10 The Contractor shall only close cases in accordance with 45 C.F.R. 303.11 and MDHS policy and procedures.

- 5.4.20.11 The Contractor shall maintain case files in a manner accessible to MDHS staff and State and federal auditors for review on demand.
- 5.4.20.12 The Contractor shall establish and maintain professional working relationships with the judiciary, Court Clerks, central and local MDHS offices, Court Trustees and County Attorneys. Contractor shall follow MDHS policy and procedure when referring cases to the District Attorney's Office. Contractor shall work closely with MDHS and the DFO Division Director or assignee regarding the requirements in this paragraph.
- 5.4.20.13 Upon discovery, the Contractor shall refer any cases of suspected fraud related to child support or receipt of public assistance to the DFO Division Director or assignee. Likewise, all cases of suspected child abuse shall be reported to the Department of Child Protection Services. Reporting shall be in accordance with the Child Support Enforcement Program Manual.
- 5.4.20.14 The Contractor shall petition the court for fees and costs associated with the action to be assessed against the obligor and shall enforce any order obtained pursuant to such petition. Contractor shall set up fee payment requests and approvals in METSS (or any future enhancements) for all court costs and service of process fees. After the fee payment requests and approvals have been completed the court costs and service of process bills shall be submitted to MDHS central office for payment.
- 5.4.20.15 The Contractor shall collect and remit to MDHS any federal, State or local fees required to be charged under law, rule, regulation or policy.
- 5.4.20.16 The Contractor shall ensure that all support payments are directed to the SDU. This function may include filing motions to redirect payments. Payments sent directly to a party after establishment of a support order are considered gifts and can only be added to the system at the start of a new case, by court order, or by approval of MDHS with appropriate documentation.

5.4.21 Compliance:

- 5.4.21.1 The Contractor shall comply with the request for and with the terms of any approved corrective action plan. Contractor shall be subject to liquidated damages as discussed in Section 5.4.23 failure to comply.
- 5.4.21.2 MDHS retains authority for interpreting performance under the terms of this Contract.
- 5.4.21.3 The Contractor shall cooperate fully with any data collection and evaluation activities carried out by MDHS in connection with the services performed under this Contract.
- 5.4.21.4 The Contractor shall conduct quality assurance/self-assessment of their own cases quarterly and provide quarterly reports to MDHS. MDHS will provide the minimum criteria to be reviewed and assure compliance with federal, State and MDHS standards.

5.4.22 Contractor Performance Measures:

MDHS is seeking creative bids that will provide much better performance at the lowest price possible, but still within the current budget of MDHS. Vendors should propose performance measures and a bid price consistent with those performance measures. Vendors can provide multiple combinations of performance and price so that MDHS can properly evaluate its options. Vendors may also offer alternatives to those stated in this RFP to improve performance or efficiency. MDHS reserves the right to accept or reject any options, add or delete services, and to negotiate or re-negotiate terms should the options not satisfy MDHS. The performance measures shall be based on the following federally mandated performance measures:

5.4.22.1 Paternity Establishment Percentage (PEP): This performance standard shall be measured by the total number of children in open Title IV-D cases with paternity establishment or acknowledgment divided by the total number of children in open Title IV-D cases who were born out of wedlock.

5.4.22.2 Title IV-D Cases with Child Support Orders Established: This performance standard shall be measured by the total number of open Title IV-D cases with child support orders established in the county at the end of month divided by the total number of open Title IV-D cases in the designated counties at the end of the month.

5.4.22.3 Current Child Support Distributed: This performance standard shall be measured by the total amount of current child support distributed on Title IV-D cases in the county during the month divided by the total amount of current child support due on Title IV-D cases in the designated counties during the month.

5.4.22.4 Cases Paying Toward Arrearages: This performance standard shall be measured by the total number of open Title IV-D cases in which past due child support was collected in the county during the month divided by the total number of open Title IV-D cases with child support arrearages due in the designated counties during the month.

5.4.22.5 Federal Reliability Audit: This performance standard recognizes the importance of maintaining reliable data for the cases in the designated counties covered by this contract. (See CFR 45 305, et. seq.)

5.4.23 Corrective Action:

5.4.23.1 MDHS will monitor Contractor performance. MDHS retains authority for interpreting performance under the terms of this Contract. MDHS may request a corrective action plan to address any deficiency or deficiencies discovered.

5.4.23.2 MDHS may issue a letter delineating the deficiency or deficiencies, setting a corrective action time period, and may require submission of a written corrective action plan within fifteen (15) calendar days.

5.4.23.3 If a corrective action plan is required, MDHS shall impose liquidated damages for Contractor's failure to submit a corrective action plan as

directed in the deficiency letter. The imposition of such liquidated damages does not preclude MDHS' right to terminate the Contract during the assessment of the liquidated damages.

- 5.4.23.4 The liquidated damages shall initially be one-thousand dollars per day (\$1000.00) and shall continue for each subsequent day of failure to submit a corrective action plan. The liquidated damages shall be withheld from Contractor's monthly invoice immediately following failure to submit a required corrective action plan. Any such money withheld is forfeited by the Contractor and retained by MDHS.
- 5.4.23.5 MDHS will notify the Contractor within fifteen (15) calendar days of the receipt of a corrective action plan of the acceptability of the plan, and allow five (5) calendar days for the Contractor to submit a clarification or revision if the corrective action plan is deemed to be unacceptable to MDHS.
- 5.4.23.6 Acceptance of the corrective action plan by MDHS does not guarantee that the implementation of the corrective action plan will result in elimination of the deficiencies for which future damages for non-performance may be applied by MDHS.
- 5.4.23.7 MDHS will impose liquidated damages for Contractor's failure to correct the cited deficiencies within the corrective action period. To the extent such failure is beyond the control of the Contractor, as determined by MDHS, liquidated damages shall not be imposed. The liquidated damages shall initially be one-thousand dollars per day (\$1000.00) and shall continue for each subsequent day of failure to correct the cited deficiencies. The liquidated damages shall be withheld from Contractor's monthly invoice immediately following failure to correct the cited deficiencies. Imposition of such liquidated damages shall not preclude Contract termination.
- 5.4.23.8 If MDHS imposes any such liquidated damages, MDHS staff will monitor and evaluate Contractor progress during the damages period. Any such money withheld is forfeited by the Contractor and retained by MDHS.
- 5.4.23.9 Any failure to meet the performance standards required in the corrective action plan shall not result in the imposition of liquidated damages under this subsection until three (3) months after Contract execution.
- 5.4.23.10 If payment from the Contractor is insufficient to satisfy the damages owed, payment of liquidated damages amounts imposed shall be due from the Contractor within thirty (30) calendar days of MDHS' written demand for payment. Such demand shall not preclude MDHS from further offsets.
- 5.4.23.11 Liquidated damages may be waived by MDHS if delays are caused by a natural disaster or other cause beyond the control of the Contractor as determined solely by MDHS.
- 5.4.23.12 MDHS reserves the right to waive certain damages at its discretion; waiver by MDHS of any particular damages shall not constitute the future waiver of such damages, nor will it constitute a modification of the Contract.

5.5 Project Work Plan:

5.5.1 Vendor must submit, as a part of the proposal, a high-level Project Work Plan using either Microsoft Project or a Gantt Chart that outlines the overall strategy and approach to providing the requested services for child support enforcement. The Microsoft Project, or Gantt Chart, can be accompanied by a narrative description of the activities included in the chart. The Project Work Plan must also include the following elements:

5.5.1.1 The Project Work Plan must contain all significant work steps with start and end dates to include addressing the Transition Plan requirements as defined in section 5.5.2, Testing Plan (if necessary), the Implementation Plan, and the end of Contract transition plan.

5.5.1.2 The Vendor must describe in the Project Plan their training process. The Vendor's training process must include instruction on confidentiality and penalties for failing to comply with confidentiality requirements.

5.5.1.3 Time frames must be specified in terms of work days or weeks after Contract execution.

5.5.1.4 The Project Work Plan must include resource estimates for both MDHS and Vendor resources throughout the project.

5.5.1.5 The Project Work Plan must list any assumptions and expectations.

5.5.2 Transition Plan:

5.5.2.1 The Vendor must include with their Project Work Plan a detailed Transition plan. The Transition plan must be detailed and cover all transition requirements for the services to be provided by the Vendor under this Contract. The Transition plan must present mile stones for accomplishment of vital implementation tasks and sub-tasks, and the time frame needed to accomplish each. The Vendor must describe in detail how they will meet transition deadlines in the Transition Plan. The transition must be seamless and ensure that there is no material adverse effect upon the State or child support enforcement clients (e.g. CP's and NCP's). The Contractor must be capable of mobilizing sufficient personnel to meet the deadlines specified in this RFP. The Contractor must provide for an orderly and controlled transition to the Contractor of the services to be provided under this Contract by the implementation date.

Note: MDHS requires mandatory items (See section 3.2) specified throughout this RFP to be included in the Vendor's Transition plan, (e.g. case-clean up, staff genetic testing training). Failure to include these items in the Transition plan will result in disqualification of the Vendor's proposal.

5.5.2.2 The following section shall also be included in the Vendor's Transition Plan:

5.5.2.2.1 Transition from Existing Personnel:

Vendor must describe in detail their plans for hiring/staffing and how they have accomplished this in other states. Vendor is required to list specific state contacts as references for the evaluation team to contact.

5.5.2.2.2 The Contractor will assume responsibility for the scope of services of this Contract from the existing State personnel. The Contractor is responsible for coordinating with the State to understand the application and the nuances of the current operations. Specifically, the Contractor will:

- 1) Create a Transition Plan identifying the requirements and time the Contractor's staff needs from the incumbent provider (MDHS).
- 2) In the Transition Plan identify how Vendor will achieve compliance with MDHS technical and security standards for connecting Vendor facilities to the MDHS network.
- 3) Document the exit criteria to demonstrate mastery of the skills necessary to deliver the services, by the Contractor's staff, and readiness of the Contractor to support the Child Support Enforcement area.
- 4) Monitor progress on a weekly basis against the Transition Plan.

5.5.2.3 The Contractor shall provide notice to all State and Contractor staff being displaced by this Contract of all positions being hired to implement this Contract. MDHS recommends that the Contractor first consider any MDHS staff displaced by the awarding of this Contract, that are available and interested in employment, for the Contractor's necessary staffing ratio, as approved by MDHS.

5.5.2.4 The Transition Plan must clearly address all changes that will be necessary to meet the requirements of this RFP and any proposed innovations offered by the Vendor.

5.5.2.5 The Transition Plan must include the timeline for moving to the Contractor provided facilities. **(Note: The State will allow use of MDHS facilities, as designated by MDHS, for a temporary timeframe due to the rapid start-up of this Contract. MDHS and Contractor will jointly plan the use of State owned equipment and facilities during the transition plan)**

5.5.2.6 The Transition Plan must include the timeline for any case clean-up activities and outcomes the Contractor plans to conduct.

5.5.2.7 The Contractor shall cooperate with all current and future MDHS service providers during the transition period and throughout the life of the Contract, including any renewal periods, to ensure that all Contractor performance requirements are met and the CSE program is running efficiently, as well as any additional requirements as defined by MDHS.

5.5.3 Testing Plan:

The Vendor must include a clear description of any software or hardware components the Vendor intends to provide as part of the required services under this Contract. The Vendor must submit a statement of any necessary testing the Vendor will conduct as part of bringing this hardware/software. The Vendor must submit a clear statement of dependencies on MDHS hardware/software and a clear statement of work MDHS personnel will need to perform to enable the Contractor's hardware/software interfaces properly.

5.5.4 Implementation Plan:

5.5.4.1 The Vendor must include with their Project Work Plan a high-level Implementation Plan including time frames (start and end dates), assumptions, expectations, and resources needed for critical milestones for the duration of the new Contract.

5.5.4.2 The Vendor must include a description of their approach to performing the services in the scope of this RFP. The Vendor must include any key milestones for the life of the Contract.

5.5.4.3 The Vendor must include a clear description of any dependencies Vendor might have on MDHS resources.

5.5.5 End of Contract Transition:

5.5.5.1 The Contractor shall ensure a smooth turnover upon the termination or end of the Contract. The Contractor shall cooperate with MDHS in developing and implementing a plan for turnover that has no adverse effect upon the State or child support enforcement clients (e.g. CP's and NCP's).

5.5.5.2 Vendors must describe and submit with their proposal response, a high-level transition plan for turnover of the services required under this Contract to the State or any subsequent vendor. Vendor's proposed high-level transition plan must also include the requirements listed below.

5.5.5.3 The Contractor shall present a detailed turnover plan ninety (90) days prior to expiration of the Contract term but no later than thirty (30) days after notice of Contract termination.

5.5.5.4 Transfer of Software and Equipment:

5.5.5.4.1 In order to ensure the smooth transfer and efficient continuation of all tasks back to MDHS or to any subsequent contractor, the Contractor shall:

5.5.5.4.2 Agree to transfer all necessary software and equipment, purchased for use in performance of this Contract, with title, leasing or license rights thereto, to the extent the Contractor possesses the same, to a successor contractor or MDHS; or in the alternative,

5.5.5.4.3 Agree to ensure that the necessary hardware and software is accessible to MDHS or successor contractor to any extent

necessary to facilitate performance of Contract functions during the turnover period and to accomplish a compatible transfer of all Contract files and data, at no expense to MDHS or successor contractor.

5.5.5.4.4 Similarly, the Contractor shall transfer to MDHS or the successor contractor any necessary system software, data files, application programs, and documentation at no cost to MDHS or successor contractor.

5.5.5.4.5 The Contractor shall successfully and without delay complete the equipment transfer and lease assignment or transfer of other rights related thereto.

5.5.5.5 Transfer of Documentation:

The Contractor shall transfer all case files and other documentation for the Contractor operations to MDHS or the successor contractor. If imaging (or other technology) has been used, technology shall be supplied by the Contractor to allow transfer of all IV-D files or other materials to MDHS or the successor contractor at no cost to MDHS or successor contractor. Transfers shall be orderly and logical (ex. case files in alpha order and boxes numbered).

5.5.5.6 Department Rights to Contractor Staff on Contract Termination:

Upon termination of the Contract, or during the six-month period prior to expiration of the Contract, if MDHS desires to offer employment to Contractor employees or subcontracted persons providing services, the Contractor, its subcontractors or affiliates shall not interfere with MDHS's efforts, shall not enforce any restrictions imposed on such employees or subcontracted persons by agreement or policy (i.e. employment contract, non-compete clauses or other similar covenants) which would interfere with MDHS's efforts, and shall provide MDHS access to such employees and subcontracted persons for the purposes of interviews, evaluations, recruitment and hiring by MDHS or MDHS's designated successor contractor(s). Further, the Contractor agrees to supply MDHS with the names and compensation scales of the Contractor's employees or subcontracted persons performing services for MDHS. The Contractor shall waive, and shall cause its subcontractors and affiliates to waive, their rights, if any, under contracts with such personnel restricting the ability of such personnel to be recruited or hired by MDHS, or MDHS's designated successor contractor(s).

MDHS or their designated successor contractor shall have reasonable access to such Contractor personnel for interviews, evaluations and recruitment. Any such employment by MDHS would not be effective until termination or expiration of the Contract. If MDHS hires an employee or subcontracted person who has been provided under this Contract, MDHS shall not be liable to the Contractor or any contractor subcontractor for any fee (e.g., a finder's fee, a penalty or general compensation) for such

contractor, subcontractor or affiliate. In exercising its rights set forth above, MDHS shall use reasonable efforts to avoid materially interfering with the Contractor's ability to perform the services contemplated by this Contract. With respect to subcontractors, the Contractor shall use all commercially reasonable efforts to (a) obtain for MDHS, or their designated successor contractor's, the rights specified in this paragraph for its personnel and (b) ensure that such rights are not subject to subsequent subcontractor approval or the payment by MDHS, or their designated successor contractor(s) or any fees. If the Contractor is unable to obtain any such rights with respect to a subcontractor, it shall notify MDHS in advance and shall not use such subcontractor without the DFO Director or assignee's written approval and, absent such approval, the Contractor's use of any such subcontractor shall obligate the Contractor to obtain or arrange, at no additional cost to MDHS, the rights specified in this paragraph, for MDHS, or their designated successor contractor(s) upon expiration or termination of this Contract.

5.5.5.7 Completion of All Turnover Activities:

The Contractor shall complete all other tasks called for by the turnover plan prior to final payment.

5.6 State Responsibilities:

5.6.1 Case Initiation:

5.6.1.1 MDHS will transmit all referrals for child support legal services to the Contractor. Such referral will contain: the name of the recipient child(ren), and the associated parent(s) or other financially responsible party, if known; such identifying information as provided by the applicant.

5.6.1.2 MDHS will provide pertinent information regarding the placement of the recipient child(ren), if in out of home placement with DCPS;

5.6.1.3 MDHS will provide all information on current and historical assistance provided to CP, NCP, and child(ren);

5.6.1.4 MDHS will provide pertinent information relative to changes of status in assigned cases.

5.6.1.5 MDHS will provide access to METSS (or any future enhancements);

5.6.1.6 MDHS will provide, via METSS, access to New Hire Data;

5.6.1.7 MDHS will provide web-accessed email accounts;

5.6.1.8 MDHS will permit access to the Contractor to all business practices, Attorney Manual, Mississippi Child Support Services Manual, contact information for all CSE staff statewide, CSE policies and procedures and other information necessary to properly represent MDHS.

5.6.2 Consultation:

5.6.2.1 To consult with the Contractor concerning potential settlements outside the parameters defined by MDHS policy and affecting the rights of the State. MDHS may approve or disapprove all compromise settlements of cases with arrears.

5.6.2.2 To consult with the Contractor concerning all adverse judicial rulings in order to determine appropriate remedies to be sought by MDHS or the Contractor. All appeals to the Court of Appeals or Mississippi Supreme Court must be approved by the MDHS central office and subsequently handled by the Contractor.

5.6.3 Monitoring:

5.6.3.1 Federal authorities review the State program for performance in accordance with federal standards, which will include Contractor activities. MDHS will monitor Contractor performance through on site visits, review of Contractor reports, case files and computer activity, data provided pursuant to this Contract and other relevant information. MDHS retains authority for interpreting performance under the terms of this Contract. MDHS may request a Corrective Action Plan to address any deficiency or deficiencies discovered by MDHS monitoring, State Auditor, Federal Auditor, or IRS.

5.6.3.2 MDHS shall review Contractor performance in reports submitted and on individual cases for compliance with federal and State performance requirements. Reports are generated on non-complying cases and the Contractor must correct any deficiencies and report back to MDHS within the required timeframe, as set by MDHS.

5.6.4 Interstate:

5.6.4.1 To serve as the State Information Agency in interstate and international support matters as prescribed by State law, including, but not limited to, furnishing upon request copies of Miss. Code Ann. §93-25-1 et seq. and providing information regarding interstate statutes and procedures in other states.

5.6.4.2 To serve as the Central Registry for all incoming interstate IV-D case requests, including interstate wage withholding requests, and to disseminate these requests to the appropriate entity which will include the Contractor.

5.6.5 Miscellaneous:

5.6.5.1 The majority of the necessary child support enforcement forms are contained in METSS. MDHS will furnish prototypes of all federal, State and MDHS forms required and or recommended for use in the administration of the CSE program from which the Contractor shall reproduce sufficient forms for their use.

5.6.5.2 To receive requests from the Contractor for permission to utilize a United States District Court for civil or criminal enforcement of a child support order against a parent or other responsible party who is present in another state.

5.6.5.3 To conduct regular meetings with the Contractor management and attorney staff.

5.6.5.4 To provide the Contractor with pertinent copies of statutory, regulatory and policy updates and changes.

5.6.5.5 MDHS will train up to ten (10) core Vendor employees on METSS (or any future enhancements) and relevant procedures. These Vendor employees will be responsible for training other Vendor employees.

5.6.5.6 To provide an SDU and instructions for handling all support collections under this Contract.

5.6.5.7 To provide a CSE program training manual, policy and procedures manual, and attorney manual.

5.6.5.8 MDHS will maintain performance information about Contractors which will be based upon site visits, review of case files, computer activity, data provided pursuant to this Contract, collection reports, timeliness in taking required actions and performing other Contract functions, and other relevant information. The Contractor may be required to provide certain reports to MDHS, which have not been developed at this time. Failure by the Contractor in any of the Contract functions could result in liquidated damages as set out in the Contract.

5.6.5.9 MDHS will continue to provide and manage contracts for the SDU, genetic testing and the call center.

5.6.5.10 MDHS will provide access to METSS.

5.7 Payment Terms and Conditions:

Contractor shall propose price options consistent with the performance measures it proposes. Price options must include the number of FTEs that will be employed full time in the state of Mississippi by the Vendor for this project.

5.7.1 Contractor's monthly invoice shall contain the following items:

- 1) Vendor fees;
- 2) Performance measure Liquidated Damages;

5.8 General Contract Requirements:

5.8.1 The Contractor shall comply fully with the aforementioned and all other provisions of Title IV-D of the Social Security Act, as amended, Title 45, Code of Federal Regulations, Mississippi Statutes Annotated, and MDHS Policy or instructions.

Contractor represents and warrants that as federal and State regulations and laws are amended, the legal services being provided by Contractor will be modified by Contractor to comply with the new requirements, with said modifications being done at no cost to MDHS.

- 5.8.2 The Contractor agrees that all IV-D case files will be maintained and used solely for child support legal services and safeguarded as provided for by all federal and State statutes, and MDHS program rules and regulations pertaining to confidentiality.
- 5.8.3 Information obtained through the Federal Parent Locator Services, as well as address and asset information obtained through the Internal Revenue Service must be safeguarded according to regulations in 45 CFR 303.70 and Internal Revenue Code at 26 U.S.C. 6103(p)(4), Mississippi laws and regulations, and MDHS Policy, or as such laws or policy are amended.
- 5.8.4 The Contractor shall obtain and locate information to the extent not prohibited by federal or State statute and agrees that any information received by the Contractor shall be used solely for purposes of fulfilling this Contract.
- 5.8.5 The Contractor shall only access databases or systems, which are accessible to the Contractor pursuant to this Contract, for purposes that are only directly related to performance under this Contract. Any and all information obtained in performance of this Contract shall be maintained in strict confidence and shall not be used for any other purpose.
- 5.8.6 Contractor shall maintain strict standards of confidentiality and physical security of records in accordance with the federal and State laws. Any information provided by MDHS relative to applicants or recipients of public assistance is to be used only for the administration of the Contract or in any investigation, prosecution or criminal or civil proceeding conducted pursuant to the Contract. Contractor shall provide safeguards to restrict the use or disclosure of any information concerning such applicants or recipients to purposes stated in this section. The safeguards provided shall prohibit disclosure of any information on child support applicants or recipients that identifies the name or address. Federal and State tax-related information shall be treated as confidential and shall be used solely for purposes of administering the child support program.
- 5.8.7 In performance of this Contract, the Contractor agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:
- 5.8.7.1 All work will be done under the supervision of the Contractor or the Contractor's employees.
- 5.8.7.2 Any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this Agreement. Information contained in such material will be treated as confidential and will not be divulged or made known in any manner to any person except as may be necessary in the performance of this Agreement. Disclosure to anyone other than an officer or employee of the Contractor will be prohibited.
- 5.8.7.3 All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output will be given the same level of protection as required for the source material.

- 5.8.7.4 The Contractor certifies that the data processed during the performance of this Agreement will be completely purged from all data storage components of his or her computer facility and no output will be retained by the Contractor at the time the work is completed. If immediate purging of all data storage components is not possible, the Contractor certifies that any IRS data remaining in any storage component will be safeguarded to prevent unauthorized disclosures.
- 5.8.7.5 Any spoilage or any intermediate hard copy printout that may result during the processing of IRS data will be given to MDHS or his or her designee. When this is not possible, the Contractor will be responsible for the destruction of the spoilage or any intermediate hard copy printouts, and will provide MDHS or his or her designee with a statement containing the date of destruction, description of material destroyed, and the method used.
- 5.8.7.6 All computer systems processing, storing, or transmitting Federal tax information must meet the requirements defined in IRS Publication 1075. To meet functional and assurance requirements, the security features of the environment must provide for the managerial, operational, and technical controls. All security features must be available and activated to protect against unauthorized use of and access to Federal tax information.
- 5.8.7.7 No work involving Federal tax information furnished under Contract will be subcontracted without prior written approval of the IRS.
- 5.8.7.8 The Contractor will maintain a list of employees authorized access. Such list will be provided to MDHS and, upon request, to the IRS reviewing office.
- 5.8.7.9 MDHS will have the right to terminate this Contract if the Contractor fails to provide the safeguards described above.

CRIMINAL/CIVIL SANCTIONS:

- 5.8.7.10 Each officer or employee of any person to whom returns or return information is or may be disclosed will be notified in writing by such person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000.00 or imprisonment for as long as five (5) years, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized further disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000.00 with respect to each instance of unauthorized disclosure. These penalties are prescribed by IRC sections 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1.
- 5.8.7.11 Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be

used only for the purpose of carrying out the provisions of this Agreement. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the Agreement. Inspection by or disclosure to anyone without an official need to know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000.00 or imprisonment for as long as one (1) year, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized inspection or disclosure of returns or return information may also result in an award of civil damages against the officer or employee (United States for Federal employees) in an amount equal to the sum of the greater of \$1,000.00 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action. These penalties are prescribed by IRC section 7213A and 7431.

5.8.7.12 Additionally, it is incumbent upon the Contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.00.

5.8.7.13 Granting a contractor access to FTI must be preceded by certifying that each individual understands the MDHS's security policy and procedures for safeguarding IRS information. Contractors must maintain their authorization to access FTI through annual recertification. The initial certification and recertification must be documented and placed in the agency's files for review. As part of the certification and at least annually afterwards, contractors should be advised of the provisions of IRC Sections 7431, 7213, and 7213A (See *IRC Sec. 7431 Civil Damages for Unauthorized Disclosure of Returns and Return Information and IRC Sec. 7213 Unauthorized Disclosure of Information*). The training provided before the initial certification and annually thereafter must also cover the incident response policy and procedure for reporting unauthorized disclosures and data breaches. For both the initial certification and the annual certification, the contractor should sign, either with ink or electronic signature, a confidentiality statement certifying their understanding of the security requirements.

INSPECTION:

5.8.7.14 The IRS and the Customer shall have the right to send its officers and employees into the offices and plants of the Contractor for inspection of the facilities and operations provided for the performance of any work under this Agreement. On the basis of such inspection, specific measures may be required in cases where the Contractor is found to be noncompliant with contract safeguards.

5.8.9 Exhibit A is the MDHS, MIS Confidential Information Agreement. At Contract initiation and throughout the life of the Contract, all Contractor employees who access METSS (or any future enhancements) in order to provide the services under this Contract shall sign and return this form to MDHS prior to accessing METSS (or any future enhancements).

5.8.10 Exhibit B is the Awareness/Security Training certification. At Contract initiation and throughout the life of the Contract, all Contractor employees authorized to handle tax-related information and who have access to personal data deemed confidential shall complete and sign an Awareness/Security Training certification.

Exhibit C is MDHS's Conflict of Interest Policy. At Contract initiation and throughout the life of the Contract, all Contractor employees shall be given a copy of the policy and made aware of the requirements therein. Exhibit D is the Conflict of Interest Disclosure Statement. All Contractor employees who are a party to, or related to, or become related to a named party in a specific child support case shall complete and sign a Disclosure Statement and disclose the METSS person identification number of the named party(ies) to MDHS. Contractor employee shall refrain from working on any project pertaining to the named party(ies).

5.8.11 Statements of Confidentiality and Disclosure Statements shall be maintained by Contractor with copies emailed to MDHS. Failure of Contractor to maintain any of the aforementioned confidentiality/disclosure requirement documents for Contractor employees and forward copies to MDHS may be grounds for termination of the Contract.

5.8.12 Contractor and Contractor's employees shall not access any database or system with other State agencies or entities for any purpose not directly related to the performance of this Contract.

5.8.13 Contractor staff and management must complete quarterly IV-D wage certification.

5.8.14 If there is a suspected release of confidential information or breach of any handling of confidential information, the Contractor must immediately notify MDHS and follow any and all instructions provided.

Violation of these provisions may result in termination of the Contract and possible criminal liability.

5.8.15 Contractor employees shall recognize the State of Mississippi Executive Director of MDHS as their client. Contractor employees shall not work additional jobs or privately represent any party in a legal action where there may be a conflict of

interest with MDHS. Any outside employment must have prior written approval of MDHS.

5.8.16 Contractor performance under the Contract will not be contingent upon State personnel or the availability of State resources except those proposed actions of the Contractor specifically identified in the Contract as requiring MDHS approval or those actions arising out of the normal cooperation which can be expected in such a contractual relationship.

5.8.17 The Contractor shall notify MDHS immediately upon learning of any situation that might reasonably be expected to adversely affect office operations. The Contractor shall, within one (1) working day, email to the DFO Director the description of the situation, keep MDHS updated on the situation, and include resolution information.

Note: A Disaster Plan for the Contractor office(s) shall be presented as part of the proposal submission and must be developed into a fully functional and documented arrangement during the transition process.

The disaster plan shall provide for the resumption of the Contractor office activities within four (4) work days of a given disaster and include appropriate methods for notifying clients. The Contractor's disaster plan is subject to approval by MDHS.

The Contractor shall immediately notify MDHS of any emergency requiring the initiation of the Disaster Plan and work closely and in consultation with MDHS for the appropriate solution.

5.8.18 Prior to initiating any contact with State or Federal Legislators, or media regarding child support or related issues, the Contractor shall obtain prior approval of MDHS. If the Contractor is contacted by any State or Federal Legislator or media, the Contractor must immediately notify MDHS and forward any request for information to MDHS.

5.8.19 MDHS shall retain ownership of any software and equipment (if any) which it purchases and places in the Contractor's office. Additionally, pursuant to IRS requirements all computer and network equipment used in the performance of this Contract will be considered property of the State during the Contract term. The Contractor agrees to be responsible for the accountability of such equipment and software. The Contractor shall notify MDHS immediately in writing of any loss of equipment and software describing reason(s) for the loss. Should State owned equipment be destroyed, lost or stolen, the Contractor shall be responsible to MDHS for the amount of the replacement cost. The Contractor must notify MDHS immediately regarding any release of confidential information on equipment, including a full description and extent of disclosure.

5.8.20 Contractor shall operate according to standard accounting principles and shall maintain standard accounting records including corporate balance sheets, statement of income, quarterly income statements and annual audits or annual budget reports for inspection by MDHS upon request at no cost to the State. The budget and expenditures for Contract operations shall be provided to the DFO Director annually, due each July 15th, and shall show funds expended by separate

category including, but not limited to, payroll, facility lease, utilities, equipment costs and maintenance, hardware and software costs and maintenance.

- 5.8.21 The Vendor must maintain and provide a complete set of any training and procedure manuals, CBT, CDs, and any updates to MDHS. The Vendor must also maintain, and provide to MDHS, a complete set of user and technical manuals, and any updates. The Vendor must maintain procedural manuals in a current and updated manner so that as staff turnover occurs, new staff can be immediately effective within their job function. At the State's request, the Vendor must train MDHS staff on any and all Vendor processes. **(Note: the Vendor's Project Plan and Transition plan must address all training and coordination thereof necessary to provide the services under this Contract (See section 5.5.1, 5.5.2))**
- 5.8.22 The Contractor warrants that all legal representation provided under this Contract will be provided by qualified attorneys who are licensed to practice law in the State of Mississippi and who have satisfied all State and local requirements to practice law. Contractor must ensure annually by July 1st that all attorney staff are appropriately licensed to appear in Mississippi State and Federal Court.
- 5.8.23 If any subcontracts are approved by the State, such subcontractors shall be subject to the general provisions, operating conditions and performance standards of this Contract, and shall not release Contractor from any liability for failure to perform.
- 5.8.24 In the event the Contractor or the Contractor's attorney has a conflict of interest, regarding any case or cases, which prevents the Contractor from fulfilling any of the provisions of this Contract, the Contractor shall not be relieved of responsibility for performance under the Contract and shall take such steps as are necessary to ensure Contract duties are performed. If a subcontract is necessary it shall be at the sole expense of the Contractor at no cost to MDHS and subject to MDHS approval.
- 5.8.25 The Contractor's attorneys shall represent the State of Mississippi Executive Director of MDHS and shall accept the Executive Director of MDHS as their client. No attorney-client relationship will exist between the Contractor, Contractor's staff persons, subcontractors or subcontractor's staff persons and any applicant/recipient of IV-D services, child, custodial or non-custodial parent or alleged father.
- 5.8.26 Should disciplinary proceedings be initiated against any attorneys employed by the Contractor, the Contractor shall immediately notify MDHS within twenty-four (24) hours from the time Contractor discovers any such action is being taken against an attorney employed by the Contractor.
- 5.8.27 The Contractor is responsible for all costs associated with connecting to and remaining compatible with the State system including but not limited to Contractor site setup and installation of all equipment.

Section VI
PROPOSAL EVALUATION/POST-AWARD DEBRIEFING

- 6.1 All proposals will be evaluated by a Selection Committee comprised of staff from MDHS.
 - 6.1.1 Proposals will be evaluated according to the criteria discussed in the RFP.
 - 6.1.2 The award of a contract to a Vendor does not mean that the other proposals lacked merit; but with price, quality of service and other factors considered, the selected proposal was deemed to provide the best value or be the most advantageous to the State of Mississippi based on all factors considered.
 - 6.1.3 MDHS will evaluate the quality and approach the Vendor proposes for doing the work, the transition plan and approach for seamlessly moving to the future processes, the track record of effectiveness the Vendor has in achieving improvements at the pace proposed, the location strategy, any process improvements or tools the Vendor proposes to share with MDHS for use elsewhere in the state, and the overall cost effectiveness of the services.
- 6.2 Vendors are cautioned that this is a RFP not a request to contract, and MDHS reserves the unqualified right to reject offers for any contract when such rejection is deemed to be in the best interest of the State of Mississippi.
- 6.3 At their discretion, the evaluators may request oral presentations or discussions with any and all Vendors for the purpose of clarification or to amplify the materials presented in any part of the proposal. If requested for an oral presentation, the Vendor shall be prepared to provide their Power Point Presentations when notified that they were selected for an oral presentation. However, Vendors are cautioned that the evaluators are not required to request clarification; therefore, all proposals shall be complete and concise and reflect the most favorable terms available from the Vendor. Oral presentations will provide the opportunity for additional points (1-6) to be assigned to a Vendor.
- 6.4 A Vendor, successful or unsuccessful, may request a post-award vendor debriefing, in writing, by U.S. mail or electronic submission, to be received by MDHS within three (3) business days of notification of the Contract award. A vendor debriefing is a meeting and not a hearing; therefore, legal representation is not required. If a Vendor prefers to have legal representation present, the Vendor must notify MDHS and identify its attorney. MDHS shall be allowed to schedule and/or suspend and reschedule the meeting at a time when a representative of the Office of the Mississippi Attorney General can be present.

The following information may be provided by MDHS during post-award debriefing:

 - 6.4.1 MDHS's evaluation of significant weaknesses or deficiencies in the Vendor's proposal, if applicable;
 - 6.4.2 The overall evaluated cost or price, and technical rating, if applicable, of the successful vendor(s) and the debriefed vendor;
 - 6.4.3 The overall ranking of all Vendors, when any ranking was developed by MDHS during the selection process;
 - 6.4.4 A summary of the rationale for award; and,

6.4.5 Reasonable responses to relevant questions about selection procedures contained in the solicitation, applicable regulations, and other applicable authorities that were followed.

6.5 Factors that will be considered as evaluation criteria by the MDHS evaluation committee are contained in Table 5 below.

Table 5-Evaluation Factors

EVALUATION FACTORS	Points
Criterion A-Performance Plan-Items 3.1.1; 3.2.4 which includes Section 5 & Scope of Services	38
Criterion B-Ability to Perform-Items 3.1; 3.2.2.2	10
Criterion C- Personnel, Facilities and Financial Resources-Items 3.1.1; 3.2.2.1; 3.2.2.4; 3.2.3; 5.3.1.2; 5.3.1.12	15
Criterion D-Record of Past Performance-Items 3.1.3; 3.2.2.1	12
Criterion E- Price-Items 5.7.1; 5.7.2; 5.7.3; 5.7.4; 5.7.6	25
TOTAL POSSIBLE POINTS	100

SECTION VII PROPOSAL EXCEPTIONS

Please return the Proposal Exception Summary Form (Exhibit F) with all exceptions to items in any Section of this RFP listed and clearly explained or state "No Exceptions Taken." If no Proposal Exception Summary Form is included, the Vendor is indicating that no exceptions are taken as to any item in this RFP document.

- 7.1 Unless specifically disallowed on any specification herein (i.e. mandatory requirements), the Vendor may take exception to any point within this RFP, including a specification denoted with "shall" or "must," as long as the following are true:
 - 7.1.1 The specification is not a matter of State law;
 - 7.1.2 The proposal still meets the intent of the RFP;
 - 7.1.3 A Proposal Exception Summary Form is included with Vendor's proposal; and
 - 7.1.4 The exception is clearly explained, along with any alternative or substitution the Vendor proposes to address the intent of the specification, on the Proposal Exception Summary Form.
- 7.2 The Vendor has no liability to provide items to which an exception has been taken. MDHS has no obligation to accept any exception. During the proposal evaluation and/or contract negotiation process, the Vendor and MDHS will discuss each exception and take one of the following actions:
 - 7.2.1 The Vendor will withdraw the exception and meet the specification in the manner prescribed;
 - 7.2.2 MDHS will determine that the exception neither poses significant risk to the project nor undermines the intent of the RFP and will accept the exception;
 - 7.2.3 MDHS and the Vendor will agree on compromise language dealing with the exception and will insert same into the contract; or
 - 7.2.4 None of the above actions is possible, and MDHS either disqualifies the Vendor's proposal or withdraws the award and proceeds to the next ranked Vendor.
- 7.3 Should MDHS and the Vendor reach a successful agreement, MDHS will sign adjacent to each exception which is being accepted or submit a formal written response to the Proposal Exception Summary responding to each of the Vendor's exceptions. The Proposal Exception Summary, with those exceptions approved by MDHS, will become a part of any contract on acquisitions made under this RFP.
- 7.4 An exception will be accepted or rejected at the sole discretion of the State.
- 7.5 The State desires to award this RFP to a Vendor with whom there is a high probability of establishing a mutually agreeable contract, substantially within the standard terms and conditions of the State's RFP, including the Standard Contract in Exhibit G, if included herein. As such, Vendors whose proposals, in the sole opinion of the State, reflect a substantial number of material exceptions to this RFP, may place themselves at a

comparative disadvantage in the evaluation process or risk disqualification of their proposals.

Section VIII
Terms and Conditions of the Resulting Contract

The following are certain terms and conditions that will be incorporated in the final contract, although MDHS reserves the right to add to these terms and conditions in the resulting contract. A sample Contract for Personal or Professional Services is attached hereto as Exhibit G.

8.1 Termination

8.1.1 Termination for Cause. If, through any cause, Contractor shall fail to fulfill in a timely and proper manner, as determined by MDHS, its obligations under this Contract, or if Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, MDHS shall thereupon have the right to terminate the Contract by giving written notice to Contractor of such termination and specifying the effective date thereof at least five (5) days before the effective date of such termination. In the event of such termination, Contractor shall be entitled to receive just and equitable compensation for satisfactory work completed on services or documents or materials collected and/or prepared by Contractor in connection with this Contract. Such compensation shall be based upon the fees set forth in Paragraph 5, but, in no case, shall said compensation exceed the total Contract price.

8.1.1.1 Upon the entering of a judgment of bankruptcy or insolvency by or against a contractor, MDHS may terminate this contract for cause.

8.1.1.2 Notwithstanding the above, Contractor shall not be relieved of liability to MDHS for damages sustained by MDHS by virtue of any breach of this Contract by Contractor, and MDHS may withhold any payments to Contractor for the purpose of set off until such time as the exact damages due to MDHS from Contractor are determined.

8.1.2 Termination for Convenience of MDHS. MDHS may terminate this Contract at any time by giving written notice to Contractor of such termination and specifying the effective date thereof at least five (5) days before the effective date of such termination. Contractor shall be paid an amount which bears the same ratio to the total compensation as the services actually and satisfactorily performed bear to the total services of Contractor covered by the Contract, less payments of compensation previously made.

8.2 Confidentiality of Data

8.2.1 Contractor shall treat all State data and information to which it has access under this Contract as confidential information to the extent that confidential treatment of same is required under federal and State law and shall not disclose same to a third party without specific written consent of the State. In the event that Contractor receives notice that a third party requests divulgence of confidential or otherwise protected information and/or has

served upon it a subpoena or other validly issued administrative or judicial process ordering divulgence of confidential or otherwise protected information, Contractor shall promptly inform the State and thereafter respond in conformity with such subpoena as required by applicable state and/or federal law, rules, and regulations. The provision herein shall survive termination of the Contract for any reason and shall continue in full force and effect and shall be binding upon the Contractor and its agents, employees, successors, assigns, subcontractors, or any party claiming an interest in the Contract on behalf of, or under, the rights of the Contractor following any termination.

8.3 Care of Data

8.3.1 The Contractor shall take all steps necessary to safeguard any data, file, report, or other information from loss or destruction. Any cost or expenses of replacing or damage resulting from the loss of such data shall be borne by the Contractor.

8.4 General Provision

8.4.1 Compliance with Laws Rules and Regulations

8.4.1.1 The Contractor shall comply with, and all activities under this Contract shall be subject to, all applicable federal and State laws and regulations. Particularly, but without limitation through inclusion, this provision shall include the following:

8.4.1.2 Equal Employment Opportunity. The Contractor shall abide by all applicable provisions of the Federal Civil Rights Acts of 1964, as amended, executive order 11246 entitled "Equal Employment Opportunity," as amended in Executive Order 11375, as supplemented in the United States Department of Labor regulations (41 CFR Part 60), and all other applicable federal and state laws, regulations or others which prohibit discrimination because of race, color, religion, sex, national origin, age, marital status, or physical or mental handicap.

8.5 Hold Harmless

8.5.1 The Contractor agrees to indemnify, defend, and hold harmless the State of Mississippi, its officers, agents, and employees from:

8.5.2 Any and all claims and losses accruing resulting to any and all contractors, subcontractors, laborers, and any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of the contract;

8.5.3 Any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by the performance of the contract;

8.5.4 Any liability, including cost and expenses, for losses, damage, rights of privacy, theft, embezzlement, or other acts of dishonesty, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data or genetic sample(s) furnished under the contract or based on any libelous or other unlawful matter contained in such data.

8.5.6 Contractor must comply with the law of Mississippi in instance of liability, and therefore, cannot attempt to limit its liability.

8.6 Retention of Record

8.6.1 Contractor shall maintain, and make available to MDHS, any State agency authorized to audit MDHS, the federal grantor agency, the Comptroller General of the United States or any of their duly authorized representatives, financial records, supporting documents, statistical records, and all other records pertinent to the services performed under this Contract. These records shall be maintained for at least three (3) years; however, if any litigation or other legal action, by or on behalf of the state or federal government has begun that is not completed at the end of the three year period, or if audit finding, litigation, or other legal action has not been resolved at the end of the three-year period, the records shall be retained until resolution.

8.7 Applicable Law

8.7.1 The Contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws, provisions, and any litigation with respect thereto shall be brought in the courts of the State. The Contractor shall comply with applicable federal, state and local laws and regulations.

8.8 Availability of Funds

8.8.1 It is expressly understood and agreed that the obligation of MDHS to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to MDHS, MDHS shall have the right upon ten (10) working days written notice to the Contractor, to terminate this agreement without damage, penalty, cost or expenses to MDHS of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

8.9 Procurement Regulations

8.9.1 The Contract shall be governed by the applicable provisions of the Personal Service Contract Review Board Regulations, a copy of which is available at

8.10 Compliance with Laws

8.10.1 The Contractor understands that MDHS is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, State, or local laws. All such discrimination is unlawful and the Contractor agrees during the term of the agreement that the contractor will strictly adhere to this policy in its employment practices and provision of services. The Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified.

8.11 Stop Work Order

8.11.1 Order to Stop Work: The procurement officer, may, by written order to the Contractor at any time, and without notice to any surety, require the Contractor to stop all or any part of the work called for by this Contract. This order shall be for a specified period not exceeding 90 days after the order is delivered to the Contractor, unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, the Contractor shall forthwith comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the procurement officer shall either:

- 1) cancel the stop work order; or,
- 2) terminate the work covered by such order as provided in the Termination for Default Clause or the Termination for Convenience Clause of this contract.

8.11.2 Cancellation or Expiration of the Order: If a stop work order issued under this clause is canceled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, the contractor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or contractor price, or both, and the contract shall be modified in writing accordingly, if:

- 1) the stop work order results in an increase in the time required for, or in the contractor's properly allocable to, the performance of any part of this contract; and,
- 2) the Contractor asserts a claim for such an adjustment within 30 days after the end of the period of work stoppage; provided

that, if the procurement officer decides that the facts justify such action, any such claim asserted may be received and acted upon at any time prior to final payment under this contract.

8.11.3 Termination of Stopped Work: If a stop work order is not canceled and the work covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop work order shall be allowed by adjustment or otherwise.

8.11.4 Adjustments of Price: Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment clause of this contract.

8.12 Representation Regarding Contingent Fees

8.12.1 The Contractor represents that it has not retained a person to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in the Contractor's proposal.

8.13 Representation Regarding Gratuities

8.13.1 The proposer, offeror, or Contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the Mississippi Personal Service Contract Rules and Regulations.

8.14 Acknowledgment of Amendments

8.14.1 Proposers shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the proposal, by identifying the amendment number and date in the space provided for this purpose on the proposal form, or by letter. The acknowledgment must be received by MDHS by the time and at the place specified for receipt of proposals.

8.15 Certification of Independent Price Determination

8.15.1 The proposer certifies that the prices submitted in response to the solicitation have been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other proposer or competitor relating to those prices, the intention to submit a proposal, or the methods or factors used to calculate the prices proposed.

8.16 E-Payment

8.16.1 Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. MDHS agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies," Mississippi Code Annotated §31-7-301, which generally provides for payment of undisputed amounts by the agency within forty-five (45) days of receipt of invoice.

8.17 E-Verification

8.17.1 Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act, Mississippi Code Annotated §§71-11-1 and 71-11-3, and will register and participate in the status verification system for all newly hired employees. The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the legal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor agrees to maintain records of such compliance and, upon request of the State, to provide a copy of each such verification to the State. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws of these warranties, the breach of which may subject Contractor to the following:

- 1) termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years with notice of such cancellation/termination being made public;
- 2) the loss of any license, permit, certification or other document granted to Contractor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year; or,
- 3) both--in the event of such termination/cancellation, Contractor would also be liable for any additional costs incurred by the State due to Contract cancellation or loss of license or permit.

8.18 Transparency

8.18.1 This Contract, including any accompanying exhibits, attachments, and appendices, is subject to the "Mississippi Public Records Act of 1983," codified as Section 25-61-1 et seq., Mississippi Code Annotated and exceptions found in Section 79-23-1 of the Mississippi Code Annotated (1972, as amended). In addition, this Contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008 (MATA), codified as Section 31-7-13 of the Mississippi Code Annotated (1972, as amended). Unless exempted from disclosure due to a court-issued protective order, this Contract is required to be posted to the Department of Finance and Administration's independent agency contract website for public access. Prior to posting the contract to the website, any information identified by the Contractor as trade secrets, or other proprietary information including confidential vendor information, or any other information which is required confidential by state or federal law or outside the applicable freedom of information statutes will be redacted.

8.19 Paymode

8.19.1 Payments by state agencies using the Statewide Automated Accounting System (SAAS) shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of the Contractor's choice. The State may, at its sole discretion, require the Contractor to submit invoices and supporting documentation electronically at any time during the term of this Agreement. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.

8.20 Indemnification

8.20.1 To the fullest extent allowed by law, the Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate MDHS, its commissioners, board members, officers, employees, agents, and representatives, and the State of Mississippi from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever including, without limitation, court costs, investigative fees and expenses, and attorney's fees, arising out of or caused by the contractor and/or its partners, principals, agents, employees and/or subcontractors in the performance of or failure to perform this agreement. In the State's sole discretion, the contractor may be allowed to control the defense of any such claim, suit, etc. In the event the contractor defends said claim, suit, etc., the contractor shall use legal counsel acceptable to the State. The contractor shall be solely responsible for all costs and/or expenses associated with such defense, and the State shall be entitled to participate in said defense. The contractor shall not settle any claim, suit, etc. without the State's concurrence, which the State shall not unreasonably withhold.

8.21 Insurance

8.21.1 Contractor represents that it will maintain workers' compensation insurance which shall inure to the benefit of all Contractor's personnel performing services under this Contract, comprehensive general liability insurance, legal malpractice insurance and employee fidelity bond insurance. Contractor will furnish MDHS a certificate of insurance providing the aforesaid coverage, prior to the commencement of performance under this Agreement.

Exhibit A

Mississippi Department of Human Services (MDHS) Management Information Systems (MIS)

CONFIDENTIAL INFORMATION AGREEMENT

I hereby acknowledge all information pertaining to the **Mississippi Department of Human Services**, clients, employees and data, regardless of the source shall be kept confidential and the use of this information confirms my agreement to the following guidelines:

1. I shall not duplicate **Department** information other than for specific job requirements;
2. I shall abide by all security regulations established by the **Department** in regards to computer access(es);
3. All hard copy information shall be kept in a secure area, distributed accordingly, and not duplicated for the intent of misuse; after I have completed the task assigned, any hard copy information not needed shall be shredded;
4. I shall use the computer assigned to me by the **Department** for State business only;
5. I am responsible for any products on my computer;
6. I shall be responsible for all computer access(es) assigned to me and maintain all computer access codes in the strictest of confidence; immediately change them if I suspect that their secrecy has been compromised and report suspected misuse to the respective authority; and
7. Any conversations related to clients, employees or case record data shall be confidential and not discussed unless it directly relates to the job assignment.

I understand that willful violations of, or disregard for, any of these guidelines will result in disciplinary action up to and including the termination of my employment and possible prosecution under the provisions of the Computer Crimes Act as cited at TCA 39-14-601 *et seq.* and Federal and State laws and regulations as cited in 45 CFR 205.50, 7 CFR 272.1, Mississippi Code of 1972, annotated, Section §43-1-19, and the Privacy Act of 1974, 5 U.S.C. 522a.

I understand that as an employee or contractor or contract employee of the **Mississippi Department of Human Services**, I must use individually identifiable information disclosed to me or obtainable by me only for the purposes related to my assigned **Mississippi Department of Human Services** job duties.

MDHS Employees and Contractors that have access to Federal Tax Information are advised of the provisions of IRC Sections §7431, §7213(a), 7213A (see Exhibit 5, IRC Sec. 7431 *Civil Damages for Unauthorized Disclosure of Returns and Return Information* and Exhibit 10, IRC Sec. 7213 *Unauthorized Disclosure of Information*). The unauthorized use of IRS information herein constitutes a felony punishable upon conviction by a fine as much as \$5,000 or imprisonment for as long as five years, or both, together with the cost of prosecution.

Additionally, I also understand the penalties for improper disclosure implied by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a (i)(1), which is made applicable to contractors by 5 U.S.C. a (m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established there under, and who knowing that disclosure of the specific material is prohibited, willfully discloses that material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined up to \$5,000.

Penalties for improper disclosure of Social Security Administration information are covered in SEC. 1942. [42 U.S.C. 1396w-2] (a) IN GENERAL. Notwithstanding any other provision of law, a Federal or State agency or private entity in possession of the sources of data directly relevant to eligibility determinations under this title (including eligibility files maintained by Express Lane agencies described in section 1902(e)(13)(F), information described in paragraph (2) or (3) of section 1137(a), vital records information about births in any State, and information described in sections 453(i) and 1902(a)(25)(I)) is authorized to convey such data or information to the State agency administering the State plan under this title, to the extent such conveyance meets the requirements of subsection (b).

- (1) Civil Money Penalty. A private entity described in subsection (a) that publishes, discloses or makes known in any manner, or to any extent not authorized by Federal law, any information obtained under this section is subject to a civil money penalty in an amount equal to \$10,000 for each such unauthorized publication or disclosure. The provisions of Section 1128A (other than subsections (a) and (b) and the second sentence of subsection (f) shall apply to a civil money penalty under this paragraph in the same manner as such provisions apply to a penalty or proceeding under section 1128A(a).
- (2) Criminal Penalty. A private entity described in the subsection (a) that willfully publishes, discloses or makes known in any manner, or to any extent not authorized by Federal law, any information obtained under this section shall be fined not more than \$10,000 or imprisoned not more than one year, or both, for each such unauthorized publication or disclosure.

I have read and agree to comply with the guidelines set forth above.

Signature of Employee or Contractor

Date

Printed Name of Employee or Contractor

**Return to:
MDHS MIS Security Unit
750 North State Street
Jackson MS 39202**

MDHS Form MDHS-MIS-60 – Revised 5-01-2014

Exhibit B

COUNTY _____

AWARENESS/SECURITY TRAINING

TYPE OF TRAINING	✓ TYPE
IEVS STATE RESOURCE DATA/FEDERAL TAX INFORMATION	
CIVIL RIGHTS/NON-DISCRIMINATION PROCEDURES	
HIPAA AWARENESS AND PRIVACY POLICY	
LIMITED ENGLISH PROFICIENCY(LEP)	
DEAF SERVICES	
NATIONAL VOTER REGISTRATION ACT (NVRA) POLICY	

My signature below attests to my personal receipt of a copy of portions of the Internal Revenue code Section 7213, Unauthorized Disclosure of Information, Section 7213A, Unauthorized Inspection of Returns or Return Information, and Section 7431, Civil Damages for Unauthorized Disclosure of Returns and Return Information, including penalties for unauthorized inspection of federal tax information, and to written and verbal instructions regarding compliance with office security procedures for IEVS State Resource Data/Federal Tax Information which includes Internal Revenue and Social Security data. In addition, my signature verifies receipt of annual training on the following: Civil Rights/Non-Discrimination and complaint processing procedures, compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Limited English Proficiency (LEP) and Deaf Services, as well as semi-annual training on National Voter Registration Act (NVRA) policy.

NAME	POSITION	DATE

 COUNTY DIRECTOR/CS SUPERVISOR/DESIGNEE DATE

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES CONFLICT OF INTEREST POLICY

This policy applies to all employees of the Mississippi Department of Human Services (MDHS). It supersedes and replaces all other departmental memoranda, policies, or documents relating to employee conflicts of interest.

Pursuant to the policies and procedures promulgated by the Mississippi State Personnel Board, state employees should be especially careful to avoid using, or appearing to use, an official position for personal gain, giving unjustified preferences, or losing sight of the need for efficient and impartial decision making in the State's operation. No act should be committed which could result in questioning of the integrity of state government. Employees of MDHS are prohibited from engaging in any activity in either a private or an official capacity where a conflict of interest may exist.

Therefore, the employees of MDHS, as a matter of policy, are hereby prohibited from engaging in any outside employment, volunteer service, or other activity where potential conflict of interest exists or that creates the appearance of impropriety. This prohibition includes, but is not limited to, service on private or public boards, corporations, associations, organizations, commissions, businesses, or other entities (profit or nonprofit) where the potential of conflict of interest exists or where the appearance of impropriety is created.

There are certain types of outside activities that give rise to a real or apparent conflict of interest. The following is a list of such activities. The list, however, is not all-inclusive. For example, an employee of MDHS:

1. May not permit his or her name to be attached to documents designed to become the subject of procurement, agreements, sub-grants, grants, and/or other dealings or transactions with MDHS.
2. May not individually or through an interest in any corporation, association, organization, business or other entity be a contractor, subcontractor, or vendor with MDHS.
3. May not serve in a capacity that requires the employee to become a representative of a corporation, association, organization, business, or other entity that has business dealings with MDHS.
4. May not hold office or be a trustee or member of the governing board, or the chairperson or member of any committee in any corporation, association, organization, business or other entity that has or is seeking to have a grant, sub-grant, contract, and/or funding from MDHS.
5. May not be a member of the governing board of any organization or institution, or be employed by or represent any corporation, association, organization, business or other entity with which the official duties of the employee are directly or indirectly related if the indirect relationship is significant enough to cause the existence of conflict or apparent conflict of interest.

Revised: August 1, 2010

6. May not (other than in the proper discharge of his or her official Department duties) help a person, institution, corporation, association, organization, business or other entity prepare or aid in the preparation of grant applications, contract proposals, program reports, and/or other material designed to become the subject of procurement, agreements, sub-grants, and/or other dealings or transactions between the person or entity and MDHS. All requests to perform services for persons, institutions, corporations, associations, organizations, businesses or other entities that have recently negotiated or may in the future seek a contract or grant from the Department must be carefully appraised to avoid any conflict or apparent conflict of interest.
7. May not help a person who is a relative (e.g., parent, spouse, etc.), an institution, a corporation, an association, an organization, a business, or other entity owned or represented by a relative, prepare for or aid in the preparation of grant applications, contract proposals, program reports, and other material designed to become the subject of procurement, contracts or other dealings between the person or entity and MDHS.
8. May not use his or her official position with MDHS in support of, or in recommendation of, any party or organization that seeks a grant, sub-grant, contract or funding from MDHS.
9. May not use or disclose non-public information obtained as an MDHS employee that could benefit any person, institution, corporation, association, organization, business.

In undertaking any office or function beyond ordinary membership in an organization, an employee must obtain advance approval in any situation in which his or her responsibilities as an officer would relate to his or her official duties or would create a real or apparent conflict of interest with his/her responsibilities as an employee.

MDHS' employees shall also be aware that certain activities are prohibited by the Ethics in Government statues, Section 25-41-1 et seq. of the 1972 Mississippi Code Annotated, as amended. Any employee who violates such statues or the provisions of this policy will be subject to the disciplinary action set forth in the Mississippi State Personnel Board Policy and Procedures Manual and in the Mississippi State Employee Handbook. When employees have doubts about any provision of this policy, they should consult with their supervisor(s) and/or the Division of Human Resources.

EXHIBIT D

CONFLICT OF INTEREST DISCLOSURE FORM

A conflict of interest occurs when an appearance between your private, personal relationships or interests and your professional obligations to the Mississippi Department of Human Services, Division of Field Operations, Child Support Enforcement Program is such that a client or any other observer might reasonably question whether your actions or decisions are determined by considerations of personal curiosity, benefit, gain or advantage.

The appearance of a conflict of interest can be as damaging or detrimental as an actual conflict. **You are required to report actual or potential conflicts with any IV-D or NON-IVD case through the annual Acknowledgment and Disclosure Form and/or whenever a conflict arises.**

ACKNOWLEDGMENT AND DISCLOSURE FORM

I have read the Conflict of Interest Policy set forth above and agree to comply fully at all times during my employment. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, I will promptly notify my supervisor.

Disclosure of Actual or Potential Conflicts of Interest: Name(s) and CSE METSS Number(s) (use back of form if additional space is needed)

I _____ , the undersigned, am employed by _____.

Employee Printed Name: _____

Date: _____

Supervisor Signature and Date: _____

Exhibit E
MDHS PC Requirement

MDHS currently utilizes *Attachmate Reflection* for MDHS's PC users.

Exhibit F
PROPOSAL EXCEPTION SUMMARY FORM

List and clearly explain any exceptions, for all RFP Sections and Exhibits, in the table below.

RFP Reference	Vendor Proposal Reference	Brief Explanation of Exception	MDHS Acceptance (sign here only if accepted)
(Reference specific outline point to which exception is taken)	(Page, section, items in Vendor's proposal where exception is explained)	(Short description of exception being made)	
1			
2			
3			
4			
5			
6			
7			

Exhibit G

PROSPECTIVE CONTRACTOR'S REPRESENTATION REGARDING CONTINGENT FEES

_____ represents that it has/ has not (please circle the appropriate answer) retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

Signature of Contract Person for Contractor Title Date

Exhibit H
MDHS Proposal Submission Page Limit Requirements

1. Cover Letter, Names of Resp. Parties	2 pages
2. Financial Statements; Discl. of Mergers	20 pages
3. Exec Summary	10 pages
4. Vendor Qualifications	
a. All states over past five years; contact names	20 pages
b. Three they want to highlight	20 pages
5. Resumes/Qualifications of Personnel	
a. Key Personnel (10 at 3 pages each)	30 pages
b. Other Personnel	10 pages
c. Org Chart for Key Personnel	5 pages
6. Scope of Services	
a. CSEO	20 pages
b. Legal	20 pages
c. Comments about Approach	20 pages
d. Innovation they will bring the state	20 pages
7. Project Work Plan	
a. Transition Plan	10 pages
b. Implementation Plan	10 pages
c. Testing Plan	5 pages
d. End of Contract Transition Plan	5 pages
8. Pricing Approach & Spreadsheet	10 pages
9. Liquidated Damages Response	10 pages
10. Contract Exceptions	3 pages
Total	250 pages

**EXHIBIT I- BASELINE
MAY 2016 FIGURES**

State County Display Name	Kids Born Out of Wedlock	Kids with Paternity Est	Paternity Est %	IV-D Cases	IV-D Cases with Support Order	IV-D Cases with Support Order %	Curr Support for IV-D Cases Due (\$)	Curr Support for IV-D Cases Collect (\$)	IV-D Cases with Support Paid %	IV-D Cases with Arrears Due	IV-D Cases with Arrears Paid	IV-D Cases with Arreage Paid %
ALCORN	1,952	1,891	96.9%	2,384	1,938	81.3%	\$2,733,689	\$1,439,430	52.7%	1,676	921	55.0%
ATTALA	2,181	2,150	98.6%	2,322	1,913	82.4%	\$2,633,152	\$1,551,027	58.9%	1,635	995	60.9%
BENTON	645	653	101.2%	758	663	87.5%	\$1,015,511	\$620,887	61.1%	573	372	64.9%
CALHOUN	1,221	1,197	98.0%	1,432	1,274	89.0%	\$1,582,817	\$948,197	59.9%	1,091	685	62.8%
CARROLL	634	638	100.6%	683	574	84.0%	\$900,931	\$588,169	65.3%	468	310	66.2%
CHOCTAW	588	598	101.7%	682	604	88.6%	\$855,410	\$526,718	61.6%	555	374	67.4%
CLARKE	1,454	1,396	96.0%	1,694	1,464	86.4%	\$2,274,896	\$1,292,947	56.8%	1,285	747	58.1%
CLAY	2,587	2,555	98.8%	2,642	2,417	91.5%	\$3,400,806	\$2,130,593	62.6%	2,119	1,338	63.1%
COAHOMA	5,738	5,368	93.6%	5,169	4,286	82.9%	\$4,903,289	\$2,264,518	46.2%	3,793	1,864	49.1%
DESOTO	9,007	8,871	98.5%	10,410	7,874	75.6%	\$15,582,100	\$8,890,957	57.1%	6,960	4,032	57.9%
EAST BOLIVAR	5,297	4,999	94.4%	5,217	4,397	84.3%	\$4,876,411	\$2,434,816	49.9%	3,899	2,009	51.5%
EAST CHICKASAW	783	730	93.2%	818	685	83.7%	\$834,953	\$511,570	61.3%	606	361	59.6%
FORREST	7,361	7,129	96.8%	8,075	5,683	70.4%	\$7,636,344	\$3,536,158	46.3%	4,958	2,389	48.2%
GEORGE*	0	0		0	0		0	0		0	0	
GREENE*	0	0	0	0	0		0	0		0	0	
GRENADA	2,348	2,318	98.7%	2,494	2,225	89.2%	\$3,021,078	\$1,850,250	61.2%	1,920	1,227	63.9%
HANCOCK	3,166	3,622	114.4%	4,401	2,974	67.6%	\$4,893,088	\$2,314,353	47.3%	2,600	1,259	48.4%
HARRISON	15,477	13,888	89.7%	16,299	10,154	62.3%	\$16,223,482	\$8,045,511	49.6%	9,174	4,421	48.2%
HINDS	30,773	27,293	88.7%	29,247	19,089	65.3%	\$22,603,398	\$11,486,110	50.8%	15,965	7,942	49.7%
HOLMES	3,406	3,259	95.7%	3,122	2,680	85.8%	\$3,097,994	\$1,921,013	62.0%	2,269	1,449	63.9%
HUMPHREYS	2,008	1,986	98.9%	1,819	1,492	82.0%	\$1,696,811	\$919,709	54.2%	1,354	759	56.1%
ISSAQUENA**	0	0		0	0		\$0	\$0		0	0	
ITAWAMBA	959	950	99.1%	1,293	1,086	84.0%	\$1,582,250	\$869,659	55.0%	957	553	57.8%
JACKSON	13,252	11,326	85.5%	14,522	9,487	65.3%	\$15,778,302	\$7,893,207	50.0%	8,199	4,060	49.5%
JASPER	1,557	1,472	94.5%	1,658	1,447	87.3%	\$2,363,221	\$1,369,504	58.0%	1,241	738	59.5%
JONES	6,217	5,916	95.2%	7,120	4,305	60.5%	\$5,666,531	\$2,546,902	44.9%	3,600	1,622	45.1%
KEMPER	994	998	100.4%	1,039	977	94.0%	\$1,433,721	\$914,289	63.8%	845	538	63.7%
LAFAYETTE	2,283	2,111	92.5%	2,471	1,922	77.8%	\$2,721,627	\$1,502,497	55.2%	1,638	950	58.0%
LAUDERDALE	8,756	8,202	93.7%	9,013	6,297	69.9%	\$7,729,545	\$3,859,588	49.9%	5,407	2,607	48.2%
LEAKE	2,248	2,177	96.8%	2,445	1,772	72.5%	\$2,572,199	\$1,344,136	52.3%	1,532	863	56.3%
LEE	6,934	6,820	98.4%	7,468	6,456	86.4%	\$8,838,001	\$5,239,271	59.3%	5,726	3,509	61.3%
LEFLORE	6,046	5,919	97.9%	5,533	4,694	84.8%	\$5,458,192	\$3,001,822	55.0%	4,052	2,437	60.1%
LOWNDES	6,033	5,619	93.1%	6,685	5,222	78.1%	\$7,498,842	\$4,306,388	57.4%	4,578	2,543	55.5%
MADISON	5,842	5,496	94.1%	5,600	3,893	69.5%	\$5,714,109	\$3,174,060	55.5%	3,170	1,796	56.7%
MARSHALL	3,609	3,318	91.9%	3,730	3,157	84.6%	\$4,243,869	\$2,203,744	51.9%	2,921	1,612	55.2%
MONROE	3,011	2,847	94.6%	3,257	2,850	87.5%	\$3,926,325	\$2,348,004	59.8%	2,563	1,561	60.9%
MONTGOMERY	984	969	98.5%	1,022	938	91.8%	\$1,414,322	\$894,726	63.3%	814	559	68.7%
NESHOMA	3,372	3,232	95.8%	3,676	3,052	83.0%	\$4,402,913	\$2,469,692	56.1%	2,552	1,433	56.2%
NEWTON	1,822	1,792	98.4%	2,098	1,717	81.8%	\$2,451,341	\$1,311,170	53.5%	1,497	838	56.0%
NOXUBEE	2,056	1,945	94.6%	2,049	1,755	85.7%	\$2,257,484	\$1,334,684	59.1%	1,550	892	57.5%
OKTIBBEHA	4,039	3,875	95.9%	4,054	3,445	85.0%	\$4,611,612	\$2,636,717	57.2%	3,042	1,787	58.7%

**EXHIBIT I- BASELINE
MAY 2016 FIGURES**

State County Display Name	Kids Born Out of Wedlock	Kids with Paternity Est	Paternity Est %	IV-D Cases	IV-D Cases with Support Order	IV-D Cases with Support Order %	Curr Support for IV-D Cases Due (\$)	Curr Support for IV-D Cases Collect (\$)	IV-D Cases with Support Paid %	IV-D Cases with Arrears Due	IV-D Cases with Arrears Paid	IV-D Cases with Arreage Paid %
PEARL RIVER	3,627	3,422	94.3%	4,428	2,723	61.5%	\$4,523,789	\$2,257,906	49.9%	2,412	1,115	46.2%
PERRY	653	658	100.8%	814	599	73.6%	\$1,047,292	\$619,902	59.2%	520	295	56.7%
PONTOTOC	1,586	1,622	102.3%	1,837	1,604	87.3%	\$2,557,287	\$1,579,167	61.8%	1,437	961	66.9%
PRENTISS	1,345	1,285	95.5%	1,738	1,408	81.0%	\$1,938,390	\$989,441	51.0%	1,253	697	55.6%
QUITMAN	2,773	1,308	47.2%	1,369	1,161	84.8%	\$1,319,486	\$627,285	47.5%	1,016	536	52.8%
RANKIN	5,859	5,289	90.3%	6,626	4,472	67.5%	\$7,399,676	\$3,977,452	53.8%	3,826	2,091	54.7%
SCOTT	3,259	3,156	96.8%	3,385	2,741	81.0%	\$3,632,555	\$1,943,330	53.5%	2,442	1,224	50.1%
SHARKEY	1,114	1,060	95.2%	1,048	904	86.3%	\$1,045,329	\$567,233	54.3%	752	413	54.9%
STONE	811	791	97.5%	930	814	87.5%	\$1,462,902	\$807,032	55.2%	744	440	59.1%
SUNFLOWER	4,843	4,580	94.6%	4,454	3,676	82.5%	\$4,541,300	\$2,508,508	55.2%	3,199	1,878	58.7%
TALLAHATCHIE	1,823	1,750	96.0%	1,719	1,508	87.7%	\$1,644,817	\$898,669	54.6%	1,337	767	57.4%
TATE	2,368	2,305	97.3%	2,450	1,991	81.3%	\$2,836,864	\$1,552,407	54.7%	1,705	996	58.4%
TIPPAH	1,219	1,152	94.5%	1,556	1,297	83.4%	\$1,965,606	\$1,187,138	60.4%	1,080	699	64.7%
TISHOMINGO	646	635	98.3%	939	738	78.6%	\$1,247,131	\$712,812	57.2%	676	398	58.9%
TUNICA	2,400	2,213	92.2%	2,080	1,668	80.2%	\$2,089,314	\$1,109,794	53.1%	1,454	821	56.5%
UNION	1,446	1,429	98.8%	1,705	1,451	85.1%	\$2,099,978	\$1,249,204	59.5%	1,261	817	64.8%
WARREN	7,237	6,610	91.3%	6,833	3,384	49.5%	\$3,872,892	\$2,098,846	54.2%	2,663	1,421	53.4%
WASHINGTON	10,213	9,833	96.3%	9,107	7,582	83.3%	\$8,766,102	\$4,491,920	51.2%	6,652	3,343	50.3%
WAYNE	2,416	2,315	95.8%	2,681	1,690	63.0%	\$2,343,431	\$1,221,650	52.1%	1,436	752	52.4%
WEBSTER	553	595	107.6%	757	686	90.6%	\$1,038,761	\$643,230	61.9%	639	432	67.6%
WEST BOLIVAR	1,221	1,155	94.6%	1,168	1,041	89.1%	\$1,133,397	\$589,542	52.0%	898	440	49.0%
WEST CHICKASAW	1,357	1,251	92.2%	1,447	1,166	80.6%	\$1,604,204	\$975,920	60.8%	964	568	58.9%
WINSTON	1,992	1,930	96.9%	2,125	1,929	90.8%	\$2,505,713	\$1,432,983	57.2%	1,721	960	55.8%
YALOBUSHA	0	1,282		1,436	1,155	80.4%	\$1,588,852	\$875,175	55.1%	1,012	583	57.6%
YAZOO	5,039	4,796	95.2%	4,787	2,941	61.4%	\$3,058,201	\$1,528,161	50.0%	2,366	1,228	51.9%
Overall - Summary	242,440		94.2%			75.8%			53.4%			53.8%

* Included in Jackson County Figures

** Included in Sharkie County Figures