**STATE OF MAINE REQUEST FOR PROPOSALS**



**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

|  |  |
| --- | --- |
| **RFP NUMBER AND TITLE:** | RFP#202501012 Employment Verification Services |
| **RFP ISSUED BY:** | Department of Health and Human Services Office for Family Independence |
| **SUBMITTED QUESTIONS DUE DATE:** | February 10, 2025, no later than 11:59 p.m., local time |
| **QUESTION & ANSWER SUMMARY ISSUED:** | February 19, 2025 |
| **PROPOSALS DUE DATE:** | February 26, 2025, 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.**

|  |  |  |
| --- | --- | --- |
| **1** | **RFP Section & Page Number** | **Question** |
| Part I, A.  Page 7 | The need to provide asset and residency data was mentioned on page 7 but is not mentioned again in the RFP. Can the state please confirm this requirement? |
| **Answer** | |
| That section refers to the Department’s application processing requirements. Searches for assets and residency data is out of scope for this RFP. | |

|  |  |  |
| --- | --- | --- |
| **2** | **RFP Section & Page Number** | **Question** |
| Part I, A.  Page 7 | The need to provide asset and residency data was mentioned on page 7 but is not referenced as required within respondents' cost proposals. Are respondents required to include the price of these two additional data assets within their cost proposal? |
| **Answer** | |
| That section refers to the Department’s application processing requirements. Searches for assets and residency data is out of scope for this RFP. | |

|  |  |  |
| --- | --- | --- |
| **3** | **RFP Section & Page Number** | **Question** |
| Part I, A.  Page 7 | Can the state please elaborate on what asset information is required? For example, is this referencing bank account balances, property, and motor vehicle asset ownership? |
| **Answer** | |
| That section refers to the Department’s application processing requirements. Searches for assets and residency data is out of scope for this RFP. | |

|  |  |  |
| --- | --- | --- |
| **4** | **RFP Section & Page Number** | **Question** |
| Part I, A.  Page 7 | If the state is asking for bank account balance information, what type of financial institution network is required from respondents? For example, are respondents required to have access to bank account information from smaller, local financial institutions and credit unions (e.g., Kennebec Savings Bank)? Or, is the state satisfied to only get bank account information from large multinational banks (e.g., Bank of America)? |
| **Answer** | |
| Bank account information is out of scope for this RFP. | |

|  |  |  |
| --- | --- | --- |
| **5** | **RFP Section & Page Number** | **Question** |
| Not Provided | Is this procurement intended to replace the state's existing asset verification services Advantage contract #CT 10A 20200909000000000867 under which the state is currently obtaining bank account (including from large, small, and local financial institutions), property, and motor vehicle data? |
| **Answer** | |
| No. | |

|  |  |  |
| --- | --- | --- |
| **6** | **RFP Section & Page Number** | **Question** |
| Part I, D.  Pages 7-8 | Please confirm that the option periods are 2 years in length; not 1 year in length. |
| **Answer** | |
| Renewal periods 1, 2, and 3 will each be 2-year periods. | |

|  |  |  |
| --- | --- | --- |
| **7** | **RFP Section & Page Number** | **Question** |
| Part V.  Pages 17-18 | Does the scoring criteria apply to the initial year period only? Or will it apply to each individual renewal period as well? |
| **Answer** | |
| Scoring criteria outline in Part V. of the RFP is based on each Bidders proposal submission for the initial period of performance and renewal periods. | |

|  |  |  |
| --- | --- | --- |
| **8** | **RFP Section & Page Number** | **Question** |
| Part III, C.3.b., Page 13 | Regarding the “Cost Proposal and Budget Narrative”, the Cost Proposal Form Instructions specify the cost proposal must follow the format provided in Appendix I. The Submission Format instructions also state “Excel format preferred” for the “Cost Proposal”. |
| **Answer** | |
| Bidders must complete Appendix I, Cost Proposal and should submit in a PDF format. | |

|  |  |  |
| --- | --- | --- |
| **9** | **RFP Section & Page Number** | **Question** |
| Part IV  Section IV, 2.  Page 16 | Can you confirm whether the “Cost Proposal” should be inserted into the table that is provided in Appendix I or whether it should be transferred to Excel format as indicated in the Submission Format instructions? |
| **Answer** | |
| Refer to the answer to question 8 of this document. | |

|  |  |  |
| --- | --- | --- |
| **10** | **RFP Section & Page Number** | **Question** |
| Part VII, Appendix I, Page 32 | Additionally, Appendix I is titled in a way that indicates a “Budget Narrative” is desired. Are we able to add a “Budget Narrative” to Appendix I? |
| **Answer** | |
| Bidders should not submit a Budget Narrative. | |

|  |  |  |
| --- | --- | --- |
| **11** | **RFP Section & Page Number** | **Question** |
| Not Provided | What is your budget? |
| **Answer** | |
| The Department declines to answer. | |

|  |  |  |
| --- | --- | --- |
| **12** | **RFP Section & Page Number** | **Question** |
| Not Provided | 1. What is your current solution? 2. And why are you making changes? |
| **Answer** | |
| 1. Equifax is the current provider of services 2. As this is outside the scope of the RFP, the Department declines to answer. | |

|  |  |  |
| --- | --- | --- |
| **13** | **RFP Section & Page Number** | **Question** |
| Not Provided | 1. Who is the end-user of this solution? 2. What is the level of visibility? 3. Who is it internally? I.T. staff vs Program staff? 4. Who is it externally? Employers? |
| **Answer** | |
| 1. Eligibility specialists determining eligibility for SNAP, Medicaid, and TANF. 2. This tool is for the Department’s internal use. 3. Internal users are Department staff. 4. External users would be contributing employers. | |

|  |  |  |
| --- | --- | --- |
| **14** | **RFP Section & Page Number** | **Question** |
| Not Provided | Volume:   1. anticipated #s over next 10 years (2025-2034) 2. historical #s over the last 10 years (2015-2024) |
| **Answer** | |
| 1. The Department cannot predict future volume, as volume is dependent on the Department’s SNAP and TANF caseload as well as available data from the Federal Data Services Hub (FDSH). 2. The Department does not have this data readily available. | |