

Attachment Six

Business Requirements Traceability Matrix

Request for Proposal Number 5995 Z1 ESA RFP

Bidders are instructed to complete a Business Requirements Traceability Matrix for Full Service Case Management. Bidders are required to describe in detail how their proposed solution meets the conformance specification outlined within each Business Requirement.

The traceability matrix is used to document and track the business requirements from the proposal through subaward completion to verify that the requirement has been completely fulfilled. The Subrecipient will be responsible for maintaining the contract set of Baseline Requirements.

The traceability matrix should indicate how the bidder intends to comply with the requirement and the effort required to achieve that compliance. It is not sufficient for the bidder to simply state that it intends to meet the requirements of the RFP. DHHS will consider any such response to the requirements in this RFP to be non-responsive and the bid may be rejected. The narrative should provide DHHS with sufficient information to differentiate the bidder's business solution from other bidders' solutions.

The bidder must ensure that the original requirement identifier and requirement description are maintained in the traceability matrix as provided by DHHS. Failure to maintain these elements may render the bid non-responsive and result in for rejection of the bidder.

How to complete the traceability matrix:

Column Description	Bidder Responsibility
Req #	The unique identifier for the requirement as assigned by DHHS, followed by the specific requirement number. This column is dictated by this RFP and must not be modified by the bidder.
Requirement	The statement of the requirement to which the bidder must respond. This column is dictated by the RFP and must not be modified by the bidder.
Comply	<p>The bidder should insert an "X" if the bidder's proposed solution complies with the requirement. The bidder should leave blank if the bidder's proposed solution does not comply with the requirement.</p> <p>If left blank, the bidder must also address the following:</p> <ul style="list-style-type: none"> • Capability does not currently exist in the proposed system, but is planned in the near future (within four months from the date of submission of the bid) • Capability not available, is not planned, or requires extensive source-code design and customization to be considered part of the bidder's standard capability • Requires an extensive integration effort of more than 500 hours

REQ #	Requirement	Comply
	CORPORATE OVERVIEW	
CO-1	<p>The bidder should provide financial statements applicable to the firm. If publicly held, the bidder should provide a copy of the corporation's most recent audited financial reports and statements, and the name, address, and telephone number of the fiscally responsible representative of the bidder's financial or banking organization.</p> <p>If the bidder is not a publicly held corporation, either the reports and statements required of a publicly held corporation, or a description of the organization, including size, longevity, client base, areas of specialization and expertise, and any other pertinent information, should be submitted in such a manner that proposal evaluators may reasonably formulate a determination about the stability and financial strength of the organization. Additionally, a non-publicly held firm should provide a banking reference.</p> <p>The bidder must disclose any and all judgments, pending or expected litigation, or other real or potential financial reversals, which might materially affect the viability or stability of the organization, or state that no such condition is known to exist.</p>	
		Comply
CO-2	<p>The bidder should provide a summary matrix listing the bidder's previous projects similar to this RFP in size, scope, and complexity. The State will use no more than three (3) narrative project descriptions submitted by the bidder during its evaluation of the proposal.</p>	
		Comply
CO-3	<p>The bidder should present a detailed description of its proposed approach to the management of the project.</p> <p>The bidder should identify the specific professionals who will work on the State's project if their company is awarded the subaward resulting from this RFP. The names and titles of the team proposed for assignment to the State project should be identified in full, with a description of the team leadership, interface and support functions, and reporting relationships. The primary work assigned to each person should also be identified.</p> <p>The bidder should provide resumes for all personnel proposed by the bidder to work on the project. The State will consider the resumes as a key indicator of the bidder's understanding of the skill mixes required to carry out the requirements of the RFP in addition to assessing the experience of specific individuals.</p>	
	TRANSITION AND IMPLIMENTATION	Comply
TI-1	<p>The bidder should submit a preliminary implementation plan with its proposal. The plan must describe the Subrecipient's plan to comply with all the provisions of the RFP. The plan must also address staffing, facilities, and other operational issues as identified in the RFP, including tasks, deliverables and milestones necessary to implement the program.</p>	

FINANCIAL REQUIREMENTS

Req #	Requirement	Comply
FIN-1	<p>The bidder must submit a draft Cost Allocation Plan that summarizes the methods and procedures that the bidder will use to allocate costs to various programs, services, subcontracts and agreements. The draft Cost Allocation Plan will, at a minimum, include cost pools; allocation methodologies; and benefitting programs.</p> <p>Bidder's Response:</p>	
		Comply
FIN - 2	<p>The bidder should describe a plan of how it will implement a Random Moment Time Study or other time tracking method consistent with 45 CFR §§75 et seq. with employees in order to maximize Title IV-E Funding.</p> <p>Bidder's Response:</p>	
		Comply
FIN- 3	<p>The bidder should describe how it will comply with the requirements of the governing board and financial liquidity as described in Neb. Rev. Stat. § 43-4204.</p> <p>Bidder's Response:</p>	

INFORMATION SYSTEM REQUIREMENTS

Req #	Requirement	Comply
IST- 1	<p>The Subrecipient must describe a plan of how it will adopt and use the state-provided case management system to perform all case management activities for services provided under this subaward. Connection to the state case management system must only be accomplished through state authorized connection and encryption methodology. Subrecipient employees are granted access to information systems and information created, collected, processed and stored on behalf of DHHS under the terms and conditions of this subaward, including but not limited to the Business Associate Provisions (Attachment Four). The bidder should describe their plan to comply with these requirements.</p> <p>Bidder's Response:</p>	

TECHNICAL APPROACH

Req #	Requirement	Comply
	Case Management:	
CSM-1	<p>The bidder should describe its philosophy on case management and the on-going case management model that it plans to utilize to effectively serve all populations involved with child protection cases. The description shall include any Well-Supported, Supported or evidence-based models that are used. The bidder should describe its understanding of statutory requirements related to the provision of case management. The bidder should describe its knowledge of and ability to coordinate services across various state and community programs available to children/families.</p>	
	Bidder's Response:	
		Comply
CSM-2	<p>The bidder should describe its philosophy and approach to maintaining sibling connections and visitation, and parental visitation.</p>	
	Bidder's Response:	
		Comply
CSM-3	<p>The bidder should describe how it will engage non-custodial parents and relatives in order to strengthen and preserve connections for the child. The description shall include any Well-Supported, Supported, or promising practice evidence-based models that are used.</p>	
	Bidder's Response:	
		Comply
CSM-4	<p>The bidder should describe a plan on how it will promote and enhance communication and support between foster parents and biological-parents, legal parents, adoptive parents, relative caregivers, guardians, etc. The description should include any and all Well-Supported, Supported, or promising practice evidence-based models used.</p>	
	Bidder's Response:	

Req #	Requirement	Comply
	Workforce:	
WRK-1	<p>The bidder should describe its plan to develop and sustain a stable case management workforce, to include:</p> <ul style="list-style-type: none"> i. Hiring process to determine knowledge, skills and abilities for the workforce; ii. Training: including ensuring staff are trained in trauma-informed care and to be culturally humble; and, iii. Plan and process how to address the turnover rate and retention practices. <p>Bidder's Response:</p>	
	Continuum of services:	
CNT- 1	<p>The bidder should describe a plan of how it will develop, implement, manage, and deliver a continuum of evidence-based models used in the context of the service continuum that will be available for children and families, in both court and non-court cases, in order to achieve the permanency goals identified while delivering ongoing case management.</p> <p>Bidder's Response:</p>	
		Comply
CNT- 2	<p>The bidder should describe a plan to ensure at least 30% of prevention services will meet the criteria for Well-Supported, Supported, or promising practice evidence-based services, as outlined in FFPSA, in its service continuum for the first year, at least 40% of prevention services will meet the criteria for Well-Supported, Supported or promising practice evidence-based services, as outlined in FFPSA, in the second year, and 50% or more of prevention services will meet the criteria for Well-Supported, Supported or promising practice evidence-based services as outlined in the FFPSA, in years following.</p> <p>Bidder's Response:</p>	
		Comply
CNT- 3	<p>The bidder should describe a plan of how it will prevent children from being removed from the family home by developing, implementing, managing, and delivering a continuum of evidence-based services, including all Well-Supported services, as outlined in the FFPSA, as well as supports, that will be available for children and families, 24 hours a day, 7 days a week, 365 days a year, during the time that DHHS is conducting the Initial Assessment of safety and risk.</p>	

Req #	Requirement	Comply
	Bidder's Response:	
		Comply
CNT- 4	<p>The bidder should demonstrate how it will ensure delivery of Well-Supported, Supported, or promising practice evidence-based services to the following populations:</p> <p>a) Children ages birth to five (5). Bidder's Response a):</p> <p>b) Infants born with and identified as being affected by illegal substance abuse or withdrawal symptoms resulting from pre-natal drug exposure, or a Fetal Alcohol Spectrum Disorder. Bidder's Response b):</p> <p>c) Children who have an intellectual disability, Autism Spectrum Disorder, or who demonstrate behaviors consistent with children who have an intellectual disability. Bidder's Response c):</p> <p>d) Children who have been exposed to domestic violence. Bidder's Response d):</p> <p>e) Children who have extensive histories of trauma. Bidder's Response e):</p> <p>f) Children who have limited connections with supportive adults. Bidder's Response f):</p> <p>g) Youth that intersect both the child welfare and juvenile justice systems. Bidder's Response g):</p> <p>h) Youth identified as survivors of sex trafficking. Bidder's Response h):</p>	

Req #	Requirement	Comply
	i) Youth who are near the age of majority and preparing to transition to adulthood. Bidder's Response i):	

Req #	Requirement	Comply
CNT- 5	The bidder should describe a plan on how it will assess gaps in service array for the populations served and said plan shall include how it proposes to fill these gaps in services. Gaps in service means that needed services for families are not available due to capacity issues or there are no Second Tier Subrecipients or subcontractors in the area that provide needed services Bidder's Response:	
	Placement Capacity:	Comply
PLC- 1	The bidder should outline a detailed plan that describes how it will ensure that a sufficient capacity of trained resource families are available to foster and adopt children in the Eastern Service Area, to include developing and implementing specific strategies to recruit resource families for historically difficult to place children. Bidder's Response:	
		Comply
PLC- 2	The bidder should describe a plan of how it will recruit and retain licensed foster parents in the Eastern Service Area who will meet the unique and special needs of children and children's caretakers under this subaward. Bidder's Response:	
		Comply
PLC- 3	The bidder should describe a plan of how it will support relative and kinship homes in the Eastern Service Area. Bidder's Response:	

Req #	Requirement	Comply
	Community Engagement:	
ENG-1	The bidder should provide a draft Community Engagement Plan. This plan should describe how the bidder will engage community partners who connect children and families to all available programs and resources, including food pantries and other non-government resources. The plan should include engagement with, but not limited to, the following stakeholders:	
	a) Families and Children	
	Bidder's Response a):	
	b) Attorneys, guardian ad litem, and other legal stakeholders	
	Bidder's Response b):	
	c) Law Enforcement (including juvenile justice agencies)	
	Bidder's Response c):	
	d) Local School Districts	
	Bidder's Response d):	
	e) Faith Based Organizations	
	Bidder's Response e):	
	f) Foster Parents	
	Bidder's Response f):	
	g) Residential Child Care Providers	
	Bidder's Response g):	
	h) Purchased Service Providers	
	Bidder's Response h):	
	i) Local Community Service Providers	
	Bidder's Response i):	

Req #	Requirement	Comply
	j) Managed Care Organizations	
	Bidder's Response j):	
	k) Non-traditional community resources and leaders	
	Bidder's Response k):	
	l) Other county and/or community stakeholders	
	Bidder's Response l):	
	Engagement of Recognized Tribes:	Comply
ENG- 2	The bidder should include a plan of how it will engage in meaningful consultation, collaboration and coordination with federally recognized tribes to support children and families with tribal affiliations.	
	Bidder's Response:	
	Transition Planning:	Comply
T&T- 1	The bidder should describe a plan of how it will collaborate with DHHS to ensure that families experience a smooth and non-disruptive transition from initial assessment to ongoing case management.	
	Bidder's Response:	
T&T- 2	Turnover Planning: The bidder should describe a plan of transition of case management services that includes but is not limited to:	
	i. An outline and implementation plan that prepares for a successor agency;	
	Bidder's Response i.:	

Req #	Requirement	Comply
	ii. An outline of service model components that will clearly explain service structure and evidence-based practices implemented at or during subaward execution.	
	Bidder's Response ii.:	
	iii. An outline and implementation plan that addresses: a) Staffing; b) Use and transition of equipment; c) Transition of case management to successor agency; d) Migration of any data owned by DHHS; e) Dispute resolution between DHHS and Subrecipient in regards to cases, case loads, and reimbursement for services.	
	a) Staffing	
	Bidder's Response iii. a):	
	b) Use and transition of equipment	
	Bidder's Response iii. b):	
	c) Transition of case management to successor agency	
	Bidder's Response iii. c):	
	d) Migration of any data owned by DHHS	
	Bidder's Response iii. d):	
	e) Dispute resolution between DHHS and Subrecipient in regards to cases, case loads, and reimbursement for services.	
	Bidder's Response iii. e):	

Req #	Requirement	Comply
	Title IV-E and Eligibility:	Comply
IVE- 1	The bidder should describe its knowledge of federal statutes and regulations related to funding for child welfare and a plan of how it will comply with current federal statutes and regulations, and maximize the availability of Title IV-E funding.	
	Bidder's Response:	
		Comply
IVE- 2	The bidder should describe a plan of how it will collect, validate and submit eligibility-related documentation.	
	Bidder's Response:	
	Maximizing Public and Private Funding:	Comply
PPF- 1	The bidder should describe its knowledge of public and private funding options available for the population served including program rules and the application process and a plan to maximize public and private funding operations.	
	Bidder's Response:	
		Comply
PPF- 2	The bidder should describe a plan of how it will assist eligible families with accessing the services and supports offered through DHHS's Division of Children and Family Services Economic Assistance Programs such as SNAP; LIHEAP; Medicaid, TANF, and EA.	
	Bidder's Response:	
		Comply
PPF- 3	The bidder should describe a plan to ensure an application is made through ACCESSNebraska for both public assistance and Medicaid prior to discharge of a child or family.	
	Bidder's Response:	

Req #	Requirement	Comply
PPF- 4	The bidder should describe a plan to ensure a complete and accurate application is made to Social Security and the DHHS Division of Developmental Disabilities for children or adults who are disabled. Bidder's Response:	
		Comply
PPF- 5	The bidder should identify strategies for raising private dollars and / or grants to support its operations. As part of its explanation, the bidder should specify if it is recognized as a Title IV-E recipient in any other States or within any other tribes. Bidder's Response:	

Req #	Requirement	Comply
	Youth Services:	
YTH- 1	The bidder should describe the specific strategies and interventions it will utilize to ensure young people nearing the age of majority (age 16 and above) are prepared to transition to adulthood, including but not limited to:	
	a) Exposure to employment opportunities; Bidder's Response a):	
	b) Driving and obtaining a driver's license; Bidder's Response b):	
	c) Laundry, cooking, hygiene; Bidder's Response c):	
	d) Instruction on banking, checking, debt, and general financial capability knowledge; Bidder's Response d):	

Req #	Requirement	Comply
	e) Housing;	
	Bidder's Response e):	
	f) Contact information for relatives and supportive adults;	
	Bidder's Response f):	
	g) Physical and mental health;	
	Bidder's Response g):	
	h) Opportunities to visit colleges, explore certificate or trade programs, and complete the FAFSA.	
	Bidder's Response h):	
YTH- 2	The bidder should describe a plan of how it will administer and report on the National Youth in Transition Data (NYTD) Survey.	Comply
	Bidder's Response:	

Req #	Requirement	Comply
YTH- 3	The bidder should describe a plan of how it will develop, implement and manage data for youth who are being provided independent living services.	
	Bidder's Response:	

Req #	Requirement	Comply
YTH- 4	<p>The bidder should describe its understanding of normalcy activities, the activities' importance, and strategies that promote normalcy for youth in its care through the use of the Reasonable and Prudent Parent Standard [Preventing Sex Trafficking and Strengthening Families Act, at 5 U.S.C. §§ 552, 20 U.S.C. § 1001, 25 U.S.C. § 450b, 28 U.S.C. § 1738B and 534, 42 U.S.C. §§ 1301, 1315] when making decisions involving the participation of the youth in age or developmentally-appropriate activities that provide opportunities for youth to grow emotionally, socially, and developmentally and to have the most family-like experience possible.</p>	
	Bidder's Response:	
	Educational Outcomes:	
EDO- 1	<p>The bidder should describe a plan in detail of how it will maintain and achieve educational outcomes for children it serves.</p>	
	Bidder's Response:	
		Comply
EDO- 2	<p>The bidder should describe its knowledge of the Every Student Succeeds Act. and how it will meet the requirements of this act.</p>	
	Bidder's Response:	
	Continuous Quality Improvement:	
CQI- 1	<p>The bidder should describe its understanding of continuous quality improvement principles and its Continuous Quality Improvement approach to monitor and evaluate the quality of services, including services provided by subcontractors.</p>	Comply
	Bidder's Response:	

Req #	Requirement	Comply
CQI- 2	The bidder should describe how Continuous Quality Improvement will be used to meet or exceed state and federal performance indicators and outcomes that are detailed in Section V, subsection L of this RFP. Bidder's Response:	
	Utilization Management:	Comply
UTZ- 1	The bidder should describe its understanding of Utilization Management and its approach to building a utilization management system within its organization. Bidder's Response:	

Req #	Requirement	Comply
	Complaint/Grievance Process:	
C&G- 1	The bidder should describe its complaint/grievance process. Bidder's Response:	
	Performance-Based Contracting:	Comply
PBC- 1	The bidder should provide a plan on how it will enter into performance-based contracts with subcontractors to incentivize improved performance outcomes. The bidder must state a percent of the expenditures that will be performance-based. Bidder's Response:	