

DEPARTMENT OF HUMAN RESOURCES

SOLICITATION NOTICE

PROPOSALS ARE BEING ACCEPTED FOR THE FOLLOWING:

DHR – Office of Budget and Finance STATE ADMINISTRATION

DHR SOLICITATION NUMBER: OBF/CARM/09-006-S

DESCRIPTION: Title IV-E Funding Review

SUMMARY STATEMENT: The Department of Human Resources, Office of Budget and Finance, herein referred to as the “Department” is seeking proposals for a contractor to conduct reviews of 300 Baltimore City Department of Social Services out-of-home foster care placements to ensure that a positive eligibility determination has been made for children who are eligible for Title IV-E funding, and that retroactive and prospective federal claiming is completed for those children.

REQUIREMENTS: The Contractor shall:

1. Schedule an on-site meeting with Department staff to discuss the work, and secure access to necessary records, files, claims, and associated documentation relative to the claims documentation and submission process.
2. Review each interpretation related to establishing and maintaining Title IV-E eligibility policy with Department staff to ensure agreement on policies and/or procedures that the contractor proposes to follow.
3. Develop a plan to conduct the 300 case-by-case reviews.
4. Before starting case reviews, complete reviews of a representative sample of cases to allow for identification of policy issues and establishment of the State quality assurance and claiming process.
5. Implement the plan to review cases.

ADDITIONAL INFORMATION: This is a **Small Business Reserve Procurement** under COMAR 21.11.01.06. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, §§14-501 —14-505, Annotated Code of Maryland, and that are registered with the Department of General Services Small Business Reserve Program are eligible for award of a contract.

USER AGENCY: Cost Allocation and Revenue Management Division

BIDS DUE: 2:00 p.m. Thursday, April 16, 2009

BASIS FOR AWARD: A single Contract will be awarded to the responsible Offeror whose Proposal presents the most advantageous offer to the State considering evaluation of the Offeror's Technical Proposal and Price.

VENDORS INTERESTED IN SUBMITTING A PROPOSAL ON THE ABOVE LISTED PROJECT SHOULD DIRECT INQUIRES TO:

James Redditt, Procurement Officer
Department of Human Resources
Procurement Division
311 West Saratoga Street, Room 940
Baltimore, MD 21201
(410) 767-7675/Office
(410) 333-0258/Fax
Jredditt@dhr.state.md.us

Note: Facsimile or Electronic Proposals will NOT be accepted.

Solicitation documents are available on eMaryland Marketplace at www.emarylandmarketplace.com under Solicitation # **N00SO252782**.

Minority Business Enterprises are encouraged to respond to this solicitation.