**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | 202407138 Employment Verification Services |
| **RFP ISSUED BY:** | Department of Health and Human Services, Office for Family Independence |
| **SUBMITTED QUESTIONS DUE DATE:** | August 6, 2024, no later than 11:59 p.m., local time |
| **QUESTION & ANSWER SUMMARY ISSUED:** | August 13, 2024 |
| **PROPOSALS DUE DATE:** | September 5, 2024, no later than 11:59 p.m., local time |
| **PROPOSALS DUE TO:** | [Proposals@maine.gov](mailto:Proposals@maine.gov) |

**Provided below are submitted written questions received and the Department’s answer.**

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| **1** | **RFP Section & Page Number** | **Question** |
| RFP Section C, Page 10, question 9 | Please clarify and describe what raw data the Department will require in XML format? |
| **Answer** | |
| For any employment verifications provided, the Department requires the:   * Employee name; * Employee social security number; * Hire date; * Termination date; * Pay frequency; * Hourly rate; * Number of hours worked; * Gross pay; * Date of pay; * Employer name; and * Employer identification number (EIN). | |

**Question and Answer Summary Continues on Next Page.**

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| **2** | **RFP Section & Page Number** | **Question** |
| RFP Part II B 2; C 1; | 1. The RFP references “project” throughout the document. Given that ME DHHS is already using The Work Number® extensively, should we infer that this refers to a “new” integration project? 2. Alternatively, does it just refer to any effort to provide ME DHHS with Employment and Income Verification Services such that there may not be an additional project for an incumbent to complete? |
| **Answer** | |
| 1. No, the project refers to all activities performed under the contract resulting from this RFP. 2. Correct. | |

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| **3** | **RFP Section & Page Number** | **Question** |
| Not Provided | Which of the two services contract documents (IT Services Contract, Service Contract, or any other options posted online) will serve as the base contract for the final agreement, which will then have the Riders attached? Unless otherwise instructed, should respondents presume it will be the IT Services Contract that we will negotiate? |
| **Answer** | |
| The resulting contract will be an IT Service Contract. | |

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| **4** | **RFP Section & Page Number** | **Question** |
| Not Provided | Will modeled data be sufficient to meet the requirements of the RFP or must records and data returned be actual information directly from the employer or payroll provider? |
| **Answer** | |
| Modeled data is sufficient. | |

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| **5** | **RFP Section & Page Number** | **Question** |
| Not Provided | Do the income records need to be accessed directly from the respondent’s own solution under one set of credentials or is it ok for a respondent to require a second separate set of login credentials for each applicant in order to access the records via an additional third party system? |
| **Answer** | |
| It is at the Bidder’s discretion. Bidders may propose multiple solutions to the Department with clear explanations of what each solution offers. | |

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| **6** | **RFP Section & Page Number** | **Question** |
| Not Provided | When is the award and contract execution expected to be completed? |
| **Answer** | |
| The Department anticipates the conditional contract award to be issued in late September. The Department goal would be for the contract to be fully executed as soon as possible; The Department cannot predict when the execution of the contract will be completed. | |

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| **7** | **RFP Section & Page Number** | **Question** |
| Appendix G Tech assessment form | 1. What type of artifacts are you expecting to receive without an NDA in place? 2. If no NDA is executed will the artifacts be treated as privileged and confidential similar to how the Department would expect its information to be treated, and additionally, exempt from FOIA/Sunshine requests accordingly? |
| **Answer** | |
| 1. An NDA can be executed, as needed. 2. Yes | |

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| **8** | **RFP Section & Page Number** | **Question** |
| Not Provided | How many employees will this support? |
| **Answer** | |
| Approximately five hundred (500). | |