



**State of Nebraska**

**Technical Proposal**

**State Unit on Aging Improved Federal Funding**

**RFP # 6170 Z1**

**Proposal Opening: January 7, 2020**

**Submitted to:**  
State of Nebraska  
State Purchasing Bureau  
1526 K Street, Suite 130  
Lincoln, NE 68508  
Nancy Storant and  
Annette Walton  
Procurement Contacts

**Submitted by:**  
Sivic Solutions Group, LLC  
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**ORIGINAL**

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January 7, 2020

Ms. Nancy Storant and Ms. Annette Walton  
Procurement Contacts  
State of Nebraska  
State Purchasing Bureau  
1526 K Street, Suite 130  
Lincoln, NE 68508

Re: RFP No. 6170 Z1, State Unit on Aging Improved Federal Funding

Dear Ms. Storant and Ms. Walton,

Sivic Solutions Group (SSG) is pleased to present to State of Nebraska Department of Health and Human Services (DHHS) with our solution to provide random moment time study system and services to improve the State Unit on Aging federal funding.

With more than 15 years' experience with administrative claiming and random moment time study implementation, SSG is highly qualified to provide the services requested. We have developed system solutions to efficiently and effectively conduct random moment studies while increasing accuracy. SSG has the unique distinction to have had no disallowances issued against us by any federal government agency. In selecting SSG, DHHS can be confident of receiving quality time study results.

If you have any questions regarding our proposal, please do not hesitate to contact me. Thank you for your consideration of our proposal.

Sincerely,

A handwritten signature in blue ink that reads 'Eric D. Seguin'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Eric D. Seguin  
Senior Vice President

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## STATEMENT OF PROPRIETARY DATA

Because SSG considers it to be proprietary and confidential information, the following information has been omitted from this Technical Proposal and provided under separate cover:

- **Audited Financial Statements and Bank Reference** – SSG is a wholly owned subsidiary of Solix, Inc. (“Solix”). Solix is a private, shareholder-owned corporation. As such, data related to the corporation’s financial performance is considered proprietary and confidential, and is protected as a matter of policy.
- **Client References** – release of our client references and contact information would place SSG at a competitive disadvantage.
- **Technical Requirements** – this section provides information that is proprietary to our personnel and staffing approach and to the way SSG performs the work and if disclosed will put SSG at a disadvantage to our competitors. The following subsections regarding our technical approach are provided under separate cover.
  - SSG’s Project Management Approach
  - SSG Project Team
  - Response to Attachment A: Business Requirements
  - Draft Project Work Plan

## REQUEST FOR PROPOSAL CONTRACTUAL SERVICES FORM

## REQUEST FOR PROPOSAL FOR CONTRACTUAL SERVICES FORM

### CONTRACTOR MUST COMPLETE THE FOLLOWING

By signing this Request for Proposal for Contractual Services form, the bidder guarantees compliance with the procedures stated in this Solicitation, and agrees to the terms and conditions unless otherwise indicated in writing and certifies that bidder maintains a drug free work place.

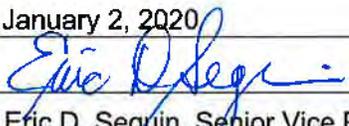
Per Nebraska's Transparency in Government Procurement Act, Neb. Rev Stat § 73-603 DAS is required to collect statistical information regarding the number of contracts awarded to Nebraska Contractors. This information is for statistical purposes only and will not be considered for contract award purposes.

\_\_\_\_ NEBRASKA CONTRACTOR AFFIDAVIT: Bidder hereby attests that bidder is a Nebraska Contractor. "Nebraska Contractor" shall mean any bidder who has maintained a bona fide place of business and at least one employee within this state for at least the six (6) months immediately preceding the posting date of this Solicitation.

\_\_\_\_ I hereby certify that I am a Resident disabled veteran or business located in a designated enterprise zone in accordance with Neb. Rev. Stat. § 73-107 and wish to have preference, if applicable, considered in the award of this contract.

\_\_\_\_ I hereby certify that I am a blind person licensed by the Commission for the Blind & Visually Impaired in accordance with Neb. Rev. Stat. §71-8611 and wish to have preference considered in the award of this contract.

### FORM MUST BE SIGNED USING AN INDELIBLE METHOD (NOT ELECTRONICALLY)

FIRM:	Sivic Solutions Group, LLC (SSG)
COMPLETE ADDRESS:	30 Lanidex Plaza West; Parsippany, NJ 07054
TELEPHONE NUMBER:	973-581-7676
FAX NUMBER:	973-599-6596
DATE:	January 2, 2020
SIGNATURE:	
TYPED NAME & TITLE OF SIGNER:	Eric D. Seguin, Senior Vice President (Solix, Inc)

## CORPORATE OVERVIEW

*SSG prides itself on high-quality customer service, high-quality work products, and strict adherence to laws and regulations. Through our robust training program for SSG staff, we emphasize the importance of maintaining compliance with state and federal rules.*

Sivic Solutions Group, LLC (SSG), a Solix, Inc. company, is incorporated in the State of New York as a Limited Liability Company. Founded in 1998, SSG provides consulting and systems services to state health and human service agencies, child welfare agencies, and school districts across the country.

SSG assists our clients in recovering hundreds of millions of federal dollars annually across a wide range of programs. SSG provides consulting and systems services to state health and human services, child welfare agencies, and school districts across the country, and we are the leading provider of Medicaid cost recovery in more than 15 states. We provide consulting services and system solutions for federal revenue maximization and compliance for Medicaid, Title IV-E, CHIP, SSI, SNAP, and TANF. Additionally, our staff members have worked on numerous cost allocation projects that encompass both the allocation of direct and indirect costs. Many of these projects involved the development of allocation structures to distribute allowable allocable costs to Title IV-E, Title XIX, and other child welfare and aging department programs.

The SSG team has extensive experience developing and implementing cost-based rate setting solutions and systems for child welfare and aging service providers. We are well-versed in underlying cost principles, federal guidance, and applicable state laws, rules, and policies which drive rate setting processes in the health and human service arena. SSG brings a unique blend of financial and technical skills combined with first-hand financial management experience in state health and human service agencies.

In 2017, SSG was purchased by Solix, Inc. (Solix), a 100% U.S.-based provider of business process outsourcing services, technology solutions, and Business Process as a Service (BPaaS) for mission critical government and commercial programs. Solix has extensive experience managing complex programs that require eligibility determination, including identity verification, duplicates screening, and strict adherence to statutory, regulatory and programmatic rules.

As expert providers of specialized public benefit programs, SSG and Solix combine our services to offer our customers a unique suite of solutions that improve the lives of millions of individuals and families each year.

## Bidder Identification and Information

*The bidder should provide the full company or corporate name, address of the company's headquarters, entity organization (corporation, partnership, proprietorship), state in which the bidder is incorporated or otherwise organized to do business, year in which the bidder first organized to do business and whether the name and form of organization has changed since first organized.*

Requested Information	SSG Response
Full Company Name:	Sivic Solutions Group, LLC
Headquarters Address:	30 Lanidex Plaza West Parsippany, NJ 07054
Entity Organization:	Limited Liability Company (LLC)
Organized to do Business:	State of New York
Year of First Organized to do Business:	1998
Original Company Name:	VishnuSoft, LLC

## Financial Statements

*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.*

*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.*

In business since 1998, SSG has a history of tremendous growth and financial strength. SSG operates without debt and maintains adequate cash flow to support its business operations. SSG has never filed for bankruptcy.

Furthermore, SSG has the backing, financial support, and extensive resources of our parent company, Solix, Inc. With more than 500 employees, Solix provides services to government and commercial clients in more than a dozen states. Solix is a financially stable company and has never filed for bankruptcy.

*Our most recent annual financial statement is provided under separate cover with the confidential and proprietary information. SSG's and Solix' fiscally responsible representative and banking reference are also provided with the confidential information.*

***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.***

Both SSG and Solix have a strong track record of regulatory compliance and business integrity. Neither organization has been found to be in breach of a contract. Furthermore, we have had no court judgments, litigation, arbitration or final agency decisions filed, nor have we had any false claims with any federal, state, or local government entities.

With our unblemished record, SSG is confident in our ability to deliver high-quality, accurate time studies that comply with federal standards. The federal government has indicated that it plans to increase its scrutiny of states' Medicaid administrative claiming processes, including time studies. By selecting SSG, DHHS will maximize your federal administrative claims while sustaining successful audit results.

***SSG has the unique distinction to have had no disallowances issued against us by any federal government agency.***

***The State may elect to use a third party to conduct credit checks as part of the corporate overview evaluation.***

SSG understands and agrees.

## **Change of Ownership**

***If any change in ownership or control of the company is anticipated during the twelve (12) months following the proposal due date, the bidder should describe the circumstances of such change and indicate when the change will likely occur. Any change of ownership to an awarded contractor(s) will require notification to the State.***

SSG does not anticipate any change in ownership or control of the Company.

## Office Location

***The bidder's office location responsible for performance pursuant to an award of a contract with the State of Nebraska should be identified.***

The work under this contract will be performed from SSG's office location in Utica, NY.

## Relationships with the State

***The bidder should describe any dealings with the State over the previous three (3) years. If the organization, its predecessor, or any Party named in the bidder's proposal response has contracted with the State, the bidder should identify the contract number(s) and/or any other information available to identify such contract(s). If no such contracts exist, so declare.***

SSG has not performed any services with the State of Nebraska over the previous five (5) years. Lisa Rich, Policy and Practice Advisor, contracted with the State of Nebraska through Valaista, Inc. Valaista, Inc. held two contracts with the State of Nebraska to provide child welfare consulting services in 2016 and 2017. More specifically, in the first contract, Valaista, Inc. provided an assessment of the child welfare service array and offered suggestions for enhancements. The second contract included support to implement recommendations from the assessment.

## Bidder's Employee Relations to the State

***If any Party named in the bidder's proposal response is or was an employee of the State within the past ninety (90) days, identify the individual(s) by name, State agency with whom employed, job title or position held with the State, and separation date. If no such relationship exists or has existed, so declare.***

No SSG staff members assigned to this program is or has previously been employed by the State of Nebraska.

***If any employee of any agency of the State of Nebraska is employed by the bidder or is a Subcontractor to the bidder, as of the due date for proposal submission, identify all such persons by name, position held with the bidder, and position held with the State (including job title and agency). Describe the responsibilities of such persons within the proposing organization. If, after review of this information by the State, it is determined that a conflict of interest exists or may exist, the bidder may be disqualified from further consideration in this proposal. If no such relationship exists, so declare.***

No employees of any agency of the State of Nebraska are employed by SSG as of the due date of this proposal submission. SSG will not utilize any subcontractor(s) for this program.

## Contract Performance

***If the bidder or any proposed Subcontractor has had a contract terminated for default during the past ten (10) years, all such instances must be described as required below. Termination for default is defined as a notice to stop performance delivery due to the bidder's non-performance or poor performance, and the issue was either not litigated due to inaction on the part of the bidder or litigated and such litigation determined the bidder to be in default.***

***It is mandatory that the bidder submit full details of all termination for default experienced during the past ten (10) years, including the other Party's name, address, and telephone number. The response to this section must present the bidder's position on the matter. The State will evaluate the facts and will score the bidder's proposal accordingly. If no such termination for default has been experienced by the bidder in the past ten (10) years, so declare.***

***If at any time during the past ten (10) years, the bidder has had a contract terminated for convenience, non-performance, non-allocation of funds, or any other reason, describe fully all circumstances surrounding such termination, including the name and address of the other contracting Party.***

Neither SSG, nor Solix, Inc., has had a contract terminated for default.

## Summary of Bidder's Corporate Experience

We expect the Nebraska Department of Health and Human Services (DHHS) will realize tremendous benefit by engaging with SSG for your Unit on Aging improved federal funding project. We bring extensive experience across a myriad of programs. Our team has revenue maximization expertise obtained through more than 15 years of experience in more than 20 states, with many involving some component of cost allocation and time studies. The team also has unparalleled system capacity with web based systems using the most advanced technology.

Our overall corporate experience provides us with unique insights into effective practices that have been implemented in other states. We will bring this knowledge to DHHS to maximize your revenue while ensuring strict compliance to the applicable regulations and rules.

## Our Team Has Extensive Nationwide RMTS Experience

SSG has been successfully conducting large scale RMTS projects since 2010. We have proven ourselves as a long-term reliable provider by providing excellent service to our clients.

SSG staff have been involved in a myriad of time study projects utilizing our proven e-SivicMACS system. Our team has successfully developed and implemented time study processes for state agencies, social service agencies, and school districts. The table below describes a selection of these projects.

Project	Services Provided
District of Columbia Department of Aging and Community Living (DACL)	<p>SSG assisted the DACL (formerly the District of Columbia Office on Aging) Aging and Disability Resource Center (ADRC) in developing and implementing an RMTS to facilitate Medicaid and Home and Community Based Waiver administrative claiming. This included creating program and activity codes to capture effort for Medicaid, HCBS waiver, and other programs. SSG also developed the DACL Public Assistance Cost Allocation Plan (PACAP), including RMTS policies and procedures, claiming matrices, and training material and continues to support DACL in maintenance of its PACAP. SSG continues to support DACL in the ongoing, quarterly operation of the RMTS in SSG's e-SivicMACS RMTS system including:</p> <ul style="list-style-type: none"> <li>■ Updating and maintaining the RMTS participant list</li> <li>■ Conducting QA of all RMTS responses</li> <li>■ Producing monthly RMTS status reports</li> <li>■ Producing quarterly RMTS reports for cost allocation</li> <li>■ Providing RMTS training to participants, supervisors, and coordinators</li> </ul>
Washoe County Human Services Agency (WCHSA)	<p>SSG assisted WCHSA in developing and implementing an RMTS to facilitate Medicaid administrative claiming for its Adult and Senior Services division. This included creating program and activity codes to capture effort for Medicaid and other programs. SSG also assisted in updating the RMTS for its Children's Services division, including migration to SSG's e-SivicMACS RMTS system. SSG assisted WCHSA in updating its PACAP, including RMTS policies and procedures, claiming matrices, and training material, to reflect these RMTS changes and other organizational updates. Finally, SSG helped WCHSA implement SSG's e-SivicCAP cost allocation software which interfaces with the e-SivicMACS RMTS system to apply RMTS results to agency costs. e-SivicCAP completes multi-step allocations to identify agency costs to Medicaid and other benefiting programs.</p>
New Jersey Department of Human Services Time Studies	<p>Implemented and continues to support administration of 21 different county agency time studies, converting the time study from paper to web-based, configuring e-SivicMACS, training the staff and operating the system.</p>
District of Columbia, Child and Family Services Agency Time Studies, Medicaid Assessment, Cost Allocation Plan Amendments and Quarterly CAP Development	<ul style="list-style-type: none"> <li>■ Improve the claiming infrastructure for claiming of federal funds</li> <li>■ Implement Medicaid claiming for the Nurse Clinic</li> <li>■ Develop a comprehensive restructuring of the Agency CAP and implement two random moment time studies</li> <li>■ Develop quarterly cost allocation plan amendments and assist in obtaining federal approval</li> <li>■ Configured our e-SivicCAP automated CAP system, provide assistance to the agency in the development of the quarterly CAP</li> </ul>

Project	Services Provided
	<ul style="list-style-type: none"> <li>■ Assess and design Medicaid residential treatment claiming opportunities</li> <li>■ Assist in the development of Title IV-E rates for residential treatment and private agency foster care programs</li> <li>■ Provide assistance with IV-E Waiver cost allocation issues</li> </ul>
<p>District of Columbia Chief Financial Officer (4 agency time studies for administrative claiming)</p>	<ul style="list-style-type: none"> <li>■ Developed RMTSS for the Departments of Human Services, Health Care Finance, Behavioral Health, and Disability Services</li> <li>■ Converted from paper time studies to SSG email web-based e-SivicMACS system</li> <li>■ Collect rosters, generate samples, summarize quarterly results</li> <li>■ Provide on-site and Webinar training sessions to RMTS participants</li> <li>■ For several of the agencies, support maintenance of the PACAP</li> </ul>
<p>Ohio Department of Jobs and Family Services County Random Moment Sampling (RMS)</p>	<ul style="list-style-type: none"> <li>■ Configured the SSG e-SivicMACS RMS system for 88 counties and over 350 different time studies, covering all department programs</li> <li>■ Trained over 400 county RMS coordinators and State system administrators on the operation of the system</li> <li>■ Provide ongoing systems support</li> </ul>
<p>Massachusetts Department of Youth Services (DYS) Service Rate Development and Medical Billing Project</p>	<p>Under contract to the University of Massachusetts Medical School, provide Rate Development, Time Study and Medical Billing services for the Department of Youth Services (DYS) Targeted Case Management (TCM) and Residential Rehabilitation Option (RRO) programs.</p> <ul style="list-style-type: none"> <li>■ SSG staff analyze the DYS rate development process for TCM and RRO services provided to paroled juveniles; collect provider costs; implement and administer a time study process to identify and document case management, rehabilitative services, room and board, education and administrative activities; and develop the billing methodology and system for processing service encounter data.</li> </ul>
<p>Massachusetts Department of Mental Health (DMH) Service Rate Development Project</p>	<p>Under contract to the University of Massachusetts Medical School, provide Rate Development and Time Study services for the Department of Mental Health (DMH) adult and adolescent rehabilitative programs.</p> <p>SSG staff analyze the DMH rate development process for inpatient, outpatient and emergency services, targeted case management and rehabilitative services provided to individuals of all ages; collect provider costs; and implement and administer a time study to identify and document the following activities:</p> <ul style="list-style-type: none"> <li>■ Treatment/rehabilitative services</li> <li>■ Support, supervision, room and board</li> <li>■ Education</li> <li>■ General administration activities</li> </ul>
<p>Kentucky Statewide Schools Time Studies, Medicaid Administrative Claiming, and Review/QA of Cost Settlement Results</p>	<p>SSG developed a statewide schools program for over 150 LEAs that is consistent with the state's SPA, provide central coding, track participation rates, produce quarterly results and develop the quarterly administrative claim. Services include:</p> <ul style="list-style-type: none"> <li>■ Develop, implement and administer a web-accessible RMTS system to identify and document special education and administrative staff activities</li> <li>■ Receive and maintain two (2) cost pool rosters</li> <li>■ Provide central coding services of documented activities</li> <li>■ Conduct independent QA review of coded activities</li> </ul>

Project	Services Provided
	<ul style="list-style-type: none"> <li>■ Provide system training to participants and supervisory staff</li> <li>■ Quarterly, produce RMTS results and provide trend analysis reports on participation rates, activity code selection, roster updating, etc.</li> <li>■ Quarterly, develop Medicaid administrative claim</li> </ul>
District of Columbia Public Schools Time Study and Cost Settlement	<ul style="list-style-type: none"> <li>■ Develop, implement and administer a web-accessible RMS system to identify and document special education staff activities</li> <li>■ Receiving and maintaining rosters for all participating public and public charter schools</li> <li>■ Providing central coding services of documented activities</li> <li>■ Providing system training to stakeholders and supervisory staff</li> <li>■ Annually collecting cost information for the DCPS and DCPCS (Charter Schools) contracted staff involved with special education direct services delivery and support, as well as the direct services billing and revenues for the year</li> <li>■ Preparing a cost settlement report for DCPS submission to the Department of Health Care Finance. Responding to questions from federal and District personnel on the development of the cost settlement, as necessary</li> </ul>
Florida Medicaid Administrative Claiming	SSG initiated the e-SivicMACS Medicaid administrative claiming program for school districts in Florida. Our Florida district clients were using a paper-based system before the SSG implementation. We implemented our proven system which electronically collects RMTS participant responses, sample pool maintenance, cost objectives, cost allocation, indirect cost classification, claims preparation and audit file preservation.

We are confident that DHHS will realize tremendous value by selecting SSG to perform the required data analysis and random moment studies.

***The bidder should provide a summary matrix listing of previous projects similar to this solicitation in size, scope, and complexity, including a list of corporate experience with government organizations and public assistance programs highlighting those projects of similar size and scope. The State will use no more than three (3) narrative project descriptions submitted by the bidder during its evaluation of the proposal.***

***The bidder should address the following:***

- 1. Provide narrative descriptions to highlight the similarities between the bidder's experience and this solicitation. These descriptions should include:***
  - a) The time period of the project;***
  - b) The scheduled and actual completion dates;***
  - c) The bidder's responsibilities;***
  - d) For reference purposes, a customer name (including the name of a contact person, a current telephone number, a facsimile number, and e-mail address); and***
  - e) Each project description should identify whether the work was performed as the prime Contractor or as a subcontractor. If a bidder performed as the prime Contractor, the description should provide the originally scheduled completion date and budget, as well as the actual (or currently planned) completion date and actual (or currently planned) budget.***

Our references represent projects that demonstrate our experience and ability to perform the requested services. These references are from people who worked beside us and who have tested our capabilities. They represent agencies for which SSG staff have provided the same services or services similar in scope.

We strongly encourage you to contact all of the references we have provided. Find out why our clients selected SSG to help them meet their challenges. We are confident you will find that our customers will attest to:

- The overall success of their project
- The quality and expertise of our personnel
- Our ability to manage and maintain projects on schedule
- Our candid communication and open interaction with client staff
- Their willingness and eagerness to work with us again

SSG works hard for each client we serve, including the numerous clients not referenced in this proposal. The references provided here are merely a representative sample of our vast clientele; we have many more that would vouch for our services and solutions.

*Reference contact information is provided with our Proprietary Information submission*

Project	Services Provided	Dates of Service
<p>District of Columbia  Department of Aging and  Community Living (DACL)</p>	<p>SSG assisted the DACL (formerly the District of Columbia Office on Aging) Aging and Disability Resource Center (ADRC) in developing and implementing an RMTS to facilitate Medicaid and Home and Community Based Waiver (HCBS) administrative claiming. This included creating program and activity codes to capture effort for Medicaid, HCBS waiver, and other programs. SSG also developed the DACL Public Assistance Cost Allocation Plan (PACAP), including RMTS policies and procedures, claiming matrices, and training material and continues to support DACL in maintenance of its PACAP. SSG continues to support DACL in the ongoing, quarterly operation of the RMTS in SSG's e-SivicMACS RMTS system including:</p> <ul style="list-style-type: none"> <li>■ Updating and maintaining the RMTS participant list</li> <li>■ Conducting QA of all RMTS responses</li> <li>■ Producing monthly RMTS status reports</li> <li>■ Producing quarterly RMTS reports for cost allocation</li> <li>■ Providing RMTS training to participants, supervisors, and coordinators</li> </ul> <p>RMTS implementation including, an RMTS test pilot, was completed on time and on budget within 6 months and continues to stay on schedule and within an approximate \$100K annual budget.</p>	<p>2016-Present</p>
<p>Nevada Washoe County  (Reno) Human Services  Agency (WCHSA)</p>	<p>SSG assisted WCHSA in developing and implementing an RMTS to facilitate Medicaid administrative claiming for its Adult and Senior</p>	<p>2018-Present</p>

<p>Automated CAP</p>	<p>Services division. This included creating program and activity codes to capture effort for Medicaid and other programs. SSG also assisted in updating the RMTS for its Children’s Services division, including migration to SSG’s e-SivicMACS RMTS system. SSG assisted WCHSA in updating its PACAP, including RMTS policies and procedures, claiming matrices, and training material, to reflect these RMTS changes and other organizational updates. Finally, SSG helped WCHSA implement SSG’s e-SivicCAP cost allocation software which interfaces with the e-SivicMACS RMTS system to apply RMTS results to agency costs. e-SivicCAP completes multi-step allocations to identify agency costs to Medicaid and other benefiting programs. Multiple organizational units complete 100% time and effort reporting in the e-SivicCAP system which directly feeds the allocation process as a statistic.</p> <p>Implementation of the RMTS’, including a test pilot, was accomplished on schedule within six months in early 2018.</p> <p>Custom configuration of the e-SivicCAP system was initiated in the spring of 2018 with completion initially targeted for July 2018, but implementation was deferred until January 2019 per agreement with WCHSA. The entire scope of work was accomplished within the initial budget of approximately \$250K.</p> <p>SSG continues to support the e-SivicCAP system and quarterly cost allocation process, including training of new users.</p>	
<p>District of Columbia Office of the Chief Financial Officer</p>	<p>SSG maintains the PACAP for the Department of Human Services and the Department of Health Care Finance and develops annual indirect cost rate proposals for the Departments of Human Services, Behavioral Health, Disability Services, and Health. SSG also</p>	<p>2014-Present</p>

	<p>implemented and currently operate RMTSS for the Departments of Human Services, Health Care Finance, Behavioral Health and Disability Services.</p> <p>Numerous quarterly and annual deliverables continue to be managed and completed according to negotiated timelines and within the approximate \$500K budget.</p>	
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**2. Bidder and subcontractor(s) experience should be listed separately. Narrative descriptions submitted for subcontractors should be specifically identified as subcontractor projects.**

**3. If the work was performed as a subcontractor, the narrative description should identify the same information as requested for the bidders above. In addition, subcontractors should identify what share of contract costs, project responsibilities, and time period were performed as a subcontractor.**

SSG was the prime contractor on all projects described and referenced above.

## Summary of Bidder's Proposed Personnel/Management Approach

*The bidder should present a detailed description of its proposed approach to the management of the project.*

*SSG's Project Management Approach is provided under separate cover with the Proprietary Information.*

### Key Personnel Roles and Responsibilities

SSG is proposing very qualified project, technical and business management personnel to complete the project tasks. Our staff have the necessary experience and expertise revenue maximization, operation of time studies, quarterly cost allocation submissions and review of cost allocation procedures for compliance with federal requirements and streamlining business functions.

The following provides a summary of the SSG corporate personnel for this project:

- The **Project Director** provides oversight for all contracted activities, is responsible for activities between DHHS and the SSG Team, and has direct responsibility for the project. It is the Project Director's responsibility to ensure that corporate standards for quality and customer satisfaction are achieved and that necessary resources are available to the Project Team. The Project Director also has authority to make decisions, revise processes and procedures, and assign additional resources as needed to maximize the efficiency and effectiveness of services required and provided under the contract.
- The **Project Manager** serves as the single point of contact for DHHS staff and has primary responsibility for the SSG Team effort under the contract. We strongly believe in a collaborative partnership with our clients. To that end, the Project Manager will meet regularly with DHHS staff and be available for in-person and telephone meetings to discuss project status or any performance issues that may arise or concerns expressed by DHHS. Our proposed Project Manager is experienced and adept in time study processes, as well as contract management.
- **Project Advisors** work closely with Project Management on a variety of task activities and provide ongoing leadership for the operation of the project. They provide their perspective on proposed solutions and recommend the most effective ways to address challenges as they arise. Advisors have the knowledge, mastery, and expertise in their designated areas, as well as experience in other aspects of this project. The Project Management Team works cooperatively on the tasks included in the Scope of Work.
- Our **Project Team** consists of key staff members: Team Leads who manage and oversee the execution of team tasks/activities across the SSG practice areas; and Team Members who are

experts in their area within their team. Additionally, SSG is supported by Solix Leadership and support resources throughout the organization including Information Technology, Operations, Finance, and Human Resources. SSG resources also include those supporting SSG's systems.

## **SSG Project Team**

*Information regarding the Project Team, including resumes for key personnel, is provided in the Proprietary Information submission.*

## **Subcontractors**

*If the bidder intends to subcontract any part of its performance hereunder, the bidder should provide:*

- 1. name, address, and telephone number of the Subcontractor(s);*
- 2. specific tasks for each subcontractor(s);*
- 3. percentage of performance hours intended for each subcontract; and*
- 4. total percentage of subcontractor(s) performance hours.*

SSG does not intend to subcontract any portion of this contract.

## RFP SECTIONS II – IV

**II. TERMS AND CONDITIONS**

**Bidders should complete Sections II through VI as part of their proposal.** Bidder should read the Terms and Conditions and should initial either accept, reject, or reject and provide alternative language for each clause. The Bidder should also provide an explanation of why the Bidder rejected the clause or rejected the clause and provided alternate language. By signing the solicitation, bidder is agreeing to be legally bound by all the accepted terms and conditions, and any proposed alternative terms and conditions submitted with the proposal. The State reserves the right to negotiate rejected or proposed alternative language. If the State and contractor fail to agree on the final Terms and Conditions, the State reserves the right to reject the proposal. The State of Nebraska is soliciting proposals in response to this solicitation. The State of Nebraska reserves the right to reject proposals that attempt to substitute the bidder's commercial contracts and/or documents for this solicitation.

The bidders should submit with their proposal any license, user agreement, service level agreement, or similar documents that the bidder wants incorporated in the Contract. The State will not consider incorporation of any document not submitted with the bidder's proposal as the document will not have been included in the evaluation process. These documents shall be subject to negotiation and will be incorporated as addendums if agreed to by the Parties.

If a conflict or ambiguity arises after the Addendum to Contract Award have been negotiated and agreed to, the Addendum to Contract Award shall be interpreted as follows:

1. If only one Party has a particular clause then that clause shall control;
2. If both Parties have a similar clause, but the clauses do not conflict, the clauses shall be read together;
3. If both Parties have a similar clause, but the clauses conflict, the State's clause shall control.

**A. GENERAL**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

The contract resulting from this solicitation shall incorporate the following documents:

1. Request for Proposal and Addenda;
2. Amendments to the solicitation;
3. Questions and Answers;
4. Bidder's proposal (Solicitation and properly submitted documents);
5. The executed Contract and Addendum One to Contract, if applicable; and,
6. Amendments/Addendums to the Contract.

These documents constitute the entirety of the contract.

Unless otherwise specifically stated in a future contract amendment, in case of any conflict between the incorporated documents, the documents shall govern in the following order of preference with number one (1) receiving preference over all other documents and with each lower numbered document having preference over any higher numbered document: 1) Amendment to the executed Contract with the most recent dated amendment having the highest priority, 2) executed Contract and any attached Addenda, 3) Amendments to solicitation and any Questions and Answers, 4) the original solicitation document and any Addenda, and 5) the Bidder's submitted Proposal.

Any ambiguity or conflict in the contract discovered after its execution, not otherwise addressed herein, shall be resolved in accordance with the rules of contract interpretation as established in the State of Nebraska.

**B. NOTIFICATION**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
<i>ES</i>			

Contractor and State shall identify the contract manager who shall serve as the point of contact for the executed contract.

Communications regarding the executed contract shall be in writing and shall be deemed to have been given if delivered personally or mailed, by U.S. Mail, postage prepaid, return receipt requested, to the parties at their respective addresses set forth below, or at such other addresses as may be specified in writing by either of the parties. All notices, requests, or communications shall be deemed effective upon personal delivery or five (5) calendar days following deposit in the mail.

Contractor Contract Manager	<i>ERIC D. SEGWIN, SVP</i>
Contractor	<i>SSG/SOLIX, INC.</i>
Contractor Street Address	<i>30 LANIDEX PLAZA WEST</i>
Contractor City, State, Zip	<i>PARSIPPANY, NJ 07054</i>

Either party may change its address for notification purposes by giving notice of the change, and setting forth the new address and an effective date.

**C. NOTICE (POC)**

The State reserves the right to appoint a Buyer's Representative to manage [or assist the Buyer in managing] the contract on behalf of the State. The Buyer's Representative will be appointed in writing, and the appointment document will specify the extent of the Buyer's Representative authority and responsibilities. If a Buyer's Representative is appointed, the Contractor will be provided a copy of the appointment document, and is expected to cooperate accordingly with the Buyer's Representative. The Buyer's Representative has no authority to bind the State to a contract, amendment, addendum, or other change or addition to the contract.

**D. GOVERNING LAW (Statutory)**

Notwithstanding any other provision of this contract, or any amendment or addendum(s) entered into contemporaneously or at a later time, the parties understand and agree that, (1) the State of Nebraska is a sovereign state and its authority to contract is therefore subject to limitation by the State's Constitution, statutes, common law, and regulation; (2) this contract will be interpreted and enforced under the laws of the State of Nebraska; (3) any action to enforce the provisions of this agreement must be brought in the State of Nebraska per state law; (4) the person signing this contract on behalf of the State of Nebraska does not have the authority to waive the State's sovereign immunity, statutes, common law, or regulations; (5) the indemnity, limitation of liability, remedy, and other similar provisions of the final contract, if any, are entered into subject to the State's Constitution, statutes, common law, regulations, and sovereign immunity; and, (6) all terms and conditions of the final contract, including but not limited to the clauses concerning third party use, licenses, warranties, limitations of liability, governing law and venue, usage verification, indemnity, liability, remedy or other similar provisions of the final contract are entered into specifically subject to the State's Constitution, statutes, common law, regulations, and sovereign immunity.

The Parties must comply with all applicable local, state and federal laws, ordinances, rules, orders, and regulations.

**E. BEGINNING OF WORK**

The contractor shall not commence any billable work until a valid contract has been fully executed by the State and the successful Contractor. The Contractor will be notified in writing when work may begin.

**F. AMENDMENT**

This Contract may be amended in writing, within scope, upon the agreement of both parties.

**G. CHANGE ORDERS OR SUBSTITUTIONS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

The State and the Contractor, upon the written agreement, may make changes to the contract within the general scope of the solicitation. Changes may involve specifications, the quantity of work, or such other items as the State may find necessary or desirable. Corrections of any deliverable, service, or work required pursuant to the contract shall not be deemed a change. The Contractor may not claim forfeiture of the contract by reasons of such changes.

The Contractor shall prepare a written description of the work required due to the change and an itemized cost sheet for the change. Changes in work and the amount of compensation to be paid to the Contractor shall be determined in accordance with applicable unit prices if any, a pro-rated value, or through negotiations. The State shall not incur a price increase for changes that should have been included in the Contractor's proposal, were foreseeable, or result from difficulties with or failure of the Contractor's proposal or performance.

No change shall be implemented by the Contractor until approved by the State, and the Contract is amended to reflect the change and associated costs, if any. If there is a dispute regarding the cost, but both parties agree that immediate implementation is necessary, the change may be implemented, and cost negotiations may continue with both Parties retaining all remedies under the contract and law.

**\*\*\*Contractor will not substitute any item that has been awarded without prior written approval of SPB\*\*\***

**H. VENDOR PERFORMANCE REPORT(S)**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

The State may document any instance(s) of products or services delivered or performed which exceed or fail to meet the terms of the purchase order, contract, and/or solicitation specifications. The State Purchasing Bureau may contact the Vendor regarding any such report. Vendor performance report(s) will become a part of the permanent record of the Vendor.

**I. BREACH**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

Either Party may terminate the contract, in whole or in part, if the other Party breaches its duty to perform its obligations under the contract in a timely and proper manner. Termination requires written notice of default and a thirty (30) calendar day (or longer at the non-breaching Party's discretion considering the gravity and nature of the default) cure period. Said notice shall be delivered by Certified Mail, Return Receipt Requested, or in person with proof of delivery. Allowing time to cure a failure or breach of contract does not waive the right to immediately terminate the contract for the same or different contract breach which may occur at a different time. In case of default of the Contractor, the State may contract the service from other sources and hold the Contractor responsible for any excess cost occasioned thereby. OR In case of breach by the Contractor, the State may, without

unreasonable delay, make a good faith effort to make a reasonable purchase or contract to purchase goods in substitution of those due from the contractor. The State may recover from the Contractor as damages the difference between the costs of covering the breach. Notwithstanding any clause to the contrary, the State may also recover the contract price together with any incidental or consequential damages defined in UCC Section 2-715, but less expenses saved in consequence of Contractor's breach.

The State's failure to make payment shall not be a breach, and the Contractor shall retain all available statutory remedies and protections.

**J. NON-WAIVER OF BREACH**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

The acceptance of late performance with or without objection or reservation by a Party shall not waive any rights of the Party nor constitute a waiver of the requirement of timely performance of any obligations remaining to be performed.

**K. SEVERABILITY**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

If any term or condition of the contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the provision held to be invalid or illegal.

**L. INDEMNIFICATION**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

**1. GENERAL**

The Contractor agrees to defend, indemnify, and hold harmless the State and its employees, volunteers, agents, and its elected and appointed officials ("the indemnified parties") from and against any and all third party claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses ("the claims"), sustained or asserted against the State for personal injury, death, or property loss or damage, arising out of, resulting from, or attributable to the willful misconduct, negligence, error, or omission of the Contractor, its employees, Subcontractors, consultants, representatives, and agents, resulting from this contract, except to the extent such Contractor liability is attenuated by any action of the State which directly and proximately contributed to the claims.

**2. INTELLECTUAL PROPERTY (Optional)**

The Contractor agrees it will, at its sole cost and expense, defend, indemnify, and hold harmless the indemnified parties from and against any and all claims, to the extent such claims arise out of, result from, or are attributable to, the actual or alleged infringement or misappropriation of any patent, copyright, trade secret, trademark, or confidential information of any third party by the Contractor or its employees, Subcontractors, consultants, representatives, and agents; provided, however, the State gives the Contractor prompt notice in writing of the claim. The Contractor may not settle any infringement claim that will affect the State's use of the Licensed Software without the State's prior written consent, which consent may be withheld for any reason.

If a judgment or settlement is obtained or reasonably anticipated against the State's use of any intellectual property for which the Contractor has indemnified the State, the Contractor shall, at the Contractor's sole cost and expense, promptly modify the item or items which were determined to be infringing, acquire a license or licenses on the State's behalf to provide the necessary rights to the State to eliminate the infringement, or provide the State with a non-infringing substitute that provides the State the same functionality. At the State's election, the actual or anticipated judgment may be treated as a breach of warranty by the Contractor, and the State may receive the remedies provided under this solicitation.

**3. PERSONNEL**

The Contractor shall, at its expense, indemnify and hold harmless the indemnified parties from and against any claim with respect to withholding taxes, worker's compensation, employee benefits, or any other claim, demand, liability, damage, or loss of any nature relating to any of the personnel, including subcontractor's and their employees, provided by the Contractor.

**4. SELF-INSURANCE**

The State of Nebraska is self-insured for any loss and purchases excess insurance coverage pursuant to Neb. Rev. Stat. § 81-8,239.01 (Reissue 2008). If there is a presumed loss under the provisions of this agreement, Contractor may file a claim with the Office of Risk Management pursuant to Neb. Rev. Stat. §§ 81-8,829 – 81-8,306 for review by the State Claims Board. The State retains all rights and immunities under the State Miscellaneous (Section 81-8,294), Tort (Section 81-8,209), and Contract Claim Acts (Section 81-8,302), as outlined in Neb. Rev. Stat. § 81-8,209 et seq. and under any other provisions of law and accepts liability under this agreement to the extent provided by law.

**5.** The Parties acknowledge that Attorney General for the State of Nebraska is required by statute to represent the legal interests of the State, and that any provision of this indemnity clause is subject to the statutory authority of the Attorney General.

**M. ATTORNEY'S FEES**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

In the event of any litigation, appeal, or other legal action to enforce any provision of the contract, the Parties agree to pay all expenses of such action, as permitted by law and if ordered by the court, including attorney's fees and costs, if the other Party prevails.

**N. ASSIGNMENT, SALE, OR MERGER**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

Either Party may assign the contract upon mutual written agreement of the other Party. Such agreement shall not be unreasonably withheld.

The Contractor retains the right to enter into a sale, merger, acquisition, internal reorganization, or similar transaction involving Contractor's business. Contractor agrees to cooperate with the State in executing amendments to the contract to allow for the transaction. If a third party or entity is involved in the transaction, the Contractor will remain responsible for performance of the contract until such time as the person or entity involved in the transaction agrees in writing to be contractually bound by this contract and perform all obligations of the contract.

**O. CONTRACTING WITH OTHER NEBRASKA POLITICAL SUB-DIVISIONS OF THE STATE OR ANOTHER STATE**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

The Contractor may, but shall not be required to, allow agencies, as defined in Neb. Rev. Stat. §81-145, to use this contract. The terms and conditions, including price, of the contract may not be amended. The State shall not be contractually obligated or liable for any contract entered into pursuant to this clause. A listing of Nebraska political subdivisions may be found at the website of the Nebraska Auditor of Public Accounts.

The Contractor may, but shall not be required to, allow other states, agencies or divisions of other states, or political subdivisions of other states to use this contract. The terms and conditions, including price, of this contract shall apply to any such contract, but may be amended upon mutual consent of the Parties. The State of Nebraska shall not be contractually or otherwise obligated or liable under any contract entered into pursuant to this clause. The State shall be notified if a contract is executed based upon this contract.

**P. FORCE MAJEURE**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

Neither Party shall be liable for any costs or damages, or for default resulting from its inability to perform any of its obligations under the contract due to a natural or manmade event outside the control and not the fault of the affected Party ("Force Majeure Event"). The Party so affected shall immediately make a written request for relief to the other Party, and shall have the burden of proof to justify the request. The other Party may grant the relief requested; relief may not be unreasonably withheld. Labor disputes with the impacted Party's own employees will not be considered a Force Majeure Event.

**Q. CONFIDENTIALITY**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

All materials and information provided by the Parties or acquired by a Party on behalf of the other Party shall be regarded as confidential information. All materials and information provided or acquired shall be handled in accordance with federal and state law, and ethical standards. Should said confidentiality be breached by a Party, the Party shall notify the other Party immediately of said breach and take immediate corrective action.

It is incumbent upon the Parties to inform their 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 by 5 U.S.C. 552a (m)(1), provides that any officer or employee, 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.

**R. OFFICE OF PUBLIC COUNSEL (Statutory)**

If it provides, under the terms of this contract and on behalf of the State of Nebraska, health and human services to individuals; service delivery; service coordination; or case management, Contractor shall submit to the jurisdiction of the Office of Public Counsel, pursuant to Neb. Rev. Stat. §§ 81-8,240 et seq. This section shall survive the termination of this contract.

**S. LONG-TERM CARE OMBUDSMAN (Statutory)**

Contractor must comply with the Long-Term Care Ombudsman Act, per Neb. Rev. Stat. §§ 81-2237 et seq. This section shall survive the termination of this contract.

**T. EARLY TERMINATION**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

The contract may be terminated as follows:

1. The State and the Contractor, by mutual written agreement, may terminate the contract at any time.
2. The State, in its sole discretion, may terminate the contract for any reason upon thirty (30) calendar day's written notice to the Contractor. Such termination shall not relieve the Contractor of warranty or other service obligations incurred under the terms of the contract. In the event of termination the Contractor shall be entitled to payment, determined on a pro rata basis, for products or services satisfactorily performed or provided.
3. The State may terminate the contract immediately for the following reasons:
  - a. if directed to do so by statute;
  - b. Contractor has made an assignment for the benefit of creditors, has admitted in writing its inability to pay debts as they mature, or has ceased operating in the normal course of business;
  - c. a trustee or receiver of the Contractor or of any substantial part of the Contractor's assets has been appointed by a court;

- d. fraud, misappropriation, embezzlement, malfeasance, misfeasance, or illegal conduct pertaining to performance under the contract by its Contractor, its employees, officers, directors, or shareholders;
- e. an involuntary proceeding has been commenced by any Party against the Contractor under any one of the chapters of Title 11 of the United States Code and (i) the proceeding has been pending for at least sixty (60) calendar days; or (ii) the Contractor has consented, either expressly or by operation of law, to the entry of an order for relief; or (iii) the Contractor has been decreed or adjudged a debtor;
- f. a voluntary petition has been filed by the Contractor under any of the chapters of Title 11 of the United States Code;
- g. Contractor intentionally discloses confidential information;
- h. Contractor has or announces it will discontinue support of the deliverable; and,
- i. In the event funding is no longer available.

**U. CONTRACT CLOSEOUT**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

Upon contract closeout for any reason the Contractor shall within 30 days, unless stated otherwise herein:

1. Transfer all completed or partially completed deliverables to the State;
2. Transfer ownership and title to all completed or partially completed deliverables to the State;
3. Return to the State all information and data, unless the Contractor is permitted to keep the information or data by contract or rule of law. Contractor may retain one copy of any information or data as required to comply with applicable work product documentation standards or as are automatically retained in the course of Contractor's routine back up procedures;
4. Cooperate with any successor Contractor, person or entity in the assumption of any or all of the obligations of this contract;
5. Cooperate with any successor Contractor, person or entity with the transfer of information or data related to this contract;
6. Return or vacate any state owned real or personal property; and,
7. Return all data in a mutually acceptable format and manner.

Nothing in this Section should be construed to require the Contractor to surrender intellectual property, real or personal property, or information or data owned by the Contractor for which the State has no legal claim.

**III. CONTRACTOR DUTIES**

**A. INDEPENDENT CONTRACTOR / OBLIGATIONS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

It is agreed that the Contractor is an independent contractor and that nothing contained herein is intended or should be construed as creating or establishing a relationship of employment, agency, or a partnership.

The Contractor is solely responsible for fulfilling the contract. The Contractor or the Contractor's representative shall be the sole point of contact regarding all contractual matters.

The Contractor shall secure, at its own expense, all personnel required to perform the services under the contract. The personnel the Contractor uses to fulfill the contract shall have no contractual or other legal relationship with the State; they shall not be considered employees of the State and shall not be entitled to any compensation, rights or benefits from the State, including but not limited to, tenure rights, medical and hospital care, sick and vacation leave, severance pay, or retirement benefits.

By-name personnel commitments made in the Contractor's proposal shall not be changed without the prior written approval of the State. Replacement of these personnel, if approved by the State, shall be with personnel of equal or greater ability and qualifications.

All personnel assigned by the Contractor to the contract shall be employees of the Contractor or a subcontractor, and shall be fully qualified to perform the work required herein. Personnel employed by the Contractor or a subcontractor to fulfill the terms of the contract shall remain under the sole direction and control of the Contractor or the subcontractor respectively.

With respect to its employees, the Contractor agrees to be solely responsible for the following:

1. Any and all pay, benefits, and employment taxes and/or other payroll withholding;
2. Any and all vehicles used by the Contractor's employees, including all insurance required by state law;
3. Damages incurred by Contractor's employees within the scope of their duties under the contract;
4. Maintaining Workers' Compensation and health insurance that complies with state and federal law and submitting any reports on such insurance to the extent required by governing law;
5. Determining the hours to be worked and the duties to be performed by the Contractor's employees; and,
6. All claims on behalf of any person arising out of employment or alleged employment (including without limit claims of discrimination alleged against the Contractor, its officers, agents, or subcontractors or subcontractor's employees)

If the Contractor intends to utilize any subcontractor, the subcontractor's level of effort, tasks, and time allocation should be clearly defined in the contractor's proposal. The Contractor shall agree that it will not utilize any subcontractors not specifically included in its proposal in the performance of the contract without the prior written authorization of the State.

The State reserves the right to require the Contractor to reassign or remove from the project any Contractor or subcontractor employee.

Contractor shall insure that the terms and conditions contained in any contract with a subcontractor does not conflict with the terms and conditions of this contract.

The Contractor shall include a similar provision, for the protection of the State, in the contract with any Subcontractor engaged to perform work on this contract.

**B. EMPLOYEE WORK ELIGIBILITY STATUS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

The Contractor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of an employee.

If the Contractor is an individual or sole proprietorship, the following applies:

1. The Contractor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at <http://das.nebraska.gov/materiel/purchasing.html>
2. The completed United States Attestation Form should be submitted with the solicitation response.
3. If the Contractor indicates on such attestation form that he or she is a qualified alien, the Contractor agrees to provide the US Citizenship and Immigration Services documentation required to verify the Contractor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
4. The Contractor understands and agrees that lawful presence in the United States is required and the Contractor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. §4-108.

**C. COMPLIANCE WITH CIVIL RIGHTS LAWS AND EQUAL OPPORTUNITY EMPLOYMENT / NONDISCRIMINATION (Statutory)**

The Contractor shall comply with all applicable local, state, and federal statutes and regulations regarding civil rights laws and equal opportunity employment. The Nebraska Fair Employment Practice Act prohibits Contractors of the State of Nebraska, and their Subcontractors, from discriminating against any employee or applicant for employment, with respect to hire, tenure, terms, conditions, compensation, or privileges of employment because of race, color, religion, sex, disability, marital status, or national origin (Neb. Rev. Stat. §48-1101 to 48-1125). The Contractor guarantees compliance with the Nebraska Fair Employment Practice Act, and breach of this provision shall be regarded as a material breach of contract. The Contractor shall insert a similar provision in all Subcontracts for goods and services to be covered by any contract resulting from this solicitation.

**D. COOPERATION WITH OTHER CONTRACTORS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

Contractor may be required to work with or in close proximity to other contractors or individuals that may be working on same or different projects. The Contractor shall agree to cooperate with such other contractors or individuals, and shall not commit or permit any act which may interfere with the performance of work by any other contractor or individual. Contractor is not required to compromise Contractor's intellectual property or proprietary information unless expressly required to do so by this contract.

**E. DISCOUNTS**

Prices quoted shall be inclusive of ALL trade discounts. Cash discount terms of less than thirty (30) days will not be considered as part of the proposal. Cash discount periods will be computed from the date of receipt of a properly executed claim voucher or the date of completion of delivery of all items in a satisfactory condition, whichever is later.

**F. PRICES**

Prices quoted shall be net, including transportation and delivery charges fully prepaid by the contractor, F.O.B. destination named in the solicitation. No additional charges will be allowed for packing, packages, or partial delivery costs. When an arithmetic error has been made in the extended total, the unit price will govern.

Prices submitted on the cost proposal form, once accepted by the State, shall remain fixed for the initial term of the contract. Any request for a price increase subsequent to the initial term of the contract shall not exceed three percent (3%) of the price proposed for the period. Increases shall not be cumulative and will only apply to that period of the contract. The request for a price increase must be submitted in writing to the State Purchasing Bureau a minimum of 120 days prior to the end of the current contract period. Documentation may be required by the State to support the price increase.

**The State reserves the right to deny any requested price increase. No price increases are to be billed to any State Agencies prior to written amendment of the contract by the parties.**

**The State will be given full proportionate benefit of any decreases for the term of the contract.**

**G. COST CLARIFICATION**

The State reserves the right to review all aspects of cost for reasonableness and to request clarification of any proposal where the cost component shows significant and unsupported deviation from industry standards or in areas where detailed pricing is required.

**H. PERMITS, REGULATIONS, LAWS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

The contract price shall include the cost of all royalties, licenses, permits, and approvals, whether arising from patents, trademarks, copyrights or otherwise, that are in any way involved in the contract. The Contractor shall obtain and pay for all royalties, licenses, and permits, and approvals necessary for the execution of the contract. The Contractor must guarantee that it has the full legal right to the materials, supplies, equipment, software, and other items used to execute this contract.

**I. OWNERSHIP OF INFORMATION AND DATA / DELIVERABLES**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

The State shall have the unlimited right to publish, duplicate, use, and disclose all information and data developed or obtained by the Contractor on behalf of the State pursuant to this contract.

The State shall own and hold exclusive title to any deliverable developed as a result of this contract. Contractor shall have no ownership interest or title, and shall not patent, license, or copyright, duplicate, transfer, sell, or exchange, the design, specifications, concept, or deliverable.

**J. INSURANCE REQUIREMENTS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

The Contractor shall throughout the term of the contract maintain insurance as specified herein and provide the State a current Certificate of Insurance/Acord Form (COI) verifying the coverage. The Contractor shall not commence work on the contract until the insurance is in place. If Contractor subcontracts any portion of the Contract the Contractor must, throughout the term of the contract, either:

1. Provide equivalent insurance for each subcontractor and provide a COI verifying the coverage for the subcontractor;
2. Require each subcontractor to have equivalent insurance and provide written notice to the State that the Contractor has verified that each subcontractor has the required coverage; or,
3. Provide the State with copies of each subcontractor's Certificate of Insurance evidencing the required coverage.

The Contractor shall not allow any Subcontractor to commence work until the Subcontractor has equivalent insurance. The failure of the State to require a COI, or the failure of the Contractor to provide a COI or require subcontractor insurance shall not limit, relieve, or decrease the liability of the Contractor hereunder.

In the event that any policy written on a claims-made basis terminates or is canceled during the term of the contract or within five (5) years of termination or expiration of the contract, the contractor shall obtain an extended discovery or reporting period, or a new insurance policy, providing coverage required by this contract for the term of the contract and five (5) years following termination or expiration of the contract.

If by the terms of any insurance a mandatory deductible is required, or if the Contractor elects to increase the mandatory deductible amount, the Contractor shall be responsible for payment of the amount of the deductible in the event of a paid claim.

Notwithstanding any other clause in this Contract, the State may recover up to the liability limits of the insurance policies required herein.

**1. WORKERS' COMPENSATION INSURANCE**

The Contractor shall take out and maintain during the life of this contract the statutory Workers' Compensation and Employer's Liability Insurance for all of the contractors' employees to be engaged in work on the project under this contract and, in case any such work is sublet, the Contractor shall require the Subcontractor similarly to provide Worker's Compensation and Employer's Liability Insurance for all of the Subcontractor's employees to be engaged in such work. This policy shall be written to meet the statutory requirements for the state in which the work is to be performed, including Occupational Disease. **The policy shall include a waiver of subrogation in favor of the State. The COI shall contain the mandatory COI subrogation waiver language found hereinafter.** The amounts of such insurance shall not be less than the limits stated hereinafter. For employees working in the State of Nebraska, the policy must be written by an entity authorized by the State of Nebraska Department of Insurance to write Workers' Compensation and Employer's Liability Insurance for Nebraska employees.

**2. COMMERCIAL GENERAL LIABILITY INSURANCE AND COMMERCIAL AUTOMOBILE LIABILITY INSURANCE**

The Contractor shall take out and maintain during the life of this contract such Commercial General Liability Insurance and Commercial Automobile Liability Insurance as shall protect Contractor and any Subcontractor performing work covered by this contract from claims for damages for bodily injury, including death, as well as from claims for property damage, which may arise from operations under this contract, whether such operation be by the Contractor or by any Subcontractor or by anyone directly or indirectly employed by either of them, and the amounts of such insurance shall not be less than limits stated hereinafter.

The Commercial General Liability Insurance shall be written on an **occurrence basis**, and provide Premises/Operations, Products/Completed Operations, Independent Contractors, Personal Injury, and

Contractual Liability coverage. The policy shall include the State, and others as required by the contract documents, as Additional Insured(s). This policy shall be primary, and any insurance or self-insurance carried by the State shall be considered secondary and non-contributory. The COI shall contain the mandatory COI liability waiver language found hereinafter. The Commercial Automobile Liability Insurance shall be written to cover all Owned, Non-owned, and Hired vehicles.

<b>REQUIRED INSURANCE COVERAGE</b>		
<b>COMMERCIAL GENERAL LIABILITY</b>		
General Aggregate		\$2,000,000
Products/Completed Operations Aggregate		\$2,000,000
Personal/Advertising Injury		\$1,000,000 per occurrence
Bodily Injury/Property Damage		\$1,000,000 per occurrence
Medical Payments		\$10,000 any one person
Damage to Rented Premises (Fire)		\$300,000 each occurrence
Contractual		Included
Independent Contractors		Included
<i>If higher limits are required, the Umbrella/Excess Liability limits are allowed to satisfy the higher limit.</i>		
<b>WORKER'S COMPENSATION</b>		
Employers Liability Limits		\$500K/\$500K/\$500K
Statutory Limits- All States		Statutory - State of Nebraska
Voluntary Compensation		Statutory
<b>COMMERCIAL AUTOMOBILE LIABILITY</b>		
Bodily Injury/Property Damage		\$1,000,000 combined single limit
Include All Owned, Hired & Non-Owned Automobile liability		Included
Motor Carrier Act Endorsement		Where Applicable
<b>UMBRELLA/EXCESS LIABILITY</b>		
Over Primary Insurance		\$5,000,000 per occurrence
<b>MANDATORY COI SUBROGATION WAIVER LANGUAGE</b>		
"Workers' Compensation policy shall include a waiver of subrogation in favor of the State of Nebraska."		
<b>MANDATORY COI LIABILITY WAIVER LANGUAGE</b>		
"Commercial General Liability & Commercial Automobile Liability policies shall name the State of Nebraska as an Additional Insured and the policies shall be primary and any insurance or self-insurance carried by the State shall be considered secondary and non-contributory as additionally insured."		

**3. EVIDENCE OF COVERAGE**

The Contractor shall furnish the Contract Manager, with a certificate of insurance coverage complying with the above requirements prior to beginning work at:

Department of Health and Human Services  
 Attn: Administrator – State Unit on Aging  
 301 Centennial Mall S.  
 Lincoln, NE 68509

These certificates or the cover sheet shall reference the RFP number, and the certificates shall include the name of the company, policy numbers, effective dates, dates of expiration, and amounts and types of coverage afforded. If the State is damaged by the failure of the Contractor to maintain such insurance, then the Contractor shall be responsible for all reasonable costs properly attributable thereto.

Reasonable notice of cancellation of any required insurance policy must be submitted to the contract manager as listed above when issued and a new coverage binder shall be submitted immediately to ensure no break in coverage.

**4. DEVIATIONS**

The insurance requirements are subject to limited negotiation. Negotiation typically includes, but is not necessarily limited to, the correct type of coverage, necessity for Workers' Compensation, and the type of automobile coverage carried by the Contractor.

**K. NOTICE OF POTENTIAL CONTRACTOR BREACH**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

If Contractor breaches the contract or anticipates breaching the contract the Contractor shall immediately give written notice to the State. The notice shall explain the breach or potential breach, and may include a request for a waiver of the breach if so desired. The State may, at its discretion, temporarily or permanently waive the breach. By granting a temporary waiver, the State does not forfeit any rights or remedies to which the State is entitled by law or equity, or pursuant to the provisions of the contract. Failure to give immediate notice, however, may be grounds for denial of any request for a waiver of a breach.

**L. ANTITRUST**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

The Contractor hereby assigns to the State any and all claims for overcharges as to goods and/or services provided in connection with this contract resulting from antitrust violations which arise under antitrust laws of the United States and the antitrust laws of the State.

**M. CONFLICT OF INTEREST**

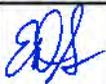
Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

By submitting a proposal, bidder certifies that no relationship exists between the bidder and any person or entity which either is, or gives the appearance of, a conflict of interest related to this Request for Proposal or project.

Bidder further certifies that bidder will not employ any individual known by bidder to have a conflict of interest nor shall bidder take any action or acquire any interest, either directly or indirectly, which will conflict in any manner or degree with the performance of its contractual obligations hereunder or which creates an actual or appearance of conflict of interest.

If there is an actual or perceived conflict of interest, bidder shall provide with its proposal a full disclosure of the facts describing such actual or perceived conflict of interest and a proposed mitigation plan for consideration. The State will then consider such disclosure and proposed mitigation plan and either approve or reject as part of the overall bid evaluation.

**N. STATE PROPERTY**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

The Contractor shall be responsible for the proper care and custody of any State-owned property which is furnished for the Contractor's use during the performance of the contract. The Contractor shall reimburse the State for any loss or damage of such property; normal wear and tear is expected.

**O. SITE RULES AND REGULATIONS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

The Contractor shall use its best efforts to ensure that its employees, agents, and Subcontractors comply with site rules and regulations while on State premises. If the Contractor must perform on-site work outside of the daily operational hours set forth by the State, it must make arrangements with the State to ensure access to the facility and the equipment has been arranged. No additional payment will be made by the State on the basis of lack of access, unless the State fails to provide access as agreed to in writing between the State and the Contractor.

**P. ADVERTISING**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

The Contractor agrees not to refer to the contract award in advertising in such a manner as to state or imply that the company or its goods or services are endorsed or preferred by the State. Any publicity releases pertaining to the project shall not be issued without prior written approval from the State.

**Q. NEBRASKA TECHNOLOGY ACCESS STANDARDS (Statutory)**

Contractor shall review the Nebraska Technology Access Standards, found at <http://nitc.nebraska.gov/standards/2-201.html> and ensure that products and/or services provided under the contract are in compliance or will comply with the applicable standards to the greatest degree possible. In the event such standards change during the Contractor's performance, the State may create an amendment to the contract to request the contract comply with the changed standard at a cost mutually acceptable to the parties.

**R. DISASTER RECOVERY/BACK UP PLAN**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

The Contractor shall have a disaster recovery and back-up plan, of which a copy should be provided upon request to the State, which includes, but is not limited to equipment, personnel, facilities, and transportation, in order to continue delivery of goods and services as specified under the specifications in the contract in the event of a disaster.

**S. DRUG POLICY**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

Contractor certifies it maintains a drug free work place environment to ensure worker safety and workplace integrity. Contractor agrees to provide a copy of its drug free workplace policy at any time upon request by the State.

**T. WARRANTY**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

Despite any clause to the contrary, the Contractor represents and warrants that its services hereunder shall be performed by competent personnel and shall be of professional quality consistent with generally accepted industry standards for the performance of such services and shall comply in all respects with the requirements of this Agreement. For any breach of this warranty, the Contractor shall, for a period of ninety (90) days from performance of the service, perform the services again, at no cost to the State, or if Contractor is unable to perform the services as warranted, Contractor shall reimburse the State for fees paid to Contractor for the unsatisfactory services. The rights and remedies of the parties under this warranty are in addition to any other rights and remedies of the parties provided by law or equity, including, without limitation actual damages, and, as applicable and awarded under the law, to a prevailing party, reasonable attorneys' fees and costs.

**IV. PAYMENT**

**A. PROHIBITION AGAINST ADVANCE PAYMENT (Statutory)**

Neb. Rev. Stat. §§81-2403 states, "[n]o goods or services shall be deemed to be received by an agency until all such goods or services are completely delivered and finally accepted by the agency."

**B. TAXES (Statutory)**

The State is not required to pay taxes and assumes no such liability as a result of this solicitation. The Contractor may request a copy of the Nebraska Department of Revenue, Nebraska Resale or Exempt Sale Certificate for Sales Tax Exemption, Form 13 for their records. Any property tax payable on the Contractor's equipment which may be installed in a state-owned facility is the responsibility of the Contractor

**C. INVOICES**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

Invoices for payments must be submitted by the Contractor to the agency requesting the services with sufficient detail to support payment. Administrator – State Unit on Aging, 301 Centennial Mall S., Lincoln, NE 68509. The terms and conditions included in the Contractor's invoice shall be deemed to be solely for the convenience of the parties. No terms or conditions of any such invoice shall be binding upon the State, and no action by the State, including without limitation the payment of any such invoice in whole or in part, shall be construed as binding or estopping the State with respect to any such term or condition, unless the invoice term or condition has been previously agreed to by the State as an amendment to the contract.

**D. INSPECTION AND APPROVAL**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

Final inspection and approval of all work required under the contract shall be performed by the designated State officials.

The State and/or its authorized representatives shall have the right to enter any premises where the Contractor or Subcontractor duties under the contract are being performed, and to inspect, monitor or otherwise evaluate the work being performed. All inspections and evaluations shall be at reasonable times and in a manner that will not unreasonably delay work.

**E. PAYMENT (Statutory)**

Payment will be made by the responsible agency in compliance with the State of Nebraska Prompt Payment Act (See Neb. Rev. Stat. §81-2403). The State may require the Contractor to accept payment by electronic means such as ACH deposit. In no event shall the State be responsible or liable to pay for any goods and services provided by the Contractor prior to the Effective Date of the contract, and the Contractor hereby waives any claim or cause of action for any such services.

**F. LATE PAYMENT (Statutory)**

The Contractor may charge the responsible agency interest for late payment in compliance with the State of Nebraska Prompt Payment Act (See Neb. Rev. Stat. §81-2401 through 81-2408).

**G. SUBJECT TO FUNDING / FUNDING OUT CLAUSE FOR LOSS OF APPROPRIATIONS (Statutory)**

The State's obligation to pay amounts due on the Contract for a fiscal years following the current fiscal year is contingent upon legislative appropriation of funds. Should said funds not be appropriated, the State may terminate

the contract with respect to those payments for the fiscal year(s) for which such funds are not appropriated. The State will give the Contractor written notice thirty (30) calendar days prior to the effective date of termination. All obligations of the State to make payments after the termination date will cease. The Contractor shall be entitled to receive just and equitable compensation for any authorized work which has been satisfactorily completed as of the termination date. In no event shall the Contractor be paid for a loss of anticipated profit.

**H. RIGHT TO AUDIT (First Paragraph is Statutory)**

The State shall have the right to audit the Contractor's performance of this contract upon a thirty (30) days' written notice. Contractor shall utilize generally accepted accounting principles, and shall maintain the accounting records, and other records and information relevant to the contract (Information) to enable the State to audit the contract. (Neb. Rev. Stat. §84-304 et seq.) The State may audit and the Contractor shall maintain, the Information during the term of the contract and for a period of five (5) years after the completion of this contract or until all issues or litigation are resolved, whichever is later. The Contractor shall make the Information available to the State at Contractor's place of business or a location acceptable to both Parties during normal business hours. If this is not practical or the Contractor so elects, the Contractor may provide electronic or paper copies of the Information. The State reserves the right to examine, make copies of, and take notes on any Information relevant to this contract, regardless of the form or the Information, how it is stored, or who possesses the Information. Under no circumstance will the Contractor be required to create or maintain documents not kept in the ordinary course of contractor's business operations, nor will contractor be required to disclose any information, including but not limited to product cost data, which is confidential or proprietary to contractor.

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
			

The Parties shall pay their own costs of the audit unless the audit finds a previously undisclosed overpayment by the State. If a previously undisclosed overpayment exceeds one-half of one percent (0.5) percent of the total contract billings, or if fraud, material misrepresentations, or non-performance is discovered on the part of the Contractor, the Contractor shall reimburse the State for the total costs of the audit. Overpayments and audit costs owed to the State shall be paid within ninety (90) days of written notice of the claim. The Contractor agrees to correct any material weaknesses or condition found as a result of the audit.

## TECHNICAL APPROACH

### Understanding of the Project Requirements

DHHS and the State Unit on Aging seeks to improve their federal funding through the collection of cost data through the implementation of random moment time studies of the Area Agency on Aging (AAA) time and costs. We understand additional agencies will be added to the project for additional administrative claiming and cost recovery.

### Proposed Development Approach

*SSG prides itself on quality contract management. Our approach to planning is designed to ensure that activities are managed, controlled, coordinated, supervised, and always focused on the goals and objectives of the client.*

SSG is pleased to present to DHHS the below Preliminary Project Work Plan (“Work Plan”) for all phases of the DHHS project. The Work Plan includes the project administration tasks and the high-level software configuration and implementation tasks that are aligned with the required project deliverables. In this section, we also discuss how we propose to develop and maintain open communication between the SSG Project Team and DHHS staff by utilizing a Project Work Plan and regularly scheduled status meetings and reporting through Communication and Quality Plans.

### Responses to Attachment A: Business Requirements

*SSG’s response to Attachment A, Business Requirements, is provided in the Proprietary Information submission.*

### Draft Project Work Plan

*SSG’s Draft Project Work Plan is provided in the Proprietary Information submission.*

## FORM A – BIDDER PROPOSAL POINT OF CONTACT

**Form A**  
**Bidder Proposal Point of Contact**  
**Request for Proposal Number 6170 Z1**

Form A should be completed and submitted with each response to this solicitation. This is intended to provide the State with information on the bidder's name and address, and the specific person(s) who are responsible for preparation of the bidder's response.

<b>Preparation of Response Contact Information</b>	
Bidder Name:	Sivic Solutions Group, LLC (SSG)
Bidder Address:	39 Lanidex Plaza West Parsippany, NJ 07054
Contact Person & Title:	Eric D. Seguin, Senior Vice President, Client Relations (Solix, Inc.)
E-mail Address:	Eric.Seguin@solixinc.com
Telephone Number (Office):	973-581-7676
Telephone Number (Cellular):	973-885-7803
Fax Number:	973-599-6596

Each bidder should also designate a specific contact person who will be responsible for responding to the State if any clarifications of the bidder's response should become necessary. This will also be the person who the State contacts to set up a presentation/demonstration, if required.

<b>Communication with the State Contact Information</b>	
Bidder Name:	Sivic Solutions Group, LLC (SSG)
Bidder Address:	30 Lanidex Plaza West Parsippany, NJ 07054
Contact Person & Title:	Eric D. Seguin, Senior Vice President, Client Relations (Solix, Inc.)
E-mail Address:	Eric.Seguin@solixinc.com
Telephone Number (Office):	973-581-7676
Telephone Number (Cellular):	973-885-7803
Fax Number:	973-599-6596