



# STATE OF MICHIGAN ENTERPRISE PROCUREMENT

Department of Technology, Management, and Budget  
320 S. Walnut Street 2nd Floor Lansing, MI 48933  
P.O. BOX 30026 LANSING, MICHIGAN 48909

## CONTRACT CHANGE NOTICE

Change Notice Number 1

to

Contract Number MA220000001056

<b>CONTRACTOR</b>	INFORMATIX INCORPORATED
	2535 Capital Oaks Drive, Suite 340
	Sacramento CA 95833
	Danielle Pittman
	623-332-9638
	Danielle.pittman@informatixinc.com
	CV0066385

<b>STATE</b>	<b>Program Manager</b>	Kerry Page	MDHHS
		517-284-0778	
		PageK@michigan.gov	
	<b>Contract Administrator</b>	Susan Watt-Smith	DTMB
		517-230-0535	
		wattsmiths@michigan.gov	

CONTRACT SUMMARY				
Financial Institution Data Matching Alliance				
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE	
July 1, 2022	June 30, 2029	3 - 12 Months	June 30, 2029	
PAYMENT TERMS		DELIVERY TIMEFRAME		
Net 45		N/A		
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING	
<input type="checkbox"/> P-Card <input type="checkbox"/> Direct Voucher (PRC) <input type="checkbox"/> Other			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
MINIMUM DELIVERY REQUIREMENTS				
N/A				
DESCRIPTION OF CHANGE NOTICE				
OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input type="checkbox"/>		<input type="checkbox"/>		
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$824,991.60	\$0.00	\$824,991.60		

DESCRIPTION
<p>Effective May 28, 2025, Section 4.3. Reporting, C. is hereby incorporated into Schedule A - Statement of Work Contract Activities per Attachment 1.</p> <p>Please note the State Contract Administrator has been changed to Susan Watt-Smith, 517-230-0535, wattsmiths@michigan.gov, and the State Program Manager has been changed to Kerry Page, 517-284-0778, pagek@michigan.gov</p> <p>All other terms, conditions, specifications and pricing remain the same. Per contractor and agency agreement, and DTMB Central Procurement approval.</p>

# SCHEDULE A – STATEMENT OF WORK

## CONTRACT ACTIVITIES

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**Change Notice 1, Attachment 1**  
**Contract No. 220000001056**  
**Informatix, Inc.**

**4.3. Reporting**

The Contractor must submit to the Program Manager, the following usage reports (quarterly), including:

- A. Quantity and dollars for State work performed.
- B. Track and report statistics such as number of calls and types of questions.
- C. Each State may amend its individual contract to fulfill reporting needs at an additional cost to that State.



# STATE OF MICHIGAN PROCUREMENT

Department of Technology, Management, and Budget – Central Procurement Services

320 S Walnut St, Lansing MI 48933  
P.O. Box 30026, Lansing, Michigan 48933

## NOTICE OF CONTRACT

NOTICE OF CONTRACT NO. **220000001056**

between

THE STATE OF MICHIGAN

and

<b>CONTRACTOR</b>	Informatix, Inc.
	2535 Capital Oaks Drive, Suite 340
	Sacramento, CA 95833
	Danielle Pittman
	623-332-9638
	Danielle.pittman@informatixinc.com
	CV0066385

<b>STATE</b>	Program Manager	Kim Lubbers	DHHS
		517-284-0008	
		lubbersk@michigan.gov	
	Contract Administrator	Marissa Gove	DTMB
		517-449-8952	
		Govem1@michigan.gov	

CONTRACT SUMMARY			
<b>DESCRIPTION: Financial Institution Data Matching Alliance</b>			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
July 1, 2022	June 30, 2029	3 – 1 Year	
PAYMENT TERMS		DELIVERY TIMEFRAME	
NET45		N/A	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
<input type="checkbox"/> P-card	<input type="checkbox"/> Payment Request (PRC)	<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>MINIMUM DELIVERY REQUIREMENTS</b>			
N/A			
<b>MISCELLANEOUS INFORMATION</b>			
THIS IS NOT AN ORDER: This Contract agreement is awarded on the basis of the State's inquiry bearing solicitation number 220000001259. Orders for delivery will be issued directly by the Department through a Delivery Order (DO).			
<b>ESTIMATED CONTRACT VALUE AT TIME OF EXECUTION</b>			<b>\$824,991.60</b>

# STANDARD CONTRACT TERMS

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This STANDARD CONTRACT (“**Contract**”) is agreed to between the State of Michigan (the “**State**”) and Informatix, Inc. (“**Contractor**”), a California Corporation. This Contract is effective on July 1, 2022 (“**Effective Date**”), and unless terminated, expires on June 30, 2029.

This Contract may be renewed for up to 3 additional 1-year periods. Renewal is at the sole discretion of the State and will automatically extend the Term of this Contract. The State will document its exercise of renewal options via Contract Change Notice.

The parties agree as follows:

**1. Definitions.** For the purposes of this Contract, the following terms have the following meanings:

“**Accept**” has the meaning set forth in **Section** Error! Reference source not found..

“**Acceptance**” has the meaning set forth in **Section** Error! Reference source not found..

“**Affiliate**” of a Person means any other Person that directly or indirectly, through one or more intermediaries, controls, is controlled by, or is under common control with, such Person. For purposes of this definition, the term “control” (including the terms “controlled by” and “under common control with”) means the direct or indirect ownership of more than fifty percent (50%) of the voting securities of a Person.

“**Allegedly Infringing Materials**” has the meaning set forth in **Section** Error! Reference source not found..

“**Business Day**” means a day other than a Saturday, Sunday or other day on which the State is authorized or required by Law to be closed for business.

“**Business Owner**” is the individual appointed by the agency buyer to (a) act as the agency’s representative in all matters relating to the Contract, and (b) co-sign off on notice of Acceptance. The Business Owner will be identified in the Statement of Work.

“**Change**” has the meaning set forth in **Section** Error! Reference source not found..

“**Change Notice**” has the meaning set forth in **Section** Error! Reference source not found..

“**Change Proposal**” has the meaning set forth in **Section** Error! Reference source not found..

“**Change Request**” has the meaning set forth in **Section** Error! Reference source not found..

“**Confidential Information**” has the meaning set forth in **Section** Error! Reference source not found..

“**Configuration**” means State-specific changes made to the Software without Source Code or structural data model changes occurring.

“**Contract**” has the meaning set forth in the preamble.

**“Contract Activities”** includes the Services, Deliverables, delivery of commodities, or other contractual requirements set forth in **Schedule A – Statement of Work**, including any subsequent Statement(s) of Work, that the Contractor agrees to provide, and the State agrees to purchase pursuant to the terms of this Contract.

**“Contract Administrator”** is the individual appointed by each party to (a) administer the terms of this Contract, and (b) approve any Change Notices under this Contract. Each party’s Contract Administrator will be identified in the Statement of Work.

**“Contractor”** has the meaning set forth in the preamble.

**“Contractor’s Bid Response”** means the Contractor’s proposal submitted in response to the State’s requests to obtain Contract Activities.

**“Contractor Personnel”** means all employees of Contractor, or any Permitted Subcontractors involved in the performance of Services hereunder.

**“Deliverables”** means all materials, including, but not limited to Software, Documentation, written materials and commodities, that Contractor is required to or otherwise does provide to the State under this Contract and otherwise in connection with any Services, including all items specifically identified as Deliverables in **Schedule A - Statement of Work**.

**“Dispute Resolution Procedure”** has the meaning set forth in **Section** Error! Reference source not found..

**“Documentation”** means all generally available documentation relating to the Software, including all user manuals, operating manuals and other instructions, specifications, documents and materials, in any form or media, that describe any component, feature, requirement or other aspect of the Software or Hosted Services (as defined in **Schedule E**), including any functionality, testing, operation or use thereof.

**“DTMB”** means the Michigan Department of Technology, Management and Budget.

**“Effective Date”** has the meaning set forth in the preamble.

**“Fees”** means collectively all fees collected by the Contractor pursuant to the terms of this Contract.

**“Financial Audit Period”** has the meaning set forth in **Section** Error! Reference source not found..

**“Force Majeure”** has the meaning set forth in **Section** Error! Reference source not found..

**“HIPAA”** has the meaning set forth in **Section** Error! Reference source not found..

**“Intellectual Property Rights”** means all or any of the following: (a) patents, patent disclosures, and inventions (whether patentable or not); (b) trademarks, service marks, trade dress, trade names, logos, corporate names, and domain names, together with all of the associated goodwill; (c) copyrights and copyrightable works (including computer programs),

mask works and rights in data and databases; (d) trade secrets, know-how and other confidential information; and (e) all other intellectual property rights, in each case whether registered or unregistered and including all applications for, and renewals or extensions of, such rights, and all similar or equivalent rights or forms of protection provided by applicable Law in any jurisdiction throughout the world.

**“Key Personnel”** means any Contractor Personnel identified as key personnel in **Schedule A – Statement of Work**.

**“Law”** means any statute, law, ordinance, regulation, rule, code, order, constitution, treaty, common law, judgment, decree or other requirement or rule of any federal, state, local or foreign government or political subdivision thereof, or any arbitrator, court or tribunal of competent jurisdiction.

**“Loss or Losses”** means all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs or expenses of whatever kind, including reasonable attorneys' fees and the costs of enforcing any right to indemnification hereunder and the cost of pursuing any insurance providers.

**“Maintenance Release”** means any update, upgrade, release or other adaptation or modification of the Software, including any updated Documentation, that Contractor may generally provide to its licensees from time to time during the Term, which may contain, among other things, error corrections, enhancements, improvements or other changes to the user interface, functionality, compatibility, capabilities, performance, efficiency or quality of the Software.

**“New Version”** means any new version of the Software that the Contractor may from time to time introduce and market generally as a distinct licensed product, as may be indicated by Contractor's designation of a new version number.

**“PAT”** means a document or product accessibility template, including any Information Technology Industry Council Voluntary Product Accessibility Template or VPAT®, that specifies how information and software products, such as websites, applications, software and associated content, conform to WCAG 2.0 Level AA.

**“Permitted Subcontractor”** has the meaning set forth in **Section** Error! Reference source not found..

**“Person”** means an individual, corporation, partnership, joint venture, limited liability company, governmental authority, unincorporated organization, trust, association, or other entity.

**“Pricing”** means any and all fees, rates and prices payable under this Contract, including pursuant to any Schedule or Exhibit hereto.

**“Pricing Schedule”** means the schedule attached as **Schedule B**, setting forth the Fees, rates and Pricing payable under this Contract.

**“Program Manager”** is the individual appointed by each party to (a) monitor and coordinate the day-to-day activities of this Contract, and (b) for the State, to co-sign off on its notice of Acceptance of the Deliverables. Each party’s Program Manager will be identified in the Statement of Work.

**“Representatives”** means a party’s employees, officers, directors, partners, shareholders, agents, attorneys, successors and permitted assigns.

**“RFP”** means the State’s request designed to solicit responses for Contract Activities under this Contract.

**“Software”** means Contractor’s software set forth in the Statement of Work, and any Maintenance Releases or New Versions provided to the State and any Configurations made by or for the State pursuant to this Contract, and all copies of the foregoing permitted under this Contract and the License Agreement. Software constitutes Contractor’s proprietary information and material, and Contractor retains all right, title and interest in Software.

**“Services”** means any of the services Contractor is required to or otherwise does provide under this Contract, **Schedule A** - Statement of Work, **Schedule C** - Software Terms for On-site Hosting (if applicable), and **Schedule D** – Contractor Hosted Software and Services (if applicable).

**“Source Code”** means the human readable source code of the Software to which it relates, in the programming language in which the Software was written, together with all related flow charts and technical documentation, including a description of the procedure for generating object code, all of a level sufficient to enable a programmer reasonably fluent in such programming language to understand, build, operate, support, maintain and develop modifications, upgrades, updates, adaptations, enhancements, new versions and other derivative works and improvements of, and to develop computer programs compatible with, the Software.

**“Site”** means the physical location designated by the State in, or in accordance with, this Contract or the Statement of Work for delivery or installation of the Contract Activities.

**“State”** means the State of Michigan.

**“State Data”** has the meaning set forth in **Section** Error! Reference source not found..

**“State Materials”** means all materials and information, including equipment, documents, data, know-how, ideas, methodologies, specifications, software, content and technology, in any form or media, directly or indirectly provided or made available to Contractor by or on behalf of the State in connection with this Contract.

**“Statement of Work”** means any statement of work entered into by the parties and attached as a schedule to this Contract. The initial Statement of Work is attached as **Schedule A**, and subsequent Statements of Work shall be sequentially identified and attached as Schedules A-1, A-2, A-3, etc.



**“Stop Work Order”** has the meaning set forth in **Section** Error! Reference source not found..

**“Term”** has the meaning set forth in the preamble.

**“Third Party”** means any Person other than the State or Contractor.

**“Transition Period”** has the meaning set forth in **Section** Error! Reference source not found..

**“Transition Responsibilities”** has the meaning set forth in **Section** Error! Reference source not found..

**“Unauthorized Removal”** has the meaning set forth in **Section** Error! Reference source not found..

**“Unauthorized Removal Credit”** has the meaning set forth in **Section** Error! Reference source not found..

**“Warranty Period”** means the period set forth in Schedule A, the Statement of Work, commencing on the date of acceptance of all Deliverables purchased pursuant to the terms of this Contract.

**“WCAG 2.0 Level AA”** means level AA of the World Wide Web Consortium Web Content Accessibility Guidelines version 2.0.

**“Work Product”** means all State-specific deliverables that Contractor is required to, or otherwise does, provide to the State under this Contract including but not limited to written materials, computer scripts, software configuration, software customization, APIs, macros, user interfaces, reports, project management documents, forms, templates, and other State-specific documents and related materials together with all ideas, concepts, processes, and methodologies developed in connection with this Contract whether or not embodied in this Contract. Work Product does not include software.

- 2. Duties of Contractor.** Contractor must perform the services and provide the deliverables described in **Schedule A – Statement of Work** (the **“Contract Activities”**). An obligation to provide delivery of any commodity is considered a service and is a Contract Activity.

Contractor must furnish all labor, equipment, materials, and supplies necessary for the performance of the Contract Activities, and meet operational standards, unless otherwise specified in **Schedule A**.

Contractor must: (a) perform the Contract Activities in a timely, professional, safe, and workmanlike manner consistent with standards in the trade, profession, or industry; (b) meet or exceed the performance and operational standards, and specifications of the Contract; (c) provide all Contract Activities in good quality, with no material defects; (d) not interfere with the State’s operations; (e) obtain and maintain all necessary licenses, permits or other authorizations necessary for the performance of the Contract; (f) cooperate with the State, including the State’s quality assurance personnel, and any third party to achieve the objectives of the Contract; (g) return to the State any State-furnished equipment or

other resources in the same condition as when provided when no longer required for the Contract; (h) not make any media releases without prior written authorization from the State; (i) assign to the State any claims resulting from state or federal antitrust violations to the extent that those violations concern materials or services supplied by third parties toward fulfillment of the Contract; (j) comply with all State physical and IT security policies and standards which will be made available upon request; and (k) provide the State priority in performance of the Contract except as mandated by federal disaster response requirements. Any breach under this paragraph is considered a material breach.

Contractor must also be clearly identifiable while on State property by wearing identification issued by the State, and clearly identify themselves whenever making contact with the State.

- 3. Statement(s) of Work.** Contractor shall provide the Contract Activities pursuant to Statements of Work entered into under this Contract. No Statement of Work shall be effective unless signed by each party's Contract Administrator. The term of each Statement of Work shall commence on the parties' full execution of the Statement of Work and terminate when the parties have fully performed their obligations. The terms and conditions of this Contract will apply at all times to any Statements of Work entered into by the parties and attached as a schedule to this Contract. The State shall have the right to terminate such Statement of Work as set forth in **Sections 28 and 29** Contractor acknowledges that time is of the essence with respect to Contractor's obligations under each Statement of Work and agrees that prompt and timely performance of all such obligations in accordance with this Contract and the Statements of Work is strictly required.
- 4. Statement of Work Requirements.** Each Statement of Work may include the following: (a) names and contact information for Contractor's Contract Administrator, Program Manager and Key Personnel; (b) names and contact information for the State's Contract Administrator, Program Manager and Business Owner; (c) a detailed description of the Services to be provided under this Contract, including any training obligations of Contractor; (d) a detailed description of the Deliverables to be provided under this Contract; (e) a description of all liquidated damages associated with this Contract, if any; and (f) a detailed description of all State Resources, if any, required to complete the Implementation Plan, if such a Plan is necessary.
- 5. Change Control Process.** The State may at any time request in writing (each, a "Change Request") changes to the Statement of Work, including changes to the Contract Activities (each, a "Change"). Upon the State's submission of a Change Request, the parties will evaluate and implement all Changes in accordance with this **Section** Error! Reference source not found.. No Change will be effective until the parties have executed a Change Notice. Except as the State may request in its Change Request or otherwise in writing, Contractor must continue to perform its obligations in accordance with the Statement of Work pending negotiation and execution of a Change Notice. Contractor will use its best efforts to limit any delays or Fee increases from any Change to those necessary to perform the Change in accordance with the applicable Change Notice. Contractor may, on its own initiative and at its own expense, prepare and submit its own Change Request to the State. However, the

State will be under no obligation to approve or otherwise respond to a Change Request initiated by Contractor.

- 6. Notices.** All notices and other communications required or permitted under this Contract must be in writing and will be considered given and received: (a) when verified by written receipt if sent by courier; (b) when actually received if sent by mail without verification of receipt; or (c) when verified by automated receipt or electronic logs if sent by facsimile or email.

If to State:	If to Contractor:
<b>Marissa Gove</b> <b>320 S Walnut St.</b> <b>Lansing, MI 48933</b> <b>Govem1@michigan.gov</b> <b>517-449-8952</b>	<b>Danielle Pittman</b> <b>2535 Capital Oaks, Dr., Suite 340</b> <b>Sacramento, CA 95833</b> <b>Danielle.pittman@informatixinc.com</b> <b>623-322-9638</b>

- 7. Performance Guarantee.** Contractor must at all times have financial resources sufficient, in the opinion of the State, to ensure performance of the Contract and must provide proof upon request. The State may require a performance bond (as specified in **Schedule A – Statement of Work**) if, in the opinion of the State, it will ensure performance of the Contract.
- 8. Insurance Requirements.** Contractor, at its sole expense, must maintain the insurance coverage identified below. All required insurance must: (a) protect the State from claims that may arise out of, are alleged to arise out of, or otherwise result from Contractor's or a subcontractor's performance; (b) be primary and non-contributing to any comparable liability insurance (including self-insurance) carried by the State; and (c) be provided by a company with an A.M. Best rating of "A-" or better, and a financial size of VII or better.

Required Limits	Additional Requirements
<b>Commercial General Liability Insurance</b>	
<b>Minimum Limits:</b> \$1,000,000 Each Occurrence \$1,000,000 Personal & Advertising Injury \$2,000,000 Products/Completed Operations \$2,000,000 General Aggregate	Contractor must have their policy endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents" as additional insureds using endorsement CG 20 10 11 85, or both CG 20 10 12 19 and CG 20 37 12 19.
<b>Workers' Compensation Insurance</b>	
<b>Minimum Limits:</b> Coverage according to applicable laws governing work activities.	Waiver of subrogation, except where waiver is prohibited by law.
<b>Employers Liability Insurance</b>	
<b>Minimum Limits:</b> \$500,000 Each Accident \$500,000 Each Employee by Disease \$500,000 Aggregate Disease	
<b>Privacy and Security Liability (Cyber Liability) Insurance</b>	

Required Limits	Additional Requirements
<b>Minimum Limits:</b> \$1,000,000 Each Occurrence \$1,000,000 Annual Aggregate	Contractor must have their policy cover information security and privacy liability, privacy notification costs, regulatory defense and penalties, and website media content liability.

If any of the required policies provide claims-made coverage, the Contractor must: (a) provide coverage with a retroactive date before the Effective Date of the Contract or the beginning of Contract Activities; (b) maintain coverage and provide evidence of coverage for at least three (3) years after completion of the Contract Activities; and (c) if coverage is cancelled or not renewed, and not replaced with another claims-made policy form with a retroactive date prior to the Contract Effective Date, Contractor must purchase extended reporting coverage for a minimum of three (3) years after completion of work.

Contractor must: (a) provide insurance certificates to the Contract Administrator, containing the agreement or delivery order number, at Contract formation and within twenty (20) calendar days of the expiration date of the applicable policies; (b) require that subcontractors maintain the required insurance contained in this Section; (c) notify the Contract Administrator within five (5) business days if any insurance is cancelled; and (d) waive all rights against the State for damages covered by insurance. Failure to maintain the required insurance does not limit this waiver.

This Section is not intended to and is not to be construed in any manner as waiving, restricting or limiting the liability of either party for any obligations under this Contract (including any provisions hereof requiring Contractor to indemnify, defend and hold harmless the State).

**9. Administrative Fee and Reporting.** Contractor must pay an administrative fee of 1% on all payments made to Contractor under the Contract including transactions with the State (including its departments, divisions, agencies, offices, and commissions), MiDEAL members, and other states (including governmental subdivisions and authorized entities).

Administrative fee payments must be made online by check or credit card at:

<https://www.thepayplace.com/mi/dtmb/adminfee>

Contractor must submit an itemized purchasing activity report, which includes at a minimum, the name of the purchasing entity and the total dollar volume in sales. Reports should be mailed to MiDeal@michigan.gov.

The administrative fee and purchasing activity report are due within 30 calendar days from the last day of each calendar quarter.

**10. Extended Purchasing Program.** This contract is extended to MiDEAL members. MiDEAL members include local units of government, school districts, universities, community colleges, and nonprofit hospitals. A current list of MiDEAL members is available at [www.michigan.gov/mideal](http://www.michigan.gov/mideal).

Upon written agreement between the State and Contractor, this contract may also be extended to: (a) other states (including governmental subdivisions and authorized entities) and (b) State of Michigan employees.

If extended, Contractor must supply all Contract Activities at the established Contract prices and terms. The State reserves the right to impose an administrative fee and negotiate additional discounts based on any increased volume generated by such extensions.

Contractor must submit invoices to, and receive payment from, extended purchasing program members on a direct and individual basis.

- 11. Independent Contractor.** Contractor is an independent contractor and assumes all rights, obligations and liabilities set forth in this Contract. Contractor, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Contract. Contractor, and not the State, is responsible for the payment of wages, benefits and taxes of Contractor's employees and any subcontractors. Prior performance does not modify Contractor's status as an independent contractor.
- 12. Intellectual Property Rights.** Contractor hereby acknowledges that the State is and will be the sole and exclusive owner of all right, title, and interest in the Work Product produced as part of the Contract Activities, and all associated intellectual property rights, if any. In general, Work Product constitutes works made for hire as defined in Section 101 of the Copyright Act of 1976. To the extent any Work Product, and related intellectual property do not qualify as works made for hire under the Copyright Act, Contractor will, and hereby does, immediately on its creation, assign, transfer and otherwise convey to the State, irrevocably and in perpetuity, throughout the universe, all right, title and interest in and to the Work Product, including all intellectual property rights therein. Contractor also irrevocably waives any and all claims Contractor may have now or hereafter have in any jurisdiction to so called "moral rights" or rights of *droit moral* with respect to the Work Product.
- 13. Subcontracting.** Contractor will not, without the prior written approval of the State, which consent may be given or withheld in the State's sole discretion, engage any Third Party to perform Services. The State's approval of any such Third Party (each approved Third Party, a "**Permitted Subcontractor**") does not relieve Contractor of its representations, warranties or obligations under this Contract. Without limiting the foregoing, Contractor will: (a) be responsible and liable for the acts and omissions of each such Permitted Subcontractor (including such Permitted Subcontractor's employees who, to the extent providing Services or Deliverables, shall be deemed Contractor Personnel) to the same extent as if such acts or omissions were by Contractor or its employees; (b) name the State a third party beneficiary under Contractor's Contract with each Permitted Subcontractor with respect to the Services; (c) be responsible for all fees and expenses payable to, by or on behalf of each Permitted Subcontractor in connection with this Contract, including, if applicable, withholding of income taxes, and the payment and withholding of social security and other payroll taxes, unemployment insurance, workers' compensation insurance payments and disability

benefits; and (d) notify the State of the location of the Permitted Subcontractor and indicate if it is located within the continental United States.

**14. Staffing.** Contractor is solely responsible for all Contractor Personnel and for the payment of their compensation, including, if applicable, withholding of income taxes, and the payment and withholding of social security and other payroll taxes, unemployment insurance, workers' compensation insurance payments and disability benefits. The State's Contract Administrator may require Contractor to remove or reassign personnel by providing a notice to Contractor.

**15. Key Personnel.** If, in the sole discretion of the State, Key Personnel are required to complete the Contract Activities, such Key Personnel shall be identified in **Schedule A - Statement of Work**. The State has the right to recommend and approve in writing the initial assignment, as well as any proposed reassignment or replacement, of any Key Personnel. Before assigning an individual to any Key Personnel position, Contractor will notify the State of the proposed assignment, introduce the individual to the State's Program Manager, and provide the State with a resume and any other information about the individual reasonably requested by the State. The State reserves the right to interview the individual before granting written approval. In the event the State finds a proposed individual unacceptable, the State will provide a written explanation including reasonable detail outlining the reasons for the rejection.

Contractor will not remove any Key Personnel from their assigned roles on this Contract without the prior written consent of the State. The Contractor's removal of Key Personnel without the prior written consent of the State is an unauthorized removal ("**Unauthorized Removal**"). An Unauthorized Removal does not include replacing Key Personnel for reasons beyond the reasonable control of Contractor, including illness, disability, leave of absence, personal emergency circumstances, resignation, or for cause termination of the Key Personnel's employment. Any Unauthorized Removal may be considered by the State to be a material breach of this Contract, in respect of which the State may elect to terminate this Contract for cause under **Section 28**.

It is further acknowledged that an Unauthorized Removal will interfere with the timely and proper completion of this Contract, to the loss and damage of the State, and that it would be impracticable and extremely difficult to fix the actual damage sustained by the State as a result of any Unauthorized Removal.

Therefore, Contractor and the State agree that in the case of any Unauthorized Removal in respect of which the State does not elect to exercise its rights under **Section 28**, Contractor will issue to the State an amount equal to \$25,000 per individual (each, an "**Unauthorized Removal Credit**").

Contractor acknowledges and agrees that each of the Unauthorized Removal Credits assessed above: (i) is a reasonable estimate of and compensation for the anticipated or actual harm to the State that may arise from the Unauthorized Removal, which would be impossible or very



difficult to accurately estimate; and (ii) may, at the State's option, be credited or set off against any fees or other charges payable to Contractor under this Contract.

- 16. Background Checks.** Pursuant to Michigan law, all agencies subject to IRS Pub. 1075 are required to ask the Michigan State Police to perform fingerprint background checks on all employees, including Contractor and Subcontractor employees, who may have access to any database of information maintained by the federal government that contains confidential or personal information, including, but not limited to, federal tax information. Further, pursuant to Michigan law, any agency described above is prohibited from providing Contractors or Subcontractors with the result of such background check. For more information, please see Michigan Public Act 427 of 2018. Upon request, or as may be specified in Schedule A, Contractor must perform background checks on all employees and subcontractors and its employees prior to their assignment. The scope is at the discretion of the State and documentation must be provided as requested. Contractor is responsible for all costs associated with the requested background checks. The State, in its sole discretion, may also perform background checks.
- 17. Assignment.** Contractor may not assign this Contract to any other party without the prior approval of the State. Upon notice to Contractor, the State, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Contract to any other party. If the State determines that a novation of the Contract to a third party is necessary, Contractor will agree to the novation and provide all necessary documentation and signatures.
- 18. Change of Control.** Contractor will notify within 30 days of any public announcement or otherwise once legally permitted to do so, the State of a change in Contractor's organizational structure or ownership. For purposes of this Contract, a change in control means any of the following: (a) a sale of more than 50% of Contractor's stock; (b) a sale of substantially all of Contractor's assets; (c) a change in a majority of Contractor's board members; (d) consummation of a merger or consolidation of Contractor with any other entity; (e) a change in ownership through a transaction or series of transactions; (f) or the board (or the stockholders) approves a plan of complete liquidation. A change of control does not include any consolidation or merger effected exclusively to change the domicile of Contractor, or any transaction or series of transactions principally for bona fide equity financing purposes.  
  
In the event of a change of control, Contractor must require the successor to assume this Contract and all of its obligations under this Contract.
- 19. Ordering.** Contractor is not authorized to begin performance until receipt of authorization as identified in **Schedule A**.
- 20. Acceptance.** Contract Activities are subject to inspection and testing by the State within 30 calendar days of the State's receipt of them ("**State Review Period**"), unless otherwise provided in Schedule A. If the Contract Activities are not fully accepted by the State, the State will notify Contractor by the end of the State Review Period that either: (a) the Contract Activities are accepted but noted deficiencies must be corrected; or (b) the Contract Activities are rejected. If the State finds material deficiencies, it may: (i) reject the

Contract Activities without performing any further inspections; (ii) demand performance at no additional cost; or (iii) terminate this Contract in accordance with **Section 28**, Termination for Cause.

Within 10 business days from the date of Contractor's receipt of notification of acceptance with deficiencies or rejection of any Contract Activities, Contractor must cure, at no additional cost, the deficiency and deliver unequivocally acceptable Contract Activities to the State. If acceptance with deficiencies or rejection of the Contract Activities impacts the content or delivery of other non-completed Contract Activities, the parties' respective Program Managers must determine an agreed to number of days for re-submission that minimizes the overall impact to the Contract. However, nothing herein affects, alters, or relieves Contractor of its obligations to correct deficiencies in accordance with the time response standards set forth in this Contract.

If Contractor is unable or refuses to correct the deficiency within the time response standards set forth in this Contract, the State may cancel the order in whole or in part. The State, or a third party identified by the State, may perform the Contract Activities and recover the difference between the cost to cure and the Contract price plus an additional 10% administrative fee.

**21. Reserved**

**22. Reserved**

**23. Reserved**

**24. Terms of Payment.** Invoices must conform to the requirements communicated from time-to-time by the State. All undisputed amounts are payable within 45 days of the State's receipt. Contractor may only charge for Contract Activities performed as specified in Schedule A. Invoices must include an itemized statement of all charges. The State is exempt from State sales tax for direct purchases and may be exempt from federal excise tax, if Services purchased under this Agreement are for the State's exclusive use. All prices are exclusive of taxes, and Contractor is responsible for all sales, use and excise taxes, and any other similar taxes, duties and charges of any kind imposed by any federal, state, or local governmental entity on any amounts payable by the State under this Contract.

The State has the right to withhold payment of any disputed amounts until the parties agree as to the validity of the disputed amount. The State will notify Contractor of any dispute within a reasonable time. Payment by the State will not constitute a waiver of any rights as to Contractor's continuing obligations, including claims for deficiencies or substandard Contract Activities. Contractor's acceptance of final payment by the State constitutes a waiver of all claims by Contractor against the State for payment under this Contract, other than those claims previously filed in writing on a timely basis and still disputed.

The State will only disburse payments under this Contract through Electronic Funds Transfer (EFT). Contractor must register with the State at <http://www.michigan.gov/SIGMAVSS> to



receive electronic fund transfer payments. If Contractor does not register, the State is not liable for failure to provide payment. Without prejudice to any other right or remedy it may have, the State reserves the right to set off at any time any amount then due and owing to it by Contractor against any amount payable by the State to Contractor under this Contract.

- 25. Payment Disputes.** The State may withhold from payment any and all payments and amounts the State disputes in good faith, pending resolution of such dispute, provided that the State: (a) timely renders all payments and amounts that are not in dispute; notifies Contractor of the dispute prior to the due date for payment, specifying in such notice: (i) the amount in dispute; and (ii) the reason for the dispute set out in sufficient detail to facilitate investigation by Contractor and resolution by the parties; (b) works with Contractor in good faith to resolve the dispute promptly; and (c) promptly pays any amount determined to be payable by resolution of the dispute.

Contractor shall not withhold any Contract Activities or fail to perform any obligation hereunder by reason of the State's good faith withholding of any payment or amount in accordance with this **Section** Error! Reference source not found. or any dispute arising therefrom.

- 26. Liquidated Damages.** In addition to any applicable service level credits or applicable Unauthorized Removal Credits, other liquidated damages, if applicable, will be assessed as described in Schedule A.
- 27. Stop Work Order.** The State may suspend any or all activities under the Contract at any time. The State will provide Contractor a written stop work order detailing the suspension. Contractor must comply with the stop work order upon receipt. Within 90 calendar days, or any longer period agreed to by Contractor, the State will either: (a) issue a notice authorizing Contractor to resume work, or (b) terminate the Contract or delivery order. The State will not pay for Contract Activities, Contractor's lost profits, or any additional compensation during a stop work period.
- 28. Termination for Cause.** The State may terminate this Contract for cause, in whole or in part, if Contractor, as determined by the State: (a) endangers the value, integrity, or security of any location, data, or personnel; (b) becomes insolvent, petitions for bankruptcy court proceedings, or has an involuntary bankruptcy proceeding filed against it by any creditor; (c) engages in any conduct that may expose the State to liability; (d) breaches any of its material duties or obligations; or (e) fails to cure a breach within the time stated in a notice of breach. Any reference to specific breaches being material breaches within this Contract will not be construed to mean that other breaches are not material.

If the State terminates this Contract under this Section, the State will issue a termination notice specifying whether Contractor must: (a) cease performance immediately, or (b) continue to perform for a specified period. If it is later determined that Contractor was not in breach of the Contract, the termination will be deemed to have been a Termination for Public Interest, effective as of the same date, and the rights and obligations of the parties will be limited to those provided in **Section 24**, Termination for Public Interest.

The State will only pay for amounts due to Contractor for Contract Activities accepted by the State on or before the date of termination, subject to the State's right to set off any amounts owed by the Contractor for the State's reasonable costs in terminating this Contract. The Contractor must pay all reasonable costs incurred by the State in terminating this Contract for cause, including administrative costs, attorneys' fees, court costs, transition costs, and any costs the State incurs to procure the Contract Activities from other sources.

- 29. Termination for Public Interest.** The State may immediately terminate this Contract in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. The termination notice will specify whether Contractor must: (a) cease performance of the Contract Activities immediately, or (b) continue to perform the Contract Activities in accordance with **Section 31**, Transition Responsibilities. If the State terminates this Contract for public interest, the State will pay all reasonable costs, as determined by the State, for State approved Transition Responsibilities.
- 30. Effect of Termination.** Upon and after the termination or expiration of this Contract or one or more Statements of Work for any or no reason: (a) Contractor will be obligated to perform all Transition Responsibilities specified in **Section Error! Reference source not found.**; (b) all licenses granted to Contractor in State Data will immediately and automatically also terminate. Contractor must promptly return to the State all State Data not required by Contractor for its Transition Responsibilities, if any; (c) Contractor will: (i) return to the State all documents and tangible materials (and any copies) containing, reflecting, incorporating, or based on the State's Confidential Information; (ii) permanently erase the State's Confidential Information from its computer systems; and (iii) certify in writing to the State that it has complied with the requirements of this **Section Error! Reference source not found.** in each case to the extent such materials are not required by Contractor for Transition Responsibilities, if any.
- 31. Transition Responsibilities.** Upon termination or expiration of this Contract for any reason, Contractor must, for a period of time specified by the State (not to exceed **30** calendar days), provide all reasonable transition assistance requested by the State, to allow for the expired or terminated portion of the Contract Activities to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Contract Activities to the State or its designees. Such transition assistance may include, but is not limited to: (a) continuing to perform the Contract Activities at the established Contract rates; (b) taking all reasonable and necessary measures to transition performance of the work, including all applicable Contract Activities, training, equipment, software, excluding Contractor's pre-existing software, leases, reports and other documentation, to the State or the State's designee; (c) taking all necessary and appropriate steps, or such other action as the State may direct, to preserve, maintain, protect, or return to the State all materials, data, property, and confidential information provided directly or indirectly to Contractor by any entity, agent, vendor, or employee of the State; (d) transferring title in and delivering to the State, at the State's discretion, all completed or partially completed deliverables prepared under this Contract as of the Contract termination date; and (e) preparing an accurate accounting from which the State and Contractor may reconcile all outstanding accounts (collectively,

**“Transition Responsibilities”**). This Contract will automatically be extended through the end of the transition period.

- 32. General Indemnification.** Contractor must defend, indemnify and hold the State, its departments, divisions, agencies, offices, commissions, officers, and employees harmless, without limitation, from and against any and all actions, claims, losses, liabilities, damages, costs, attorney fees, and expenses (including those required to establish the right to indemnification), arising out of or relating to: (a) any breach by Contractor (or any of Contractor’s employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable) of any of the promises, agreements, representations, warranties, or insurance requirements contained in this Contract; (b) any infringement, misappropriation, or other violation of any intellectual property right or other right of any third party; (c) any bodily injury, death, or damage to real or tangible personal property occurring wholly or in part due to action or inaction by Contractor (or any of Contractor’s employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable); and (d) any acts or omissions of Contractor (or any of Contractor’s employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable).

The State will notify Contractor in writing if indemnification is sought; however, failure to do so will not relieve Contractor, except to the extent that Contractor is materially prejudiced. Contractor must, to the satisfaction of the State, demonstrate its financial ability to carry out these obligations.

The State is entitled to: (i) regular updates on proceeding status; (ii) participate in the defense of the proceeding; (iii) employ its own counsel; and to (iv) retain control of the defense if the State deems necessary. Contractor will not, without the State’s written consent (not to be unreasonably withheld), settle, compromise, or consent to the entry of any judgment in or otherwise seek to terminate any claim, action, or proceeding. To the extent that any State employee, official, or law may be involved or challenged, the State may, at its own expense, control the defense of that portion of the claim.

Any litigation activity on behalf of the State, or any of its subdivisions under this Section, must be coordinated with the Department of Attorney General. An attorney designated to represent the State may not do so until approved by the Michigan Attorney General and appointed as a Special Assistant Attorney General.

- 33. Infringement Remedies.** If, in either party’s opinion, any piece of equipment, software, commodity, or service supplied by Contractor or its subcontractors, or its operation, use or reproduction, is likely to become the subject of a copyright, patent, trademark, or trade secret infringement claim, Contractor must, at its expense: (a) procure for the State the right to continue using the equipment, software, commodity, or service, or if this option is not reasonably available to Contractor, (b) replace or modify the same so that it becomes non-infringing; or (c) accept its return by the State with appropriate credits to the State against Contractor’s charges and reimburse the State for any losses or costs incurred as a consequence of the State ceasing its use and returning it.

### 34. Limitation of Liability and Disclaimer of Damages.

- a. Disclaimer of Damages. NEITHER THE CONTRACTOR NOR THE STATE WILL BE LIABLE, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR BY STATUTE OR OTHERWISE, FOR ANY CLAIM RELATED TO OR ARISING UNDER THIS CONTRACT FOR CONSEQUENTIAL, INCIDENTAL, INDIRECT, OR SPECIAL DAMAGES, INCLUDING WITHOUT LIMITATION LOST PROFITS AND LOST BUSINESS OPPORTUNITIES.
- b. Limitation of Liability. IN NO EVENT WILL EITHER PARTY'S AGGREGATE LIABILITY TO THE OTHER PARTY UNDER THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR BY STATUTE OR OTHERWISE, FOR ANY CLAIM RELATED TO OR ARISING UNDER THIS CONTRACT, EXCEED THE MAXIMUM AMOUNT OF FEES PAYABLE UNDER THIS CONTRACT.
- c. Exceptions. Sections 34(a) (Disclaimer of Damages) and 34(b) (Limitation of Liability) above will not apply to: (i) Contractor's obligation to indemnify under the terms of this Contract; (ii) Contractor's obligations related to the loss or compromise of State Data under the terms of this Contract; and (iii) damages arising from Contractor's recklessness, bad faith, or intentional misconduct.

**35. Disclosure of Litigation, or Other Proceeding.** Contractor must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "**Proceeding**") involving Contractor, a subcontractor, or an officer or director of Contractor or subcontractor, that arises during the term of the Contract, including: (a) a criminal Proceeding; (b) a parole or probation Proceeding; (c) a Proceeding under the Sarbanes-Oxley Act; (d) a civil Proceeding involving: (1) a claim that might reasonably be expected to adversely affect Contractor's viability or financial stability; or (2) a governmental or public entity's claim or written allegation of fraud; or (e) a Proceeding involving any license that Contractor is required to possess in order to perform under this Contract.

### 36. Reserved

### 37. State Data.

- a. **Ownership.** The State's data ("**State Data**," which will be treated by Contractor as Confidential Information) includes: (a) the State's data collected, used, processed, stored, or generated as the result of the Contract Activities; (b) personally identifiable information ("**PII**") collected, used, processed, stored, or generated as the result of the Contract Activities, including, without limitation, any information that identifies an individual, such as an individual's social security number or other government-issued identification number, date of birth, address, telephone number, biometric data, mother's maiden name, email address, credit card information, or an individual's name in combination with any other of the elements here listed; and, (c) personal health information ("**PHI**") collected, used, processed, stored, or generated as the result of the Contract Activities, which is defined under the Health Insurance Portability and

Accountability Act (HIPAA) and its related rules and regulations. State Data is and will remain the sole and exclusive property of the State and all right, title, and interest in the same is reserved by the State. This Section survives the termination of this Contract.

- b. Contractor Use of State Data.** Contractor is provided a limited license to State Data for the sole and exclusive purpose of providing the Contract Activities, including a license to collect, process, store, generate, and display State Data only to the extent necessary in the provision of the Contract Activities. Contractor must: (a) keep and maintain State Data in strict confidence, using such degree of care as is appropriate and consistent with its obligations as further described in this Contract and applicable law to avoid unauthorized access, use, disclosure, or loss; (b) use and disclose State Data solely and exclusively for the purpose of providing the Contract Activities, such use and disclosure being in accordance with this Contract, any applicable Statement of Work, and applicable law; and (c) not use, sell, rent, transfer, distribute, or otherwise disclose or make available State Data for Contractor's own purposes or for the benefit of anyone other than the State without the State's prior written consent. This Section survives the termination of this Contract.
- c. Extraction of State Data.** Contractor must, within five (5) business days of the State's request, provide the State, without charge and without any conditions or contingencies whatsoever (including but not limited to the payment of any fees due to Contractor), an extract of the State Data in the format specified by the State.
- d. Backup and Recovery of State Data.** Unless otherwise specified in Schedule A, Contractor is responsible for maintaining a backup of State Data and for an orderly and timely recovery of such data. Unless otherwise described in Schedule A, Contractor must maintain a contemporaneous backup of State Data that can be recovered within two (2) hours at any point in time.
- e. Loss or Compromise of Data.** In the event of any act, error or omission, negligence, misconduct, or breach on the part of Contractor that compromises or is suspected to compromise the security, confidentiality, or integrity of State Data or the physical, technical, administrative, or organizational safeguards put in place by Contractor that relate to the protection of the security, confidentiality, or integrity of State Data, Contractor must, as applicable: (a) notify the State as soon as practicable but no later than twenty-four (24) hours of becoming aware of such occurrence; (b) cooperate with the State in investigating the occurrence, including making available all relevant records, logs, files, data reporting, and other materials required to comply with applicable law or as otherwise required by the State; (c) in the case of PII or PHI, at the State's sole election, (i) with approval and assistance from the State, notify the affected individuals who comprise the PII or PHI as soon as practicable but no later than is required to comply with applicable law, or, in the absence of any legally required notification period, within five (5) calendar days of the occurrence; or (ii) reimburse the State for any costs in notifying the affected individuals; (d) in the case of PII, provide third-party credit and identity monitoring services to each of the affected individuals who comprise the PII for the period required to comply with applicable law, or, in the absence of any legally

required monitoring services, for no less than twenty-four (24) months following the date of notification to such individuals; (e) perform or take any other actions required to comply with applicable law as a result of the occurrence; (f) pay for any costs associated with the occurrence, including but not limited to any costs incurred by the State in investigating and resolving the occurrence, including reasonable attorney's fees associated with such investigation and resolution; (g) without limiting Contractor's obligations of indemnification as further described in this Contract, indemnify, defend, and hold harmless the State for any and all claims, including reasonable attorneys' fees, costs, and incidental expenses, which may be suffered by, accrued against, charged to, or recoverable from the State in connection with the occurrence; (h) be responsible for recreating lost State Data in the manner and on the schedule set by the State without charge to the State; and (i) provide to the State a detailed plan within ten (10) calendar days of the occurrence describing the measures Contractor will undertake to prevent a future occurrence. Notification to affected individuals, as described above, must comply with applicable law, be written in plain language, not be tangentially used for any solicitation purposes, and contain, at a minimum: name and contact information of Contractor's representative; a description of the nature of the loss; a list of the types of data involved; the known or approximate date of the loss; how such loss may affect the affected individual; what steps Contractor has taken to protect the affected individual; what steps the affected individual can take to protect himself or herself; contact information for major credit card reporting agencies; and, information regarding the credit and identity monitoring services to be provided by Contractor. The State will have the option to review and approve any notification sent to affected individuals prior to its delivery. Notification to any other party, including but not limited to public media outlets, must be reviewed and approved by the State in writing prior to its dissemination. The parties agree that any damages relating to a breach of this **Section 37** are to be considered direct damages and not consequential damages. This Section survives termination or expiration of this Contract.

**38. Non-Disclosure of Confidential Information.** The parties acknowledge that each party may be exposed to or acquire communication or data of the other party that is confidential, privileged communication not intended to be disclosed to third parties. The provisions of this Section survive the termination of this Contract.

- a. Meaning of Confidential Information.** For the purposes of this Contract, the term "**Confidential Information**" means all information and documentation of a party that: (a) has been marked "confidential" or with words of similar meaning, at the time of disclosure by such party; (b) if disclosed orally or not marked "confidential" or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked "confidential" or with words of similar meaning; and, (c) should reasonably be recognized as confidential information of the disclosing party. The term "Confidential Information" does not include any information or documentation that was: (a) subject to disclosure under the Michigan Freedom of Information Act (FOIA); (b) already in the possession of the receiving party without an obligation of confidentiality; (c) developed independently by the receiving party, as demonstrated by the receiving



party, without violating the disclosing party's proprietary rights; (d) obtained from a source other than the disclosing party without an obligation of confidentiality; or, (e) publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, though, or on behalf of, the receiving party). Confidential Information of Contractor includes all non-public proprietary information of Contractor, marked or otherwise recognized as confidential based on the foregoing definition. For purposes of this Contract, in all cases and for all matters, State Data is deemed to be Confidential Information.

- b. Obligation of Confidentiality.** The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or otherwise dispose of, give or disclose such Confidential Information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this Contract or to use such Confidential Information for any purposes whatsoever other than the performance of this Contract. The parties agree to advise and require their respective employees, agents, and subcontractors of their obligations to keep all Confidential Information confidential. Disclosure to a subcontractor is permissible where: (a) use of a subcontractor is authorized under this Contract; (b) the disclosure is necessary or otherwise naturally occurs in connection with work that is within the subcontractor's responsibilities; and (c) Contractor obligates the subcontractor in a written contract to maintain the State's Confidential Information in confidence. At the State's request, any employee of Contractor or any subcontractor may be required to execute a separate agreement to be bound by the provisions of this Section.
- c. Cooperation to Prevent Disclosure of Confidential Information.** Each party must use its best efforts to assist the other party in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limiting the foregoing, each party must advise the other party immediately in the event either party learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Contract and each party will cooperate with the other party in seeking injunctive or other equitable relief against any such person.
- d. Remedies for Breach of Obligation of Confidentiality.** Each party acknowledges that breach of its obligation of confidentiality may give rise to irreparable injury to the other party, which damage may be inadequately compensable in the form of monetary damages. Accordingly, a party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available, to include, in the case of the State, at the sole election of the State, the immediate termination, without liability to the State, of this Contract or any Statement of Work corresponding to the breach or threatened breach.
- e. Surrender of Confidential Information upon Termination.** Upon termination of this Contract or a Statement of Work, in whole or in part, each party must, within 5 calendar days from the date of termination, return to the other party any and all Confidential Information received from the other party, or created or received by a party on behalf of the other party, which are in such party's possession, custody, or control; provided,

however, that Contractor must return State Data to the State following the timeframe and procedure described further in this Contract. Should Contractor or the State determine that the return of any Confidential Information is not feasible, such party must destroy the Confidential Information and must certify the same in writing within 5 calendar days from the date of termination to the other party. However, the State's legal ability to destroy Contractor data may be restricted by its retention and disposal schedule, in which case Contractor's Confidential Information will be destroyed after the retention period expires.

### **39. Data Privacy and Information Security**

- a. Undertaking by Contractor.** Without limiting Contractor's obligation of confidentiality as further described, Contractor is responsible for establishing and maintaining a data privacy and information security program, including physical, technical, administrative, and organizational safeguards, that is designed to: (a) ensure the security and confidentiality of the State Data; (b) protect against any anticipated threats or hazards to the security or integrity of the State Data; (c) protect against unauthorized disclosure, access to, or use of the State Data; (d) ensure the proper disposal of State Data; and (e) ensure that all employees, agents, and subcontractors of Contractor, if any, comply with all of the foregoing. In no case will the safeguards of Contractor's data privacy and information security program be less stringent than the safeguards used by the State, and Contractor must at all times comply with all applicable State IT policies and standards, which are available to Contractor upon request.
- b. Audit by Contractor.** No less than annually, Contractor must conduct a comprehensive independent third-party audit of its data privacy and information security program and provide such audit findings to the State.
- c. Right of Audit by the State.** Without limiting any other audit rights of the State, the State has the right to review Contractor's data privacy and information security program prior to the commencement of Contract Activities and from time to time during the term of this Contract. During the providing of the Contract Activities, on an ongoing basis from time to time and without notice, the State, at its own expense, is entitled to perform, or to have performed, an on-site audit of Contractor's data privacy and information security program. In lieu of an on-site audit, upon request by the State, Contractor agrees to complete, within 45 calendar days of receipt, an audit questionnaire provided by the State regarding Contractor's data privacy and information security program.
- d. Audit Findings.** Contractor must implement any required safeguards as identified by the State or by any audit of Contractor's data privacy and information security program.
- e. State's Right to Termination for Deficiencies.** The State reserves the right, at its sole election, to immediately terminate this Contract or a Statement of Work without limitation and without liability if the State determines that Contractor fails or has failed to meet its obligations under this Section.

### **40. Reserved**



**41. Reserved**

- 42. Records Maintenance, Inspection, Examination, and Audit.** The State or its designee may audit Contractor to verify compliance with this Contract. Contractor must retain and provide to the State or its designee and the auditor general upon request, all financial and accounting records related to the Contract through the term of the Contract and for 4 years after the latter of termination, expiration, or final payment under this Contract or any extension (“**Audit Period**”). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Contractor must retain the records until all issues are resolved.

Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Contractor's premises or any other places where Contract Activities are being performed, and examine, copy, and audit all records related to this Contract. Contractor must cooperate and provide reasonable assistance. If any financial errors are revealed, the amount in error must be reflected as a credit or debit on subsequent invoices until the amount is paid or refunded. Any remaining balance at the end of the Contract must be paid or refunded within 45 calendar days.

This Section applies to Contractor, any parent, affiliate, or subsidiary organization of Contractor, and any subcontractor that performs Contract Activities in connection with this Contract.

- 43. Warranties and Representations.** Contractor represents and warrants: (a) Contractor is the owner or licensee of any Contract Activities that it licenses, sells, or develops and Contractor has the rights necessary to convey title, ownership rights, or licensed use; (b) all Contract Activities are delivered free from any security interest, lien, or encumbrance and will continue in that respect; (c) the Contract Activities will not infringe the patent, trademark, copyright, trade secret, or other proprietary rights of any third party; (d) Contractor must assign or otherwise transfer to the State or its designee any manufacturer's warranty for the Contract Activities; (e) the Contract Activities are merchantable and fit for the specific purposes identified in the Contract; (f) the Contract signatory has the authority to enter into this Contract; (g) all information furnished by Contractor in connection with the Contract fairly and accurately represents Contractor's business, properties, finances, and operations as of the dates covered by the information, and Contractor will inform the State of any material adverse changes; (h) all information furnished and representations made in connection with the award of this Contract is true, accurate, and complete, and contains no false statements or omits any fact that would make the information misleading; and that (i) Contractor is neither currently engaged in nor will engage in the boycott of a person based in or doing business with a strategic partner as described in 22 USC 8601 to 8606. A breach of this Section is considered a material breach of this Contract, which entitles the State to terminate this Contract under **Section 28**, Termination for Cause. If Contract Activities includes purchase, use, or access to software, Contractor must agree to additional Warranties and Representations found in **Schedules B or D** of this Contract, as applicable.

- 44. Conflicts and Ethics.** Contractor will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Contract; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Contract; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Contractor, any consideration contingent upon the award of the Contract. Contractor must immediately notify the State of any violation or potential violation of these standards. This Section applies to Contractor, any parent, affiliate, or subsidiary organization of Contractor, and any subcontractor that performs Contract Activities in connection with this Contract.
- 45. Compliance with Laws.** Contractor must comply with all federal, state and local laws, rules and regulations.
- 46. Accessibility Requirements.**
- a. All Software provided by Contractor under this Contract, including associated content and documentation, must conform to WCAG 2.0 Level AA. Contractor must provide a description of conformance with WCAG 2.0 Level AA specifications by providing a completed PAT for each product provided under the Contract. At a minimum, Contractor must comply with the WCAG 2.0 Level AA conformance claims it made to the State, including the level of conformance provided in any PAT. Throughout the Term of the Contract, Contractor must:
    - i. Maintain compliance with WCAG 2.0 Level AA and meet or exceed the level of conformance provided in its written materials, including the level of conformance provided in each PAT.
    - ii. Comply with plans and timelines approved by the State to achieve conformance in the event of any deficiencies.
    - iii. Ensure that no Maintenance Release, New Version, update or patch, when properly installed in accordance with this Contract, will have any adverse effect on the conformance of Contractor's Software to WCAG 2.0 Level AA.
    - iv. Promptly respond to and resolve any complaint the State receives regarding accessibility of Contractor's Software.
    - v. Upon the State's written request, provide evidence of compliance with this Section by delivering to the State Contractor's most current PAT for each product provided under the Contract; and
    - vi. Participate in the State of Michigan Digital Standards Review described below.
  - b. State of Michigan Digital Standards Review. Contractor must assist the State, at no additional cost, with development, completion, and on-going maintenance of an accessibility plan, which requires Contractor, upon request from the State, to submit evidence to the State to validate Contractor's accessibility and compliance with WCAG 2.0 Level AA. Prior to the solution going-live and thereafter on an annual basis, or as

otherwise required by the State, re-assessment of accessibility may be required. At no additional cost, Contractor must remediate all issues identified from any assessment of accessibility pursuant to plans and timelines that are approved in writing by the State.

- c. **Warranty.** Contractor warrants that all WCAG 2.0 Level AA conformance claims made by Contractor pursuant to this Contract, including all information provided in any PAT Contractor provides to the State, are true and correct. If the State determines such conformance claims provided by the Contractor represent a higher level of conformance than what is actually provided to the State, Contractor will, at its sole cost and expense, promptly remediate its Software to align with Contractor's stated WCAG 2.0 Level AA conformance claims in accordance with plans and timelines that are approved in writing by the State. If Contractor is unable to resolve such issues in a manner acceptable to the State, in addition to all other remedies available to the State, the State may terminate this Contract for cause under **Section 28**.
  - d. Contractor must, without limiting Contractor's obligations of indemnification as further described in this Contract, indemnify, defend, and hold harmless the State for any and all claims, including reasonable attorney's fees, costs, and incidental expenses, which may be suffered by, accrued against, charged to, or recoverable from the State arising out of its failure to comply with the foregoing accessibility standards.
  - e. Failure to comply with the requirements in this Section will constitute a material breach of this Contract.
- 47. HIPAA Compliance.** The State and Contractor must comply with all obligations under HIPAA and its accompanying regulations, including but not limited to entering into a business associate agreement, if reasonably necessary to keep the State and Contractor in compliance with HIPAA.
- 48. Reserved**
- 49. Reserved**
- 50. Nondiscrimination.** Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, *et seq.*, and [Executive Directive 2019-09](#). Contractor and its subcontractors agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex (as defined in Executive Directive 2019-09), height, weight, marital status, partisan considerations, any mental or physical disability, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of this Contract.
- 51. Unfair Labor Practice.** Under MCL 423.324, the State may void any Contract with a Contractor or subcontractor who appears on the Unfair Labor Practice register compiled under MCL 423.322.

- 52. Governing Law.** This Contract is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Contract are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Contract must be resolved in Michigan Court of Claims. Contractor consents to venue in Ingham County, and waives any objections, such as lack of personal jurisdiction or *forum non conveniens*. Contractor must appoint agents in Michigan to receive service of process.
- 53. Non-Exclusivity.** Nothing contained in this Contract is intended nor will be construed as creating any requirements contract with Contractor. This Contract does not restrict the State or its agencies from acquiring similar, equal, or like Contract Activities from other sources.
- 54. Force Majeure.** Neither party will be in breach of this Contract because of any failure arising from any disaster or acts of god that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Contractor will not be relieved of a breach or delay caused by its subcontractors. If immediate performance is necessary to ensure public health and safety, the State may immediately contract with a third party.
- 55. Dispute Resolution.** The parties will endeavor to resolve any Contract dispute in accordance with this provision. The dispute will be referred to the parties' respective Contract Administrators or Program Managers. Such referral must include a description of the issues and all supporting documentation. The parties must submit the dispute to a senior executive if unable to resolve the dispute within 15 business days. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance. A dispute involving payment does not preclude performance.
- Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties' senior executive and either concludes that resolution is unlikely or fails to respond within 15 business days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This Section does not limit the State's right to terminate the Contract.
- 56. Media Releases.** News releases (including promotional literature and commercial advertisements) pertaining to the Contract or project to which it relates must not be made without prior written State approval, and then only in accordance.
- 57. Website Incorporation.** The State is not bound by any content on Contractor's website unless expressly incorporated directly into this Contract.
- 58. Schedules.** All Schedules and Exhibits that are referenced herein and attached hereto are hereby incorporated by reference. The following Schedules are attached hereto and incorporated herein:

Name	Description
Schedule A	Statement of Work
Exhibit 1 to Schedule A	FIDM Citations
Exhibit 2 to Schedule A	FIDM Alliance Call Center Specifications
Exhibit 3 to Schedule A	Federal OCSE Security Agreement
Schedule B	Pricing and Fees
Schedule E	Data Security Requirements
Exhibit 1 to Schedule E	Contractor's Disaster Recovery Plan
Schedule F	Federal Provisions Addendum

- 59. Entire Agreement and Order of Precedence.** This Contract, which includes Schedule A – Statement of Work, and schedules and exhibits which are hereby expressly incorporated, is the entire agreement of the parties related to the Contract Activities. This Contract supersedes and replaces all previous understandings and agreements between the parties for the Contract Activities. If there is a conflict between documents, the order of precedence is: (a) first, this Contract, excluding its schedules, exhibits, and Schedule A – Statement of Work; (b) second, Schedule E – Data Security Requirements; (c) third, Schedule A – Statement of Work as of the Effective Date; and (d) fourth, the remaining schedules expressly incorporated into this Contract as of the Effective Date. NO TERMS ON CONTRACTOR'S INVOICES, WEBSITE, BROWSE-WRAP, SHRINK-WRAP, CLICK-WRAP, CLICK-THROUGH OR OTHER NON-NEGOTIATED TERMS AND CONDITIONS PROVIDED WITH ANY OF THE SERVICES, OR DOCUMENTATION HEREUNDER, EVEN IF ATTACHED TO STATE'S DELIVERY OR PURCHASE ORDER, WILL CONSTITUTE A PART OR AMENDMENT OF THIS CONTRACT OR IS BINDING ON THE STATE OR ANY AUTHORIZED USER FOR ANY PURPOSE. ALL SUCH OTHER TERMS AND CONDITIONS HAVE NO FORCE AND EFFECT AND ARE DEEMED REJECTED BY THE STATE AND THE AUTHORIZED USER, EVEN IF ACCESS TO OR USE OF SUCH SERVICE OR DOCUMENTATION REQUIRES AFFIRMATIVE ACCEPTANCE OF SUCH TERMS AND CONDITIONS.
- 60. Severability.** If any part of this Contract is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Contract and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Contract will continue in full force and effect.
- 61. Waiver.** Failure to enforce any provision of this Contract will not constitute a waiver.
- 62. Survival.** The provisions of this Contract that impose continuing obligations, including warranties and representations, termination, transition, insurance coverage,

indemnification, and confidentiality, will survive the expiration or termination of this Contract.

- 63. Contract Modification.** This Contract may not be amended except by signed agreement between the parties (a “**Contract Change Notice**”). Notwithstanding the foregoing, no subsequent Statement of Work or Contract Change Notice executed after the Effective Date will be construed to amend this Contract unless it specifically states its intent to do so and cites the section or sections amended.

# SCHEDULE A - STATEMENT OF WORK

## CONTRACT ACTIVITIES

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**Contract No. 220000001056**

Financial Institution Data Matching Alliance

### BACKGROUND

State Child Support programs must enter into agreements with financial institutions to conduct data matches to identify accounts of delinquent child support obligors.

The Financial Institution Data Match (FIDM) program stems from Public Law 104-193, Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), passed in 1996. Additional legislation in 1998 simplified the process for multistate financial institutions doing business in more than one state. Public Law 105-200, Child Support Performance and Incentive Act of 1998, modified PRWORA to facilitate the data match for multistate financial institutions. Although the procedures for data match with single-state and multistate financial institutions differ, the requirements are identical. This data match requires state child support agencies to enter into agreements with financial institutions and to automate to the greatest extent possible.

With passage of Public Law 105-200, the Federal Office of Child Support Enforcement uses its national file of delinquent obligors for the data match with multistate financial institutions and transfers matched data to State agencies.

21 states have entered into an Alliance for the purpose of outsourcing in-state FIDM programs. Additional states may join the FIDM Alliance during the term of this Contract. The terms and conditions for each state will be amended by that state, see the attachments labeled "220000001259 State's Terms and Conditions".

The Alliance is a coalition of states formed to cooperatively develop, issue, and oversee these FIDM operations. The Alliance will continue to focus on cooperation on data matching functions.

All states that take part of the Alliance Program must have the same contract end date(s) within their own individual contract unless otherwise prohibited by state policy. All states that participate in the Alliance Program must have the same ability to renew as described in the Standard Contract Terms within their own individual contracts.

Michigan is responsible for coordinating the contract solicitation process in accordance with Michigan procurement policies. Each participating state is responsible for entering into individual contracts with the awarded Contractor in accordance with each state's procedures and laws.

All FIs that choose not to exchange data with the federal OCSE must exchange financial information with the IV-D agency of the state where the FIs are physically located. For this purpose, each state enacted enabling legislation. Citations for the legal authority to accomplish in state FIDM are included below as **Exhibit 1** for FIDM Citations.

## SCOPE

The overall objective of the resulting contract is to procure the full range of services for each FIDM Alliance member, in order to increase child support collections through the identification and location of financial institution accounts of delinquent obligors; facilitate interstate case processing; simplify standardization and centralization of the data match for Alliance states; and provide savings through cost sharing of a single-site FIDM processing unit.

## 1. Requirements

### 1.1. General Requirements

#### TASK 1 – INITIAL OUTREACH to FINANCIAL INSTITUTIONS (FIs)

##### A. Outreach to existing FIs

1. The Contractor must develop an outreach strategy, produce necessary contact materials, contact all FI associations, and perform outreach to FIs for those states that have not mailed initial FIDM packets to FIs.
2. If a new state has yet to start FIDM activity, or has a minimal amount of FIs signed up, the outreach start-up tasks will be instrumental to the success of the new state's program and participation in the Alliance.

See Table below for FIs per state.

State	Total FIs	Number of FIs Signed	Percent
Alaska	15	15	100%
Arizona	59	59	100%
California	486	485	100%
Colorado	157	149	95%
Idaho	51	50	98%
Illinois	639	635	99%
Indiana	251	250	100%
Maine	78	77	99%
Maryland	100	100	100%
Michigan	299	299	100%
Montana	91	89	98%
Nebraska	216	203	94%
New Jersey	205	200	98%
New York	480	426	89%
Nevada	37	36	97%



State	Total FIs	Number of FIs Signed	Percent
North Dakota	108	107	99%
Ohio	406	392	97%
Pennsylvania	478	466	97%
Texas	842	834	99%
Utah	86	82	95%
Wisconsin	309	308	100%

\*Total FIs column represents FIs identified. Number of FIs signed represents those that have signed as of September 2021.

3. The Contractor must accomplish the following outreach steps (but are not limiting):
  - a. Identify all FIs doing business within the state
  - b. List all FIs by category (*e.g., type of institution, matching multi-state or in-state, meeting waiver criteria, etc.*)
  - c. Contact all trade associations
  - d. Contact all single state FIs and conduct outreach about FIDM requirements, protocols, and lien and levy activity for the respective state.
  - e. Sign-up (enroll) FIs to participate in the respective state's FIDM program or identify them as participating in MSFIDM.
4. The Contractor must provide on-going outreach to all respective trade associations for the same purpose.
5. The Contractor must report all outreach activities quarterly to each respective state. Outreach materials have been developed by the federal OCSE and each state. The Contractor must build its outreach materials on these materials and in all cases must obtain approval from the contract administrator prior to any distribution of outreach materials to the FIs or trade associations. (Material production, or reproduction, postage, and distribution costs will be reimbursed by each state).  
Compensation for this task will be provided on a per FI basis.
6. Outreach to newly established FIs  
Each year newly established FIs open their doors for business and register their institution with the banking regulatory agencies. It is anticipated that newly formed FIs will not be familiar with the FIDM program. The Contractor must act as the State's agent in orienting these FIs with regards to the FIDM program requirements and State policies.
7. The Contractor must monitor regulatory agency listings to identify these newly established FIs and enroll such institutions with the in-state FIDM program or determine that such FIs are matching through MSFIDM. The Contractor must also notify each state FIDM Contract Administrator when new FIs are identified and/or drop out of the program. Details of this notification will be arranged state by state.

The Contractor will be compensated for this work through a unit price quoted on **Schedule B – Pricing**. (Compensation for this task excludes newly named/formed FIs as a result of a merger). Any associated material production, distribution and postage will be reimbursed “at cost” by each state.

## **TASK 2 - SUPPORT SERVICES TO FINANCIAL INSTITUTIONS and CLIENT STATES**

The Contractor must:

1. Develop and support a dedicated toll-free customer service telephone line for financial institutions. The Contractor is required to provide one toll free line for the entire Alliance, capable of allowing several points of contact for each member state.
2. Employ live operators to respond to inquiries from callers.
3. Track and report statistics such as number of calls and types of questions.
4. Provide the link to the financial data match specifications handbook. This is a user guide to assist technical staff.
5. Allow participating states to access the call center information and stats via a website. Please see attached FIDM Alliance Call Center Specifications provided in **Exhibit 2**.
6. Provide a description of its call center operations and include the following:
  - a. the number of lines and staff,
  - b. a report covering the last three years of the number of calls,
  - c. the subject of the calls,
  - d. the average call duration,
  - e. the number of calls answered within 10 seconds,
  - f. the number of dropped calls.

## **TASK 3 - DATA MATCHING SERVICES**

### **A. Match Methods**

1. The Contractor must offer Method 1 and Method 2 matching.
  - a. Under **Method 1** (all accounts method) a financial institution submits a file containing all accounts that are then matched against records of delinquent obligors.
  - b. Under **Method 2** (matched accounts method) a financial institution receives a file containing records of delinquent obligors from the Contractor, matches the file against all its accounts, and submits a file of matched records.

2. In performing these match operations, the Contractor must receive and send information according to the data specifications approved by the U.S. Office of Management and Budget and per Financial Data Match Specifications Handbook.
3. To conduct the match operations, the Contractor must receive delinquent obligor records. The delinquent obligor records are contained in each state's central file, known as "delinquent obligor file," or "inquiry file." Some states provide the inquiry file to the Contractor with duplicate social security numbers. In such cases, the Contractor must strip out the duplicate social security numbers prior to sending the file to Method 2 FIs. After the initial load of delinquent obligor cases, the respective states will provide regular updates on a periodic basis. Complete reload can occur at a state's request.

#### 3a) Matching Method 1 (all accounts method)

The Contractor must receive account records and quarterly updates from financial institutions. The Contractor must match these accounts with the records of delinquent obligors quarterly; the match must be conducted within two business days of receipt of the financial institution file and the results transmitted to the respective state's child support agency within two business days of completion of the match process. The respective state is not liable to pay for any match results not transmitted to the state within four business days of receipt of the financial institution file from the FI.

#### 3b) Matching Method 2 (matched accounts method)

The Contractor must send, on a quarterly basis, the records of delinquent obligors to each financial institution and receive matched records back from the financial institution. The Contractor must track and perform follow-up with financial institutions to ensure that the FIs comply with a forty-five-day response deadline. The results of the matching process must be transmitted to the respective state's child support agency within two business days following the day of receipt of the match response file from the FI. The state is not liable to pay for any match results not transmitted to the financial institution or state child support agency within the specified time frames. Exceptions to the two-day rule may be made when 5% or more of the records in the file received from FIs contain errors.

### B. Transmission

1. The Contractor must send and receive record information in the specified format (Method 1 and Method 2, as defined by the federal Financial Data Match Specifications Handbook) of the participating state and the selected media option of each financial institution based on individual State's requirements. The media and transmission options which are accepted include the following:
  - a. CDs
  - b. File transfer protocol (FTP)
  - c. Internet

- d. Paper –extremely small FIs may transmit data in paper format.
  2. The Contractor must encode information pursuant to each state’s requirement. The Contractor is compensated for the encoding process separately. Cost for this is identified in Section 3c of the pricing table.
  3. The Contractor must provide data security for all file transfers and record matching processes through various means as required by both the FIs and the respective states such as but not limited to encryption, file transfer protocols, public-key infrastructure and unique log-on identification and password combination. Each state will identify its desired format and data security requirements prior to commencement of the contract.
- C. Data Screening and Data Reliability
1. The Contractor must work with each state to identify each state’s major criteria for data integrity reliability per the federal Financial Data Match Specification Handbook.
  2. The Contractor must develop and maintain an automated process for screening delinquent obligor cases and files received from financial institutions to ensure data integrity and correct formats necessary for processing results to the client state’s system.
  3. The Contractor must work with the states and FIs to report and correct any data integrity and reliability issues. Ensuring reliable data is a priority when processing financial institution files. The matching process validates numerous fields such as account numbers, account balances, last name control, match flag and payee indicators. Data received from FIs must be carefully screened to eliminate errors before the Contractor sends the data to the client state. These errors include, but are not limited to:
    - a. Invalid file formats
    - b. Incomplete files (no trailer record provided)
    - c. No account numbers provided
    - d. Invalid or missing account balances
    - e. Payee last name control not populated.

In some instances, the match processing will validate all method 2-trailer records before any data is sent to the client state. This assists in ensuring that financial institutions send valid data. If there are no major errors (to be defined by the client state) contained in the file, the Contractor must send the data to the client state in the manner and format specified by the client state.
  4. The Contractor must record all abnormalities within each FI or state file and will work towards a solution to ensure that more accurate data is provided to the client state in the next quarter’s file.
- D. Matching Files between Participating States having Reciprocal Agreements

1. Several Alliance states have entered into reciprocal agreements for Method 1 matching which calls on the Contractor to share incidental hits among these states. Incidental hits may occur when (Method 1) financial institutions share the entire account holder file with the FIDM Contractor. For example: The FIDM Contractor can match the Michigan obligor against Texas' "Method 1" Financial Institutions and report back to Michigan any hits located as a result of this routine matching process.
2. The Contractor must offer each participating state the option to perform a match of the state's delinquent obligor records with Method 1 financial institutions for this purpose once per quarter. **The Contractor must not charge an extra fee for these incidental hits.**
3. State to State Matching within the Alliance (i.e.: Michigan and Texas)  
This task is at the request of the participating states and is only charged per occurrence. This task is for matching one Alliance state's obligor file or sub-file with another Alliance state's file. Concatenation of such files is the Contractor's responsibility as is processing of data and sending the results of the data match to both states. The state-to-state matching process requires a letter of understanding between the two states and a specified timeframe. (i.e., Texas exchanges obligor files with Michigan, but includes only obligors whose last known address is in Michigan. Michigan reciprocates in the same fashion.)
4. State to State Matching outside the Alliance (i.e.: Michigan and Washington State)  
This task is at the request of the client state and is only charged per occurrence. This task is for matching the client state's file with a file from a state that is not a part of the Alliance. The Contractor is responsible for the concatenation, processing, and reporting results to the client state. The Contractor must provide updates once per quarter for participating state.
5. Alliance to Alliance Matching (i.e.: FIDM Alliance Matching with IDEC)  
This task is at the request of the lead state and is only charged per occurrence on each states bid price.  
This task is for matching the Alliance state's file with the file from another consortium. The Contractor is responsible for the concatenation, processing and reporting results by state to FIDM coordinator of each respective state. This may include states that are members of IDEC, Interstate Data Exchange Consortium, (formerly known as the Electronic Parent Locator Network, EPLN, Consortium), or other states or other jurisdictions that are prepared to consolidate as a consortium. The Contractor must provide updates once per quarter for participating state. The Pricing section includes the opportunity to quote "Bulk Matching Option" – when more than one state is on the file to be matched (i.e., IDEC). This quotation is also known as "Alliance to Alliance Matching".

## **TASK 4 - COMPLIANCE ASSURANCE**

### **A. FI Compliance**

The guiding principle for all Contractor communications with FIs is to establish and preserve a sound and professional relationship. The success of any IV-D FIDM program depends on positive relationships among the FIs, the FI associations, the state and the Contractor. It also depends on valid data being provided within set timeframes. The Contractor is responsible for the following:

#### **1. The Contractor Must Monitor FIs for Compliance with Data Matching Deadlines:**

The Contractor is responsible for detecting compliance issues and remedying them as set forth below. Minimum contact with a non-compliant FI includes written notification, followed by a phone call if the letter does not produce timely results. (Unreturned phone calls do not constitute an action.) If the Contractor is unsuccessful with remedying the compliance issues the state must be notified. Non-compliant FIs include FIs who are out of compliance with their agreed upon exchange schedule; those who do not submit data within the 45 day return period.

#### **2. The Contractor must:**

- a. Monitor Financial institution compliance with the data match.
- b. Contact delinquent FIs in a timely fashion to obtain compliance and, when necessary, work with personnel at the FI to resolve problems
- c. Report the method of contact, the date and time of contact, type of non-compliance and the resolution, if any.
- d. Report to the state's contract administrator when contacts do not result in compliance
- e. Maintain an electronic communication log accessible to Alliance states documenting all contacts with FIs
- f. Detect errors in FI files and actively working with FIs to correct the errors
- g. Document and report financial institution compliance with deadlines.
- h. Report non-compliance through a Contractor supplied website that provides a secured web page for each participating state or through paper reports as requested by each state.

#### **3. The Contractor must provide to the state's contract administrator on-line reports summarizing:**

- a. Financial institution compliance with the data match.
- b. Financial institution compliance with deadlines.
- c. Contractor compliance with deadlines.

- d. Contractor compliance with performance standards and quality assurance of processing requirements.
  - e. Summary of financial institution reporting errors; and
  - f. Name of financial institution whose accounts were matched against the state records, for state to state matching the state in which the institution/hit is located then the total number of hits matched for that quarter.
4. The Contractor must ensure compliance and, at a minimum, provide enforcement on four levels. For this task, a “day” is defined as a business day.
- B. Level One Non-compliance - FIs that have been Contacted, but Never Signed FIDM Contract. (Day 1)
1. FIs that have not signed a FIDM agreement must be contacted within two days from due date defined by the original solicitation letter (day 3). The Contractor may need to provide the FI with a second packet to include a letter from the state, a FIDM brochure, a copy of the laws governing the FIDM authority, and a copy of the agreement to be executed. The Contractor must also provide the FI an opportunity to call in to a toll-free number for technical and/or program support. The technical support must include the opportunity for FI technical staff to test a FIDM exchange harness and/or test an Internet exchange transaction. An emphasis must be placed on data security as well as offering all Method 1 FIs (Method 1 is not available in all states) the option to receive the data file back through a secured exchange.
  2. FIs that do not comply with the second FIDM packet within 14 days must be contacted by telephone within four days (day 18). The Contractor must make every effort to overcome concerns raised by the FI to ensure a FIDM agreement can be executed. If it is determined that a personal meeting with FI officials would assist in overcoming FI concerns, the Contractor must schedule such a meeting within 10 days from the telephone contact date (deadline for meeting - day 31). (Such meetings will only occur with prior written approval from the state contract administrator). Should the Contractor and FI reach an impasse, either with or without a face-to-face meeting, the situation (including communication log, correspondence, etc.) must be submitted to the state’s contract administrator. (Either day 24 or day 33 – see chart). Once the state resolves FI concerns, the Contractor must follow up and ensure FIDM contract execution, profile completion and distribution of material.
  3. An ongoing “non-compliant” level one report, with aging column indicating the number of days the FI is considered to be out compliance must be provided to the state through the secured Web site.

Summary Table Level One Non-compliance	
Day 1 - Contractor determined no response by original due date	
Day 3 - Second packet mailed with reminder letter	

(If no response) Contractor to determine if an impasse has been reached or if communication may solve the matter. A meeting may be scheduled within 14 days
Day 17 - Contractor must make phone contact – actual personal contact
Day 21 - Contractor determines, no meeting needed, impasse
Day 24 - Situation is turned over to state (if no meeting is held)
Day 31 – Deadline for meeting
Day 33 – Meeting failed; file is turned over to state

C. Level Two Non-compliance - FI Signed Contract but Never Exchanged Data

1. A second level non-compliance must be reported to the state when an FI does not comply with the FIDM agreement and did not exchange data (day 1). The Contractor must send a letter to the FI within seven days after the data/file was due (day 8). If there is no response within 14 days from date of the letter, the Contractor must contact the FI by telephone or in person (day 22). (Any meetings between the Contractor and the FI must be pre-approved in writing by the state). A communication log and FI profile must be updated to document all communiqués. If the FI indicates it has had problems meeting its FIDM requirements, the Contractor must assist the FI so that it can resume the data matching process. In the event that the Contractor and the FI reach an impasse after a discussion, the situation must be elevated to the state's contract administrator within 5 days (day 27).
2. An ongoing non-compliant Level Two Report, with aging column indicating the number of days the FI is considered out of compliance, must be made available to the state through the secured web site.
3. The state will notify the Contractor once the problems associated with exchanging the data have been removed, and request that a data exchange commence within a certain time frame to be determined by the client state.

<b>Summary Table Level Two Non-compliance</b>
Day 1 - Contractor determined no file received by due date
Day 8 – Contractor must mail Letter as a reminder (if no response)
Day 22 - Contractor must make either a telephone contact or a personal contact (Contractor must determine if an impasse is reached or if communication may solve matter.)
Day 27 – Situation is turned over to state



**D. Level Three Non-Compliance - FIs that have Matched but have Failed to Maintain the Agreed Exchange Schedule. (Day 1)**

1. The Contractor must send a letter to the FI within fourteen days after the file was due (day 15). If no response is received within 14 days from the date of the letter, the Contractor must contact the FI by telephone or in person (day 29). (Any meetings between the Contractor and the FIs must be pre-approved in writing by the state.) A communication log and FI profile must be updated to document all communiqués. The FI may indicate that it has encountered problems meeting its FIDM requirements, and that submitting a file within the time frame agreed upon is unattainable, the Contractor must assist the FI so that it can resume the data matching process.
2. In the event that the Contractor and the FI have reached an impasse, the situation (including the FIs electronic communication and copies of any correspondences) must be elevated to the state's contract administrator within 5 days (day 34). The Contractor must participate in any technical discussions that take place between the state and the FI. An ongoing "non-compliant" level three report, with aging column indicating the number of days the FI is considered out of compliance, must be made available to the state through the secured Web site.
3. The state will notify the Contractor once barriers for exchanging data have been removed and request that a data exchange commence within a certain time frame to be determined by the client state.

<b>Summary Table Level Three Non-compliance</b>
Day 1 - Contractor determined a data file is not received
Day 15 - If data file is not provided, a reminder letter must be mailed to the FI
Day 29 - Still no data - Contractor must make telephone contact (Contractor to determine if an impasse is reached, or if communication may solve matter.)
Day 34 - Situation is turned over to state

**E. Level Four Non-compliance - FIs that Match FIDM, but Repeatedly Submit Files Containing Data Errors. (Day 1)**

1. Data files submitted by FIs might contain data errors that must be corrected. However, at the state's discretion, records containing errors must not delay the match data from being transmitted to the state. For example: Some FIs may submit matched accounts to the state with erroneous coding of account types (such as categorizing a Certificate of Deposit account as a miscellaneous account). Such errors must be brought to the attention of the FI (or the third-party processor) within 7 days of the error discovery (day 7). The Contractor must ensure that the match file is still provided to the state. The Contractor must work with the FI to ensure that the error is corrected.

2. Depending on the nature of the error, a state, at its option, may direct the Contractor to reject the data file and ensure that the file is corrected before providing the hits to the state. An ongoing Non-compliant Level Four Report, with aging column indicating the number of days the FI is considered out of compliance, must be made available to the state through the secured web site. The nature of the error must be included in this report.
3. In the event the same errors appear on the next quarterly match (day 98), the Contractor must contact the FI to assess situation. If an impasse is reached, the situation must be turned over to the state (day 105).
4. The state will notify the Contractor once barriers for exchanging data have been removed and request that a data exchange commence within a certain time frame to be determined by the client state.

<b>Summary Table Level Four Non-compliant</b>
Day 1- Contractor determined file contains data errors - hits sent to state with an alert to data deficiencies
Day 7 - A letter must be mailed to FI with a sample error requesting that the next match to be corrected
Day 98 - New file arrives with same deficiencies - Contractor must make actual contact with FI IT staff / provider. Every effort is to be made to resolve issue
Day 105 – situation is turned over to state

#### **TASK 5 - INFORMATION SHARING VIA THE CLIENT STATE AND FIDM WEBSITE / TELECONFERENCE CALLS**

- A. The Contractor must provide sharing of information among participating states via the secured FIDM website. In addition to the individual state's data the website must include:
  1. Shared files
  2. Interactive communications log
  3. Links to state Websites
  4. State agreements
  5. State Attachments
  6. State Cover letters
  7. State brochures and FI User Guide
  8. Any state-specific documents provided
  9. Contractor services provided under the contract
  10. Forms and publications used by the Alliance and the Contractor for this project

11. Matrix providing a profile of participating state's data match program
12. A link to the federal FIDM Web site
13. Secure internet Web site for receiving and sending case and account information to and from participating states and financial institutions that have selected the Internet as the medium for transmission
14. The Contractor needs to provide updates once per quarter for each participating state.
15. In addition to the quarterly updates, Web site must be amended as needed for corrections, legislative changes, etc.
16. Initial training for all reports and the website must be made available to those states requesting it within 60 days of award.
17. Have electronic State Agreements available as requested by the states
18. Web site requirements include user friendly navigation; downloadable forms in a manageable format such as .xls; a search box and filters in the reporting sections that allow for expedient access to information and the FI sign-up section must allow the users to search by FI as well as the TIN.

#### **TASK 6 - PROJECT MANAGEMENT AND INVOICING**

- A. The Contractor must provide and oversee the following tasks to ensure comprehensive project management and invoicing for all Tasks.
  1. Maintenance of Account (Account is Defined as a State)
    - a. Generate invoices timely and on scheduled frequencies of monthly, quarterly and annually; Perform self-assessment.
    - b. Facilitate conference calls with state staff and pertinent Contractor operations and technical staff, monthly or as requested by each state; (There must be no charge to the client state for any conference calls as needed throughout the contract term).
  2. Face to Face Meeting with client state or county staff
    - a. Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.
    - b. Face to face meetings between the Contractor and participating states will be established at a state's request. Compensation for requested face to face meetings will be paid for by the state and can only be billed if the meeting actually occurs. (See pricing section 6 b.) (travel expenses are reimbursed separately, but at state rates only - reimbursement by the state "at cost" no mark-up)
  3. Facilitating Alliance Calls and Webinars

- a. Facilitate Alliance conference calls. The Contractor must arrange for all Alliance calls using web tools, etc., and pay for all associated charges related to Alliance wide conference calls or web meetings. A line item has been established on each state's pricing page to bill participating states for this nominal expense. The Alliance lead state will direct the Contractor as to which tools are needed for each call. (See pricing section 6c.)
4. Reimbursing Qualified FIs Pursuant to State Statute/Policy  
(Only for states who are mandated to reimburse FI's)
  - a. The Contractor must process invoices from FIs seeking reimbursement for in-state FIDM matching.
5. Funding for FI Reimbursement
  - a. For those states whose laws require the IV-D office to reimburse FIs, and choose to engage the Contractor for this service, the Contractor must assist the state with this task. Some Alliance states receive invoices from FIs quarterly and others annually. States that require this service have identified the number of FIs which generally request reimbursement in pricing page line 6d.
6. Prior to processing these invoices, the Contractor must:
  - a. Determine if the FI has met all requirements making them eligible for state reimbursement. (As an example, FIs must show actual expenditures for the cost of the matching (*e.g., third party processor*))
  - b. Verify that the FI actually matched data for that quarter.
  - c. Pay the FIs in accordance with the state's reimbursement policy and schedules. Once the Contractor has paid the FI invoice, the Contractor may in turn invoice the state for reimbursement. The Contractor's invoice(s) to the state must be accompanied by the original invoice(s) from the FIs (showing the date(s) paid). Invoices to the state must be submitted in accordance with a schedule set by the state's contract administrator.

#### **TASK 7 – ENFORCEMENT UNIT / CUSTOMER SERVICE (optional by state)**

- A. Once the participating state has processed the financial institution's match information it is generally made available to IV-D child support program enforcement staff. The state child support IV-D agency will file the required documents to freeze and ultimately obtain the assets located at the financial institution according to state and federal law.
- B. PRODUCE AND SEND REQUIRED DOCUMENTS TO FINANCIAL INSTITUTIONS
  1. The Contractor must provide an optional service that will identify, using a participating state's criteria, financial accounts of obligors that are eligible for asserting a claim against. The Contractor must provide a means to permit the state to select and approve identified financial accounts on which a claim will be asserted. At state option, this

service must include the Contractor's sending required forms from multi-state matches.

2. The Contractor's service also must provide the ability for a state to enter information in order to permit the Contractor to send the required documents on a financial account that was not identified through the in-state FIDM data matching process, but for which the state desires to issue a lien, nevertheless.
3. Upon written approval from the state, the Contractor must produce and send the required documents using the state's required form(s) to the financial institution where the account is located, to the obligor, and any other person known to have an ownership interest in the property subject to the claim. This process must follow the participating state's laws and procedures and will be made a part of the contract between the Contractor and the participating state.
4. All contact information on the documents for financial institution and/or obligors will be state or county contact information. In the event that the Contractor is contacted in any manner by any party regarding the claim, the Contractor must refer the inquiring party to the state's FIDM Lien Coordinator or designated contact.
5. The unit price quoted to produce and distribute a forms packet must include all Contractor costs and expenses, not including postage. Actual costs for mailing lien packets will be reimbursed by the participating state, should the state require the Contractor to mail the packets to financial institutions. The Contractor is expected to sort and prioritize FIDM matches, produce required notices, and track claims mailed to the FIs utilizing its own automated tools. The Alliance does not seek ownership of such tools.

## **TASK 8 - MAINTAIN AGREEMENTS WITH FINANCIAL INSTITUTIONS**

- A. The Contractor must maintain the profiles for financial institutions that have entered into formal agreements with the participating state. This includes:
  1. Modified election forms and waiver forms
  2. Distributing election packets if requested
  3. Tracking the status of outstanding agreements
  4. Maintaining a data base of the financial institutions' reporting information
  5. Tracking financial institution mergers
  6. Tracking all new financial institutions established in the respective Alliance member state and e-mail any additions or deletions to the contract administrator of the respective state
  7. Maintenance of the data field indicating whether or not FI matches through a 3<sup>rd</sup> party or not.

8. All FI agreements must be made easily accessible to the respective Alliance member states.
- 
- B. The Contractor must also provide for maintenance and management of election form amendments as required, with preferred communication being E-mail notification. The Contractor must maintain all financial institution profiles, updating all mergers, closures, and new FI enrollees. Contractor must annually cross-reference each state's FI profile table with FI regulatory authorities to ensure that all FIs are participating with either MSFIDM or single-state FIDM. Contractor is to contact single-state financial institutions (SSFIs) that merge and conduct outreach to obtain a new agreement and ensure data matching is in place if the merger resulted in a new SSFI entity.
  - C. Once the individual state contracts are executed under this agreement, each state's contract administrator will assist in determining which regulatory agencies must be cross referenced to maintain current FI tables, and if special access approval is needed it must be obtained.
  - D. Each state and the Contractor will establish at the outset which official will be executing FIDM agreements between the IV-D child support agency and the FIs. Some states may delegate signature authority to the Contractor as an agent; others will retain signatory responsibilities.
  - E. There are Alliance states that will need to mail out new FI agreements to all FIs for re-signature. Those states who will delegate this assignment to the Contractor have identified the number of FIs which will need to receive new agreements. It is the state's responsibility to develop the new agreements and provide it to the Contractor as a completed document.

## **TASK 9 - ASSISTING STATES WITH LIEN & LEVY REQUESTS (AEI) (optional by state)**

**Note: The requirements of Task 9 are not to be confused with Task 7 - Central Enforcement/Customer Service.**

### **A. Background**

1. Several states are transmitting liens directly to FIs within their state as well as across state lines. Many FIs do not accept liens arising outside the state in which they conduct business without domestication of the order. Some states have informally assisted each other in serving liens to FIs within their own state border on behalf of another state.
2. This process has varied throughout the country, which includes:
  - a. Interstate Transmittal #1 to Central Registry, where assistance is sought through the state where the asset is located. (Full-service) Interstate Transmittal #3 through a Central Registry of the state where the asset is located. (Limited service)
  - b. Informal Automated Enforcement Interstate (AEI) request is filed through an electronic interface between the requesting state and the assisting state. (This is currently being utilized by the Southern Locate and FIDM Alliance, known as Interstate Data Exchange Consortium (IDEC) hosted by South Carolina).
  - c. Informal manual process between cooperating states whereby a paper file

containing IV-D case information is mailed/faxed to and from requesting and assisting states. Currently Michigan and Texas are utilizing this process to assist each other in overcoming the jurisdictional barriers.

**B. Objective:**

1. Alliance states have indicated interest in acquiring an automated solution. The Contractor must provide an automated solution to assist Alliance lien and levy units (both at a central and county level) to initiate a “lien/levy assistance request” through a secured internet function for any Alliance State.
2. States participating in an automated lien/levy assistance request will sign an Alliance letter of agreement to reciprocally receive and send such requests through the Contractor’s secured web site interface. The Alliance lead state will take the responsibility for developing the Alliance letters of agreement.
3. Customized screen development. With the assistance of the Alliance, the Contractor must develop a standard screen protocol, which will contain optional fields for identifying case information to be entered (or pre-populated from the match-file, where possible). States which have elected to purchase this service must approve the final screen content and development. Additionally, a screen must be developed to allow for the cooperating states to track the number of requests for assistance, the number of cases for which the state successfully collected support and record dollars collected as a result of the lien/levy assistance requests processed through the Contractor’s web site.
4. Functionality. The Alliance states must have the ability to:
  - a. Send the request electronically (with the option of either a hard or electronic copy to be sent to the field worker if desired).
  - b. The receiving state must have the ability to acknowledge receipt (with the option of either a hard or electronic copy to be sent to the field worker if desired).
  - c. The states must have the ability to follow-up on the status of a request.
  - d. The Contractor must record the transmissions and create a tracking and archiving function.
  - e. The contractor must provide reporting functions to include state-level summary of all requests processed, rejected, and collection results.

**TASK 10 - ASSISTING STATES WITH THE AUTOMATED EXCHANGE OF ACCOUNT, LIEN AND LEVY INFORMATION WITH FINANCIAL INSTITUTIONS, (optional by state).**

**A. Background**

1. Several FIs are working with OCSE to implement a Federally Assisted State Transmitted, (FAST) Levy process which will enable states and FIs to send and receive account lien and levy information electronically. FAST Levy System Release 13-02 contains the



request and response file record layouts.

**B. Objective**

1. The Contractor must provide states with the ability to exchange information electronically with financial institutions either by:
  - a. Processing information in the OCSE specified file record layout via the OCSE FAST Levy application.
  - b. Direct processing of information in the OCSE specified file record layout between vendor and the financial institution.
  - c. Providing a state with the information in the OCSE specified file record layout to enable the state to process it via the OCSE FAST Levy application.

**TASK 11 – PROVIDE STATES WITH DOCUMENTS IN AN ELECTRONIC FORMAT COMPATIBLE WITH THE STATE’S DOCUMENT INDEXING AND IMAGING SYSTEMS, (optional by state).**

**A. Background**

1. States are using virtual case files to retain copies of documents in an electronic format that is capable of indexing the document without the need for physical handling

**B. Objective**

1. The Contractor must provide states with the ability to receive an electronic file in a state approved format with document images and data elements using a state approved protocol and within state approved time frames.
2. The Contractor must implement quality control processes of the document images and data that the State approves.
3. The Contractor must provide the information needed for reconciliation reporting.

**1.2. Transition**

**Transition to new Contractor**

- A. The Alliance has prepared a targeted implementation schedule, that can be provided if needed, identifying the date, by which the Contractor must commence data matching services. The start date may vary for each Alliance state, but the Contract end date is intended to stay the same for all Alliance members. Michigan’s Milestone dates are provided on the cover page of this Contract. Some Alliance states may have staggered implementation dates intentionally to allow for a smooth transition.
- B. There are Alliance states that will need to mail out new FI agreements to all FIs for re-signature. (See Task 8)

- C. All Alliance states will provide a secure data file in accordance with federal regulations to the incoming FIDM Alliance Contractor containing FI contact and contracting information, which will be provided by each respective state within 30 days after contract execution.
- D. For all Alliance states, the new Contractor must contact all financial institutions and provide each FI with a copy of the state's introductory letter (a brief introductory letter on state letterhead) which will formally advise the FI of the FIDM Contractor change. In addition to the state's introductory letter, the Contractor must provide its own letter of introduction and instructions on FIDM data exchange. The Alliance states will reimburse the Contractor only for the postage costs for this mailing.
- E. Website testing and rollout must be completed and accepted in writing by the State at least two weeks prior to the new Contractor's receipt of any data files from financial institutions.
- F. All Contractor costs for the initial meeting between the new Contractor and Alliance states prior to execution of contracts must be borne by the Contractor and must not be billable to the Alliance states.

### **1.3. Specific Standards**

#### **IT Policies, Standards and Procedures (PSP)**

Contractors are advised that the State has methods, policies, standards and procedures that have been developed over the years. Contractors are expected to provide proposals that conform to State IT policies and standards. All services and products provided as a result of this Contract must comply with all applicable State IT policies and standards. Contractor is required to review all applicable links provided below and state compliance in their response.

Public IT Policies, Standards and Procedures (PSP):

[https://www.michigan.gov/dtmb/0,5552,7-358-82547\\_56579\\_56755---,00.html](https://www.michigan.gov/dtmb/0,5552,7-358-82547_56579_56755---,00.html)

Individual contracts for each participating state will require compliance with each state's IT policies.

#### **SOM Digital Standards**

All software items provided by the Contractor must adhere to the State of Michigan Application/Site Standards which can be found at [www.michigan.gov/standards](http://www.michigan.gov/standards).

#### **ADA Compliance**

The State is required to comply with the Americans with Disabilities Act of 1990 (ADA) and has adopted a formal policy regarding accessibility requirements for websites and software applications. The State is requiring that Contractor's proposed Solution, where relevant, to level AA of the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0. Contractor may consider, where relevant, the W3C's Guidance on Applying WCAG 2.0 to Non-Web Information and Communications Technologies (WCAG2ICT) for non-web software

and content. The State may require that Contractor complete a Voluntary Product Accessibility Template for WCAG 2.0 (WCAG 2.0 VPAT) or other comparable document for the proposed Solution. [http://www.michigan.gov/documents/dmb/1650.00\\_209567\\_7.pdf?20151026134621](http://www.michigan.gov/documents/dmb/1650.00_209567_7.pdf?20151026134621)

#### 1.4. User Type and Capacity

Type of User	Access Type	Number of Users	Number of Concurrent Users
Administrator	All access	200	200

Contractor must be able to meet the expected number of concurrent Users listed above.

#### 1.5. End-User Operating Environment

The SOM environment is X86 VMware, IBM Power VM and Oracle VM, with supporting enterprise storage monitoring and management.

The software must run under commonly used web browsers. At a minimum, the software must support Internet Explorer v11 or higher, or Edge, Chrome v71 or higher, Firefox v62 or higher, and Safari v12 or higher for iOS operating systems.

Contractor must support the current and future State standard environment at no additional cost to the State.

#### 1.6. Software

The Contractor will utilize their proprietary software created specifically for the purpose of the FIDM program.

#### 1.7. Hosting

Contractor must maintain and operate a backup and disaster recovery plan to achieve a Recovery Point Objective (RPO) of 24 hours, and a Recovery Time Objective (RTO) of 24 hours.

#### 1.8. Secure Web Application Standard

Contractor's solution must meet the State's Secure Application Development Standards as mandated by the State.

#### Secure Application Development Life Cycle (SADLC)

Contractor is required to meet the States Secure Application Development Life Cycle requirements that include:

##### A. Security Accreditation

Contractor is required to complete the State Security Accreditation process for the solution.

##### B. Application Scanning

##### 1. On-Premise solutions

The State may scan the application using its application scanning tools. Contractor will need to provide the resources, at its sole expense, to complete any analysis remediation and validation required by the results of the scan.

## **2. Externally hosted solutions**

Contractor is required to grant the right to the State to scan either the application code or a deployed version of the solution; or in lieu of the State performing a scan, Contractor will provide the State a vulnerabilities assessment after Contractor has used a State approved application scanning tool. These scans must be completed and provided to the State on a regular basis or at least for each major release.

For COTS or vendor owned applications, Contractor, at its sole expense, must provide resources to complete the scanning and to complete the analysis, remediation and validation of vulnerabilities identified by the scan as required by the State Secure Web Application Standards.

Types of scanning and remediation may include the following types of scans and activities.

- a. Dynamic Scanning for vulnerabilities, analysis, remediation, and validation
- b. Static Scanning for vulnerabilities, analysis, remediation, and validation
- c. Third Party and/or Open-Source Scanning for vulnerabilities, analysis, remediation, and validation

## **C. Infrastructure Scanning**

### **1. On-Premise solutions**

The State may scan the application using its infrastructure scanning tools and remediate infrastructure vulnerabilities internally.

### **2. Externally hosted solutions**

A Contractor providing Hosted Services must scan the infrastructure at least once every 30 days and provide the scan's assessment to the State in a format that can be uploaded by the State and used to track the remediation.

## **2. Acceptance**

### **2.1. Acceptance, Inspection, and Testing**

The State will use the following criteria to determine acceptance of the Contract Activities: The Contractor must log the lapsed time between the date the match was received from the bank and the date the FIDM Contractor delivered the file to the State. Upon receipt of the financial institution matches, The State Project manager will review, and only approve invoices upon verification that all files were transferred in a timely fashion

### **2.2. Final Acceptance**

"Final Acceptance" shall be considered to occur when the Deliverables to be delivered have been approved by the State and have been operating in production without any deficiency for fourteen (14) consecutive days. If the State elects to defer putting the Deliverables into live production for its own reasons, not based on concerns about outstanding material

deficiencies in the Deliverable, the State shall nevertheless grant Final Acceptance of the Project.

### 3. Staffing

#### 3.1. Contract Administrator

The Contract Administrator for each party is the only person authorized to modify any terms of this Contract, and approve and execute any change under this Contract (each a “**Contract Administrator**”):

State:	Contractor:
<b>Marissa Gove</b> <b>320 S Walnut St.</b> <b>Lansing, MI 48933</b> <b>Govem1@michigan.gov</b> <b>517-449-8952</b>	<b>Ronald Zuber</b> <b>2535 Capitol Oaks, Dr., Suite 340</b> <b>Sacramento, CA 95833</b> <b>procurement@informatixinc.com</b> <b>916.830.1400</b>

#### 3.2. Program Manager

The Program Manager for each party will monitor and coordinate the day-to-day activities of the Contract (each a “**Program Manager**”):

State:	Contractor:
<b>Kim Lubbers</b> <b>PO Box 30744</b> <b>Lansing, MI 48909</b> <b>lubbersk@michigan.gov</b> <b>517-284-0008</b>	<b>Danielle Pittman</b> <b>2535 Capitol Oaks, Dr., Suite 340</b> <b>Sacramento, CA 95833</b> <b>Danielle.pittman@informatixinc.com</b> <b>623.322.9638</b>

#### 3.3. Customer Service Toll-Free Number

The Contractor must specify its toll-free number for the State to contact the Contractor Representative. The Contractor Representative must be available for calls during the hours of 8:00 am to 5:00 pm EST. Contractor’s Toll-Free Number: 877-965-3436.

#### 3.4. Technical Support, Repairs and Maintenance

The Contractor must specify its toll-free number for the State to contact the Contractor for technical support, repairs, and maintenance. The Contractor must be available for calls and service during the hours of 8:00 am to 5:00 pm EST. Contractor’s Toll-Free Number: 877-965-3436.

#### 3.5. Work Requirements

##### A. Location of Work

1. The work must be performed, completed, and managed at the vendor’s work location.
2. All work to be performed under this Contract must be performed within the United States and its territories.

**B. Hours of Operation** (Note: The Hours of Operation will vary based on the State)

1. Normal State of Michigan working hours are 8:00 a.m. to 5:00 p.m. EST, Monday through Friday, and the hours of 7:00 a.m.-7 p.m. EST, Monday – Friday, with work performed as necessary after hours to meet project deadlines No overtime will be authorized or paid. However, accommodations must be considered for Alliance states in differing time zones.
2. The State is not obligated to provide State management of assigned work outside of normal State working hours. The State reserves the right to modify the work hours in the best interest of the project.
3. Contractor must observe the same standard holidays as State employees. The State does not compensate for holiday pay.

**C. Travel**

1. No travel or expenses will be reimbursed other than those identified in the pricing section. This includes travel costs related to training provided to the State by Contractor.
2. Travel time will not be reimbursed.

**D. Additional Security and Background Check Requirements** (Note: The Additional Security and Background Check Requirements will vary based on the State. This section applies to Michigan.)

1. The Contractor must be aware of and, if requested by the State, present certifications evidencing satisfactory Michigan State Police Background checks ICHAT and drug tests for all staff identified for assignment to this project.
2. The Contractor must be aware of and, if requested by the State, Contractor personnel will be required to complete and submit and RI-8 Fingerprint Card for the National Crime Information Center (NCIC) Fingerprints for all staff identified for assignment to this project.
3. The Contractor must pay for all costs associated with ensuring their staff meets all requirements.

### **3.6. Key Personnel**

The Contractor must appoint Key Personnel. The competence of the personnel the Contractor proposes for this project will be measured by the candidate's education and experience with particular reference to experience on similar projects as described in this Statement of Work. The Contractor must commit that staff identified in its Contract will actually perform the assigned work.

All Key Personnel will be subject to the State/Alliance's interview and approval process. The contractor must submit a letter of commitment for Key Personnel, signed by the identified resource, stating their commitment to work for the Contractor on this project.

At a minimum, the Alliance requires the following key staffing positions:

- A. Project Manager/Technical Lead - responsibilities include, at a minimum:
  - 1. The project manager/technical lead must coordinate all activities of the contractor personnel assigned to the project and create all reports required by State.
  - 2. Manage all defined contractor responsibilities in this Scope of Services.
  - 3. Manage contractor's subcontractors if any
  - 4. Develop the project plan and schedule, and update as needed
  - 5. Serve as the point person for all project issues.
  - 6. Coordinate and oversee the day-to-day project activities of the project team.
  - 7. Assess and report project feedback and status.
  - 8. Escalate project issues, project risks, and other concerns
  - 9. Review all project deliverables and provide feedback
  - 10. Proactively propose/suggest options and alternatives for consideration.
  - 11. Utilize change control procedures
  - 12. Prepare project documents and materials
- B. Financial Institution Liaison/Expert- This person will lead the efforts in gaining cooperation with the FI's, assure that data matching between the states and FI's is running smoothly and that issues are resolved or escalated properly to the Project Manager. Responsibilities include, at a minimum:
  - 1. Provide outreach to FI's to assure program understanding and compliance.
  - 2. Follow-up with FI's regarding questions and issue resolution.
  - 3. Assure data matching is occurring on schedule and in accordance with established security measures.
  - 4. Escalate issues to Project Manager as needed.
  - 5. Communicate with other state FI Liaisons as needed.
- C. Technical Expert/Architect. Responsibilities include, at a minimum:
  - 1. Develop and deliver demand driven, high quality technical processes and software applications.
  - 2. Maximize impact of data matching to states and delivery of electronic documents to FI's.
  - 3. Implement plans and deliverables for software upgrades or builds as required by states.



4. Identify and evaluate complex problems and review related data in order to implement timely technical solutions.
  5. Assure proper security measures are in place and are being followed.
  6. Trouble-shoot and identify complex technical issues and implement solutions to such problems.
  7. Update and redesign technical processes as needed to ensure proper compliance and timely data matching for all Alliance states.
  8. Oversee development of software design as required by states and that implementation of such that adheres to target delivery dates.
  9. Assure all data matching processes are following protocol as established by the Federal Office and individual states.
- D. Call Center Supervisor/Customer Service Expert - Responsibilities include, at a minimum:
1. Assure all inquiries are responded to in a timely manner.
  2. Manage and supervise Call Center team to assure proper inquiry coverage during normal business hours as required by the project.
  3. Resolve customer issues by researching, clarifying information, and providing solutions.
  4. Escalate issues to Project Manager as needed.
  5. Maintain Call Center metrics in order to track incoming calls and to identify trends.

The State has the right to recommend and approve in writing the initial assignment, as well as any proposed reassignment or replacement, of any Key Personnel. Before assigning an individual to any Key Personnel position, Contractor will notify the State of the proposed assignment, introduce the individual to the State's Project Manager, and provide the State with a resume and any other information about the individual reasonably requested by the State. The State reserves the right to interview the individual before granting written approval. In the event the State finds a proposed individual unacceptable, the State will provide a written explanation including reasonable detail outlining the reasons for the rejection. The State may require a 30-calendar day training period for replacement personnel.

Contractor will not remove any Key Personnel from their assigned roles on this Contract without the prior written consent of the State. The Contractor's removal of Key Personnel without the prior written consent of the State is an unauthorized removal ("Unauthorized Removal"). An Unauthorized Removal does not include replacing Key Personnel for reasons beyond the reasonable control of Contractor, including illness, disability, leave of absence, personal emergency circumstances, resignation, or for cause termination of the Key Personnel's employment. Any Unauthorized Removal may be considered by the State to be a material

breach of this Contract, in respect of which the State may elect to terminate this Contract for cause under the **Termination for Cause** section of the Standard Contract Terms. It is further acknowledged that an Unauthorized Removal will interfere with the timely and proper completion of this Contract, to the loss and damage of the State, and that it would be impracticable and extremely difficult to fix the actual damage sustained by the State as a result of any Unauthorized Removal. Therefore, Contractor and the State agree that in the case of any Unauthorized Removal in respect of which the State does not elect to exercise its rights under Termination for Cause, Contractor will issue to the State the corresponding credits set forth below (each, an “Unauthorized Removal Credit”):

- i. For the Unauthorized Removal of any Key Personnel designated in the applicable Statement of Work, the credit amount will be \$25,000.00 per individual if Contractor identifies a replacement approved by the State and assigns the replacement to shadow the Key Personnel who is leaving for a period of at least 30-calendar days before the Key Personnel’s removal.
- ii. If Contractor fails to assign a replacement to shadow the removed Key Personnel for at least 30-calendar days, in addition to the \$25,000.00 credit specified above, Contractor will credit the State \$833.33 per calendar day for each day of the 30-calendar day shadow period that the replacement Key Personnel does not shadow the removed Key Personnel, up to \$25,000.00 maximum per individual. The total Unauthorized Removal Credits that may be assessed per Unauthorized Removal and failure to provide 30-calendar days of shadowing will not exceed \$50,000.00 per individual.

Contractor acknowledges and agrees that each of the Unauthorized Removal Credits assessed above: (i) is a reasonable estimate of and compensation for the anticipated or actual harm to the State that may arise from the Unauthorized Removal, which would be impossible or very difficult to accurately estimate; and (ii) may, at the State’s option, be credited or set off against any fees or other charges payable to Contractor under this Contract.

The Contractor must identify the Key Personnel, indicate where they will be physically located, describe the functions they will perform, and provide current chronological résumés.

**A.** The Contractor must identify all Key Personnel that will be assigned to this contract in the table below which includes the following:

1. Name and title of staff that will be designated as Key Personnel.
2. Key Personnel years of experience in the current classification.
3. Identify which of the required key personnel positions they are fulfilling.
4. Key Personnel’s roles and responsibilities, as they relate to this Contract, if the Contractor is successful in being awarded the Contract. Descriptions of roles should be functional and not just by title.
5. Identify if each Key Personnel is a direct, subcontract, or contract employee.

6. Identify if each Key Personnel staff member is employed full-time (FT), part-time (PT) or temporary (T), including consultants used for the purpose of providing information for the Contract.
7. List each Key Personnel staff member's length of employment or affiliation with the Contractor's organization.
8. Identify each Key Personnel's percentage of work time devoted to this Contract.
9. Identify where each Key Personnel staff member will be physically located (city and state) during the Contract performance.

1. Name	2. Years of Experience in Current Classification	3. Role(s) / Responsibilities	4. Direct / Subcontract/ Contract	5. % Of Work Time	6. Physical Location
Danielle Pittman	22 Years	<p><b>Project Manager/Technical Lead</b></p> <p>(Director, FIDM Services Group)</p> <p>Danielle Pittman is responsible for the overall delivery and performance of all Alliance projects. She is in charge of contract compliance, invoicing and serves as the point-of-contact to all of our state FIDM customers. As Project Director, she will manage all aspects of new project implementations, as well as complete oversight of all project deliverables.</p>	Direct Full-time	50%	Surprise, AZ
Paul Peters	14 Years	<p><b>FI Liaison/Expert</b></p> <p>Paul Peters serves as the Deputy Project Manager and is responsible for all day-to-day operations of our 57 FIDM projects, including the FIDM Alliance. This position communicates and interfaces</p>	Direct Full-time	50%	Lansing, MI

1. Name	2. Years of Experience in Current Classification	3. Role(s) / Responsibilities	4. Direct / Subcontract/ Contract	5. % Of Work Time	6. Physical Location
		with the financial institutions and service agents to ensure all files are received and processed, and meets all data integrity standards, according to FIDM requirements each and every quarter.			
Doug Bentley	12 Years	<b>Technical Expert/ Architect</b>  Doug Bentley, acting as the FIDM Systems Architect and Product Development Manager, manages the development team during testing and implementation phases of all FIDM projects. Once implementations are complete, Doug, is responsible for on-going maintenance and support, stringent security standards, as well as any new development tasks, for all FIDM projects.	Direct Full-time	25%	Auburn, AL
Barb Ramirez	21 Years	<b>Technical Business Analyst</b>  Barbara Ramirez has 21 years of Information Technology experience, all 21 of those years working on the Alliance and multiple FIDM projects. Ms. Ramirez performs development and support of existing FIDM processes and new business processes as they arise. She is experienced in the full life cycle and implementation of production systems. Barbara has worked in	Direct Full-time	40%	Phoenix, AZ

1. Name	2. Years of Experience in Current Classification	3. Role(s) / Responsibilities	4. Direct / Subcontract/ Contract	5. % Of Work Time	6. Physical Location
		all phases of project development including design and development, and construction and implementation.			
Holly Drobil	7 Years	<p><b>Call Center Supervisor/ Customer Service Expert</b></p> <p>Holly Drobil acts as the FIDM Project Manager and Call Center Supervisor for Informatix at our Operations Center in Lansing, Michigan. She also acts as our Operations Center Customer Service Expert and has been in this role at Informatix for seven years.</p> <p>Holly's main duties include managing the operations call center staff, ensuring all inquiries are responded to in a timely and courteous manner, and conducting project reporting for all of our state FIDM customers.</p>	Direct Full-time	45%	Lansing, MI
Diane Hogan	21 Years	<p><b>FIDM Marketing Manager</b></p> <p>Diane Hogan provides marketing support to the Alliance (and has for 21 years) and works with the Alliance to educate and add new member states. She creates and delivers presentations to highlight the many benefits of joining the Alliance and provides pricing to interested states as directed. Diane attends national child support conferences to stay up</p>	Direct Full-time	50%	Austin, TX

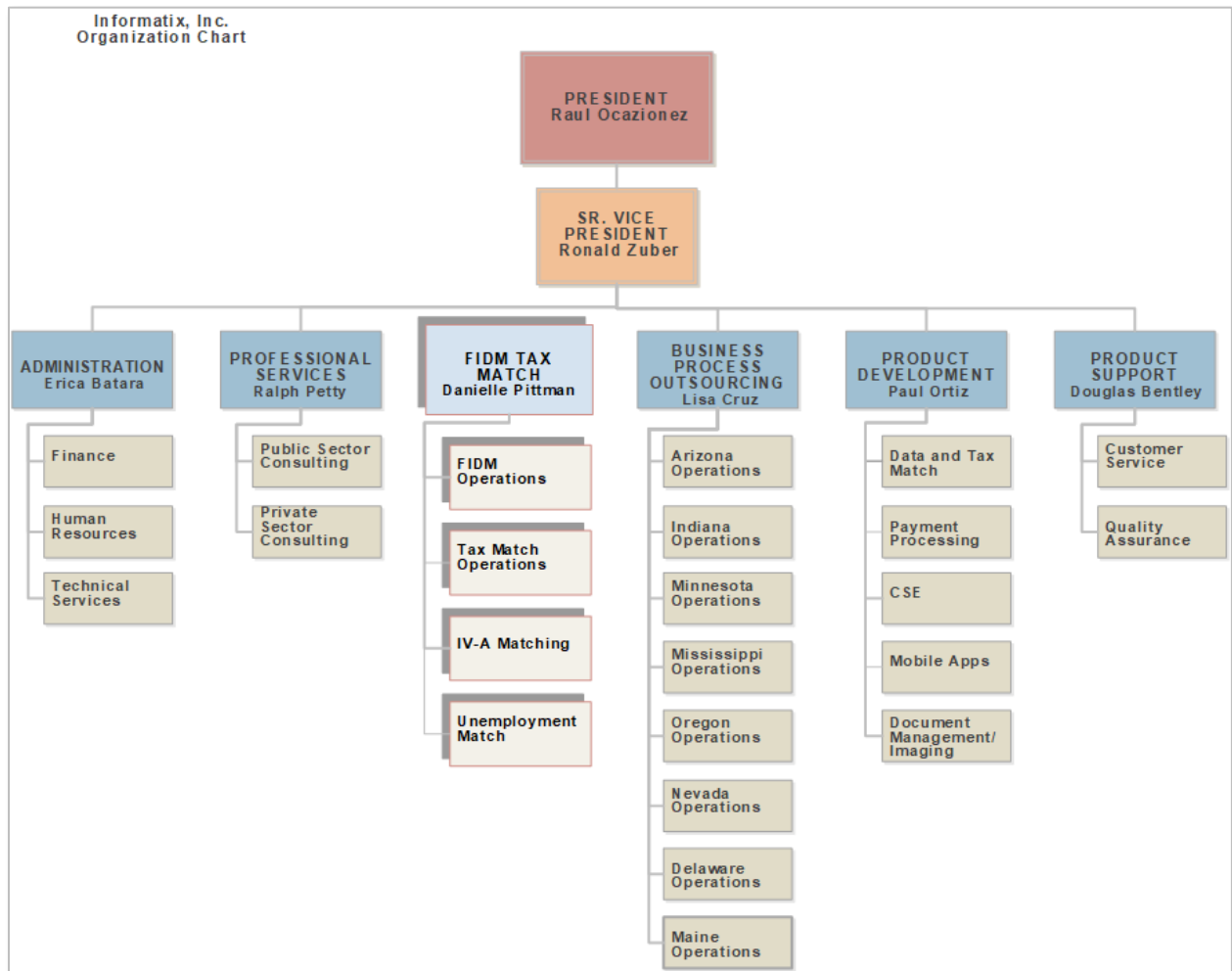
1. Name	2. Years of Experience in Current Classification	3. Role(s) / Responsibilities	4. Direct / Subcontract/ Contract	5. % Of Work Time	6. Physical Location
		to date on relevant FIDM initiatives.  Ms. Hogan shares best practices during Alliance Quarterly Calls and educates Alliance states about the benefits of Limited Partner matching with the IDEC Consortium.			

- B.** The Contractor must provide **detailed, chronological resumes** of all proposed Key Personnel, including a description of their work experience relevant to their purposed role as it relates to the Contract.

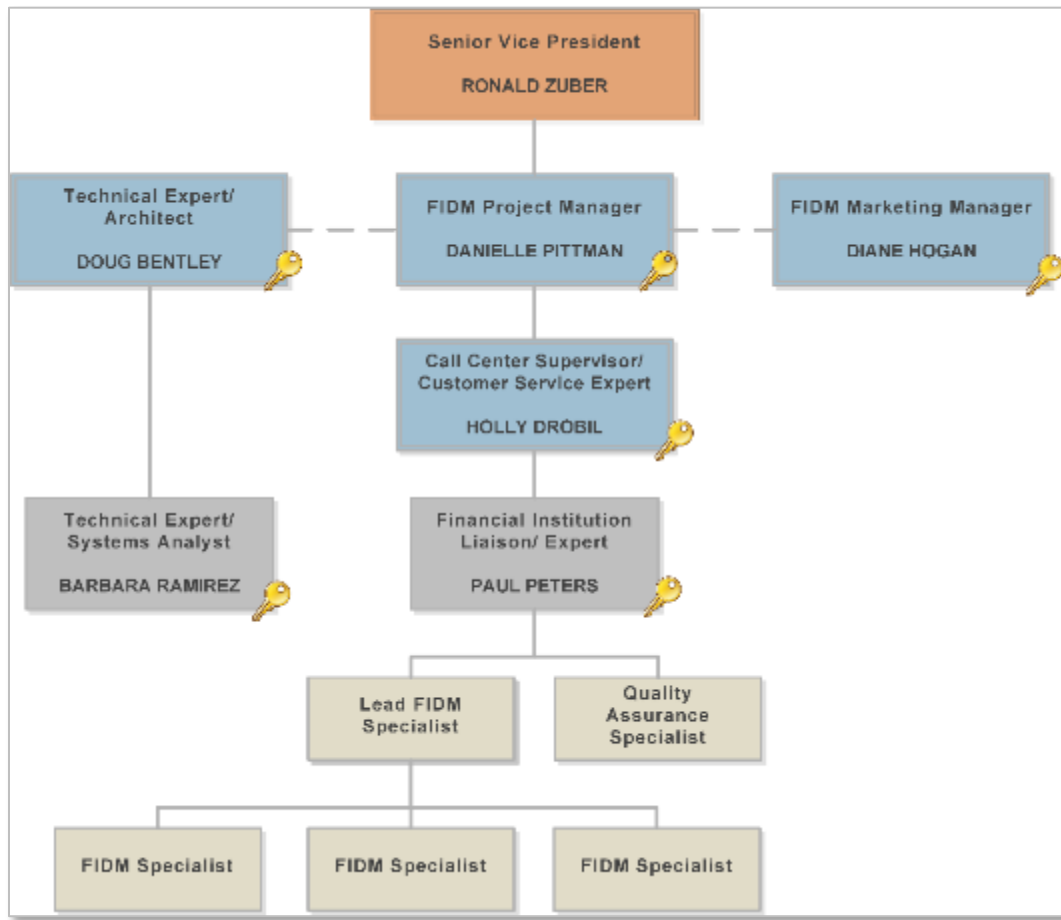
Qualifications will be measured by education and experience with particular reference to experience on projects similar to that described in the Contract.

### 3.7. Organizational Chart

The Contractor must provide an overall organizational chart indicating lines of authority for personnel involved in performance of this Contract and relationships of this staff to the other programs or functions of the firm.







### 3.8. Disclosure of Subcontractors

Subcontractors will not be used for this Contract.

### 3.9. Security

- A. The Contractor will be subject the following security procedures: On a case-by-case basis, the State may investigate the Contractor's personnel before they may have access to State facilities and systems. The scope of the background check is at the discretion of the State and the results shall be used to determine Contractor personnel eligibility for working within State facilities and systems. The investigations shall include Michigan State Police Background checks (ICHAT) or their specific State background checks and may include the National Crime Information Center (NCIC) Fingerprints. Proposed Contractor personnel may be required to complete and submit an RI-8 Fingerprint Card for the NCIC Fingerprint Check. Any request for background checks shall be initiated by the State and shall be reasonably related to the type of work requested.
- B. The State may require the Contractor's personnel to wear State issued identification badges. The Contractor's staff may be required to make deliveries to or enter State facilities. The Contractor must: (a) explain how it intends to ensure the security of State

facilities, (b) whether it uses uniforms and ID badges, etc., (c) identify the company that will perform background checks, and (d) the scope of the background checks.

### **C. SAFEGUARDING OF DATA**

Federal Requirements Governing the Child Support Enforcement Program

PART D--CHILD SUPPORT AND ESTABLISHMENT OF PATERNITY

Sec. 469A [42 U.S.C. 669a]. Non-liability for financial institutions providing financial records to State child support enforcement agencies in child support cases

(a) In general

Notwithstanding any other provision of Federal or State law, a financial institution shall not be liable under any Federal or State law to any person for disclosing any financial record of an individual to a State child support enforcement agency attempting to establish, modify, or enforce a child support obligation of such individual, or for disclosing any such record to the Federal Parent Locator Service, (FPLS) pursuant to > section 666(a)(17)(A) of this title.

(b) Prohibition of disclosure of financial record obtained by State child support enforcement agency

A State child support enforcement agency which obtains a financial record of an individual from a financial institution pursuant to subsection (a) of this section may disclose such financial record only for the purpose of, and to the extent necessary in, establishing, modifying, or enforcing a child support obligation of such individual.

(c) Civil damages for unauthorized disclosure

(1) Disclosure by State officer or employee

If any person knowingly, or by reason of negligence, discloses a financial record of an individual in violation of subsection (b) of this section, such individual may bring a civil action for damages against such person in a district court of the United States.

(2) No liability for good faith but erroneous interpretation

No liability shall arise under this subsection with respect to any disclosure, which results from a good faith, but erroneous, interpretation of subsection (b) of this section.

(3) Damages

In any action brought under paragraph (1), upon a finding of liability on the part of the defendant, the defendant shall be liable to the plaintiff in an amount equal to the sum of--

(A) the greater of--

(i) \$1,000 for each act of unauthorized disclosure of a financial record with respect to which such defendant is found liable; or

(ii) the sum of--

(I) the actual damages sustained by the plaintiff as a result of such unauthorized disclosure; plus

(II) in the case of a willful disclosure or a disclosure which is the result of gross negligence, punitive damages; plus

(B) the costs (including attorney's fees) of the action.

(d) Definitions

For purposes of this section--

(1) Financial institution

The term "financial institution" means--

(A) a depository institution, as defined in > section 1813(c) of Title 12.

(B) an institution-affiliated party, as defined in > section 1813(u) of Title 12.

(C) any Federal credit union or State credit union, as defined in > section 1752 of Title 12, including an institution-affiliated party of such a credit union, as defined in > section 1786(r) of Title 12; and

(D) any benefit association, insurance company, safe deposit company, money-market mutual fund, or similar entity authorized to do business in the State.

(2) Financial record

The term "financial record" has the meaning given such term in > section 3401 of Title 12.

CREDIT(S)

(Aug. 14, 1935, c. 531, Title IV, S 469A, as added Aug. 22, > 1996, Pub.L. 104-193, Title III, S 353, 110 Stat. 2240, and amended July 16, > 1998, Pub.L. 105-200, Title IV, S 406(c), 112 Stat. 672.)

General Materials (GM) - References, Annotations, or Tables>

#### **D. FINANCIAL INSTITUTION DATA MATCHING AND SAFEGUARDING OF DATA**

Pursuant to Federal law, each State must have in effect laws requiring the use of certain procedures. These laws and procedures require the IV-D agency to enter into agreements with financial institutions doing business in the State to develop and

operate, in coordination with the financial institutions, and the FPLS in the case of financial institutions doing business in two or more States, a data match system. See Section 466 (a) (17) of the Act. See also the definition of "financial institution" in section 469A (d) (l) of the Act.

Federal law further requires that a State child support enforcement agency which obtains a financial record of an individual from a financial institution pursuant to the data match system described in section 466 (a) (17) of the Act may disclose such financial record only for the purpose of, and to the extent necessary in, establishing, modifying, or enforcing a child support obligation of such individual. See section 469A (b) of the Act. See also the definition of "financial record" in section 469A (d) (2) of the Act. The civil damages described in section 469A (c) of the Act apply to any unauthorized disclosure.

Federal regulation specifies that any information relating to a specified individual, including the individual's Social Security number and financial information, obtained in connection with the performance of an IV-D function such as enforcement of a support obligation, is confidential information and may not be disclosed outside of the administration of the IV-D program. See 45 CFR 303.21 for full information.

#### **E. AGREEMENT TO COMPLY, CONTRACTOR SPECIFIC SECURITY**

The contractor must commit to provide a secured physical and system environment for the data match project. Virtually all of our projects require a comprehensive security plan. The contractor must have extensive experience with security in regard to federal and state governments.

The contractor must abide by the requirements of Federal and State laws and regulations when handling confidential child support information and financial records. Under this contract the Contractor must maintain rigorous standards regarding the security of information. The contractor must adhere to a comprehensive security plan to ensure that all data is used for only professional and authorized purposes; exchanged via a mutually approved and secure data transfer method which utilizes FIPS 140-2 encryption standards; not copied or stored on digital media; and not accessed remotely without Virtual Private Network security

For the operation of the financial institution data match system on behalf of the issuing IV-D agency, the contractor must agree to comply with the requirements of Title IV-D of the Act and part 300 of Title 45 of the Code of Federal Regulations pertaining to the safeguarding of data, including those provisions that specifically apply to the operation of the financial institution data match system.

The contractor must agree to comply with the safeguarding requirements of IRS Publication 1075 if they are in receipt of any Federal Tax Information (FTI) from the state child support agencies. FTI, or return information, refers to a taxpayer's identity, source of income, credits, assets, net worth, or any other information by the IRS to the child support program. See 26 U.S.C. 6103.

The contractors must agree to comply with the management, operational and technical security, and privacy safeguarding requirements of The OCSE Security Agreement document signed by all Alliance states if they are in receipt of any Federal Parent Locator Service (FPLS) data from the state child support agencies. Contractors must sign the OCSE Security Agreement Security Addendum for each state participating in the Alliance. This document will be included with each state's contract. This Security Addendum must be signed by any organization operating an information system that houses, processes, or transmits Federal Parent Locator Service (FPLS) information and child support program information on behalf of the state child support agencies. FPLS consists of the National Director of New Hires, Debtor File, and the Federal Case Registry. See 42 U.S.C. 653. The OCSE Security Agreement and Security Addendum are attached as **Exhibit 3**. FPLS consists of the National Director of New Hires, Debtor File and the Federal Case Registry. See 42 U.S.C. 653.

#### **F. OPERATIONS CENTER SECURITY**

Federal regulations impose stringent accountability and security requirements for the management of financial information. The contractor must ensure guidelines are met to safeguard financial account records, and match result records. The first level of security is the physical-processing center, which is accessible only by authorized personnel carrying correct access cards and whom have signed an annual agreement outlining applicable data security and safeguarding provisions.

#### **G. NETWORK AND DATA PROCESSING SECURITY PHYSICAL DATA HANDLING**

The data received by the Contractor for the FIDM project must be only used for the match and results processing. This data must be highly secured and used for no other purpose than to build and maintain a database of IV-D case arrearage records (obligor database), receive and process financial account records against the obligor database, format the result records, and return the data to the requesting donor states.

Data must be archived to physical media at agreed-upon intervals and deleted from the database, and the archives will be returned to the donor states. Data must be disclosed only to personnel authorized to handle the data files and process the match and results records. Physical files received from financial institutions must be returned upon conclusion of the processing or used for the next quarter obligor extract and effectively overwritten by the new file. No data records should be kept that are not required by the processing center after the end of the quarter and after the states have accepted the results. Financial institution records must not be written to a database; they will be used as the basis for the match and stored only if a positive match is made that requires the account information to be returned to the state.

#### **H. ADDITIONAL SAFEGUARDING OF DATA**

The contractor must maintain on an ongoing basis, policies and procedures for managing the complete operation of the processing center. This includes all necessary security measures, access rights and proper handling of the data files, from receipt to return. Each State must have in effect laws requiring the use of certain procedures.

These laws and procedures require the IV-D agency to enter into agreements with financial institutions doing business in the State to develop and operate, in coordination with the financial institutions, and the FPLS.

## **4. Project Management**

### **4.1. Project Plan**

- A. **Preliminary Project Plan:** The Contractor must provide a Preliminary Project Plan, including necessary time frames and deliverables for the various stages of the project and the responsibilities and obligations of both the Contractor and the Alliance States.
- i. In particular, the Preliminary Project Plan will include a MS Project plan or equivalent:
  - ii. A description of the deliverables to be provided under this contract.
  - iii. Target dates and critical paths for the deliverables.
  - iv. Identification of roles and responsibilities, including the organization responsible. Contractor is to provide a roles and responsibility matrix.
  - v. The labor, hardware, materials, and supplies required to be provided by the State in meeting the target dates established in the Preliminary Project Plan.
  - vi. Internal milestones
  - vii. Task durations

The Contractor will carry out this project under the direction and control of the Program Manager. Within 30 calendar days of the Effective Date, the Contractor must submit a final project plan to the Program Manager for approval. The plan must include: (a) the Contractor's organizational chart with names and title of personnel assigned to the project, which must align with the staffing stated in the Contract; and (b) the project breakdown showing sub-projects, tasks, timeline, and resources required.

### **4.2. Meetings**

The Contractor must attend the following meetings:

The State will require the Contractor to attend quarterly meetings, at a minimum, to review the Contractor's performance under the Contract. The meetings will be held by teleconference, as mutually agreed by the State and the Contractor. The State shall bear no cost for the Contractor for attendance at the meeting.

**Orientation Meeting:**

Upon (15) calendar days from execution of the Contract, the Contractor will be required to attend an orientation meeting to discuss the content and procedures of the Contract. The meeting will be held via teleconference at a date and time mutually acceptable to the Alliance states and the Contractor. The Alliance states shall bear no cost for the Contractor attendance at the meeting.

The State may request other meetings, as it deems appropriate.

### **4.3. Reporting**

The Contractor must submit to the Program Manager, the following usage reports (quarterly), including:

- A. Quantity and dollars for State work performed.
- B. Track and report statistics such as number of calls and types of questions.

## **5. Pricing**

### **5.1. Price Term**

Pricing is firm for the entire length of the Contract.

### **5.2. Price Changes**

Adjustments will be based on changes in actual Contractor costs. Any request must be supported by written evidence documenting the change in costs. The State may consider sources, such as the Consumer Price Index; Producer Price Index; other pricing indices as needed; economic and industry data; manufacturer or supplier letters noting the increase in pricing; and any other data the State deems relevant.

Following the presentation of supporting documentation, both parties will have 30 days to review the information and prepare a written response. If the review reveals no need for modifications, pricing will remain unchanged unless mutually agreed to by the parties. If the review reveals that changes are needed, both parties will negotiate such changes, for no longer than 30 days, unless extended by mutual agreement.

The Contractor remains responsible for Contract Activities at the current price for all orders received before the mutual execution of a Change Notice indicating the start date of the new Pricing Period.

## **6. Ordering**

### **6.1. Authorizing Document**

The appropriate authorizing document for the Contract will be a signed Master Agreement Contract and a Delivery Order (DO). The State will issue a Delivery Order to request and order Deliverables from the Contract. The Contractor is not authorized to begin performance until receipt of a Delivery Order.

The State is not obligated to purchase in any specific quantity.

## **7. Invoice and Payment**

### **7.1. Invoice Requirements**

- A. All invoices submitted to the State must include: (a) date; (b) delivery order/Contract Number; (c) quantity; (d) description of the Contract Activities; (e) unit price; (f) shipping cost (if any); (g) total price. Overtime, holiday pay, and travel expenses will not be paid.
- B. Costs quoted for the customer service line will include all expenses for this feature including, but not limited to, Contractor staff, maintenance and all telephone line



fees. Invoices provided to states must include detailed calling information (e.g., who called in). Contractor will charge a quarterly customer service line fee which will include the first 300 incoming calls and invoice the state for any calls above the 300 allowance.

- C. Invoices provided to states must include detailed calling information (e.g., who called in).

## **7.2. Payment Methods**

The State will make payment for Contract Activities through Electronic Fund Transfer (EFT).

## **7.3. Procedure**

1. The State must be billed quarterly and receive a billing that reflects an itemized task list or per item quantity, rate, subtotal and grand total for the billing. The State does not anticipate paying for any additional charges (i.e., setup, maintenance, hosting charges, etc.) to support the system.
2. Payment to the Contractor will be made upon the completion and acceptance of the deliverable or milestone within each itemized task, not to exceed contractual costs.
3. Sales Tax: For purchases made directly by the State, the State is exempt from State and Local Sales Tax. Prices must not include the taxes. Exemption Certificates for State Sales Tax will be furnished upon request.
4. Federal Excise Tax: The State may be exempt from Federal Excise Tax, or the taxes may be reimbursable, if articles purchased under any resulting Contract are used for the State's exclusive use. Certificates showing exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, prices must not include the Federal Excise Tax.
5. Contractor's out-of-pocket expenses are not separately reimbursable by the State unless, on a case-by- case basis for unusual expenses, the State has agreed in advance and in writing to reimburse Contractor for the expense at the State's current travel reimbursement rates. See [www.michigan.gov/dmb](http://www.michigan.gov/dmb) for current rates (Note: this will vary by state).
6. Contractor will submit properly itemized Invoices to the MDHHS Bureau of Finance and Accounting at [MDHHS-CPU@michigan.gov](mailto:MDHHS-CPU@michigan.gov).

## **8. Liquidated Damages**

Late or improper completion of the Contract Activities will cause loss and damage to the State, and it would be impracticable and extremely difficult to fix the actual damage sustained by the State. Therefore, if there is late or improper completion of the Contract Activities the State is entitled to collect liquidated damages in the amount of \$5,000 and an additional \$100 per day for each day Contractor fails to remedy the late or improper completion of the Work.

### Unauthorized Removal of any Key Personnel

It is acknowledged that an Unauthorized Removal will interfere with the timely and proper completion of the Contract, to the loss and damage of the State, and that it would be impracticable and extremely difficult to fix the actual damage sustained by the State as a result of any Unauthorized Removal. Therefore, Contractor and the State agree that in the case of any Unauthorized Removal in respect of which the State does not elect to exercise its rights under Section 21, the State may assess liquidated damages against Contractor as specified below.

For the Unauthorized Removal of any Key Personnel designated in the applicable Statement of Work, the liquidated damages amount is \$25,000.00 per individual if the Contractor identifies a replacement approved by the State under Section 2.060 and assigns the replacement to the Project to shadow the Key Personnel who is leaving for a period of at least 30 days before the Key Personnel's removal.

If Contractor fails to assign a replacement to shadow the removed Key Personnel for at least 30 days, in addition to the \$25,000.00 liquidated damages for an Unauthorized Removal, Contractor must pay the amount of \$833.33 per day for each day of the 30-day shadow period that the replacement Key Personnel does not shadow the removed Key Personnel, up to \$25,000.00 maximum per individual. The total liquidated damages that may be assessed per Unauthorized Removal and failure to provide 30 days of shadowing must not exceed \$50,000.00 per individual.

### EXCUSABLE FAILURE

Neither party will be liable for any default, damage or delay in the performance of its obligations under the Contract to the extent the default, damage or delay is caused by government regulations or requirements (executive, legislative, judicial, military or otherwise), power failure, electrical surges or current fluctuations, lightning, earthquake, war, water or other forces of nature or acts of God, delays or failures of transportation, equipment shortages, suppliers' failures, or acts or omissions of common carriers, fire; riots, civil disorders; strikes or other labor disputes, embargoes; injunctions (provided the injunction was not issued as a result of any fault or negligence of the party seeking to have its default or delay excused); or any other cause beyond the reasonable control of a party; provided the non-performing party and its Subcontractors are without fault in causing the default or delay, and the default or delay could not have been prevented by reasonable precautions and cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means, including disaster recovery plans.

If a party does not perform its contractual obligations for any of the reasons listed above, the non-- performing party will be excused from any further performance of its affected obligation(s) for as long as the circumstances prevail. But the party must use commercially reasonable efforts to recommence performance whenever and to whatever extent possible

without delay. A party must promptly notify the other party in writing immediately after the excusable failure occurs, and also when it abates or ends.

If any of the above-enumerated circumstances substantially prevent, hinder, or delay the Contractor's performance of the Services/provision of Deliverables for more than 10 Business Days, and the State determines that performance is not likely to be resumed within a period of time that is satisfactory to the State in its reasonable discretion, then at the State's option: (a) the State may procure the affected Services/Deliverables from an alternate source, and the State is not be liable for payment for the unperformed Services/ Deliverables not provided under the Contract for so long as the delay in performance continues; (b) the State may terminate any portion of the Contract so affected and the charges payable will be equitably adjusted to reflect those Services/Deliverables terminated; or (c) the State may terminate the affected Statement of Work without liability to Contractor as of a date specified by the State in a written notice of termination to the Contractor, except to the extent that the State must pay for Services/Deliverables provided through the date of termination.

The Contractor will not have the right to any additional payments from the State as a result of any Excusable Failure occurrence or to payments for Services not rendered/Deliverables not provided as a result of the Excusable Failure condition. Defaults or delays in performance by Contractor which are caused by acts or omissions of its Subcontractors will not relieve Contractor of its obligations under the Contract except to the extent that a Subcontractor is itself subject to an Excusable Failure condition described above and Contractor cannot reasonably circumvent the effect of the Subcontractor's default or delay in performance through the use of alternate sources, workaround plans or other means.

## 9. Service-Level Agreement (SLA)

- A. The Contractor will be held accountable to meet the requirements and the service level requirements established in this Contract.
- B. The State reserves the right to reconsider or amend SLA amounts for split awards should they occur.

**Service Level Agreements for this Contract will be as follows:**

SLA Metric 1. FTRO Matching Files and Delivery	
<b>Definition and Purpose</b>	The Contractor must ensure that FTRO Matching Files and Delivery requirements are met as outlined in this Contract.
<b>Acceptable Standard</b>	1. All state FTRO files must be processed and matched in accordance with the security regulations as laid out in the Contract according to Schedule A, section 3.10 Security.

SLA Metric 1. FTRO Matching Files and Delivery	
	<ol style="list-style-type: none"> <li>Discrepancies must be reported in the format designated within 2 business days from the FTRO files being transmitted to the Contractor(s).</li> <li>The Contractor must complete the FI matching process in accordance with the FIDM federal plan and assure they are delivered to the states within two (2) business days of receipt.</li> <li>The Contractor must measure monthly and report its performance on this SLA on a quarterly basis.</li> </ol> <p>The acceptable standard is 100% compliance.</p>
<b>Credit Due for Failing to Meet the Service Level Agreements</b>	<p>The credit for failure to meet SLA #1 is 3% of the monthly administrative fees for each month missed.</p> <p>Extenuating circumstances will be reviewed by the Program Manager before any Service Credits are assessed.</p> <p>At the discretion of the State, these credits may be applied toward any payable due to the Contractor or be payable directly to the State. Payments made directly to the state will be completed within 10 days of notice of assessment.</p>

SLA Metric 2. Tasks and Billings	
<b>Definition and Purpose</b>	The Contractor must ensure that the tasks and invoicing requirements are met as outlined in this Contract.
<b>Acceptable Standard</b>	<ol style="list-style-type: none"> <li>The tasks as selected by each state must be delivered by the Contractor in accordance with established delivery times and dates.</li> <li>The delivery of invoices from the Contractor must clearly breakdown the tasks, the quantities, and the promised delivery dates.</li> </ol> <p>The acceptable standard is 100% compliance.</p>
<b>Credit Due for Failing to Meet the Service Level Agreements</b>	<p>The credit for failure to meet SLA #2 is 1% of the monthly administrative fees for each month missed.</p> <p>At the discretion of the State, these credits may be applied toward any payable due to the Contractor or be payable directly to the State. Payments made directly to the state will be completed within 10 days of notice of assessment.</p>

**Schedule A – Exhibit 1 - FIDM Citations**

ALLIANCE STATE'S PRIMARY LAW CITATIONS	
<b>Alaska</b>	Sec 23.20.401; 25.25.010-25.25.100; 25.27.165-170; and 47.07.025
<b>Arizona</b>	ARS 25-523
<b>California</b>	CA Family Law Code Section 17453 & 17522.5
<b>Colorado</b>	CRS 26-13-128; 26-13-105
<b>Idaho</b>	Idaho Law Title 32, Chapter 16; 32-1601-1614
<b>Illinois</b>	ILCS 305 5/10-24 -5/10-25.5
<b>Indiana</b>	IC 31-25-4-13; 31-25-4-17; 31-16-15-0.5; 31-16-15-3.5; 31-16-15-19
<b>Maine</b>	32 M.R.S. sec.17; 19-A M.R.S. sec. 2357; 19-A M.R.S. sec. 2358
<b>Maryland</b>	Annotated Code of MD Family Law 10-108.2-10-108-4
<b>Michigan</b>	552.625 MCL
<b>Montana</b>	MCA 2013 40-5-924
<b>Nebraska</b>	NB Revised Statutes 43-3328 to 43-3339
<b>Nevada</b>	NRS 425 Section 460
<b>New Jersey</b>	NJSA 2A:17-56.53g(2) and 56.57d
<b>New York</b>	NY BL 4; IL 320; SSL 111-h(8), 111-o, 111-s, 111-t, 111-u; NY CRR 346.11
<b>North Dakota</b>	NDCC14-08.1-05; 28-21-05 - 28-21-08;28-21-10-28-21-18; 28-21-26; 28-22-02; 35-34-01 - 35-34-02; 35-34-05; 35-34-07 – 35-34-12; 50-09-01; 50-09-02.7; 50-09-08.2; 50-09-08.5; 50-09-14; 50-09-35-50-09-36
<b>Ohio</b>	ORC 3121.74 - .78
<b>Pennsylvania</b>	23 Pa.C.S. §4304.1(b.1) and (b.2); 23 Pa.C.S. §4305(b)(10)(iii)); Pa. R.C.P. 1910.23
<b>Texas</b>	TFC 231.307; 157.311
<b>Utah</b>	U.C.A. 62A-11-103(6), U.C.A. 62A-11-104(1)(g), U.C.A. 62A-11-304.1(1)(b)(ii), U.C.A. 62A-11-304.5
<b>Wisconsin</b>	WL 49.854

**Schedule A - Exhibit 2 – FIDM Alliance Call Center Specifications**

- A. The Contractor must have live operators respond to inquiries from callers according to the following requirements.
- B. The Contractor must operate the call center and answer calls on all Business Days from 7:00 a.m. to 7:00 p.m. EST for each Alliance state. The Alliance will provide the Contractor with a holiday calendar.
- C. Access to the operator-assisted call center must be provided at no cost to the caller.
- D. The contractor must assure that a daily average call wait time, including wait time for abandoned calls, for callers in the Contractor queue waiting to speak with call center staff does not exceed one minute (60 seconds).
- E. The longest call wait time for any caller in the Contractor queue (including abandoned calls) is not to exceed three minutes (180 seconds).
- F. A monthly answer rate of at least 95% of the total calls received must be achieved.
- G. A monthly abandon rate not to exceed 5% of the total calls received must be achieved.
- H. The Contractor must not transfer to voice mail or automatically disconnect any call in the call center queue. The Contractor must answer any calls remaining in the queue at close of business.
- I. In order to ensure quality customer service is achieved throughout each and every call, the Contractor must not employ a business practice intended to limit talk time.
- J. The Contractor must maintain an adequate staffing level to include the flexibility to adjust staffing levels to accommodate changes in the average volume of calls. This volume will be based on quarterly operational projections provided by the Alliance states.
- K. The Contractor's call center must answer and return calls in accordance with Alliance state's procedures.
- L. The contractor must track and report statistics individually for each Alliance state such as number of calls and types of questions. Alliance state's must be allowed to access the call center information and stats via a website. The reports must include: a statistical report identifying the number of calls received, number of calls answered, number of calls abandoned, average wait time, and the average talk time, and a "Pilot Answered Call Profile" report or substantially similar report.
- M. The Contractor's call center must include standard PBX features and, at a minimum, the following features and functionalities:

- a. Fully Automatic Call Distribution (ACD) functionality, including:
  - b. Menu options for the caller.
  - c. Ability to send calls to the longest idle agent.
  - d. Ability for agent sign-on/sign-off.
  - e. Skill based routing.
  - f. Generate scheduled and on-demand reports to include timeframe intervals of 15 minutes, 30 minutes, Hourly, Daily, Weekly, Monthly and Summary formats.
- N. The Contractor must retain and retrieve the historical traffic data for the duration of the Contract and make the data accessible to the Alliance states as deemed necessary.



**Schedule A - Exhibit 3 - Federal OCSE Security Agreement**

Exhibit 3 Federal OCSE Security Agreement is included in this Contract and available by request.

## SCHEDULE B PRICING

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**Contract No. 220000001056**

Financial Institution Data Matching Alliance

1. Pricing must include all costs, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State (e.g., shipping and handling, per piece pricing, and palletizing).
2. The Contractor is encouraged to offer quick payment terms. The number of days must not include processing time for payment to be received by the Contractor's financial institution.
3. By submitting its pricing, the Contractor certifies that the prices were arrived at independently, and without consultation, communication, or agreement with any other Contractor.

				Alaska			
	TASK 1. Outreach to FIs (optional task)	FREQUENCY	DEFINITION OF UNIT	UNIT QUANTITY	UNIT PRICE	FORMULA	7 Year PRICE
1a)	Solicitation through Signature of Existing FI's that have not yet signed up to FIDM (occurrence is defined as execution)	Per occurrence	The # of Existing Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 8.38	Estimated number of FI's who never received an Initial FIDM letter. Cost quoted  Unit Quantity x Unit Price x 7 Years = 7 Year Price	\$0.00
1b)	Solicitation through Signature for newly established FIs (excluding mergers)	Per occurrence	The # of NEW Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 19.53	\$ _____ agreement X ____ =  Unit Quantity x Unit Price x 7 Years = 7 Year Price	\$0.00
1c)	Face to Face Meeting with FI or groups of FIs/ associations  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	IT Staff person  Unit Quantity x Unit Price x 7 Years = 7 Year Price	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	FIDM Staff person  Unit Quantity x Unit Price x 7 Years = 7 Year Price	\$0.00
	(Travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)		For budgeting purposes, if applicable enter in a total 7-year amount.	0		State Estimate for Reimbursement of Contractor's travel expenses for state budget purpose only.	\$0.00
1d)	Produced materials and reproduction (only with pre-approval from the state)	Per Invoice	For budgeting purposes, if applicable enter in a total 7-year amount.	0		The contractor shall bill the state for all design, production and reproduction at actual cost. No "markup".  (for state budget purposes only)	\$0.00
<b>TASK TOTAL</b>							<b>\$0.00</b>
	<b>TASK 2. Services to Financial Institutions and client state</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>FORMULA</b>	<b>7 Year PRICE</b>
2a)	Call center hotline to FIs and client state. An allowance of 300 incoming calls will be included in the quarterly fee.	Quarterly	1 quarter	28	\$ 1,367.10	\$_____ X 28 QTR = Call Center quarterly fee includes 300 (Quarterly) incoming calls.	\$38,278.80

2b)	Every call thereafter please quote cost per call.	Quarterly billing	The expected number of calls in a given quarter that exceed the 300 unlikely calls.	1	\$ 2.28	\$ _____ Price per call X Unit Quantity X 28 (quarters)=	\$63.84
<b>TASK TOTAL</b>							<b>\$38,342.64</b>
	<b>TASK 3. Data Matching Services</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>FORMULA</b>	<b>7 Year PRICE</b>
3a)	Matching Method 1 (all accounts method)	Quarterly	The number of FI matched per quarter	3	\$ 27.55	\$ _____ per FI X _____ Method 1 FI's X 28 quarters =	\$2,314.20
3b)	Matching Method 2 (matched accounts method)	Quarterly	The number of FI matched per quarter	14	\$ 31.15	\$ _____ per FI X _____ Method 2 FI's X 28 quarters =	\$12,210.80
3c)	Paper file data entry	Quarterly	The expected number of hours per quarter	0	\$ 39.06	\$ _____ per hourly rate X _____ hrs. X 28 quarters =	\$0.00
3d)	Secure Internet FT Web site/FTP (Cost can vary from State to State)	One time	NA – one time	0	\$0.00	Set up with State and FI's testing	\$0.00
3e)	State to State matching (Voluntary by State) matching within the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	0	\$ 46.71	\$ _____ per State-to-State Match Exchange X number of State-to-State requests X 28 quarters =	\$0.00
3f)	State to State matching – (Voluntary by State) matching outside the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	0	\$ 121.87	\$ _____ per State-to-State Match Exchange X number of State-to-State requests X 28 quarters =	\$0.00

3g)	Alliance to Alliance matching – (Voluntary by State) matching all FIDM Alliance states with all IDEC states – per occurrence to facilitate file exchange between both Alliance's.	Quarterly	The expected number of states that you will cooperate with for Alliance to Alliance Matching each quarter	1	\$ 1,367.10	\$ _____ per Alliance-to-Alliance Match X number of Alliance-to-Alliance requests X 7 estimated occurrences = Total billed by Contractor, divided by 21 participating States (to estimate Contract Cost per State.)	\$455.70
3h)	Production Reports via Website views/queries (See Section 1.302 of RFP for minimum)	Quarterly	1 quarterly fee	28	\$0.00	\$ _____ Quarterly X 28 quarters =	\$0.00

<b>TASK TOTAL</b>							<b>\$14,980.70</b>
	<b>TASK 4. Compliance Assurance</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>FORMULA</b>	<b>7 Year PRICE</b>
4a)	Compliance assurance	Quarterly	1 quarterly fee	28	\$ 898.38	\$ _____ quarterly X 28 quarters =	\$25,154.64
4b)	Face to Face Meetings with FI for compliance issues/resolution.  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	IT Staff person  Unit Quantity x Unit Price x 7 Years = 7 Year Price	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	FIDM Staff person  Unit Quantity x Unit Price x 7 Years = 7 Year Price	\$0.00
	(Travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7-year amount.	0		State Estimate for Reimbursement of Contractor's travel expenses for state budget purpose only.	\$0.00
<b>TASK TOTAL</b>							<b>\$25,154.64</b>
	<b>TASK 5. Information sharing via client state and FIDM website</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>FORMULA</b>	<b>7 Year PRICE</b>
5a)	web site development (The Unit Price must be uniform, State by State Alliance Wide)	One time	NA – one time	0	\$ -	Developmental costs for web site "lump sum"	\$0.00
5b)	web site maintenance (The Unit Price must be uniform, State by State Alliance Wide)	Yearly	1 year fee	7	\$ 1,594.95	\$_____yearly fee X 7 years =	\$11,164.65
<b>TASK TOTAL</b>							<b>\$11,164.65</b>
	<b>TASK 6. Project Management, Invoicing and Transition</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>FORMULA</b>	<b>7 Year PRICE</b>



6a)	maintenance of account (Account is defined as a state)	Quarterly	1 quarterly fee	28	\$ 1,006.19	\$_____ X 28 quarters =	\$28,173.32
6b)	Face to Face Meeting with client state or county staff  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	IT Staff person  Unit Quantity x Unit Price x 7 Years = 7 Year Price	\$0.00
			(professional time at meeting location only)  Enter the number of days you will request	0	\$ 1,050.00	FIDM Staff person  Unit Quantity x Unit Price x 7 Years = 7 Year Price	\$0.00
		N/A	For budgeting purposes, if applicable enter in a total 7-year amount.	0		State Estimate for Reimbursement of Contractor's travel expenses for state budget purpose only.	\$0.00
	(Travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)						
6c)	Facilitating Alliance calls and webinars	Per occurrence	60 calls per contract term	20	\$ 6.51	State Estimate for Reimbursement of Contractor's conference calls and webinars.	\$130.20
6d)	Reimbursing qualified FIs pursuant to state statute/policy. (Only for states who are mandated to reimburse FI's)	Per QTR	All FI's reimbursed. Insert number of quarters or 0 if not applicable.	0	\$ 13.68	\$_____ / Quarter X 28 QTR=	\$0.00

6e)	Funding for FI reimbursement	Entire contract term	NA	0		Total Estimated Lump sum funds for reimbursement for State budgeting purposes only.	\$0.00
<b>TASK TOTAL</b>							<b>\$28,303.52</b>
<b>TASK 7. Central Enforcement/Customer Service (Optional by state)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>FORMULA</b>	<b>7 Year PRICE</b>
7a)	Sending Documents. Unit price to include all of contractor's overhead costs and expenses (excluding postage and fax lines – postage and fax lines will be reimbursed separately with no markup)	Per occurrence	1 document packet printed and or transmitted  Enter the # of liens the contractor is sending out on behalf of the State per quarter	0	\$ 2.15	Cost per document packet:_____/ sent X ____/document packets per quarter X 28 quarters = _____ (total estimated cost 7 year)	\$0.00
7b)	Postage costs for certified mail delivery if required by FI  *Specific to Texas	Per occurrence	1 document packet mailed via certified mail	0	\$ 4.28	Cost per document packet:_____/ sent via certified mail X ____/document packets per quarter X 28 quarters = _____ (total estimated cost 7 year)	\$0.00
<b>TASK TOTAL</b>							<b>\$0.00</b>

	<b>TASK 8. Maintain Agreements with Financial Institutions</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>FORMULA</b>	<b>7 Year PRICE</b>
8a)	Database development and database maintenance (development to be included in quarterly fee)	Quarterly	1 Quarterly fee	28	\$ 419.24	\$_____ quarterly X 28 Quarters =	\$11,738.72
8b)	One-time distribution of new contracts to all current FIs to establish perpetual FIDM agreements between Alliance states and their FIs.	One time	1 per FI	1	\$ 8.38	\$One Time Cost per Contract Term =	\$8.38
<b>TASK TOTAL</b>							<b>\$11,747.10</b>

**TASK 9 - To be negotiated by each state. Bidders are not instructed to provide any pricing at this time.**

	<b>TASK 10. Fast Levy - automated exchange of account, lien and levy information with Multi-State Fis (Optional by State)</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>FORMULA</b>	<b>7 Year PRICE</b>
10a)	<b>Data set. Unit price to create file with all necessary data fields needed for transmission.</b>	Per Occurrence	1 - Data Packet	0	\$ 0.30	\$_____ quarterly X 28 Quarters =	\$0.00
10b)	<b>Establish interface with OCSE or State for transmission of data</b>	One time	1 Time Fee	0	\$4,921.88	\$One Time Cost per Contract Term =	\$0.00
10c)	<b>Data transmission. Unit price for submission of data to OCSE or state agency</b>	Per Occurrence	1 - Data Packet	0	\$ -	\$_____ quarterly X 28 Quarters =	\$0.00
<b>TASK TOTAL</b>							<b>\$0.00</b>
	<b>TASK 11. Electronically formatted documents (Optional by State)</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>FORMULA</b>	<b>7 Year PRICE</b>

11a)	Format documents. Unit price to transmit formatted document packets in a format compatible with State's virtual files.	Per Occurrence	1 - Lien Packet	0	\$ 0.60	\$_____ quarterly X 28 Quarters =	\$0.00	
11b)	Document transmission. Unit price to transmit formatted document packet to State designated site (excluding fax lines - to be reimbursed separately with no markup)	Per Occurrence	1 - Lien Packet	0	\$ -	\$_____ quarterly X 28 Quarters =	\$0.00	
					\$ -	TASK TOTAL	\$0.00	
							TOTAL FOR ALL TASKS	\$129,693.25

				Arizona		
	TASK 1. Outreach to FIs (optional task)	FREQUENCY	DEFINITION OF UNIT	UNIT QUANTITY	UNIT PRICE	7 Year PRICE
1a)	Solicitation through Signature of Existing FI's that have not yet signed up to FIDM (occurrence is defined as execution)	Per occurrence	The # of Existing Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 8.38	\$0.00
1b)	Solicitation through Signature for newly established FIs (excluding mergers)	Per occurrence	The # of NEW Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 19.53	\$0.00
1c)	Face to Face Meeting with FI or groups of FIs/ associations  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(Travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)		For budgeting purposes, if applicable enter in a total 7-year amount.	0		\$0.00
1d)	Produced materials and reproduction (only with pre-approval from the state)	Per Invoice	For budgeting purposes, if applicable enter in a total 7-year amount.	0		\$0.00
						<b>\$0.00</b>
<b>TASK 2. Services to Financial Institutions and client state</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
2a)	Call center hotline to FIs and client state. An allowance of 300 incoming calls will be included in the quarterly fee.	Quarterly	1 quarter	1	\$ 1,367.10	\$38,278.80

2b)	Every call thereafter please quote cost per call.	Quarterly billing	The expected number of calls in a given quarter that exceed the 300 unlikely calls.	0	\$ 2.28	\$0.00
						<b>\$38,278.80</b>
	<b>TASK 3. Data Matching Services</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
3a)	Matching Method 1 (all accounts method)	Quarterly	The number of FI matched per quarter	12	\$ 27.55	\$9,256.80
3b)	Matching Method 2 (matched accounts method)	Quarterly	The number of FI matched per quarter	53	\$ 31.15	\$46,226.60
3c)	Paper file data entry	Quarterly	The expected number of hours per quarter	0	\$ 39.06	\$0.00
3d)	Secure Internet FT Web site/FTP (Cost can vary from State to State)	One time	NA – one time	0	\$0.00	\$0.00
3e)	State to State matching (Voluntary by State) matching within the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	0	\$ 46.71	\$0.00
3f)	State to State matching – (Voluntary by State) matching outside the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	0	\$ 121.87	\$0.00

3g)	Alliance to Alliance matching – (Voluntary by State) matching all FIDM Alliance states with all IDEC states – per occurrence to facilitate file exchange between both Alliance's.	Quarterly	The expected number of states that you will cooperate with for Alliance to Alliance Matching each quarter	1	\$ 1,367.10	\$455.70
3h)	Production Reports via Website views/queries (See Section 1.302 of RFP for minimum)	Quarterly	1 quarterly fee	0	\$0.00	\$0.00
						<b>\$55,939.10</b>
	<b>TASK 4. Compliance Assurance</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
4a)	Compliance assurance	Quarterly	1 quarterly fee	1	\$ 898.38	\$25,154.64
4b)	Face to Face Meetings with FI for compliance issues/resolution.  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00



	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(Travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7-year amount.	0		\$0.00
						<b>\$25,154.64</b>
	<b>TASK 5. Information sharing via client state and FIDM website</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
5a)	web site development (The Unit Price must be uniform, State by State Alliance Wide)	One time	NA – one time	0	\$ -	\$0.00
5b)	web site maintenance (The Unit Price must be uniform, State by State Alliance Wide)	Yearly	1 year fee	1	\$ 1,594.95	\$11,164.65
						<b>\$11,164.65</b>
	<b>TASK 6. Project Management, Invoicing and Transition</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

6a)	maintenance of account (Account is defined as a state)	Quarterly	1 quarterly fee	1	\$ 1,006.19	\$28,173.32
6b)	Face to Face Meeting with client state or county staff  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.  (professional time at meeting location only)  Enter the number of days you will request	0	\$ 1,050.00	\$0.00
				0	\$ 1,050.00	\$0.00
	(Travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7-year amount.	0		\$0.00
6c)	Facilitating Alliance calls and webinars	Per occurrence	60 calls per contract term	1	\$ 6.51	\$6.51
6d)	Reimbursing qualified FIs pursuant to state statute/policy. (Only for states who are mandated to reimburse FI's)	Per QTR	All FI's reimbursed. Insert number of quarters or 0 if not applicable.	0	\$ 13.68	\$0.00

6e)	Funding for FI reimbursement	Entire contract term	NA	0		\$0.00
						<b>\$28,179.83</b>
<b>TASK 7. Central Enforcement/Customer Service (Optional by state)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
7a)	Sending Documents. Unit price to include all of contractor's overhead costs and expenses (excluding postage and fax lines – postage and fax lines will be reimbursed separately with no markup)	Per occurrence	1 document packet printed and or transmitted  Enter the # of liens the contractor is sending out on behalf of the State per quarter	0	\$ 2.15	\$0.00
7b)	Postage costs for certified mail delivery if required by FI  *Specific to Texas	Per occurrence	1 document packet mailed via certified mail	0	\$ 4.28	\$0.00
						<b>\$0.00</b>

<b>TASK 8. Maintain Agreements with Financial Institutions</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
8a)	Database development and database maintenance (development to be included in quarterly fee)	Quarterly	1 Quarterly fee	1	\$ 419.24	\$11,738.72
8b)	One-time distribution of new contracts to all current FIs to establish perpetual FIDM agreements between Alliance states and their FIs.	One time	1 per FI	0	\$ 8.38	\$0.00
						\$11,738.72
<b>TASK 9 - To be negotiated by each state. Bidders are not instructed to provide any pricing at this time.</b>						
<b>TASK 10. Fast Levy - automated exchange of account, lien and levy information with Multi-State Fis (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
10a)	<b>Data set. Unit price to create file with all necessary data fields needed for transmission.</b>	Per Occurrence	1 - Data Packet	0	\$ 0.30	\$0.00
10b)	<b>Establish interface with OCSE or State for transmission of data</b>	One time	1 Time Fee	0	\$4,921.88	\$0.00
10c)	<b>Data transmission. Unit price for submission of data to OCSE or state agency</b>	Per Occurrence	1 - Data Packet	0	\$ -	\$0.00
						<b>\$0.00</b>
<b>TASK 11. Electronically formatted documents (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

11a)	<b>Format documents. Unit price to transmit formatted document packets in a format compatible with State's virtual files.</b>	Per Occurrence	1 - Lien Packet	0	\$ 0.60	\$0.00
11b)	<b>Document transmission. Unit price to transmit formatted document packet to State designated site (excluding fax lines - to be reimbursed separately with no markup)</b>	Per Occurrence	1 - Lien Packet	0	\$ -	\$0.00
						<b>\$0.00</b>
						<b>\$170,455.74</b>

				California		
	TASK 1. Outreach to FIs (optional task)	FREQUENCY	DEFINITION OF UNIT	UNIT QUANTITY	UNIT PRICE	7 Year PRICE
1a)	Solicitation through Signature of Existing FI's that have not yet signed up to FIDM (occurrence is defined as execution)	Per occurrence	The # of Existing Financial Institutions that you anticipate will sign up during each year of the contract term.	6	\$ 8.38	\$351.96
1b)	Solicitation through Signature for newly established FIs (excluding mergers)	Per occurrence	The # of NEW Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 19.53	\$0.00
1c)	Face to Face Meeting with FI or groups of FIs/ associations  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(Travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)		For budgeting purposes, if applicable enter in a total 7-year amount.	0		\$0.00
1d)	Produced materials and reproduction (only with pre-approval from the state)	Per Invoice	For budgeting purposes, if applicable enter in a total 7-year amount.	0		\$0.00
						\$351.96
	<b>TASK 2. Services to Financial Institutions and client state</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
2a)	Call center hotline to FIs and client state. An allowance of 300 incoming calls will be included in the quarterly fee.	Quarterly	1 quarter	4	\$ 1,367.10	\$38,278.80



2b)	Every call thereafter please quote cost per call.	Quarterly billing	The expected number of calls in a given quarter that exceed the 300 unlikely calls.	0	\$ 2.28	\$0.00
						<b>\$38,278.80</b>
	<b>TASK 3. Data Matching Services</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
3a)	Matching Method 1 (all accounts method)	Quarterly	The number of FI matched per quarter	75	\$ 27.55	\$57,855.00
3b)	Matching Method 2 (matched accounts method)	Quarterly	The number of FI matched per quarter	438	\$ 31.15	\$382,023.60
3c)	Paper file data entry	Quarterly	The expected number of hours per quarter	0	\$ 39.06	\$0.00
3d)	Secure Internet FT Web site/FTP (Cost can vary from State to State)	One time	NA – one time	0	\$0.00	\$0.00
3e)	State to State matching (Voluntary by State) matching within the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	0	\$ 46.71	\$0.00
3f)	State to State matching – (Voluntary by State) matching outside the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	0	\$ 121.87	\$0.00



3g)	Alliance to Alliance matching – (Voluntary by State) matching all FIDM Alliance states with all IDEC states – per occurrence to facilitate file exchange between both Alliance's.	Quarterly	The expected number of states that you will cooperate with for Alliance to Alliance Matching each quarter	0	\$ 1,367.10	\$455.70
3h)	Production Reports via Website views/queries (See Section 1.302 of RFP for minimum)	Quarterly	1 quarterly fee	0	\$0.00	\$0.00
						<b>\$440,334.30</b>
	<b>TASK 4. Compliance Assurance</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
4a)	Compliance assurance	Quarterly	1 quarterly fee	4	\$ 898.38	\$25,154.64
4b)	Face to Face Meetings with FI for compliance issues/resolution.  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(Travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7-year amount.	0		\$0.00
						<b>\$25,154.64</b>
	<b>TASK 5. Information sharing via client state and FIDM website</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
5a)	web site development (The Unit Price must be uniform, State by State Alliance Wide)	One time	NA – one time	0	\$ -	\$0.00
5b)	web site maintenance (The Unit Price must be uniform, State by State Alliance Wide)	Yearly	1 year fee	1	\$ 1,594.95	\$11,164.65
						<b>\$11,164.65</b>
	<b>TASK 6. Project Management, Invoicing and Transition</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

6a)	maintenance of account (Account is defined as a state)	Quarterly	1 quarterly fee	4	\$ 1,006.19	\$28,173.32
6b)	Face to Face Meeting with client state or county staff	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00
	Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)  Enter the number of days you will request	0	\$ 1,050.00	\$0.00
	(Travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7-year amount.	0		\$0.00
6c)	Facilitating Alliance calls and webinars	Per occurrence	60 calls per contract term	4	\$ 6.51	\$26.04
6d)	Reimbursing qualified FIs pursuant to state statute/policy. (Only for states who are mandated to reimburse FI's)	Per QTR	All FI's reimbursed. Insert number of quarters or 0 if not applicable.	0	\$ 13.68	\$0.00

6e)	Funding for FI reimbursement	Entire contract term	NA	0		\$0.00
						<b>\$28,199.36</b>
	<b>TASK 7. Central Enforcement/Customer Service (Optional by state)</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
7a)	Sending Documents. Unit price to include all of contractor's overhead costs and expenses (excluding postage and fax lines – postage and fax lines will be reimbursed separately with no markup)	Per occurrence	1 document packet printed and or transmitted  Enter the # of liens the contractor is sending out on behalf of the State per quarter	0	\$ 2.15	\$0.00
7b)	Postage costs for certified mail delivery if required by FI  *Specific to Texas	Per occurrence	1 document packet mailed via certified mail	0	\$ 4.28	\$0.00
						<b>\$0.00</b>

<b>TASK 8. Maintain Agreements with Financial Institutions</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
8a)	Database development and database maintenance (development to be included in quarterly fee)	Quarterly	1 Quarterly fee	4	\$ 419.24	\$11,738.72
8b)	One-time distribution of new contracts to all current FIs to establish perpetual FIDM agreements between Alliance states and their FIs.	One time	1 per FI	0	\$ 8.38	\$0.00
						\$11,738.72
<b>TASK 9 - To be negotiated by each state. Bidders are not instructed to provide any pricing at this time.</b>						
<b>TASK 10. Fast Levy - automated exchange of account, lien and levy information with Multi-State Fis (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
10a)	<b>Data set. Unit price to create file with all necessary data fields needed for transmission.</b>	Per Occurrence	1 - Data Packet	0	\$ 0.30	\$0.00
10b)	<b>Establish interface with OCSE or State for transmission of data</b>	One time	1 Time Fee	0	\$4,921.88	\$0.00
10c)	<b>Data transmission. Unit price for submission of data to OCSE or state agency</b>	Per Occurrence	1 - Data Packet	0	\$ -	\$0.00
						\$0.00
<b>TASK 11. Electronically formatted documents (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

11a)	<b>Format documents. Unit price to transmit formatted document packets in a format compatible with State's virtual files.</b>	Per Occurrence	1 - Lien Packet	0	\$ 0.60	\$0.00
11b)	<b>Document transmission. Unit price to transmit formatted document packet to State designated site (excluding fax lines - to be reimbursed separately with no markup)</b>	Per Occurrence	1 - Lien Packet	0	\$ -	\$0.00
						<b>\$0.00</b>
						<b>\$555,222.43</b>

				Colorado		
	TASK 1. Outreach to FIs (optional task)	FREQUENCY	DEFINITION OF UNIT	UNIT QUANTITY	UNIT PRICE	7 Year PRICE
1a)	Solicitation through Signature of Existing FI's that have not yet signed up to FIDM (occurrence is defined as execution)	Per occurrence	The # of Existing Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 8.38	\$0.00
1b)	Solicitation through Signature for newly established FIs (excluding mergers)	Per occurrence	The # of NEW Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 19.53	\$0.00
1c)	Face to Face Meeting with FI or groups of FIs/ associations  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)		For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
1d)	Produced materials and reproduction (only with pre-approval from the state)	Per Invoice	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						\$0.00
<b>TASK 2. Services to Financial Institutions and client state</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
2a)	Call center hotline to FIs and client state. An allowance of 300 incoming calls will be included in the quarterly fee.	Quarterly	1 quarter	28	\$ 1,367.10	\$38,278.80



2b)	Every call thereafter please quote cost per call.	Quarterly billing	The expected number of calls in a given quarter that exceed the 300 unlikely calls.	0	\$ 2.28	\$0.00
						<b>\$38,278.80</b>
	<b>TASK 3. Data Matching Services</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
3a)	Matching Method 1 (all accounts method)	Quarterly	The number of FI matched per quarter	0	\$ 27.55	\$0.00
3b)	Matching Method 2 (matched accounts method)	Quarterly	The number of FI matched per quarter	212	\$ 31.15	\$184,906.40
3c)	Paper file data entry	Quarterly	The expected number of hours per quarter	0	\$ 39.06	\$0.00
3d)	Secure Internet FT Web site/FTP (Cost can vary from State to State)	One time	NA – one time	0	\$0.00	\$0.00
3e)	State to State matching (Voluntary by State) matching within the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	8	\$ 46.71	\$10,463.04
3f)	State to State matching – (Voluntary by State) matching outside the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	4	\$ 121.87	\$13,649.44

3g)	Alliance to Alliance matching – (Voluntary by State) matching all FIDM Alliance states with all IDEC states – per occurrence to facilitate file exchange between both Alliance's.	Quarterly	The expected number of states that you will cooperate with for Alliance to Alliance Matching each quarter	1	\$ 1,367.10	\$455.70
3h)	Production Reports via Website views/queries (See Section 1.302 of RFP for minimum)	Quarterly	1 quarterly fee	28	\$0.00	\$0.00
						<b>\$209,474.58</b>
	<b>TASK 4. Compliance Assurance</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
4a)	Compliance assurance	Quarterly	1 quarterly fee	28	\$ 898.38	\$25,154.64
4b)	Face to Face Meetings with FI for compliance issues/resolution.  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						<b>\$25,154.64</b>
	<b>TASK 5. Information sharing via client state and FIDM website</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
5a)	web site development (The Unit Price must be uniform, State by State Alliance Wide)	One time	NA – one time	1	\$ -	\$0.00
5b)	web site maintenance (The Unit Price must be uniform, State by State Alliance Wide)	Yearly	1 year fee	7	\$ 1,594.95	\$11,164.65
						<b>\$11,164.65</b>
	<b>TASK 6. Project Management, Invoicing and Transition</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>



6a)	maintenance of account (Account is defined as a state)	Quarterly	1 quarterly fee	28	\$ 1,006.19	\$28,173.32
6b)	Face to Face Meeting with client state or county staff  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	1	\$ 1,050.00	\$7,350.00
			(professional time at meeting location only)  Enter the number of days you will request	1	\$ 1,050.00	\$7,350.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0	\$15,400.00	\$15,400.00
6c)	Facilitating Alliance calls and webinars	Per occurrence	60 calls per contract term	60	\$ 6.51	\$390.60
6d)	Reimbursing qualified FIs pursuant to state statute/policy. (Only for states who are mandated to reimburse FI's)	Per QTR	All FI's reimbursed. Insert number of quarters or 0 if not applicable.	0	\$ 13.68	\$0.00

6e)	Funding for FI reimbursement	Entire contract term	NA	0		\$0.00
						\$58,663.92
	<b>TASK 7. Central Enforcement/Customer Service (Optional by state)</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
7a)	Sending Documents. Unit price to include all of contractor's overhead costs and expenses (excluding postage and fax lines – postage and fax lines will be reimbursed separately with no markup)	Per occurrence	1 document packet printed and or transmitted  Enter the # of liens the contractor is sending out on behalf of the State per quarter	0	\$ 2.15	\$0.00
7b)	Postage costs for certified mail delivery if required by FI  *Specific to Texas	Per occurrence	1 document packet mailed via certified mail	0	\$ 4.28	\$0.00
						\$0.00

<b>TASK 8. Maintain Agreements with Financial Institutions</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
8a)	Database development and database maintenance (development to be included in quarterly fee)	Quarterly	1 Quarterly fee	28	\$ 419.24	\$11,738.72
8b)	One-time distribution of new contracts to all current FIs to establish perpetual FIDM agreements between Alliance states and their FIs.	One time	1 per FI	0	\$ 8.38	\$0.00
						\$11,738.72
<b>TASK 9 - To be negotiated by each state. Bidders are not instructed to provide any pricing at this time.</b>						
<b>TASK 10. Fast Levy - automated exchange of account, lien and levy information with Multi-State Fis (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
10a)	<b>Data set. Unit price to create file with all necessary data fields needed for transmission.</b>	Per Occurrence	1 - Data Packet	0	\$ 0.30	\$0.00
10b)	<b>Establish interface with OCSE or State for transmission of data</b>	One time	1 Time Fee	0	\$4,921.88	\$0.00
10c)	<b>Data transmission. Unit price for submission of data to OCSE or state agency</b>	Per Occurrence	1 - Data Packet	0	\$ -	\$0.00
						\$0.00
<b>TASK 11. Electronically formatted documents (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

11a)	<b>Format documents. Unit price to transmit formatted document packets in a format compatible with State's virtual files.</b>	Per Occurrence	1 - Lien Packet	0	\$ 0.60	\$0.00
11b)	<b>Document transmission. Unit price to transmit formatted document packet to State designated site (excluding fax lines - to be reimbursed separately with no markup)</b>	Per Occurrence	1 - Lien Packet	0	\$ -	\$0.00
						\$0.00
						\$354,475.31

				Idaho		
	TASK 1. Outreach to FIs (optional task)	FREQUENCY	DEFINITION OF UNIT	UNIT QUANTITY	UNIT PRICE	7 Year PRICE
1a)	Solicitation through Signature of Existing FI's that have not yet signed up to FIDM (occurrence is defined as execution)	Per occurrence	The # of Existing Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 8.38	\$0.00
1b)	Solicitation through Signature for newly established FIs (excluding mergers)	Per occurrence	The # of NEW Financial Institutions that you anticipate will sign up during each year of the contract term.	2	\$ 19.53	\$273.42
1c)	Face to Face Meeting with FI or groups of FIs/ associations  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00





	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)		For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
1d)	Produced materials and reproduction (only with pre-approval from the state)	Per Invoice	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						\$273.42
	<b>TASK 2. Services to Financial Institutions and client state</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
2a)	Call center hotline to FIs and client state. An allowance of 300 incoming calls will be included in the quarterly fee.	Quarterly	1 quarter	28	\$ 1,367.10	\$38,278.80

2b)	Every call thereafter please quote cost per call.	Quarterly billing	The expected number of calls in a given quarter that exceed the 300 unlikely calls.	0	\$ 2.28	\$0.00
						<b>\$38,278.80</b>
	<b>TASK 3. Data Matching Services</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
3a)	Matching Method 1 (all accounts method)	Quarterly	The number of FI matched per quarter	13	\$ 27.55	\$10,028.20
3b)	Matching Method 2 (matched accounts method)	Quarterly	The number of FI matched per quarter	45	\$ 31.15	\$39,249.00
3c)	Paper file data entry	Quarterly	The expected number of hours per quarter	0	\$ 39.06	\$0.00
3d)	Secure Internet FT Web site/FTP (Cost can vary from State to State)	One time	NA – one time	0	\$0.00	\$0.00
3e)	State to State matching (Voluntary by State) matching within the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	15	\$ 46.71	\$19,618.20
3f)	State to State matching – (Voluntary by State) matching outside the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	1	\$ 121.87	\$3,412.36

3g)	Alliance to Alliance matching – (Voluntary by State) matching all FIDM Alliance states with all IDEC states – per occurrence to facilitate file exchange between both Alliance's.	Quarterly	The expected number of states that you will cooperate with for Alliance to Alliance Matching each quarter	1	\$ 1,367.10	\$455.70
3h)	Production Reports via Website views/queries (See Section 1.302 of RFP for minimum)	Quarterly	1 quarterly fee	28	\$0.00	\$0.00
						<b>\$72,763.46</b>
	<b>TASK 4. Compliance Assurance</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
4a)	Compliance assurance	Quarterly	1 quarterly fee	28	\$ 898.38	\$25,154.64
4b)	Face to Face Meetings with FI for compliance issues/resolution.  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						<b>\$25,154.64</b>
	<b>TASK 5. Information sharing via client state and FIDM website</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
5a)	web site development (The Unit Price must be uniform, State by State Alliance Wide)	One time	NA – one time	1	\$ -	\$0.00
5b)	web site maintenance (The Unit Price must be uniform, State by State Alliance Wide)	Yearly	1 year fee	7	\$ 1,594.95	\$11,164.65
						<b>\$11,164.65</b>
	<b>TASK 6. Project Management, Invoicing and Transition</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>



6a)	maintenance of account (Account is defined as a state)	Quarterly	1 quarterly fee	28	\$ 1,006.19	\$28,173.32
6b)	Face to Face Meeting with client state or county staff	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00
	Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)  Enter the number of days you will request	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
6c)	Facilitating Alliance calls and webinars	Per occurrence	60 calls per contract term	20	\$ 6.51	\$130.20
6d)	Reimbursing qualified FIs pursuant to state statute/policy. (Only for states who are mandated to reimburse FI's)	Per QTR	All FI's reimbursed. Insert number of quarters or 0 if not applicable.	0	\$ 13.68	\$0.00

6e)	Funding for FI reimbursement	Entire contract term	NA	0		\$0.00
						<b>\$28,303.52</b>
	<b>TASK 7. Central Enforcement/Customer Service (Optional by state)</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
7a)	Sending Documents. Unit price to include all of contractor's overhead costs and expenses (excluding postage and fax lines – postage and fax lines will be reimbursed separately with no markup)	Per occurrence	1 document packet printed and or transmitted  Enter the # of liens the contractor is sending out on behalf of the State per quarter	0	\$ 2.15	\$0.00
7b)	Postage costs for certified mail delivery if required by FI  *Specific to Texas	Per occurrence	1 document packet mailed via certified mail	0	\$ 4.28	\$0.00
						<b>\$0.00</b>

<b>TASK 8. Maintain Agreements with Financial Institutions</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
8a)	Database development and database maintenance (development to be included in quarterly fee)	Quarterly	1 Quarterly fee	28	\$ 419.24	\$11,738.72
8b)	One-time distribution of new contracts to all current FIs to establish perpetual FIDM agreements between Alliance states and their FIs.	One time	1 per FI	0	\$ 8.38	\$0.00
						\$11,738.72
<b>TASK 9 - To be negotiated by each state. Bidders are not instructed to provide any pricing at this time.</b>						
<b>TASK 10. Fast Levy - automated exchange of account, lien and levy information with Multi-State Fis (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
10a)	<b>Data set. Unit price to create file with all necessary data fields needed for transmission.</b>	Per Occurrence	1 - Data Packet	0	\$ 0.30	\$0.00
10b)	<b>Establish interface with OCSE or State for transmission of data</b>	One time	1 Time Fee	0	\$4,921.88	\$0.00
10c)	<b>Data transmission. Unit price for submission of data to OCSE or state agency</b>	Per Occurrence	1 - Data Packet	0	\$ -	\$0.00
						\$0.00
<b>TASK 11. Electronically formatted documents (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

11a)	<b>Format documents. Unit price to transmit formatted document packets in a format compatible with State's virtual files.</b>	Per Occurrence	1 - Lien Packet	0	\$ 0.60	\$0.00
11b)	<b>Document transmission. Unit price to transmit formatted document packet to State designated site (excluding fax lines - to be reimbursed separately with no markup)</b>	Per Occurrence	1 - Lien Packet	0	\$ -	\$0.00
						<b>\$0.00</b>
						<b>\$187,677.21</b>



				Illinois		
	TASK 1. Outreach to FIs (optional task)	FREQUENCY	DEFINITION OF UNIT	UNIT QUANTITY	UNIT PRICE	7 Year PRICE
1a)	Solicitation through Signature of Existing FI's that have not yet signed up to FIDM (occurrence is defined as execution)	Per occurrence	The # of Existing Financial Institutions that you anticipate will sign up during each year of the contract term.	200	\$ 8.38	\$11,732.00
1b)	Solicitation through Signature for newly established FIs (excluding mergers)	Per occurrence	The # of NEW Financial Institutions that you anticipate will sign up during each year of the contract term.	50	\$ 19.53	\$6,835.50
1c)	Face to Face Meeting with FI or groups of FIs/ associations  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)		For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
1d)	Produced materials and reproduction (only with pre-approval from the state)	Per Invoice	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						<b>\$18,567.50</b>
<b>TASK 2. Services to Financial Institutions and client state</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
2a)	Call center hotline to FIs and client state. An allowance of 300 incoming calls will be included in the quarterly fee.	Quarterly	1 quarter	28	\$ 1,367.10	\$38,278.80

2b)	Every call thereafter please quote cost per call.	Quarterly billing	The expected number of calls in a given quarter that exceed the 300 unlikely calls.	0	\$ 2.28	\$0.00
						<b>\$38,278.80</b>
	<b>TASK 3. Data Matching Services</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
3a)	Matching Method 1 (all accounts method)	Quarterly	The number of FI matched per quarter	284	\$ 27.55	\$219,077.60
3b)	Matching Method 2 (matched accounts method)	Quarterly	The number of FI matched per quarter	711	\$ 31.15	\$620,134.20
3c)	Paper file data entry	Quarterly	The expected number of hours per quarter	40	\$ 39.06	\$43,747.20
3d)	Secure Internet FT Web site/FTP (Cost can vary from State to State)	One time	NA – one time	0	\$0.00	\$0.00
3e)	State to State matching (Voluntary by State) matching within the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	28	\$ 46.71	\$36,620.64
3f)	State to State matching – (Voluntary by State) matching outside the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	28	\$ 121.87	\$95,546.08

3g)	Alliance to Alliance matching – (Voluntary by State) matching all FIDM Alliance states with all IDEC states – per occurrence to facilitate file exchange between both Alliance's.	Quarterly	The expected number of states that you will cooperate with for Alliance to Alliance Matching each quarter	1	\$ 1,367.10	\$455.70
3h)	Production Reports via Website views/queries (See Section 1.302 of RFP for minimum)	Quarterly	1 quarterly fee	28	\$0.00	\$0.00
						<b>\$1,015,581.42</b>
	<b>TASK 4. Compliance Assurance</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
4a)	Compliance assurance	Quarterly	1 quarterly fee	28	\$ 898.38	\$25,154.64
4b)	Face to Face Meetings with FI for compliance issues/resolution.  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						<b>\$25,154.64</b>
	<b>TASK 5. Information sharing via client state and FIDM website</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
5a)	web site development (The Unit Price must be uniform, State by State Alliance Wide)	One time	NA – one time	1	\$ -	\$0.00
5b)	web site maintenance (The Unit Price must be uniform, State by State Alliance Wide)	Yearly	1 year fee	7	\$ 1,594.95	\$11,164.65
						<b>\$11,164.65</b>
	<b>TASK 6. Project Management, Invoicing and Transition</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

6a)	maintenance of account (Account is defined as a state)	Quarterly	1 quarterly fee	28	\$ 1,006.19	\$28,173.32
6b)	Face to Face Meeting with client state or county staff	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00
	Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)  Enter the number of days you will request	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
6c)	Facilitating Alliance calls and webinars	Per occurrence	60 calls per contract term	60	\$ 6.51	\$390.60
6d)	Reimbursing qualified FIs pursuant to state statute/policy. (Only for states who are mandated to reimburse FI's)	Per QTR	All FI's reimbursed. Insert number of quarters or 0 if not applicable.	1100	\$ 13.68	\$421,344.00

6e)	Funding for FI reimbursement	Entire contract term	NA	0		\$0.00
						<b>\$449,907.92</b>
<b>TASK 7. Central Enforcement/Customer Service (Optional by state)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
7a)	Sending Documents. Unit price to include all of contractor's overhead costs and expenses (excluding postage and fax lines – postage and fax lines will be reimbursed separately with no markup)	Per occurrence	1 document packet printed and or transmitted  Enter the # of liens the contractor is sending out on behalf of the State per quarter	0	\$ 2.15	\$0.00
7b)	Postage costs for certified mail delivery if required by FI  *Specific to Texas	Per occurrence	1 document packet mailed via certified mail	0	\$ 4.28	\$0.00
						<b>\$0.00</b>

<b>TASK 8. Maintain Agreements with Financial Institutions</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
8a)	Database development and database maintenance (development to be included in quarterly fee)	Quarterly	1 Quarterly fee	28	\$ 419.24	\$11,738.72
8b)	One-time distribution of new contracts to all current FIs to establish perpetual FIDM agreements between Alliance states and their FIs.	One time	1 per FI	50	\$ 8.38	\$419.00
						\$12,157.72
<b>TASK 9 - To be negotiated by each state. Bidders are not instructed to provide any pricing at this time.</b>						
<b>TASK 10. Fast Levy - automated exchange of account, lien and levy information with Multi-State Fis (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
10a)	<b>Data set. Unit price to create file with all necessary data fields needed for transmission.</b>	Per Occurrence	1 - Data Packet	0	\$ 0.30	\$0.00
10b)	<b>Establish interface with OCSE or State for transmission of data</b>	One time	1 Time Fee	0	\$4,921.88	\$0.00
10c)	<b>Data transmission. Unit price for submission of data to OCSE or state agency</b>	Per Occurrence	1 - Data Packet	0	\$ -	\$0.00
						\$0.00
<b>TASK 11. Electronically formatted documents (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>



11a)	<b>Format documents. Unit price to transmit formatted document packets in a format compatible with State's virtual files.</b>	Per Occurrence	1 - Lien Packet	0	\$ 0.60	\$0.00
11b)	<b>Document transmission. Unit price to transmit formatted document packet to State designated site (excluding fax lines - to be reimbursed separately with no markup)</b>	Per Occurrence	1 - Lien Packet	0	\$ -	\$0.00
						<b>\$0.00</b>
						<b>\$1,570,812.65</b>

				Indiana		
	TASK 1. Outreach to FIs (optional task)	FREQUENCY	DEFINITION OF UNIT	UNIT QUANTITY	UNIT PRICE	7 Year PRICE
1a)	Solicitation through Signature of Existing FI's that have not yet signed up to FIDM (occurrence is defined as execution)	Per occurrence	The # of Existing Financial Institutions that you anticipate will sign up during each year of the contract term.	5	\$ 8.38	\$293.30
1b)	Solicitation through Signature for newly established FIs (excluding mergers)	Per occurrence	The # of NEW Financial Institutions that you anticipate will sign up during each year of the contract term.	5	\$ 19.53	\$683.55
1c)	Face to Face Meeting with FI or groups of FIs/ associations  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00



	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)		For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
1d)	Produced materials and reproduction (only with pre-approval from the state)	Per Invoice	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						<b>\$976.85</b>
	<b>TASK 2. Services to Financial Institutions and client state</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
2a)	Call center hotline to FIs and client state. An allowance of 300 incoming calls will be included in the quarterly fee.	Quarterly	1 quarter	28	\$ 1,367.10	\$38,278.80

2b)	Every call thereafter please quote cost per call.	Quarterly billing	The expected number of calls in a given quarter that exceed the 300 unlikely calls.	0	\$ 2.28	\$0.00
						<b>\$38,278.80</b>
	<b>TASK 3. Data Matching Services</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
3a)	Matching Method 1 (all accounts method)	Quarterly	The number of FI matched per quarter	82	\$ 27.55	\$63,254.80
3b)	Matching Method 2 (matched accounts method)	Quarterly	The number of FI matched per quarter	168	\$ 31.15	\$146,529.60
3c)	Paper file data entry	Quarterly	The expected number of hours per quarter	0	\$ 39.06	\$0.00
3d)	Secure Internet FT Web site/FTP (Cost can vary from State to State)	One time	NA – one time	0	\$0.00	\$0.00
3e)	State to State matching (Voluntary by State) matching within the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	0	\$ 46.71	\$0.00
3f)	State to State matching – (Voluntary by State) matching outside the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	0	\$ 121.87	\$0.00

3g)	Alliance to Alliance matching – (Voluntary by State) matching all FIDM Alliance states with all IDEC states – per occurrence to facilitate file exchange between both Alliance's.	Quarterly	The expected number of states that you will cooperate with for Alliance to Alliance Matching each quarter	0	\$ 1,367.10	\$455.70
3h)	Production Reports via Website views/queries (See Section 1.302 of RFP for minimum)	Quarterly	1 quarterly fee	1	\$0.00	\$0.00
						<b>\$210,240.10</b>
	<b>TASK 4. Compliance Assurance</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
4a)	Compliance assurance	Quarterly	1 quarterly fee	28	\$ 898.38	\$25,154.64
4b)	Face to Face Meetings with FI for compliance issues/resolution.  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						<b>\$25,154.64</b>
	<b>TASK 5. Information sharing via client state and FIDM website</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
5a)	web site development (The Unit Price must be uniform, State by State Alliance Wide)	One time	NA – one time	1	\$ -	\$0.00
5b)	web site maintenance (The Unit Price must be uniform, State by State Alliance Wide)	Yearly	1 year fee	7	\$ 1,594.95	\$11,164.65
						<b>\$11,164.65</b>
	<b>TASK 6. Project Management, Invoicing and Transition</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>



6a)	maintenance of account (Account is defined as a state)	Quarterly	1 quarterly fee	28	\$ 1,006.19	\$28,173.32
6b)	Face to Face Meeting with client state or county staff  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00
			(professional time at meeting location only)  Enter the number of days you will request	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
6c)	Facilitating Alliance calls and webinars	Per occurrence	60 calls per contract term	20	\$ 6.51	\$130.20
6d)	Reimbursing qualified FIs pursuant to state statute/policy. (Only for states who are mandated to reimburse FI's)	Per QTR	All FI's reimbursed. Insert number of quarters or 0 if not applicable.	0	\$ 13.68	\$0.00

6e)	Funding for FI reimbursement	Entire contract term	NA	0		\$0.00
						<b>\$28,303.52</b>
<b>TASK 7. Central Enforcement/Customer Service (Optional by state)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
7a)	Sending Documents. Unit price to include all of contractor's overhead costs and expenses (excluding postage and fax lines – postage and fax lines will be reimbursed separately with no markup)	Per occurrence	1 document packet printed and or transmitted  Enter the # of liens the contractor is sending out on behalf of the State per quarter	0	\$ 2.15	\$0.00
7b)	Postage costs for certified mail delivery if required by FI  *Specific to Texas	Per occurrence	1 document packet mailed via certified mail	0	\$ 4.28	\$0.00
						<b>\$0.00</b>



<b>TASK 8. Maintain Agreements with Financial Institutions</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
8a)	Database development and database maintenance (development to be included in quarterly fee)	Quarterly	1 Quarterly fee	1	\$ 419.24	\$11,738.72
8b)	One-time distribution of new contracts to all current FIs to establish perpetual FIDM agreements between Alliance states and their FIs.	One time	1 per FI	295	\$ 8.38	\$2,472.10
						\$14,210.82
<b>TASK 9 - To be negotiated by each state. Bidders are not instructed to provide any pricing at this time.</b>						
<b>TASK 10. Fast Levy - automated exchange of account, lien and levy information with Multi-State Fis (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
10a)	<b>Data set. Unit price to create file with all necessary data fields needed for transmission.</b>	Per Occurrence	1 - Data Packet	0	\$ 0.30	\$0.00
10b)	<b>Establish interface with OCSE or State for transmission of data</b>	One time	1 Time Fee	0	\$4,921.88	\$0.00
10c)	<b>Data transmission. Unit price for submission of data to OCSE or state agency</b>	Per Occurrence	1 - Data Packet	0	\$ -	\$0.00
						\$0.00
<b>TASK 11. Electronically formatted documents (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

11a)	<b>Format documents. Unit price to transmit formatted document packets in a format compatible with State's virtual files.</b>	Per Occurrence	1 - Lien Packet	0	\$ 0.60	\$0.00
11b)	<b>Document transmission. Unit price to transmit formatted document packet to State designated site (excluding fax lines - to be reimbursed separately with no markup)</b>	Per Occurrence	1 - Lien Packet	0	\$ -	\$0.00
						\$0.00
						\$328,329.38

				Maine		
	TASK 1. Outreach to FIs (optional task)	FREQUENCY	DEFINITION OF UNIT	UNIT QUANTITY	UNIT PRICE	7 Year PRICE
1a)	Solicitation through Signature of Existing FI's that have not yet signed up to FIDM (occurrence is defined as execution)	Per occurrence	The # of Existing Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 8.38	\$0.00
1b)	Solicitation through Signature for newly established FIs (excluding mergers)	Per occurrence	The # of NEW Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 19.53	\$0.00
1c)	Face to Face Meeting with FI or groups of FIs/ associations  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00



	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)		For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
1d)	Produced materials and reproduction (only with pre-approval from the state)	Per Invoice	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						\$0.00
	<b>TASK 2. Services to Financial Institutions and client state</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
2a)	Call center hotline to FIs and client state. An allowance of 300 incoming calls will be included in the quarterly fee.	Quarterly	1 quarter	0	\$ 1,367.10	\$38,278.80

2b)	Every call thereafter please quote cost per call.	Quarterly billing	The expected number of calls in a given quarter that exceed the 300 unlikely calls.	0	\$ 2.28	\$0.00
						<b>\$38,278.80</b>
	<b>TASK 3. Data Matching Services</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
3a)	Matching Method 1 (all accounts method)	Quarterly	The number of FI matched per quarter	0	\$ 27.55	\$0.00
3b)	Matching Method 2 (matched accounts method)	Quarterly	The number of FI matched per quarter	90	\$ 31.15	\$78,498.00
3c)	Paper file data entry	Quarterly	The expected number of hours per quarter	0	\$ 39.06	\$0.00
3d)	Secure Internet FT Web site/FTP (Cost can vary from State to State)	One time	NA – one time	0	\$0.00	\$0.00
3e)	State to State matching (Voluntary by State) matching within the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	5	\$ 46.71	\$6,539.40
3f)	State to State matching – (Voluntary by State) matching outside the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	0	\$ 121.87	\$0.00

3g)	Alliance to Alliance matching – (Voluntary by State) matching all FIDM Alliance states with all IDEC states – per occurrence to facilitate file exchange between both Alliance's.	Quarterly	The expected number of states that you will cooperate with for Alliance to Alliance Matching each quarter	1	\$ 1,367.10	\$455.70
3h)	Production Reports via Website views/queries (See Section 1.302 of RFP for minimum)	Quarterly	1 quarterly fee	0	\$0.00	\$0.00
						<b>\$85,493.10</b>
	<b>TASK 4. Compliance Assurance</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
4a)	Compliance assurance	Quarterly	1 quarterly fee	1	\$ 898.38	\$25,154.64
4b)	Face to Face Meetings with FI for compliance issues/resolution.  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						<b>\$25,154.64</b>
	<b>TASK 5. Information sharing via client state and FIDM website</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
5a)	web site development (The Unit Price must be uniform, State by State Alliance Wide)	One time	NA – one time	0	\$ -	\$0.00
5b)	web site maintenance (The Unit Price must be uniform, State by State Alliance Wide)	Yearly	1 year fee	1	\$ 1,594.95	\$11,164.65
						<b>\$11,164.65</b>
	<b>TASK 6. Project Management, Invoicing and Transition</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>



6a)	maintenance of account (Account is defined as a state)	Quarterly	1 quarterly fee	0	\$ 1,006.19	\$28,173.32
6b)	Face to Face Meeting with client state or county staff	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00
	Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)  Enter the number of days you will request	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
6c)	Facilitating Alliance calls and webinars	Per occurrence	60 calls per contract term	0	\$ 6.51	\$0.00
6d)	Reimbursing qualified FIs pursuant to state statute/policy. (Only for states who are mandated to reimburse FI's)	Per QTR	All FI's reimbursed. Insert number of quarters or 0 if not applicable.	0	\$ 13.68	\$0.00



6e)	Funding for FI reimbursement	Entire contract term	NA	0		\$0.00
						<b>\$28,173.32</b>
<b>TASK 7. Central Enforcement/Customer Service (Optional by state)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
7a)	Sending Documents. Unit price to include all of contractor's overhead costs and expenses (excluding postage and fax lines – postage and fax lines will be reimbursed separately with no markup)	Per occurrence	1 document packet printed and or transmitted  Enter the # of liens the contractor is sending out on behalf of the State per quarter	0	\$ 2.15	\$0.00
7b)	Postage costs for certified mail delivery if required by FI  *Specific to Texas	Per occurrence	1 document packet mailed via certified mail	0	\$ 4.28	\$0.00
						<b>\$0.00</b>

<b>TASK 8. Maintain Agreements with Financial Institutions</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
8a)	Database development and database maintenance (development to be included in quarterly fee)	Quarterly	1 Quarterly fee	0	\$ 419.24	\$11,738.72
8b)	One-time distribution of new contracts to all current FIs to establish perpetual FIDM agreements between Alliance states and their FIs.	One time	1 per FI	0	\$ 8.38	\$0.00
						\$11,738.72
<b>TASK 9 - To be negotiated by each state. Bidders are not instructed to provide any pricing at this time.</b>						
<b>TASK 10. Fast Levy - automated exchange of account, lien and levy information with Multi-State Fis (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
10a)	<b>Data set. Unit price to create file with all necessary data fields needed for transmission.</b>	Per Occurrence	1 - Data Packet	0	\$ 0.30	\$0.00
10b)	<b>Establish interface with OCSE or State for transmission of data</b>	One time	1 Time Fee	0	\$4,921.88	\$0.00
10c)	<b>Data transmission. Unit price for submission of data to OCSE or state agency</b>	Per Occurrence	1 - Data Packet	0	\$ -	\$0.00
						\$0.00
<b>TASK 11. Electronically formatted documents (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

11a)	<b>Format documents. Unit price to transmit formatted document packets in a format compatible with State's virtual files.</b>	Per Occurrence	1 - Lien Packet	0	\$ 0.60	\$0.00
11b)	<b>Document transmission. Unit price to transmit formatted document packet to State designated site (excluding fax lines - to be reimbursed separately with no markup)</b>	Per Occurrence	1 - Lien Packet	0	\$ -	\$0.00
						<b>\$0.00</b>
						<b>\$200,003.23</b>

				Maryland		
	TASK 1. Outreach to FIs (optional task)	FREQUENCY	DEFINITION OF UNIT	UNIT QUANTITY	UNIT PRICE	7 Year PRICE
1a)	Solicitation through Signature of Existing FI's that have not yet signed up to FIDM (occurrence is defined as execution)	Per occurrence	The # of Existing Financial Institutions that you anticipate will sign up during each year of the contract term.	200	\$ 8.38	\$11,732.00
1b)	Solicitation through Signature for newly established FIs (excluding mergers)	Per occurrence	The # of NEW Financial Institutions that you anticipate will sign up during each year of the contract term.	2	\$ 19.53	\$273.42
1c)	Face to Face Meeting with FI or groups of FIs/ associations  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	1	\$ 1,050.00	\$7,350.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	1	\$ 1,050.00	\$7,350.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)		For budgeting purposes, if applicable enter in a total 7 year amount.	0	\$15,400.00	\$15,400.00
1d)	Produced materials and reproduction (only with pre-approval from the state)	Per Invoice	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						<b>\$42,105.42</b>
	<b>TASK 2. Services to Financial Institutions and client state</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
2a)	Call center hotline to FIs and client state. An allowance of 300 incoming calls will be included in the quarterly fee.	Quarterly	1 quarter	28	\$ 1,367.10	\$38,278.80



2b)	Every call thereafter please quote cost per call.	Quarterly billing	The expected number of calls in a given quarter that exceed the 300 unlikely calls.	1	\$ 2.28	\$63.84
						<b>\$38,342.64</b>
	<b>TASK 3. Data Matching Services</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
3a)	Matching Method 1 (all accounts method)	Quarterly	The number of FI matched per quarter	0	\$ 27.55	\$0.00
3b)	Matching Method 2 (matched accounts method)	Quarterly	The number of FI matched per quarter	200	\$ 31.15	\$174,440.00
3c)	Paper file data entry	Quarterly	The expected number of hours per quarter	0	\$ 39.06	\$0.00
3d)	Secure Internet FT Web site/FTP (Cost can vary from State to State)	One time	NA – one time	0	\$0.00	\$0.00
3e)	State to State matching (Voluntary by State) matching within the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	0	\$ 46.71	\$0.00
3f)	State to State matching – (Voluntary by State) matching outside the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	0	\$ 121.87	\$0.00

3g)	Alliance to Alliance matching – (Voluntary by State) matching all FIDM Alliance states with all IDEC states – per occurrence to facilitate file exchange between both Alliance's.	Quarterly	The expected number of states that you will cooperate with for Alliance to Alliance Matching each quarter	1	\$ 1,367.10	\$455.70
3h)	Production Reports via Website views/queries (See Section 1.302 of RFP for minimum)	Quarterly	1 quarterly fee	28	\$0.00	\$0.00
						<b>\$174,895.70</b>
	<b>TASK 4. Compliance Assurance</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
4a)	Compliance assurance	Quarterly	1 quarterly fee	28	\$ 898.38	\$25,154.64
4b)	Face to Face Meetings with FI for compliance issues/resolution.  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	10	\$ 1,050.00	\$73,500.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	10	\$ 1,050.00	\$73,500.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0	\$71,400.00	\$71,400.00
						<b>\$243,554.64</b>
	<b>TASK 5. Information sharing via client state and FIDM website</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
5a)	web site development (The Unit Price must be uniform, State by State Alliance Wide)	One time	NA – one time	1	\$ -	\$0.00
5b)	web site maintenance (The Unit Price must be uniform, State by State Alliance Wide)	Yearly	1 year fee	7	\$ 1,594.95	\$11,164.65
						<b>\$11,164.65</b>
	<b>TASK 6. Project Management, Invoicing and Transition</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>



6a)	maintenance of account (Account is defined as a state)	Quarterly	1 quarterly fee	28	\$ 1,006.19	\$28,173.32
6b)	Face to Face Meeting with client state or county staff  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	5	\$ 1,050.00	\$36,750.00
			(professional time at meeting location only)  Enter the number of days you will request	5	\$ 1,050.00	\$36,750.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0	\$40,600.00	\$40,600.00
6c)	Facilitating Alliance calls and webinars	Per occurrence	60 calls per contract term	60	\$ 6.51	\$390.60
6d)	Reimbursing qualified FIs pursuant to state statute/policy. (Only for states who are mandated to reimburse FI's)	Per QTR	All FI's reimbursed. Insert number of quarters or 0 if not applicable.	50	\$ 13.68	\$19,152.00

6e)	Funding for FI reimbursement	Entire contract term	NA	0		\$0.00
						<b>\$161,815.92</b>
	<b>TASK 7. Central Enforcement/Customer Service (Optional by state)</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
7a)	Sending Documents. Unit price to include all of contractor's overhead costs and expenses (excluding postage and fax lines – postage and fax lines will be reimbursed separately with no markup)	Per occurrence	1 document packet printed and or transmitted  Enter the # of liens the contractor is sending out on behalf of the State per quarter	24000	\$ 2.15	\$1,444,800.00
7b)	Postage costs for certified mail delivery if required by FI  *Specific to Texas	Per occurrence	1 document packet mailed via certified mail	1	\$ 4.28	\$119.84
						<b>\$1,444,800.00</b>

<b>TASK 8. Maintain Agreements with Financial Institutions</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
8a)	Database development and database maintenance (development to be included in quarterly fee)	Quarterly	1 Quarterly fee	28	\$ 419.24	\$11,738.72
8b)	One-time distribution of new contracts to all current FIs to establish perpetual FIDM agreements between Alliance states and their FIs.	One time	1 per FI	0	\$ 8.38	\$0.00
						\$11,738.72
<b>TASK 9 - To be negotiated by each state. Bidders are not instructed to provide any pricing at this time.</b>						
<b>TASK 10. Fast Levy - automated exchange of account, lien and levy information with Multi-State Fis (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
10a)	<b>Data set. Unit price to create file with all necessary data fields needed for transmission.</b>	Per Occurrence	1 - Data Packet	0	\$ 0.30	\$0.00
10b)	<b>Establish interface with OCSE or State for transmission of data</b>	One time	1 Time Fee	0	\$4,921.88	\$0.00
10c)	<b>Data transmission. Unit price for submission of data to OCSE or state agency</b>	Per Occurrence	1 - Data Packet	0	\$ -	\$0.00
						\$0.00
<b>TASK 11. Electronically formatted documents (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

11a)	<b>Format documents. Unit price to transmit formatted document packets in a format compatible with State's virtual files.</b>	Per Occurrence	1 - Lien Packet	0	\$ 0.60	\$0.00
11b)	<b>Document transmission. Unit price to transmit formatted document packet to State designated site (excluding fax lines - to be reimbursed separately with no markup)</b>	Per Occurrence	1 - Lien Packet	0	\$ -	\$0.00
						\$0.00
						\$2,128,417.69

				Michigan		
	TASK 1. Outreach to FIs (optional task)	FREQUENCY	DEFINITION OF UNIT	UNIT QUANTITY	UNIT PRICE	7 Year PRICE
1a)	Solicitation through Signature of Existing FI's that have not yet signed up to FIDM (occurrence is defined as execution)	Per occurrence	The # of Existing Financial Institutions that you anticipate will sign up during each year of the contract term.	1	\$ 8.38	\$58.66
1b)	Solicitation through Signature for newly established FIs (excluding mergers)	Per occurrence	The # of NEW Financial Institutions that you anticipate will sign up during each year of the contract term.	5	\$ 19.53	\$683.55
1c)	Face to Face Meeting with FI or groups of FIs/ associations  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	2	\$ 1,050.00	\$14,700.00



	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	2	\$ 1,050.00	\$14,700.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)		For budgeting purposes, if applicable enter in a total 7 year amount.	0	\$21,700.00	\$21,700.00
1d)	Produced materials and reproduction (only with pre-approval from the state)	Per Invoice	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						\$51,842.21
	<b>TASK 2. Services to Financial Institutions and client state</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
2a)	Call center hotline to FIs and client state. An allowance of 300 incoming calls will be included in the quarterly fee.	Quarterly	1 quarter	28	\$ 1,367.10	\$38,278.80

2b)	Every call thereafter please quote cost per call.	Quarterly billing	The expected number of calls in a given quarter that exceed the 300 unlikely calls.	1	\$ 2.28	\$63.84
						<b>\$38,342.64</b>
	<b>TASK 3. Data Matching Services</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
3a)	Matching Method 1 (all accounts method)	Quarterly	The number of FI matched per quarter	28	\$ 27.55	\$21,599.20
3b)	Matching Method 2 (matched accounts method)	Quarterly	The number of FI matched per quarter	269	\$ 31.15	\$234,621.80
3c)	Paper file data entry	Quarterly	The expected number of hours per quarter	2	\$ 39.06	\$2,187.36
3d)	Secure Internet FT Web site/FTP (Cost can vary from State to State)	One time	NA – one time	0	\$0.00	\$0.00
3e)	State to State matching (Voluntary by State) matching within the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	13	\$ 46.71	\$17,002.44
3f)	State to State matching – (Voluntary by State) matching outside the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	2	\$ 121.87	\$6,824.72

3g)	Alliance to Alliance matching – (Voluntary by State) matching all FIDM Alliance states with all IDEC states – per occurrence to facilitate file exchange between both Alliance's.	Quarterly	The expected number of states that you will cooperate with for Alliance to Alliance Matching each quarter	28	\$ 1,367.10	\$455.70
3h)	Production Reports via Website views/queries (See Section 1.302 of RFP for minimum)	Quarterly	1 quarterly fee	1	\$0.00	\$0.00
						<b>\$282,691.22</b>
	<b>TASK 4. Compliance Assurance</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
4a)	Compliance assurance	Quarterly	1 quarterly fee	28	\$ 898.38	\$25,154.64
4b)	Face to Face Meetings with FI for compliance issues/resolution.  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	1	\$ 1,050.00	\$7,350.00



	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	1	\$ 1,050.00	\$7,350.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0	\$15,400.00	\$15,400.00
						<b>\$55,254.64</b>
	<b>TASK 5. Information sharing via client state and FIDM website</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
5a)	web site development (The Unit Price must be uniform, State by State Alliance Wide)	One time	NA – one time	1	\$ -	\$0.00
5b)	web site maintenance (The Unit Price must be uniform, State by State Alliance Wide)	Yearly	1 year fee	7	\$ 1,594.95	\$11,164.65
						<b>\$11,164.65</b>
	<b>TASK 6. Project Management, Invoicing and Transition</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

6a)	maintenance of account (Account is defined as a state)	Quarterly	1 quarterly fee	28	\$ 1,006.19	\$28,173.32
6b)	Face to Face Meeting with client state or county staff	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	1	\$ 1,050.00	\$7,350.00
	Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)  Enter the number of days you will request	1	\$ 1,050.00	\$7,350.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0	\$15,400.00	\$15,400.00
6c)	Facilitating Alliance calls and webinars	Per occurrence	60 calls per contract term	20	\$ 6.51	\$130.20
6d)	Reimbursing qualified FIs pursuant to state statute/policy. (Only for states who are mandated to reimburse FI's)	Per QTR	All FI's reimbursed. Insert number of quarters or 0 if not applicable.	0	\$ 13.68	\$0.00

6e)	Funding for FI reimbursement	Entire contract term	NA	0		\$0.00
						<b>\$58,403.52</b>
	<b>TASK 7. Central Enforcement/Customer Service (Optional by state)</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
7a)	Sending Documents. Unit price to include all of contractor's overhead costs and expenses (excluding postage and fax lines – postage and fax lines will be reimbursed separately with no markup)	Per occurrence	1 document packet printed and or transmitted  Enter the # of liens the contractor is sending out on behalf of the State per quarter	5200	\$ 2.15	\$313,040.00
7b)	Postage costs for certified mail delivery if required by FI  *Specific to Texas	Per occurrence	1 document packet mailed via certified mail	0	\$ 4.28	\$0.00
						<b>\$313,040.00</b>

<b>TASK 8. Maintain Agreements with Financial Institutions</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
8a)	Database development and database maintenance (development to be included in quarterly fee)	Quarterly	1 Quarterly fee	28	\$ 419.24	\$11,738.72
8b)	One-time distribution of new contracts to all current FIs to establish perpetual FIDM agreements between Alliance states and their FIs.	One time	1 per FI	300	\$ 8.38	\$2,514.00
						\$14,252.72
<b>TASK 9 - To be negotiated by each state. Bidders are not instructed to provide any pricing at this time.</b>						
<b>TASK 10. Fast Levy - automated exchange of account, lien and levy information with Multi-State Fis (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
10a)	<b>Data set. Unit price to create file with all necessary data fields needed for transmission.</b>	Per Occurrence	1 - Data Packet	0	\$ 0.30	\$0.00
10b)	<b>Establish interface with OCSE or State for transmission of data</b>	One time	1 Time Fee	0	\$4,921.88	\$0.00
10c)	<b>Data transmission. Unit price for submission of data to OCSE or state agency</b>	Per Occurrence	1 - Data Packet	0	\$ -	\$0.00
						\$0.00
<b>TASK 11. Electronically formatted documents (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

11a)	<b>Format documents. Unit price to transmit formatted document packets in a format compatible with State's virtual files.</b>	Per Occurrence	1 - Lien Packet	0	\$ 0.60	\$0.00
11b)	<b>Document transmission. Unit price to transmit formatted document packet to State designated site (excluding fax lines - to be reimbursed separately with no markup)</b>	Per Occurrence	1 - Lien Packet	0	\$ -	\$0.00
						\$0.00
						\$824,991.60

				Montana		
	TASK 1. Outreach to FIs (optional task)	FREQUENCY	DEFINITION OF UNIT	UNIT QUANTITY	UNIT PRICE	7 Year PRICE
1a)	Solicitation through Signature of Existing FI's that have not yet signed up to FIDM (occurrence is defined as execution)	Per occurrence	The # of Existing Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 8.38	\$0.00
1b)	Solicitation through Signature for newly established FIs (excluding mergers)	Per occurrence	The # of NEW Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 19.53	\$0.00
1c)	Face to Face Meeting with FI or groups of FIs/ associations  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)		For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
1d)	Produced materials and reproduction (only with pre-approval from the state)	Per Invoice	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						\$0.00
	<b>TASK 2. Services to Financial Institutions and client state</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
2a)	Call center hotline to FIs and client state. An allowance of 300 incoming calls will be included in the quarterly fee.	Quarterly	1 quarter	28	\$ 1,367.10	\$38,278.80

2b)	Every call thereafter please quote cost per call.	Quarterly billing	The expected number of calls in a given quarter that exceed the 300 unlikely calls.	0	\$ 2.28	\$0.00
						<b>\$38,278.80</b>
	<b>TASK 3. Data Matching Services</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
3a)	Matching Method 1 (all accounts method)	Quarterly	The number of FI matched per quarter	50	\$ 27.55	\$38,570.00
3b)	Matching Method 2 (matched accounts method)	Quarterly	The number of FI matched per quarter	72	\$ 31.15	\$62,798.40
3c)	Paper file data entry	Quarterly	The expected number of hours per quarter	0	\$ 39.06	\$0.00
3d)	Secure Internet FT Web site/FTP (Cost can vary from State to State)	One time	NA – one time	0	\$0.00	\$0.00
3e)	State to State matching (Voluntary by State) matching within the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	1	\$ 46.71	\$1,307.88
3f)	State to State matching – (Voluntary by State) matching outside the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	1	\$ 121.87	\$3,412.36



3g)	Alliance to Alliance matching – (Voluntary by State) matching all FIDM Alliance states with all IDEC states – per occurrence to facilitate file exchange between both Alliance's.	Quarterly	The expected number of states that you will cooperate with for Alliance to Alliance Matching each quarter	1	\$ 1,367.10	\$455.70
3h)	Production Reports via Website views/queries (See Section 1.302 of RFP for minimum)	Quarterly	1 quarterly fee	20	\$0.00	\$0.00
						<b>\$106,544.34</b>
	<b>TASK 4. Compliance Assurance</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
4a)	Compliance assurance	Quarterly	1 quarterly fee	28	\$ 898.38	\$25,154.64
4b)	Face to Face Meetings with FI for compliance issues/resolution.  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						<b>\$25,154.64</b>
	<b>TASK 5. Information sharing via client state and FIDM website</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
5a)	web site development (The Unit Price must be uniform, State by State Alliance Wide)	One time	NA – one time	1	\$ -	\$0.00
5b)	web site maintenance (The Unit Price must be uniform, State by State Alliance Wide)	Yearly	1 year fee	7	\$ 1,594.95	\$11,164.65
						<b>\$11,164.65</b>
	<b>TASK 6. Project Management, Invoicing and Transition</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

6a)	maintenance of account (Account is defined as a state)	Quarterly	1 quarterly fee	28	\$ 1,006.19	\$28,173.32
6b)	Face to Face Meeting with client state or county staff	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00
	Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)  Enter the number of days you will request	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
6c)	Facilitating Alliance calls and webinars	Per occurrence	60 calls per contract term	60	\$ 6.51	\$390.60
6d)	Reimbursing qualified FIs pursuant to state statute/policy. (Only for states who are mandated to reimburse FI's)	Per QTR	All FI's reimbursed. Insert number of quarters or 0 if not applicable.	0	\$ 13.68	\$0.00

6e)	Funding for FI reimbursement	Entire contract term	NA	0		\$0.00
						<b>\$28,563.92</b>
<b>TASK 7. Central Enforcement/Customer Service (Optional by state)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
7a)	Sending Documents. Unit price to include all of contractor's overhead costs and expenses (excluding postage and fax lines – postage and fax lines will be reimbursed separately with no markup)	Per occurrence	1 document packet printed and or transmitted  Enter the # of liens the contractor is sending out on behalf of the State per quarter	0	\$ 2.15	\$0.00
7b)	Postage costs for certified mail delivery if required by FI  *Specific to Texas	Per occurrence	1 document packet mailed via certified mail	0	\$ 4.28	\$0.00
						<b>\$0.00</b>

<b>TASK 8. Maintain Agreements with Financial Institutions</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
8a)	Database development and database maintenance (development to be included in quarterly fee)	Quarterly	1 Quarterly fee	28	\$ 419.24	\$11,738.72
8b)	One-time distribution of new contracts to all current FIs to establish perpetual FIDM agreements between Alliance states and their FIs.	One time	1 per FI	0	\$ 8.38	\$0.00
						\$11,738.72
<b>TASK 9 - To be negotiated by each state. Bidders are not instructed to provide any pricing at this time.</b>						
<b>TASK 10. Fast Levy - automated exchange of account, lien and levy information with Multi-State Fis (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
10a)	<b>Data set. Unit price to create file with all necessary data fields needed for transmission.</b>	Per Occurrence	1 - Data Packet	0	\$ 0.30	\$0.00
10b)	<b>Establish interface with OCSE or State for transmission of data</b>	One time	1 Time Fee	0	\$4,921.88	\$0.00
10c)	<b>Data transmission. Unit price for submission of data to OCSE or state agency</b>	Per Occurrence	1 - Data Packet	0	\$ -	\$0.00
						\$0.00
<b>TASK 11. Electronically formatted documents (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

11a)	<b>Format documents. Unit price to transmit formatted document packets in a format compatible with State's virtual files.</b>	Per Occurrence	1 - Lien Packet	0	\$ 0.60	\$0.00
11b)	<b>Document transmission. Unit price to transmit formatted document packet to State designated site (excluding fax lines - to be reimbursed separately with no markup)</b>	Per Occurrence	1 - Lien Packet	0	\$ -	\$0.00
						<b>\$0.00</b>
						<b>\$221,445.07</b>

				Nebraska		
	TASK 1. Outreach to FIs (optional task)	FREQUENCY	DEFINITION OF UNIT	UNIT QUANTITY	UNIT PRICE	7 Year PRICE
1a)	Solicitation through Signature of Existing FI's that have not yet signed up to FIDM (occurrence is defined as execution)	Per occurrence	The # of Existing Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 8.38	\$0.00
1b)	Solicitation through Signature for newly established FIs (excluding mergers)	Per occurrence	The # of NEW Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 19.53	\$0.00
1c)	Face to Face Meeting with FI or groups of FIs/ associations  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)		For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
1d)	Produced materials and reproduction (only with pre-approval from the state)	Per Invoice	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						\$0.00
	<b>TASK 2. Services to Financial Institutions and client state</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
2a)	Call center hotline to FIs and client state. An allowance of 300 incoming calls will be included in the quarterly fee.	Quarterly	1 quarter	1	\$ 1,367.10	\$38,278.80



2b)	Every call thereafter please quote cost per call.	Quarterly billing	The expected number of calls in a given quarter that exceed the 300 unlikely calls.	0	\$ 2.28	\$0.00
						<b>\$38,278.80</b>
	<b>TASK 3. Data Matching Services</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
3a)	Matching Method 1 (all accounts method)	Quarterly	The number of FI matched per quarter	6	\$ 27.55	\$4,628.40
3b)	Matching Method 2 (matched accounts method)	Quarterly	The number of FI matched per quarter	204	\$ 31.15	\$177,928.80
3c)	Paper file data entry	Quarterly	The expected number of hours per quarter	0	\$ 39.06	\$0.00
3d)	Secure Internet FT Web site/FTP (Cost can vary from State to State)	One time	NA – one time	0	\$0.00	\$0.00
3e)	State to State matching (Voluntary by State) matching within the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	0	\$ 46.71	\$0.00
3f)	State to State matching – (Voluntary by State) matching outside the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	0	\$ 121.87	\$0.00

3g)	Alliance to Alliance matching – (Voluntary by State) matching all FIDM Alliance states with all IDEC states – per occurrence to facilitate file exchange between both Alliance's.	Quarterly	The expected number of states that you will cooperate with for Alliance to Alliance Matching each quarter	0	\$ 1,367.10	\$455.70
3h)	Production Reports via Website views/queries (See Section 1.302 of RFP for minimum)	Quarterly	1 quarterly fee	0	\$0.00	\$0.00
						<b>\$183,012.90</b>
	<b>TASK 4. Compliance Assurance</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
4a)	Compliance assurance	Quarterly	1 quarterly fee	1	\$ 898.38	\$25,154.64
4b)	Face to Face Meetings with FI for compliance issues/resolution.  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						<b>\$25,154.64</b>
	<b>TASK 5. Information sharing via client state and FIDM website</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
5a)	web site development (The Unit Price must be uniform, State by State Alliance Wide)	One time	NA – one time	1	\$ -	\$0.00
5b)	web site maintenance (The Unit Price must be uniform, State by State Alliance Wide)	Yearly	1 year fee	0	\$ 1,594.95	\$11,164.65
						<b>\$11,164.65</b>
	<b>TASK 6. Project Management, Invoicing and Transition</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>



6a)	maintenance of account (Account is defined as a state)	Quarterly	1 quarterly fee	1	\$ 1,006.19	\$28,173.32
6b)	Face to Face Meeting with client state or county staff	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00
	Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)  Enter the number of days you will request	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
6c)	Facilitating Alliance calls and webinars	Per occurrence	60 calls per contract term	1	\$ 6.51	\$6.51
6d)	Reimbursing qualified FIs pursuant to state statute/policy. (Only for states who are mandated to reimburse FI's)	Per QTR	All FI's reimbursed. Insert number of quarters or 0 if not applicable.	0	\$ 13.68	\$0.00

6e)	Funding for FI reimbursement	Entire contract term	NA	0		\$0.00
						<b>\$28,179.83</b>
<b>TASK 7. Central Enforcement/Customer Service (Optional by state)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
7a)	Sending Documents. Unit price to include all of contractor's overhead costs and expenses (excluding postage and fax lines – postage and fax lines will be reimbursed separately with no markup)	Per occurrence	1 document packet printed and or transmitted  Enter the # of liens the contractor is sending out on behalf of the State per quarter	1	\$ 2.15	\$60.20
7b)	Postage costs for certified mail delivery if required by FI  *Specific to Texas	Per occurrence	1 document packet mailed via certified mail	0	\$ 4.28	\$0.00
						<b>\$60.20</b>

<b>TASK 8. Maintain Agreements with Financial Institutions</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
8a)	Database development and database maintenance (development to be included in quarterly fee)	Quarterly	1 Quarterly fee	1	\$ 419.24	\$11,738.72
8b)	One-time distribution of new contracts to all current FIs to establish perpetual FIDM agreements between Alliance states and their FIs.	One time	1 per FI	0	\$ 8.38	\$0.00
						\$11,738.72
<b>TASK 9 - To be negotiated by each state. Bidders are not instructed to provide any pricing at this time.</b>						
<b>TASK 10. Fast Levy - automated exchange of account, lien and levy information with Multi-State Fis (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
10a)	<b>Data set. Unit price to create file with all necessary data fields needed for transmission.</b>	Per Occurrence	1 - Data Packet	0	\$ 0.30	\$0.00
10b)	<b>Establish interface with OCSE or State for transmission of data</b>	One time	1 Time Fee	0	\$4,921.88	\$0.00
10c)	<b>Data transmission. Unit price for submission of data to OCSE or state agency</b>	Per Occurrence	1 - Data Packet	0	\$ -	\$0.00
						\$0.00
<b>TASK 11. Electronically formatted documents (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

11a)	<b>Format documents. Unit price to transmit formatted document packets in a format compatible with State's virtual files.</b>	Per Occurrence	1 - Lien Packet	0	\$ 0.60	\$0.00
11b)	<b>Document transmission. Unit price to transmit formatted document packet to State designated site (excluding fax lines - to be reimbursed separately with no markup)</b>	Per Occurrence	1 - Lien Packet	0	\$ -	\$0.00
						<b>\$0.00</b>
						<b>\$297,589.74</b>

				Nevada		
	TASK 1. Outreach to FIs (optional task)	FREQUENCY	DEFINITION OF UNIT	UNIT QUANTITY	UNIT PRICE	7 Year PRICE
1a)	Solicitation through Signature of Existing FI's that have not yet signed up to FIDM (occurrence is defined as execution)	Per occurrence	The # of Existing Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 8.38	\$0.00
1b)	Solicitation through Signature for newly established FIs (excluding mergers)	Per occurrence	The # of NEW Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 19.53	\$0.00
1c)	Face to Face Meeting with FI or groups of FIs/ associations  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00



	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)		For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
1d)	Produced materials and reproduction (only with pre-approval from the state)	Per Invoice	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						\$0.00
	<b>TASK 2. Services to Financial Institutions and client state</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
2a)	Call center hotline to FIs and client state. An allowance of 300 incoming calls will be included in the quarterly fee.	Quarterly	1 quarter	1	\$ 1,367.10	\$38,278.80

2b)	Every call thereafter please quote cost per call.	Quarterly billing	The expected number of calls in a given quarter that exceed the 300 unlikely calls.	0	\$ 2.28	\$0.00
						<b>\$38,278.80</b>
	<b>TASK 3. Data Matching Services</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
3a)	Matching Method 1 (all accounts method)	Quarterly	The number of FI matched per quarter	10	\$ 27.55	\$7,714.00
3b)	Matching Method 2 (matched accounts method)	Quarterly	The number of FI matched per quarter	27	\$ 31.15	\$23,549.40
3c)	Paper file data entry	Quarterly	The expected number of hours per quarter	0	\$ 39.06	\$0.00
3d)	Secure Internet FT Web site/FTP (Cost can vary from State to State)	One time	NA – one time	0	\$0.00	\$0.00
3e)	State to State matching (Voluntary by State) matching within the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	0	\$ 46.71	\$0.00
3f)	State to State matching – (Voluntary by State) matching outside the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	0	\$ 121.87	\$0.00

3g)	Alliance to Alliance matching – (Voluntary by State) matching all FIDM Alliance states with all IDEC states – per occurrence to facilitate file exchange between both Alliance's.	Quarterly	The expected number of states that you will cooperate with for Alliance to Alliance Matching each quarter	0	\$ 1,367.10	\$455.70
3h)	Production Reports via Website views/queries (See Section 1.302 of RFP for minimum)	Quarterly	1 quarterly fee	0	\$0.00	\$0.00
						<b>\$31,719.10</b>
	<b>TASK 4. Compliance Assurance</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
4a)	Compliance assurance	Quarterly	1 quarterly fee	1	\$ 898.38	\$25,154.64
4b)	Face to Face Meetings with FI for compliance issues/resolution.  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						<b>\$25,154.64</b>
	<b>TASK 5. Information sharing via client state and FIDM website</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
5a)	web site development (The Unit Price must be uniform, State by State Alliance Wide)	One time	NA – one time	0	\$ -	\$0.00
5b)	web site maintenance (The Unit Price must be uniform, State by State Alliance Wide)	Yearly	1 year fee	1	\$ 1,594.95	\$11,164.65
						<b>\$11,164.65</b>
	<b>TASK 6. Project Management, Invoicing and Transition</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>



6a)	maintenance of account (Account is defined as a state)	Quarterly	1 quarterly fee	1	\$ 1,006.19	\$28,173.32
6b)	Face to Face Meeting with client state or county staff	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00
	Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)  Enter the number of days you will request	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
6c)	Facilitating Alliance calls and webinars	Per occurrence	60 calls per contract term	1	\$ 6.51	\$6.51
6d)	Reimbursing qualified FIs pursuant to state statute/policy. (Only for states who are mandated to reimburse FI's)	Per QTR	All FI's reimbursed. Insert number of quarters or 0 if not applicable.	0	\$ 13.68	\$0.00

6e)	Funding for FI reimbursement	Entire contract term	NA	0		\$0.00
						<b>\$28,179.83</b>
<b>TASK 7. Central Enforcement/Customer Service (Optional by state)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
7a)	Sending Documents. Unit price to include all of contractor's overhead costs and expenses (excluding postage and fax lines – postage and fax lines will be reimbursed separately with no markup)	Per occurrence	1 document packet printed and or transmitted  Enter the # of liens the contractor is sending out on behalf of the State per quarter	0	\$ 2.15	\$0.00
7b)	Postage costs for certified mail delivery if required by FI  *Specific to Texas	Per occurrence	1 document packet mailed via certified mail	0	\$ 4.28	\$0.00
						<b>\$0.00</b>

<b>TASK 8. Maintain Agreements with Financial Institutions</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
8a)	Database development and database maintenance (development to be included in quarterly fee)	Quarterly	1 Quarterly fee	1	\$ 419.24	\$11,738.72
8b)	One-time distribution of new contracts to all current FIs to establish perpetual FIDM agreements between Alliance states and their FIs.	One time	1 per FI	0	\$ 8.38	\$0.00
						\$11,738.72
<b>TASK 9 - To be negotiated by each state. Bidders are not instructed to provide any pricing at this time.</b>						
<b>TASK 10. Fast Levy - automated exchange of account, lien and levy information with Multi-State Fis (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
10a)	<b>Data set. Unit price to create file with all necessary data fields needed for transmission.</b>	Per Occurrence	1 - Data Packet	0	\$ 0.30	\$0.00
10b)	<b>Establish interface with OCSE or State for transmission of data</b>	One time	1 Time Fee	0	\$4,921.88	\$0.00
10c)	<b>Data transmission. Unit price for submission of data to OCSE or state agency</b>	Per Occurrence	1 - Data Packet	0	\$ -	\$0.00
						\$0.00
<b>TASK 11. Electronically formatted documents (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

11a)	<b>Format documents. Unit price to transmit formatted document packets in a format compatible with State's virtual files.</b>	Per Occurrence	1 - Lien Packet	0	\$ 0.60	\$0.00
11b)	<b>Document transmission. Unit price to transmit formatted document packet to State designated site (excluding fax lines - to be reimbursed separately with no markup)</b>	Per Occurrence	1 - Lien Packet	0	\$ -	\$0.00
						\$0.00
						\$146,235.74



				New Jersey		
	TASK 1. Outreach to FIs (optional task)	FREQUENCY	DEFINITION OF UNIT	UNIT QUANTITY	UNIT PRICE	7 Year PRICE
1a)	Solicitation through Signature of Existing FI's that have not yet signed up to FIDM (occurrence is defined as execution)	Per occurrence	The # of Existing Financial Institutions that you anticipate will sign up during each year of the contract term.	8	\$ 8.38	\$469.28
1b)	Solicitation through Signature for newly established FIs (excluding mergers)	Per occurrence	The # of NEW Financial Institutions that you anticipate will sign up during each year of the contract term.	2	\$ 19.53	\$273.42
1c)	Face to Face Meeting with FI or groups of FIs/ associations  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00



	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)		For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
1d)	Produced materials and reproduction (only with pre-approval from the state)	Per Invoice	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						\$742.70
	<b>TASK 2. Services to Financial Institutions and client state</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
2a)	Call center hotline to FIs and client state. An allowance of 300 incoming calls will be included in the quarterly fee.	Quarterly	1 quarter	28	\$ 1,367.10	\$38,278.80

2b)	Every call thereafter please quote cost per call.	Quarterly billing	The expected number of calls in a given quarter that exceed the 300 unlikely calls.	0	\$ 2.28	\$0.00
						<b>\$38,278.80</b>
	<b>TASK 3. Data Matching Services</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
3a)	Matching Method 1 (all accounts method)	Quarterly	The number of FI matched per quarter	63	\$ 27.55	\$48,598.20
3b)	Matching Method 2 (matched accounts method)	Quarterly	The number of FI matched per quarter	157	\$ 31.15	\$136,935.40
3c)	Paper file data entry	Quarterly	The expected number of hours per quarter	1	\$ 39.06	\$1,093.68
3d)	Secure Internet FT Web site/FTP (Cost can vary from State to State)	One time	NA – one time	0	\$0.00	\$0.00
3e)	State to State matching (Voluntary by State) matching within the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	20	\$ 46.71	\$26,157.60
3f)	State to State matching – (Voluntary by State) matching outside the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	16	\$ 121.87	\$54,597.76

3g)	Alliance to Alliance matching – (Voluntary by State) matching all FIDM Alliance states with all IDEC states – per occurrence to facilitate file exchange between both Alliance's.	Quarterly	The expected number of states that you will cooperate with for Alliance to Alliance Matching each quarter	0	\$ 1,367.10	\$455.70
3h)	Production Reports via Website views/queries (See Section 1.302 of RFP for minimum)	Quarterly	1 quarterly fee	20	\$0.00	\$0.00
						<b>\$267,838.34</b>
	<b>TASK 4. Compliance Assurance</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
4a)	Compliance assurance	Quarterly	1 quarterly fee	4	\$ 898.38	\$25,154.64
4b)	Face to Face Meetings with FI for compliance issues/resolution.  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						<b>\$25,154.64</b>
	<b>TASK 5. Information sharing via client state and FIDM website</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
5a)	web site development (The Unit Price must be uniform, State by State Alliance Wide)	One time	NA – one time	1	\$ -	\$0.00
5b)	web site maintenance (The Unit Price must be uniform, State by State Alliance Wide)	Yearly	1 year fee	1	\$ 1,594.95	\$11,164.65
						<b>\$11,164.65</b>
	<b>TASK 6. Project Management, Invoicing and Transition</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>



6a)	maintenance of account (Account is defined as a state)	Quarterly	1 quarterly fee	4	\$ 1,006.19	\$28,173.32
6b)	Face to Face Meeting with client state or county staff	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00
	Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)  Enter the number of days you will request	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
6c)	Facilitating Alliance calls and webinars	Per occurrence	60 calls per contract term	0	\$ 6.51	\$0.00
6d)	Reimbursing qualified FIs pursuant to state statute/policy. (Only for states who are mandated to reimburse FI's)	Per QTR	All FI's reimbursed. Insert number of quarters or 0 if not applicable.	0	\$ 13.68	\$0.00

6e)	Funding for FI reimbursement	Entire contract term	NA	0		\$0.00
						<b>\$28,173.32</b>
<b>TASK 7. Central Enforcement/Customer Service (Optional by state)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
7a)	Sending Documents. Unit price to include all of contractor's overhead costs and expenses (excluding postage and fax lines – postage and fax lines will be reimbursed separately with no markup)	Per occurrence	1 document packet printed and or transmitted  Enter the # of liens the contractor is sending out on behalf of the State per quarter	0	\$ 2.15	\$0.00
7b)	Postage costs for certified mail delivery if required by FI  *Specific to Texas	Per occurrence	1 document packet mailed via certified mail	0	\$ 4.28	\$0.00
						<b>\$0.00</b>

<b>TASK 8. Maintain Agreements with Financial Institutions</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
8a)	Database development and database maintenance (development to be included in quarterly fee)	Quarterly	1 Quarterly fee	4	\$ 419.24	\$11,738.72
8b)	One-time distribution of new contracts to all current FIs to establish perpetual FIDM agreements between Alliance states and their FIs.	One time	1 per FI	281	\$ 8.38	\$2,354.78
						\$14,093.50
<b>TASK 9 - To be negotiated by each state. Bidders are not instructed to provide any pricing at this time.</b>						
<b>TASK 10. Fast Levy - automated exchange of account, lien and levy information with Multi-State Fis (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
10a)	<b>Data set. Unit price to create file with all necessary data fields needed for transmission.</b>	Per Occurrence	1 - Data Packet	0	\$ 0.30	\$0.00
10b)	<b>Establish interface with OCSE or State for transmission of data</b>	One time	1 Time Fee	0	\$4,921.88	\$0.00
10c)	<b>Data transmission. Unit price for submission of data to OCSE or state agency</b>	Per Occurrence	1 - Data Packet	0	\$ -	\$0.00
						\$0.00
<b>TASK 11. Electronically formatted documents (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>



11a)	<b>Format documents. Unit price to transmit formatted document packets in a format compatible with State's virtual files.</b>	Per Occurrence	1 - Lien Packet	0	\$ 0.60	\$0.00
11b)	<b>Document transmission. Unit price to transmit formatted document packet to State designated site (excluding fax lines - to be reimbursed separately with no markup)</b>	Per Occurrence	1 - Lien Packet	0	\$ -	\$0.00
						<b>\$0.00</b>
						<b>\$385,445.95</b>

				New York		
	TASK 1. Outreach to FIs (optional task)	FREQUENCY	DEFINITION OF UNIT	UNIT QUANTITY	UNIT PRICE	7 Year PRICE
1a)	Solicitation through Signature of Existing FI's that have not yet signed up to FIDM (occurrence is defined as execution)	Per occurrence	The # of Existing Financial Institutions that you anticipate will sign up during each year of the contract term.	4	\$ 8.38	\$234.64
1b)	Solicitation through Signature for newly established FIs (excluding mergers)	Per occurrence	The # of NEW Financial Institutions that you anticipate will sign up during each year of the contract term.	4	\$ 19.53	\$546.84
1c)	Face to Face Meeting with FI or groups of FIs/ associations  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00



	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)		For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
1d)	Produced materials and reproduction (only with pre-approval from the state)	Per Invoice	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						\$781.48
	<b>TASK 2. Services to Financial Institutions and client state</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
2a)	Call center hotline to FIs and client state. An allowance of 300 incoming calls will be included in the quarterly fee.	Quarterly	1 quarter	28	\$ 1,367.10	\$38,278.80

2b)	Every call thereafter please quote cost per call.	Quarterly billing	The expected number of calls in a given quarter that exceed the 300 unlikely calls.	1	\$ 2.28	\$63.84
						<b>\$38,342.64</b>
	<b>TASK 3. Data Matching Services</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
3a)	Matching Method 1 (all accounts method)	Quarterly	The number of FI matched per quarter	225	\$ 27.55	\$173,565.00
3b)	Matching Method 2 (matched accounts method)	Quarterly	The number of FI matched per quarter	350	\$ 31.15	\$305,270.00
3c)	Paper file data entry	Quarterly	The expected number of hours per quarter	8	\$ 39.06	\$8,749.44
3d)	Secure Internet FT Web site/FTP (Cost can vary from State to State)	One time	NA – one time	0	\$0.00	\$0.00
3e)	State to State matching (Voluntary by State) matching within the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	8	\$ 46.71	\$10,463.04
3f)	State to State matching – (Voluntary by State) matching outside the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	1	\$ 121.87	\$3,412.36

3g)	Alliance to Alliance matching – (Voluntary by State) matching all FIDM Alliance states with all IDEC states – per occurrence to facilitate file exchange between both Alliance's.	Quarterly	The expected number of states that you will cooperate with for Alliance to Alliance Matching each quarter	1	\$ 1,367.10	\$455.70
3h)	Production Reports via Website views/queries (See Section 1.302 of RFP for minimum)	Quarterly	1 quarterly fee	1	\$0.00	\$0.00
						<b>\$501,915.54</b>
	<b>TASK 4. Compliance Assurance</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
4a)	Compliance assurance	Quarterly	1 quarterly fee	1	\$ 898.38	\$25,154.64
4b)	Face to Face Meetings with FI for compliance issues/resolution.  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						<b>\$25,154.64</b>
	<b>TASK 5. Information sharing via client state and FIDM website</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
5a)	web site development (The Unit Price must be uniform, State by State Alliance Wide)	One time	NA – one time	1	\$ -	\$0.00
5b)	web site maintenance (The Unit Price must be uniform, State by State Alliance Wide)	Yearly	1 year fee	7	\$ 1,594.95	\$11,164.65
						<b>\$11,164.65</b>
	<b>TASK 6. Project Management, Invoicing and Transition</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

6a)	maintenance of account (Account is defined as a state)	Quarterly	1 quarterly fee	28	\$ 1,006.19	\$28,173.32
6b)	Face to Face Meeting with client state or county staff	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00
	Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)  Enter the number of days you will request	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
6c)	Facilitating Alliance calls and webinars	Per occurrence	60 calls per contract term	60	\$ 6.51	\$390.60
6d)	Reimbursing qualified FIs pursuant to state statute/policy. (Only for states who are mandated to reimburse FI's)	Per QTR	All FI's reimbursed. Insert number of quarters or 0 if not applicable.	0	\$ 13.68	\$0.00

6e)	Funding for FI reimbursement	Entire contract term	NA	0		\$0.00
						<b>\$28,563.92</b>
<b>TASK 7. Central Enforcement/Customer Service (Optional by state)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
7a)	Sending Documents. Unit price to include all of contractor's overhead costs and expenses (excluding postage and fax lines – postage and fax lines will be reimbursed separately with no markup)	Per occurrence	1 document packet printed and or transmitted  Enter the # of liens the contractor is sending out on behalf of the State per quarter	0	\$ 2.15	\$0.00
7b)	Postage costs for certified mail delivery if required by FI  *Specific to Texas	Per occurrence	1 document packet mailed via certified mail	0	\$ 4.28	\$0.00
						<b>\$0.00</b>



<b>TASK 8. Maintain Agreements with Financial Institutions</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
8a)	Database development and database maintenance (development to be included in quarterly fee)	Quarterly	1 Quarterly fee	1	\$ 419.24	\$11,738.72
8b)	One-time distribution of new contracts to all current FIs to establish perpetual FIDM agreements between Alliance states and their FIs.	One time	1 per FI	1	\$ 8.38	\$8.38
						\$11,747.10
<b>TASK 9 - To be negotiated by each state. Bidders are not instructed to provide any pricing at this time.</b>						
<b>TASK 10. Fast Levy - automated exchange of account, lien and levy information with Multi-State Fis (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
10a)	<b>Data set. Unit price to create file with all necessary data fields needed for transmission.</b>	Per Occurrence	1 - Data Packet	0	\$ 0.30	\$0.00
10b)	<b>Establish interface with OCSE or State for transmission of data</b>	One time	1 Time Fee	0	\$4,921.88	\$0.00
10c)	<b>Data transmission. Unit price for submission of data to OCSE or state agency</b>	Per Occurrence	1 - Data Packet	0	\$ -	\$0.00
						\$0.00
<b>TASK 11. Electronically formatted documents (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

11a)	<b>Format documents. Unit price to transmit formatted document packets in a format compatible with State's virtual files.</b>	Per Occurrence	1 - Lien Packet	0	\$ 0.60	\$0.00
11b)	<b>Document transmission. Unit price to transmit formatted document packet to State designated site (excluding fax lines - to be reimbursed separately with no markup)</b>	Per Occurrence	1 - Lien Packet	0	\$ -	\$0.00
						\$0.00
						\$617,669.97

				North Dakota		
	TASK 1. Outreach to FIs (optional task)	FREQUENCY	DEFINITION OF UNIT	UNIT QUANTITY	UNIT PRICE	7 Year PRICE
1a)	Solicitation through Signature of Existing FI's that have not yet signed up to FIDM (occurrence is defined as execution)	Per occurrence	The # of Existing Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 8.38	\$0.00
1b)	Solicitation through Signature for newly established FIs (excluding mergers)	Per occurrence	The # of NEW Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 19.53	\$0.00
1c)	Face to Face Meeting with FI or groups of FIs/ associations  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00



	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)		For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
1d)	Produced materials and reproduction (only with pre-approval from the state)	Per Invoice	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						\$0.00
	<b>TASK 2. Services to Financial Institutions and client state</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
2a)	Call center hotline to FIs and client state. An allowance of 300 incoming calls will be included in the quarterly fee.	Quarterly	1 quarter	28	\$ 1,367.10	\$38,278.80

2b)	Every call thereafter please quote cost per call.	Quarterly billing	The expected number of calls in a given quarter that exceed the 300 unlikely calls.	1	\$ 2.28	\$63.84
						<b>\$38,342.64</b>
	<b>TASK 3. Data Matching Services</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
3a)	Matching Method 1 (all accounts method)	Quarterly	The number of FI matched per quarter	40	\$ 27.55	\$30,856.00
3b)	Matching Method 2 (matched accounts method)	Quarterly	The number of FI matched per quarter	84	\$ 31.15	\$73,264.80
3c)	Paper file data entry	Quarterly	The expected number of hours per quarter	2	\$ 39.06	\$2,187.36
3d)	Secure Internet FT Web site/FTP (Cost can vary from State to State)	One time	NA – one time	0	\$0.00	\$0.00
3e)	State to State matching (Voluntary by State) matching within the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	18	\$ 46.71	\$23,541.84
3f)	State to State matching – (Voluntary by State) matching outside the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	10	\$ 121.87	\$34,123.60

3g)	Alliance to Alliance matching – (Voluntary by State) matching all FIDM Alliance states with all IDEC states – per occurrence to facilitate file exchange between both Alliance's.	Quarterly	The expected number of states that you will cooperate with for Alliance to Alliance Matching each quarter	1	\$ 1,367.10	\$455.70
3h)	Production Reports via Website views/queries (See Section 1.302 of RFP for minimum)	Quarterly	1 quarterly fee	28	\$0.00	\$0.00
						<b>\$164,429.30</b>
	<b>TASK 4. Compliance Assurance</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
4a)	Compliance assurance	Quarterly	1 quarterly fee	28	\$ 898.38	\$25,154.64
4b)	Face to Face Meetings with FI for compliance issues/resolution.  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						<b>\$25,154.64</b>
	<b>TASK 5. Information sharing via client state and FIDM website</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
5a)	web site development (The Unit Price must be uniform, State by State Alliance Wide)	One time	NA – one time	1	\$ -	\$0.00
5b)	web site maintenance (The Unit Price must be uniform, State by State Alliance Wide)	Yearly	1 year fee	7	\$ 1,594.95	\$11,164.65
						<b>\$11,164.65</b>
	<b>TASK 6. Project Management, Invoicing and Transition</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

6a)	maintenance of account (Account is defined as a state)	Quarterly	1 quarterly fee	28	\$ 1,006.19	\$28,173.32
6b)	Face to Face Meeting with client state or county staff	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00
	Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)  Enter the number of days you will request	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
6c)	Facilitating Alliance calls and webinars	Per occurrence	60 calls per contract term	60	\$ 6.51	\$390.60
6d)	Reimbursing qualified FIs pursuant to state statute/policy. (Only for states who are mandated to reimburse FI's)	Per QTR	All FI's reimbursed. Insert number of quarters or 0 if not applicable.	0	\$ 13.68	\$0.00



6e)	Funding for FI reimbursement	Entire contract term	NA	0		\$0.00
						<b>\$28,563.92</b>
<b>TASK 7. Central Enforcement/Customer Service (Optional by state)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
7a)	Sending Documents. Unit price to include all of contractor's overhead costs and expenses (excluding postage and fax lines – postage and fax lines will be reimbursed separately with no markup)	Per occurrence	1 document packet printed and or transmitted  Enter the # of liens the contractor is sending out on behalf of the State per quarter	0	\$ 2.15	\$0.00
7b)	Postage costs for certified mail delivery if required by FI  *Specific to Texas	Per occurrence	1 document packet mailed via certified mail	0	\$ 4.28	\$0.00
						<b>\$0.00</b>

<b>TASK 8. Maintain Agreements with Financial Institutions</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
8a)	Database development and database maintenance (development to be included in quarterly fee)	Quarterly	1 Quarterly fee	28	\$ 419.24	\$11,738.72
8b)	One-time distribution of new contracts to all current FIs to establish perpetual FIDM agreements between Alliance states and their FIs.	One time	1 per FI	0	\$ 8.38	\$0.00
						\$11,738.72
<b>TASK 9 - To be negotiated by each state. Bidders are not instructed to provide any pricing at this time.</b>						
<b>TASK 10. Fast Levy - automated exchange of account, lien and levy information with Multi-State Fis (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
10a)	<b>Data set. Unit price to create file with all necessary data fields needed for transmission.</b>	Per Occurrence	1 - Data Packet	0	\$ 0.30	\$0.00
10b)	<b>Establish interface with OCSE or State for transmission of data</b>	One time	1 Time Fee	0	\$4,921.88	\$0.00
10c)	<b>Data transmission. Unit price for submission of data to OCSE or state agency</b>	Per Occurrence	1 - Data Packet	0	\$ -	\$0.00
						\$0.00
<b>TASK 11. Electronically formatted documents (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

11a)	<b>Format documents. Unit price to transmit formatted document packets in a format compatible with State's virtual files.</b>	Per Occurrence	1 - Lien Packet	0	\$ 0.60	\$0.00
11b)	<b>Document transmission. Unit price to transmit formatted document packet to State designated site (excluding fax lines - to be reimbursed separately with no markup)</b>	Per Occurrence	1 - Lien Packet	0	\$ -	\$0.00
						<b>\$0.00</b>
						<b>\$279,393.87</b>

				Ohio		
	TASK 1. Outreach to FIs (optional task)	FREQUENCY	DEFINITION OF UNIT	UNIT QUANTITY	UNIT PRICE	7 Year PRICE
1a)	Solicitation through Signature of Existing FI's that have not yet signed up to FIDM (occurrence is defined as execution)	Per occurrence	The # of Existing Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 8.38	\$0.00
1b)	Solicitation through Signature for newly established FIs (excluding mergers)	Per occurrence	The # of NEW Financial Institutions that you anticipate will sign up during each year of the contract term.	10	\$ 19.53	\$1,367.10
1c)	Face to Face Meeting with FI or groups of FIs/ associations  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00



	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)		For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
1d)	Produced materials and reproduction (only with pre-approval from the state)	Per Invoice	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						<b>\$1,367.10</b>
	<b>TASK 2. Services to Financial Institutions and client state</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
2a)	Call center hotline to FIs and client state. An allowance of 300 incoming calls will be included in the quarterly fee.	Quarterly	1 quarter	1	\$ 1,367.10	\$38,278.80

2b)	Every call thereafter please quote cost per call.	Quarterly billing	The expected number of calls in a given quarter that exceed the 300 unlikely calls.	1	\$ 2.28	\$63.84
						<b>\$38,342.64</b>
	<b>TASK 3. Data Matching Services</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
3a)	Matching Method 1 (all accounts method)	Quarterly	The number of FI matched per quarter	0	\$ 27.55	\$0.00
3b)	Matching Method 2 (matched accounts method)	Quarterly	The number of FI matched per quarter	430	\$ 31.15	\$375,046.00
3c)	Paper file data entry	Quarterly	The expected number of hours per quarter	1	\$ 39.06	\$1,093.68
3d)	Secure Internet FT Web site/FTP (Cost can vary from State to State)	One time	NA – one time	0	\$0.00	\$0.00
3e)	State to State matching (Voluntary by State) matching within the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	28	\$ 46.71	\$36,620.64
3f)	State to State matching – (Voluntary by State) matching outside the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	0	\$ 121.87	\$0.00

3g)	Alliance to Alliance matching – (Voluntary by State) matching all FIDM Alliance states with all IDEC states – per occurrence to facilitate file exchange between both Alliance's.	Quarterly	The expected number of states that you will cooperate with for Alliance to Alliance Matching each quarter	1	\$ 1,367.10	\$455.70
3h)	Production Reports via Website views/queries (See Section 1.302 of RFP for minimum)	Quarterly	1 quarterly fee	1	\$0.00	\$0.00
						<b>\$413,216.02</b>
	<b>TASK 4. Compliance Assurance</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
4a)	Compliance assurance	Quarterly	1 quarterly fee	1	\$ 898.38	\$25,154.64
4b)	Face to Face Meetings with FI for compliance issues/resolution.  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						<b>\$25,154.64</b>
	<b>TASK 5. Information sharing via client state and FIDM website</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
5a)	web site development (The Unit Price must be uniform, State by State Alliance Wide)	One time	NA – one time	1	\$ -	\$0.00
5b)	web site maintenance (The Unit Price must be uniform, State by State Alliance Wide)	Yearly	1 year fee	1	\$ 1,594.95	\$11,164.65
						<b>\$11,164.65</b>
	<b>TASK 6. Project Management, Invoicing and Transition</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>



6a)	maintenance of account (Account is defined as a state)	Quarterly	1 quarterly fee	1	\$ 1,006.19	\$28,173.32
6b)	Face to Face Meeting with client state or county staff	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00
	Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)  Enter the number of days you will request	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
6c)	Facilitating Alliance calls and webinars	Per occurrence	60 calls per contract term	60	\$ 6.51	\$390.60
6d)	Reimbursing qualified FIs pursuant to state statute/policy. (Only for states who are mandated to reimburse FI's)	Per QTR	All FI's reimbursed. Insert number of quarters or 0 if not applicable.	0	\$ 13.68	\$0.00

6e)	Funding for FI reimbursement	Entire contract term	NA	0		\$0.00
						<b>\$28,563.92</b>
<b>TASK 7. Central Enforcement/Customer Service (Optional by state)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
7a)	Sending Documents. Unit price to include all of contractor's overhead costs and expenses (excluding postage and fax lines – postage and fax lines will be reimbursed separately with no markup)	Per occurrence	1 document packet printed and or transmitted  Enter the # of liens the contractor is sending out on behalf of the State per quarter	0	\$ 2.15	\$0.00
7b)	Postage costs for certified mail delivery if required by FI  *Specific to Texas	Per occurrence	1 document packet mailed via certified mail	0	\$ 4.28	\$0.00
						<b>\$0.00</b>

<b>TASK 8. Maintain Agreements with Financial Institutions</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
8a)	Database development and database maintenance (development to be included in quarterly fee)	Quarterly	1 Quarterly fee	1	\$ 419.24	\$11,738.72
8b)	One-time distribution of new contracts to all current FIs to establish perpetual FIDM agreements between Alliance states and their FIs.	One time	1 per FI	512	\$ 8.38	\$4,290.56
						\$16,029.28
<b>TASK 9 - To be negotiated by each state. Bidders are not instructed to provide any pricing at this time.</b>						
<b>TASK 10. Fast Levy - automated exchange of account, lien and levy information with Multi-State Fis (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
10a)	<b>Data set. Unit price to create file with all necessary data fields needed for transmission.</b>	Per Occurrence	1 - Data Packet	0	\$ 0.30	\$0.00
10b)	<b>Establish interface with OCSE or State for transmission of data</b>	One time	1 Time Fee	0	\$4,921.88	\$0.00
10c)	<b>Data transmission. Unit price for submission of data to OCSE or state agency</b>	Per Occurrence	1 - Data Packet	0	\$ -	\$0.00
						\$0.00
<b>TASK 11. Electronically formatted documents (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

11a)	<b>Format documents. Unit price to transmit formatted document packets in a format compatible with State's virtual files.</b>	Per Occurrence	1 - Lien Packet	0	\$ 0.60	\$0.00
11b)	<b>Document transmission. Unit price to transmit formatted document packet to State designated site (excluding fax lines - to be reimbursed separately with no markup)</b>	Per Occurrence	1 - Lien Packet	0	\$ -	\$0.00
						<b>\$0.00</b>
						<b>\$533,838.25</b>

				Pennsylvania		
	TASK 1. Outreach to FIs (optional task)	FREQUENCY	DEFINITION OF UNIT	UNIT QUANTITY	UNIT PRICE	7 Year PRICE
1a)	Solicitation through Signature of Existing FI's that have not yet signed up to FIDM (occurrence is defined as execution)	Per occurrence	The # of Existing Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 8.38	\$0.00
1b)	Solicitation through Signature for newly established FIs (excluding mergers)	Per occurrence	The # of NEW Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 19.53	\$0.00
1c)	Face to Face Meeting with FI or groups of FIs/ associations  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)		For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
1d)	Produced materials and reproduction (only with pre-approval from the state)	Per Invoice	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						\$0.00
	<b>TASK 2. Services to Financial Institutions and client state</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
2a)	Call center hotline to FIs and client state. An allowance of 300 incoming calls will be included in the quarterly fee.	Quarterly	1 quarter	1	\$ 1,367.10	\$38,278.80



2b)	Every call thereafter please quote cost per call.	Quarterly billing	The expected number of calls in a given quarter that exceed the 300 unlikely calls.	0	\$ 2.28	\$0.00
						<b>\$38,278.80</b>
	<b>TASK 3. Data Matching Services</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
3a)	Matching Method 1 (all accounts method)	Quarterly	The number of FI matched per quarter	75	\$ 27.55	\$57,855.00
3b)	Matching Method 2 (matched accounts method)	Quarterly	The number of FI matched per quarter	400	\$ 31.15	\$348,880.00
3c)	Paper file data entry	Quarterly	The expected number of hours per quarter	10	\$ 39.06	\$10,936.80
3d)	Secure Internet FT Web site/FTP (Cost can vary from State to State)	One time	NA – one time	1	\$0.00	\$0.00
3e)	State to State matching (Voluntary by State) matching within the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	20	\$ 46.71	\$26,157.60
3f)	State to State matching – (Voluntary by State) matching outside the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	0	\$ 121.87	\$0.00

3g)	Alliance to Alliance matching – (Voluntary by State) matching all FIDM Alliance states with all IDEC states – per occurrence to facilitate file exchange between both Alliance's.	Quarterly	The expected number of states that you will cooperate with for Alliance to Alliance Matching each quarter	1	\$ 1,367.10	\$455.70
3h)	Production Reports via Website views/queries (See Section 1.302 of RFP for minimum)	Quarterly	1 quarterly fee	0	\$0.00	\$0.00
						<b>\$444,285.10</b>
<b>TASK 4. Compliance Assurance</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
4a)	Compliance assurance	Quarterly	1 quarterly fee	1	\$ 898.38	\$25,154.64
4b)	Face to Face Meetings with FI for compliance issues/resolution.  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00



	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						<b>\$25,154.64</b>
	<b>TASK 5. Information sharing via client state and FIDM website</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
5a)	web site development (The Unit Price must be uniform, State by State Alliance Wide)	One time	NA – one time	0	\$ -	\$0.00
5b)	web site maintenance (The Unit Price must be uniform, State by State Alliance Wide)	Yearly	1 year fee	1	\$ 1,594.95	\$11,164.65
						<b>\$11,164.65</b>
	<b>TASK 6. Project Management, Invoicing and Transition</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>



6a)	maintenance of account (Account is defined as a state)	Quarterly	1 quarterly fee	1	\$ 1,006.19	\$28,173.32
6b)	Face to Face Meeting with client state or county staff	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00
	Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)  Enter the number of days you will request	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
6c)	Facilitating Alliance calls and webinars	Per occurrence	60 calls per contract term	1	\$ 6.51	\$6.51
6d)	Reimbursing qualified FIs pursuant to state statute/policy. (Only for states who are mandated to reimburse FI's)	Per QTR	All FI's reimbursed. Insert number of quarters or 0 if not applicable.	0	\$ 13.68	\$0.00

6e)	Funding for FI reimbursement	Entire contract term	NA	0		\$0.00
						<b>\$28,179.83</b>
<b>TASK 7. Central Enforcement/Customer Service (Optional by state)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
7a)	Sending Documents. Unit price to include all of contractor's overhead costs and expenses (excluding postage and fax lines – postage and fax lines will be reimbursed separately with no markup)	Per occurrence	1 document packet printed and or transmitted  Enter the # of liens the contractor is sending out on behalf of the State per quarter	0	\$ 2.15	\$0.00
7b)	Postage costs for certified mail delivery if required by FI  *Specific to Texas	Per occurrence	1 document packet mailed via certified mail	0	\$ 4.28	\$0.00
						<b>\$0.00</b>

<b>TASK 8. Maintain Agreements with Financial Institutions</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
8a)	Database development and database maintenance (development to be included in quarterly fee)	Quarterly	1 Quarterly fee	1	\$ 419.24	\$11,738.72
8b)	One-time distribution of new contracts to all current FIs to establish perpetual FIDM agreements between Alliance states and their FIs.	One time	1 per FI	0	\$ 8.38	\$0.00
						\$11,738.72
<b>TASK 9 - To be negotiated by each state. Bidders are not instructed to provide any pricing at this time.</b>						
<b>TASK 10. Fast Levy - automated exchange of account, lien and levy information with Multi-State Fis (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
10a)	<b>Data set. Unit price to create file with all necessary data fields needed for transmission.</b>	Per Occurrence	1 - Data Packet	0	\$ 0.30	\$0.00
10b)	<b>Establish interface with OCSE or State for transmission of data</b>	One time	1 Time Fee	0	\$4,921.88	\$0.00
10c)	<b>Data transmission. Unit price for submission of data to OCSE or state agency</b>	Per Occurrence	1 - Data Packet	0	\$ -	\$0.00
						\$0.00
<b>TASK 11. Electronically formatted documents (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

11a)	<b>Format documents. Unit price to transmit formatted document packets in a format compatible with State's virtual files.</b>	Per Occurrence	1 - Lien Packet	0	\$ 0.60	\$0.00
11b)	<b>Document transmission. Unit price to transmit formatted document packet to State designated site (excluding fax lines - to be reimbursed separately with no markup)</b>	Per Occurrence	1 - Lien Packet	0	\$ -	\$0.00
						\$0.00
						\$558,801.74

				Texas		
	TASK 1. Outreach to FIs (optional task)	FREQUENCY	DEFINITION OF UNIT	UNIT QUANTITY	UNIT PRICE	7 Year PRICE
1a)	Solicitation through Signature of Existing FI's that have not yet signed up to FIDM (occurrence is defined as execution)	Per occurrence	The # of Existing Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 8.38	\$0.00
1b)	Solicitation through Signature for newly established FIs (excluding mergers)	Per occurrence	The # of NEW Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 19.53	\$0.00
1c)	Face to Face Meeting with FI or groups of FIs/ associations  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)		For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
1d)	Produced materials and reproduction (only with pre-approval from the state)	Per Invoice	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						\$0.00
	<b>TASK 2. Services to Financial Institutions and client state</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
2a)	Call center hotline to FIs and client state. An allowance of 300 incoming calls will be included in the quarterly fee.	Quarterly	1 quarter	28	\$ 1,367.10	\$38,278.80

2b)	Every call thereafter please quote cost per call.	Quarterly billing	The expected number of calls in a given quarter that exceed the 300 unlikely calls.	1	\$ 2.28	\$63.84
						<b>\$38,342.64</b>
	<b>TASK 3. Data Matching Services</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
3a)	Matching Method 1 (all accounts method)	Quarterly	The number of FI matched per quarter	540	\$ 27.55	\$416,556.00
3b)	Matching Method 2 (matched accounts method)	Quarterly	The number of FI matched per quarter	650	\$ 31.15	\$566,930.00
3c)	Paper file data entry	Quarterly	The expected number of hours per quarter	6	\$ 39.06	\$6,562.08
3d)	Secure Internet FT Web site/FTP (Cost can vary from State to State)	One time	NA – one time	0	\$0.00	\$0.00
3e)	State to State matching (Voluntary by State) matching within the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	8	\$ 46.71	\$10,463.04
3f)	State to State matching – (Voluntary by State) matching outside the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	2	\$ 121.87	\$6,824.72



3g)	Alliance to Alliance matching – (Voluntary by State) matching all FIDM Alliance states with all IDEC states – per occurrence to facilitate file exchange between both Alliance's.	Quarterly	The expected number of states that you will cooperate with for Alliance to Alliance Matching each quarter	1	\$ 1,367.10	\$455.70
3h)	Production Reports via Website views/queries (See Section 1.302 of RFP for minimum)	Quarterly	1 quarterly fee	20	\$0.00	\$0.00
						<b>\$1,007,791.54</b>
	<b>TASK 4. Compliance Assurance</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
4a)	Compliance assurance	Quarterly	1 quarterly fee	28	\$ 898.38	\$25,154.64
4b)	Face to Face Meetings with FI for compliance issues/resolution.  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	5	\$ 1,050.00	\$36,750.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	5	\$ 1,050.00	\$36,750.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0	\$40,600.00	\$40,600.00
						<b>\$139,254.64</b>
	<b>TASK 5. Information sharing via client state and FIDM website</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
5a)	web site development (The Unit Price must be uniform, State by State Alliance Wide)	One time	NA – one time	1	\$ -	\$0.00
5b)	web site maintenance (The Unit Price must be uniform, State by State Alliance Wide)	Yearly	1 year fee	7	\$ 1,594.95	\$11,164.65
						<b>\$11,164.65</b>
	<b>TASK 6. Project Management, Invoicing and Transition</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

6a)	maintenance of account (Account is defined as a state)	Quarterly	1 quarterly fee	28	\$ 1,006.19	\$28,173.32
6b)	Face to Face Meeting with client state or county staff  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	1	\$ 1,050.00	\$7,350.00
			(professional time at meeting location only)  Enter the number of days you will request	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0	\$7,700.00	\$7,700.00
6c)	Facilitating Alliance calls and webinars	Per occurrence	60 calls per contract term	60	\$ 6.51	\$390.60
6d)	Reimbursing qualified FIs pursuant to state statute/policy. (Only for states who are mandated to reimburse FI's)	Per QTR	All FI's reimbursed. Insert number of quarters or 0 if not applicable.	0	\$ 13.68	\$0.00

6e)	Funding for FI reimbursement	Entire contract term	NA	0		\$0.00
						<b>\$43,613.92</b>
	<b>TASK 7. Central Enforcement/Customer Service (Optional by state)</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
7a)	Sending Documents. Unit price to include all of contractor's overhead costs and expenses (excluding postage and fax lines – postage and fax lines will be reimbursed separately with no markup)	Per occurrence	1 document packet printed and or transmitted  Enter the # of liens the contractor is sending out on behalf of the State per quarter	6500	\$ 2.15	\$391,300.00
7b)	Postage costs for certified mail delivery if required by FI  *Specific to Texas	Per occurrence	1 document packet mailed via certified mail	1	\$ 4.28	\$119.84
						<b>\$391,419.84</b>

<b>TASK 8. Maintain Agreements with Financial Institutions</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
8a)	Database development and database maintenance (development to be included in quarterly fee)	Quarterly	1 Quarterly fee	28	\$ 419.24	\$11,738.72
8b)	One-time distribution of new contracts to all current FIs to establish perpetual FIDM agreements between Alliance states and their FIs.	One time	1 per FI	0	\$ 8.38	\$0.00
						\$11,738.72
<b>TASK 9 - To be negotiated by each state. Bidders are not instructed to provide any pricing at this time.</b>						
<b>TASK 10. Fast Levy - automated exchange of account, lien and levy information with Multi-State Fis (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
10a)	<b>Data set. Unit price to create file with all necessary data fields needed for transmission.</b>	Per Occurrence	1 - Data Packet	0	\$ 0.30	\$0.00
10b)	<b>Establish interface with OCSE or State for transmission of data</b>	One time	1 Time Fee	0	\$4,921.88	\$0.00
10c)	<b>Data transmission. Unit price for submission of data to OCSE or state agency</b>	Per Occurrence	1 - Data Packet	0	\$ -	\$0.00
						\$0.00
<b>TASK 11. Electronically formatted documents (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

11a)	<b>Format documents. Unit price to transmit formatted document packets in a format compatible with State's virtual files.</b>	Per Occurrence	1 - Lien Packet	0	\$ 0.60	\$0.00
11b)	<b>Document transmission. Unit price to transmit formatted document packet to State designated site (excluding fax lines - to be reimbursed separately with no markup)</b>	Per Occurrence	1 - Lien Packet	0	\$ -	\$0.00
						\$0.00
						\$1,643,325.95

				Utah		
	TASK 1. Outreach to FIs (optional task)	FREQUENCY	DEFINITION OF UNIT	UNIT QUANTITY	UNIT PRICE	7 Year PRICE
1a)	Solicitation through Signature of Existing FI's that have not yet signed up to FIDM (occurrence is defined as execution)	Per occurrence	The # of Existing Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 8.38	\$0.00
1b)	Solicitation through Signature for newly established FIs (excluding mergers)	Per occurrence	The # of NEW Financial Institutions that you anticipate will sign up during each year of the contract term.	10	\$ 19.53	\$1,367.10
1c)	Face to Face Meeting with FI or groups of FIs/ associations  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00



	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)		For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
1d)	Produced materials and reproduction (only with pre-approval from the state)	Per Invoice	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						<b>\$1,367.10</b>
	<b>TASK 2. Services to Financial Institutions and client state</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
2a)	Call center hotline to FIs and client state. An allowance of 300 incoming calls will be included in the quarterly fee.	Quarterly	1 quarter	28	\$ 1,367.10	\$38,278.80





2b)	Every call thereafter please quote cost per call.	Quarterly billing	The expected number of calls in a given quarter that exceed the 300 unlikely calls.	0	\$ 2.28	\$0.00
						<b>\$38,278.80</b>
	<b>TASK 3. Data Matching Services</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
3a)	Matching Method 1 (all accounts method)	Quarterly	The number of FI matched per quarter	60	\$ 27.55	\$46,284.00
3b)	Matching Method 2 (matched accounts method)	Quarterly	The number of FI matched per quarter	60	\$ 31.15	\$52,332.00
3c)	Paper file data entry	Quarterly	The expected number of hours per quarter	0	\$ 39.06	\$0.00
3d)	Secure Internet FT Web site/FTP (Cost can vary from State to State)	One time	NA – one time	0	\$0.00	\$0.00
3e)	State to State matching (Voluntary by State) matching within the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	7	\$ 46.71	\$9,155.16
3f)	State to State matching – (Voluntary by State) matching outside the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	0	\$ 121.87	\$0.00

3g)	Alliance to Alliance matching – (Voluntary by State) matching all FIDM Alliance states with all IDEC states – per occurrence to facilitate file exchange between both Alliance's.	Quarterly	The expected number of states that you will cooperate with for Alliance to Alliance Matching each quarter	1	\$ 1,367.10	\$455.70
3h)	Production Reports via Website views/queries (See Section 1.302 of RFP for minimum)	Quarterly	1 quarterly fee	0	\$0.00	\$0.00
						<b>\$108,226.86</b>
	<b>TASK 4. Compliance Assurance</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
4a)	Compliance assurance	Quarterly	1 quarterly fee	28	\$ 898.38	\$25,154.64
4b)	Face to Face Meetings with FI for compliance issues/resolution.  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						<b>\$25,154.64</b>
	<b>TASK 5. Information sharing via client state and FIDM website</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
5a)	web site development (The Unit Price must be uniform, State by State Alliance Wide)	One time	NA – one time	0	\$ -	\$0.00
5b)	web site maintenance (The Unit Price must be uniform, State by State Alliance Wide)	Yearly	1 year fee	7	\$ 1,594.95	\$11,164.65
						<b>\$11,164.65</b>
	<b>TASK 6. Project Management, Invoicing and Transition</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

6a)	maintenance of account (Account is defined as a state)	Quarterly	1 quarterly fee	28	\$ 1,006.19	\$28,173.32
6b)	Face to Face Meeting with client state or county staff	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00
	Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)  Enter the number of days you will request	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
6c)	Facilitating Alliance calls and webinars	Per occurrence	60 calls per contract term	20	\$ 6.51	\$130.20
6d)	Reimbursing qualified FIs pursuant to state statute/policy. (Only for states who are mandated to reimburse FI's)	Per QTR	All FI's reimbursed. Insert number of quarters or 0 if not applicable.	0	\$ 13.68	\$0.00

6e)	Funding for FI reimbursement	Entire contract term	NA	0		\$0.00
						<b>\$28,303.52</b>
<b>TASK 7. Central Enforcement/Customer Service (Optional by state)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
7a)	Sending Documents. Unit price to include all of contractor's overhead costs and expenses (excluding postage and fax lines – postage and fax lines will be reimbursed separately with no markup)	Per occurrence	1 document packet printed and or transmitted  Enter the # of liens the contractor is sending out on behalf of the State per quarter	0	\$ 2.15	\$0.00
7b)	Postage costs for certified mail delivery if required by FI  *Specific to Texas	Per occurrence	1 document packet mailed via certified mail	0	\$ 4.28	\$0.00
						<b>\$0.00</b>

<b>TASK 8. Maintain Agreements with Financial Institutions</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
8a)	Database development and database maintenance (development to be included in quarterly fee)	Quarterly	1 Quarterly fee	28	\$ 419.24	\$11,738.72
8b)	One-time distribution of new contracts to all current FIs to establish perpetual FIDM agreements between Alliance states and their FIs.	One time	1 per FI	120	\$ 8.38	\$1,005.60
						\$12,744.32
<b>TASK 9 - To be negotiated by each state. Bidders are not instructed to provide any pricing at this time.</b>						
<b>TASK 10. Fast Levy - automated exchange of account, lien and levy information with Multi-State Fis (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
10a)	<b>Data set. Unit price to create file with all necessary data fields needed for transmission.</b>	Per Occurrence	1 - Data Packet	0	\$ 0.30	\$0.00
10b)	<b>Establish interface with OCSE or State for transmission of data</b>	One time	1 Time Fee	0	\$4,921.88	\$0.00
10c)	<b>Data transmission. Unit price for submission of data to OCSE or state agency</b>	Per Occurrence	1 - Data Packet	0	\$ -	\$0.00
						\$0.00
<b>TASK 11. Electronically formatted documents (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

11a)	<b>Format documents. Unit price to transmit formatted document packets in a format compatible with State's virtual files.</b>	Per Occurrence	1 - Lien Packet	0	\$ 0.60	\$0.00
11b)	<b>Document transmission. Unit price to transmit formatted document packet to State designated site (excluding fax lines - to be reimbursed separately with no markup)</b>	Per Occurrence	1 - Lien Packet	0	\$ -	\$0.00
						\$0.00
						\$225,239.89

				Wisconsin		
	TASK 1. Outreach to FIs (optional task)	FREQUENCY	DEFINITION OF UNIT	UNIT QUANTITY	UNIT PRICE	7 Year PRICE
1a)	Solicitation through Signature of Existing FI's that have not yet signed up to FIDM (occurrence is defined as execution)	Per occurrence	The # of Existing Financial Institutions that you anticipate will sign up during each year of the contract term.	0	\$ 8.38	\$0.00
1b)	Solicitation through Signature for newly established FIs (excluding mergers)	Per occurrence	The # of NEW Financial Institutions that you anticipate will sign up during each year of the contract term.	10	\$ 19.53	\$1,367.10
1c)	Face to Face Meeting with FI or groups of FIs/ associations  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00



	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)		For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
1d)	Produced materials and reproduction (only with pre-approval from the state)	Per Invoice	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						\$1,367.10
<b>TASK 2. Services to Financial Institutions and client state</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
2a)	Call center hotline to FIs and client state. An allowance of 300 incoming calls will be included in the quarterly fee.	Quarterly	1 quarter	1	\$ 1,367.10	\$38,278.80



2b)	Every call thereafter please quote cost per call.	Quarterly billing	The expected number of calls in a given quarter that exceed the 300 unlikely calls.	0	\$ 2.28	\$0.00
						<b>\$38,278.80</b>
	<b>TASK 3. Data Matching Services</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
3a)	Matching Method 1 (all accounts method)	Quarterly	The number of FI matched per quarter	99	\$ 27.55	\$76,368.60
3b)	Matching Method 2 (matched accounts method)	Quarterly	The number of FI matched per quarter	230	\$ 31.15	\$200,606.00
3c)	Paper file data entry	Quarterly	The expected number of hours per quarter	10	\$ 39.06	\$10,936.80
3d)	Secure Internet FT Web site/FTP (Cost can vary from State to State)	One time	NA – one time	0	\$0.00	\$0.00
3e)	State to State matching (Voluntary by State) matching within the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	0	\$ 46.71	\$0.00
3f)	State to State matching – (Voluntary by State) matching outside the Alliance – per occurrence to facilitate file exchange between states.	Quarterly	The expected number of states that you will cooperate with for State to State Matching each quarter	0	\$ 121.87	\$0.00

3g)	Alliance to Alliance matching – (Voluntary by State) matching all FIDM Alliance states with all IDEC states – per occurrence to facilitate file exchange between both Alliance's.	Quarterly	The expected number of states that you will cooperate with for Alliance to Alliance Matching each quarter	1	\$ 1,367.10	\$455.70
3h)	Production Reports via Website views/queries (See Section 1.302 of RFP for minimum)	Quarterly	1 quarterly fee	0	\$0.00	\$0.00
						<b>\$288,367.10</b>
<b>TASK 4. Compliance Assurance</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
4a)	Compliance assurance	Quarterly	1 quarterly fee	1	\$ 898.38	\$25,154.64
4b)	Face to Face Meetings with FI for compliance issues/resolution.  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00

	professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.		(professional time at meeting location only)	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
						<b>\$25,154.64</b>
	<b>TASK 5. Information sharing via client state and FIDM website</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
5a)	web site development (The Unit Price must be uniform, State by State Alliance Wide)	One time	NA – one time	0	\$ -	\$0.00
5b)	web site maintenance (The Unit Price must be uniform, State by State Alliance Wide)	Yearly	1 year fee	1	\$ 1,594.95	\$11,164.65
						<b>\$11,164.65</b>
	<b>TASK 6. Project Management, Invoicing and Transition</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>



6a)	maintenance of account (Account is defined as a state)	Quarterly	1 quarterly fee	1	\$ 1,006.19	\$28,173.32
6b)	Face to Face Meeting with client state or county staff  Meetings will be set only at state direction and with pre-approval. Contractor will be compensated for professional time upon arrival at client state (per day basis) of an IT specialist and/or a FIDM program staff person.	Per occurrence	1 staff- person for 1 day of consultation. Enter the number of days you will request assistance per profession in a year.	0	\$ 1,050.00	\$0.00
			(professional time at meeting location only)  Enter the number of days you will request	0	\$ 1,050.00	\$0.00
	(travel expenses are reimbursed separately at state rates only - reimbursement by the state "at cost" no mark-up)	N/A	For budgeting purposes, if applicable enter in a total 7 year amount.	0		\$0.00
6c)	Facilitating Alliance calls and webinars	Per occurrence	60 calls per contract term	12	\$ 6.51	\$78.12
6d)	Reimbursing qualified FIs pursuant to state statute/policy. (Only for states who are mandated to reimburse FI's)	Per QTR	All FI's reimbursed. Insert number of quarters or 0 if not applicable.	150	\$ 13.68	\$57,456.00

6e)	Funding for FI reimbursement	Entire contract term	NA	150		\$0.00
						<b>\$85,707.44</b>
	<b>TASK 7. Central Enforcement/Customer Service (Optional by state)</b>	<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
7a)	Sending Documents. Unit price to include all of contractor's overhead costs and expenses (excluding postage and fax lines – postage and fax lines will be reimbursed separately with no markup)	Per occurrence	1 document packet printed and or transmitted  Enter the # of liens the contractor is sending out on behalf of the State per quarter		\$ 2.15	\$0.00
7b)	Postage costs for certified mail delivery if required by FI  *Specific to Texas	Per occurrence	1 document packet mailed via certified mail	0	\$ 4.28	\$0.00
						<b>\$0.00</b>

<b>TASK 8. Maintain Agreements with Financial Institutions</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
8a)	Database development and database maintenance (development to be included in quarterly fee)	Quarterly	1 Quarterly fee	1	\$ 419.24	\$11,738.72
8b)	One-time distribution of new contracts to all current FIs to establish perpetual FIDM agreements between Alliance states and their FIs.	One time	1 per FI	512	\$ 8.38	\$4,290.56
						\$16,029.28
<b>TASK 9 - To be negotiated by each state. Bidders are not instructed to provide any pricing at this time.</b>						
<b>TASK 10. Fast Levy - automated exchange of account, lien and levy information with Multi-State Fis (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>
10a)	<b>Data set. Unit price to create file with all necessary data fields needed for transmission.</b>	Per Occurrence	1 - Data Packet	0	\$ 0.30	\$0.00
10b)	<b>Establish interface with OCSE or State for transmission of data</b>	One time	1 Time Fee	0	\$4,921.88	\$0.00
10c)	<b>Data transmission. Unit price for submission of data to OCSE or state agency</b>	Per Occurrence	1 - Data Packet	0	\$ -	\$0.00
						\$0.00
<b>TASK 11. Electronically formatted documents (Optional by State)</b>		<b>FREQUENCY</b>	<b>DEFINITION OF UNIT</b>	<b>UNIT QUANTITY</b>	<b>UNIT PRICE</b>	<b>7 Year PRICE</b>

11a)	<b>Format documents. Unit price to transmit formatted document packets in a format compatible with State's virtual files.</b>	Per Occurrence	1 - Lien Packet	0	\$ 0.60	\$0.00
11b)	<b>Document transmission. Unit price to transmit formatted document packet to State designated site (excluding fax lines - to be reimbursed separately with no markup)</b>	Per Occurrence	1 - Lien Packet	0	\$ -	\$0.00
						\$0.00
						\$466,069.01



# SCHEDULE E - DATA SECURITY REQUIREMENTS

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- 1 Definitions.** For purposes of this Schedule, the following terms have the meanings set forth below. All initial capitalized terms in this Schedule that are not defined in this Schedule shall have the respective meanings given to them in the Contract.

**“Contractor Security Officer”** has the meaning set forth in **Section 2** of this Schedule.

**“FedRAMP”** means the Federal Risk and Authorization Management Program, which is a federally approved risk management program that provides a standardized approach for assessing and monitoring the security of cloud products and services.

**“FISMA”** means the Federal Information Security Modernization Act of 2014 (Pub.L. No. 113-283 (Dec. 18, 2014)).

**“Hosted Provider”** means any Permitted Subcontractor that is providing any or all of the Hosted Services under this Contract.

**“Hosted Services”** means the hosting, management and operation of the operating environment, Software, other services (including support and subcontracted services), and related resources for remote electronic access and use by the State and its authorized users, including any services and facilities related to disaster recovery obligations.

**“NIST”** means the National Institute of Standards and Technology.

**“PCI”** means the Payment Card Industry.

**“PSP”** or **“PSPs”** means the State’s IT Policies, Standards and Procedures

**“SSAE”** means Statement on Standards for Attestation Engagements.

**“Security Accreditation Process”** has the meaning set forth in **Section 6** of this Schedule.

- 2 Security Officer.** Contractor will appoint a Contractor employee to respond to the State’s inquiries regarding the security of the Hosted Services who has sufficient knowledge of the security of the Hosted Services and the authority to act on behalf of Contractor in matters pertaining thereto (**“Contractor Security Officer”**).
- 3 Contractor Responsibilities.** Contractor is responsible for establishing and maintaining a data privacy and information security program, including physical, technical, administrative, and organizational safeguards, that is designed to:
- (a) ensure the security and confidentiality of the State Data;
  - (b) protect against any anticipated threats or hazards to the security or integrity of the State Data;
  - (c) protect against unauthorized disclosure, access to, or use of the State Data;
  - (d) ensure the proper disposal of any State Data in Contractor’s or its subcontractor’s possession; and

- (e) ensure that all Contractor Representatives comply with the foregoing.

The State has established Information Technology (IT) PSPs to protect IT resources under the authority outlined in the overarching State 1305.00 Enterprise IT Policy. In no case will the safeguards of Contractor's data privacy and information security program be less stringent than the safeguards used by the State, and Contractor must at all times comply with all applicable public and non-public State IT policies and standards, of which the publicly available ones are at: [https://www.michigan.gov/dtmb/0,5552,7-358-82547\\_56579\\_56755---,00.html](https://www.michigan.gov/dtmb/0,5552,7-358-82547_56579_56755---,00.html)

- 4 Acceptable Use Policy.** To the extent that Contractor has access to the State's IT environment, Contractor must comply with the State's Acceptable Use Policy, see [ents/dtmb/1340.00.01\\_Acceptable\\_Use\\_of\\_Information\\_Technology\\_Standard\\_458958\\_7.pdf](#). All Contractor Personnel will be required, in writing, to agree to the State's Acceptable Use Policy before accessing State systems. The State reserves the right to terminate Contractor's and/or subcontractor(s) or any Contractor Personnel's access to State systems if the State determines a violation has occurred.
- 5 Protection of the State's Information.** Throughout the Term and at all times in connection with its actual or required performance of the Services, Contractor will:
  - 5.1 If Hosted Services are provided by a Hosting Provider, ensure each Hosting Provider maintains FedRAMP authorization for all Hosted Services environments throughout the Term, and in the event a Hosting Provider is unable to maintain FedRAMP authorization, the State, at its sole discretion, may either a) require the Contractor to move the Software and State Data to an alternative Hosting Provider selected and approved by the State at Contractor's sole cost and expense without any increase in Fees, or b) immediately terminate this Contract for cause pursuant to **Section 15.1** of the Contract;
  - 5.2 for Hosted Services provided by the Contractor, maintain either a FedRAMP authorization or an annual SSAE SOC 2 Type II audit based on State required NIST Special Publication 800-53 MOD Controls using identified controls and minimum values as established in applicable State PSPs.
  - 5.3 ensure that the Software and State Data is securely hosted, supported, administered, accessed, and backed up in a data center(s) that resides in the continental United States, and minimally meets Uptime Institute Tier 3 standards ([www.uptimeinstitute.com](http://www.uptimeinstitute.com)), or its equivalent.
  - 5.4 maintain and enforce an information security program including safety and physical and technical security policies and procedures with respect to its Processing of the State Data that complies with the requirements of the State's data security policies as set forth in this Contract, and must, at a minimum, remain compliant with FISMA and NIST Special Publication 800-53 MOD Controls using identified controls and minimum values as established in applicable State PSPs.
  - 5.5 provide technical and organizational safeguards against accidental, unlawful or unauthorized access to or use, destruction, loss, alteration, disclosure, encryption,

transfer, commingling or processing of such information that ensure a level of security appropriate to the risks presented by the processing of State Data and the nature of such State Data, consistent with best industry practice and applicable standards (including, but not limited to, compliance with FISMA, NIST, CMS, IRS, FBI, SSA, HIPAA, FERPA and PCI requirements as applicable).

5.6 take all reasonable measures to:

- (a) secure and defend all locations, equipment, systems and other materials and facilities employed in connection with the Services against “hackers” and others who may seek, without authorization, to disrupt, damage, modify, access or otherwise use Contractor Systems or the information found therein; and
- (b) prevent (i) the State and its Authorized Users from having access to the data of other customers or such other customer’s users of the Services; (ii) State Data from being commingled with or contaminated by the data of other customers or their users of the Services; and (iii) unauthorized access to any of the State Data.

5.7 ensure that State Data is encrypted in transit and at rest using FIPS validated AES encryption modules and a key size of 256 bits or higher.

5.8 ensure the Hosted Services support Identity Federation/Single Sign-on (SSO) capabilities using Security Assertion Markup Language (SAML), Open Authentication (OAuth) or comparable State approved mechanisms.

5.9 ensure the Hosted Services implements NIST compliant multi-factor authentication for privileged/administrative and other identified access.

**6 Security Accreditation Process.** Throughout the Term, Contractor will assist the State, at no additional cost, with its **Security Accreditation Process**, which includes the development, completion and on-going maintenance of a system security plan (SSP) using the State’s automated governance, risk and compliance (GRC) platform, which requires Contractor to submit evidence, upon request from the State, in order to validate Contractor’s security controls within two weeks of the State’s request. On an annual basis, or as otherwise required by the State such as for significant changes, re-assessment of the system’s controls will be required to receive and maintain authority to operate (ATO). All identified risks from the SSP will be remediated through a Plan of Action and Milestones (POAM) process with remediation time frames based on the risk level of the identified risk. For all findings associated with the Contractor’s solution, at no additional cost, Contractor will be required to create or assist with the creation of State approved POAMs and perform related remediation activities. The State will make any decisions on acceptable risk, Contractor may request risk acceptance, supported by compensating controls, however only the State may formally accept risk. Failure to comply with this section will be deemed a material breach of the Contract.

**7 Unauthorized Access.** Contractor may not access, and shall not permit any access to, State systems, in whole or in part, whether through the Hosted Services or otherwise, without the State’s express prior written authorization. Such authorization may be revoked by the State

in writing at any time in its sole discretion. Any access to State systems must be solely in accordance with the Contract and this Schedule, and in no case exceed the scope of the State's authorization pursuant to this Section. All State-authorized connectivity or attempted connectivity to State systems shall be only through the State's security gateways and firewalls and in compliance with the State's security policies set forth in the Contract as the same may be supplemented or amended by the State and provided to Contractor from time to time.

## **8 Security Audits.**

- 8.1 During the Term, Contractor will maintain complete and accurate records of its data protection practices, IT security controls, and the security logs relating to State Data, including but not limited to any backup, disaster recovery or other policies, practices or procedures relating to the State Data and any other information relevant to its compliance with this Contract.
- 8.2 Without limiting any other audit rights of the State, the State has the right to review Contractor's data privacy and information security program prior to the commencement of Services and from time to time during the term of this Contract. The State, at its own expense, is entitled to perform, or to have performed, an on-site audit of Contractor's data privacy and information security program. If the State chooses to perform an on-site audit, Contractor will, make all such records, appropriate personnel and relevant materials available during normal business hours for inspection and audit by the State or an independent data security expert that is reasonably acceptable to Contractor, provided that the State: (i) gives Contractor at least five (5) Business Days prior notice of any such audit; (ii) undertakes such audit no more than once per calendar year, except for good cause shown; and (iii) conducts or causes to be conducted such audit in a manner designed to minimize disruption of Contractor's normal business operations and that complies with the terms and conditions of all data confidentiality, ownership, privacy, security and restricted use provisions of the Contract. The State may, but is not obligated to, perform such security audits, which shall, at the State's option and request, include penetration and security tests, of any and all Hosted Services and their housing facilities and operating environments.
- 8.3 During the Term, Contractor will, when requested by the State, provide a copy of Contractor's and Hosting Provider's FedRAMP System Security Plan(s) or SOC 2 Type 2 report(s) to the State within two weeks of the State's request. The System Security Plan and SSAE audit reports will be recognized as Contractor's Confidential Information.
- 8.4 With respect to State Data, Contractor must implement any required safeguards as identified by the State or by any audit of Contractor's data privacy and information security program.
- 8.5 The State reserves the right, at its sole election, to immediately terminate this Contract or a Statement of Work without limitation and without liability if the State determines that Contractor fails or has failed to meet its obligations under this **Section 8**.

- 9 Application Scanning.** During the Term, Contractor must, at its sole cost and expense, scan all Contractor provided applications, and must analyze, remediate and validate all vulnerabilities identified by the scans as required by the State Secure Web Application and other applicable PSPs.

Contractor's application scanning and remediation must include each of the following types of scans and activities:

- 9.1 Dynamic Application Security Testing (DAST) – Scanning interactive application for vulnerabilities, analysis, remediation, and validation (may include Interactive Application Security Testing (IAST)).
  - (a) Contractor must either a) grant the State the right to dynamically scan a deployed version of the Software; or b) in lieu of the State performing the scan, Contractor must dynamically scan a deployed version of the Software using a State approved application scanning tool and provide the State a vulnerabilities assessment after Contractor has completed such scan. These scans and assessments i) must be completed and provided to the State quarterly (dates to be provided by the State) and for each major release; and ii) scans must be completed in a non-production environment with verifiable matching source code and supporting infrastructure configurations or the actual production environment.
- 9.2 Static Application Security Testing (SAST) - Scanning Source Code for vulnerabilities, analysis, remediation, and validation.
  - (a) For Contractor provided applications, Contractor, at its sole expense, must provide resources to complete static application source code scanning, including the analysis, remediation and validation of vulnerabilities identified by application Source Code scans. These scans must be completed for all Source Code initially, for all updated Source Code, and for all Source Code for each major release and Contractor must provide the State a vulnerability assessment after Contractor has completed the required scans.
- 9.3 Software Composition Analysis (SCA) – Third Party and/or Open-Source Scanning for vulnerabilities, analysis, remediation, and validation.
  - (a) For Software that includes third party and open-source software, all included third party and open-source software must be documented and the source supplier must be monitored by the Contractor for notification of identified vulnerabilities and remediation. SCA scans may be included as part of SAST and DAST scanning or employ the use of an SCA tool to meet the scanning requirements. These scans must be completed for all third party and open-source software initially, for all updated third party and open-source software, and for all third party and open-source software in each major release and Contractor must provide the State a vulnerability assessment after Contractor has completed the required scans if not provided as part of SAST and/or DAST reporting.

9.4 In addition, application scanning and remediation may include the following types of scans and activities if required by regulatory or industry requirements, data classification or otherwise identified by the State.

- (a) If provided as part of the solution, all native mobile application software must meet these scanning requirements including any interaction with an application programming interface (API).
- (b) Penetration Testing – Simulated attack on the application and infrastructure to identify security weaknesses.

## **10 Infrastructure Scanning.**

10.1 For Hosted Services, Contractor must ensure the infrastructure and applications are scanned using an approved scanning tool (Qualys, Tenable, or other PCI Approved Vulnerability Scanning Tool) at least monthly and provide the scan's assessments to the State in a format that is specified by the State and used to track the remediation. Contractor will ensure the remediation of issues identified in the scan according to the remediation time requirements documented in the State's PSPs.

## **11 Nonexclusive Remedy for Security Breach.**

11.1 Any failure of the Services to meet the requirements of this Schedule with respect to the security of any State Data or other Confidential Information of the State, including any related backup, disaster recovery or other policies, practices or procedures, is a material breach of the Contract for which the State, at its option, may terminate the Contract immediately upon written notice to Contractor without any notice or cure period, and Contractor must promptly reimburse to the State any Fees prepaid by the State prorated to the date of such termination.

# **SCHEDULE E - EXHIBIT 1 - CONTRACTOR'S DISASTER RECOVERY PLAN**

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The State has a copy of the Contractor's Disaster Recovery Plan.

# SCHEDULE F - FEDERAL PROVISIONS

## ADDENDUM

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This addendum applies to purchases that will be paid for in whole or in part with funds obtained from the federal government. The provisions below are required, and the language is not negotiable. If any provision below conflicts with the State's terms and conditions, including any attachments, schedules, or exhibits to the State's Contract, the provisions below take priority to the extent a provision is required by federal law; otherwise, the order of precedence set forth in the Contract applies. Hyperlinks are provided for convenience only; broken hyperlinks will not relieve Contractor from compliance with the law.

### 1. Equal Employment Opportunity

If this Contract is a **"federally assisted construction contract"** as defined in [41 CFR Part 60-1.3](#), and except as otherwise may be provided under [41 CFR Part 60](#), then during performance of this Contract, the Contractor agrees as follows:

- 1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:  
Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- 2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- 3) The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation



conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.

- 4) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 5) The Contractor will comply with all provisions of [Executive Order 11246](#) of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- 6) The Contractor will furnish all information and reports required by [Executive Order 11246](#) of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- 7) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in [Executive Order 11246](#) of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in [Executive Order 11246](#) of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- 8) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of [Executive Order 11246](#) of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, that if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency,

instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

#### **Davis-Bacon Act (Prevailing Wage)**

If this Contract is a **prime construction contract** in excess of \$2,000, the Contractor (and its Subcontractors) must comply with the Davis-Bacon Act ([40 USC 3141-3148](#)) as supplemented by Department of Labor regulations ([29 CFR Part 5](#), "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"), and during performance of this Contract the Contractor agrees as follows:

- 1) All transactions regarding this contract shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141- 3144, and 3146-3148) and the requirements of 29C.F.R. pt. 5 as may be applicable. The contractor shall comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable.
- 2) Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- 3) Additionally, contractors are required to pay wages not less than once a week.

#### **Copeland "Anti-Kickback" Act**

If this Contract is a contract for construction or repair work in excess of \$2,000 where the Davis-Bacon Act applies, the Contractor must comply with the Copeland “Anti-Kickback” Act ([40 USC 3145](#)), as supplemented by Department of Labor regulations ([29 CFR Part 3](#), “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”), which prohibits the Contractor and subrecipients from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled, and during performance of this Contract the Contractor agrees as follows:

- 1) **Contractor.** The Contractor shall comply with 18 U.S.C. §874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.
- 2) **Subcontracts.** The Contractor or Subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA or the applicable federal awarding agency may by appropriate instructions require, and also a clause requiring the Subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
- 3) **Breach.** A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a Contractor and Subcontractor as provided in 29 C.F.R. § 5.12.

#### **Contract Work Hours and Safety Standards Act**

If the Contract is **in excess of \$100,000** and **involves the employment of mechanics or laborers**, the Contractor must comply with [40 USC 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)), as applicable, and during performance of this Contract the Contractor agrees as follows:

- 1) **Overtime requirements.** No Contractor or Subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- 2) **Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the clause set forth in paragraph (1) of this section the Contractor and any Subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and Subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory),

for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard work week of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

- 3) **Withholding for unpaid wages and liquidated damages.** The State shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or Subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
- 4) **Subcontracts.** The Contractor or Subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the Subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

#### **Rights to Inventions Made Under a Contract or Agreement**

If the Contract is funded by a federal “funding agreement” as defined under [37 CFR §401.2\(a\)](#) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

#### **Clean Air Act and the Federal Water Pollution Control Act**

If this Contract is **in excess of \$150,000**, the Contractor must comply with all applicable standards, orders, and regulations issued under the Clean Air Act ([42 USC 7401-7671q](#)) and the Federal Water Pollution Control Act ([33 USC 1251-1387](#)), and during performance of this Contract the Contractor agrees as follows:

##### **Clean Air Act**

1. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
2. The Contractor agrees to report each violation to the State and understands and agrees

that the State will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency or the applicable federal awarding agency, and the appropriate Environmental Protection Agency Regional Office.

3. The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA or the applicable federal awarding agency.

#### **Federal Water Pollution Control Act**

1. The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
2. The Contractor agrees to report each violation to the State and understands and agrees that the State will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency or the applicable federal awarding agency, and the appropriate Environmental Protection Agency Regional Office.
3. The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA or the applicable federal awarding agency.

#### **Debarment and Suspension**

A “contract award” (see [2 CFR 180.220](#)) must not be made to parties listed on the government-wide exclusions in the [System for Award Management](#) (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement [Executive Orders 12549](#) ([51 FR 6370; February 21, 1986](#)) and 12689 ([54 FR 34131; August 18, 1989](#)), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than [Executive Order 12549](#).

- 1) This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor’s principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- 2) The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- 3) This certification is a material representation of fact relied upon by the State. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the State, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

- 4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

#### **Byrd Anti-Lobbying Amendment**

Contractors who apply or bid for an award of **\$100,000 or more** shall file the required certification in *Exhibit 1 – Byrd Anti-Lobbying Certification* below. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

#### **Procurement of Recovered Materials**

Under [2 CFR 200.322](#), Contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

- 1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:
  - a. Competitively within a timeframe providing for compliance with the contract performance schedule.
  - b. Meeting contract performance requirements; or
  - c. At a reasonable price.
- 2) Information about this requirement, along with the list of EPA- designated items, is available at EPA’s Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
- 3) The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

#### **Additional FEMA Contract Provisions.**

The following provisions apply to purchases that will be paid for in whole or in part with funds obtained from the Federal Emergency Management Agency (FEMA):

- 1) **Access to Records.** The following access to records requirements apply to this contract:
  - a. The Contractor agrees to provide the State, the FEMA Administrator, the Comptroller

General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

- b. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- c. The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

In compliance with the Disaster Recovery Act of 2018, the State and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

**2) Changes.**

See the provisions regarding modifications or change notice in the Contract Terms.

**3) DHS Seal Logo and Flags.**

The Contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

**4) Compliance with Federal Law, Regulations, and Executive Orders.**

This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. The Contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.

**5) No Obligation by Federal Government.**

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the State, Contractor, or any other party pertaining to any matter resulting from the Contract.”

**6) Program Fraud and False or Fraudulent Statements or Related Acts**

The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor’s actions pertaining to this contract.