

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/11-002-S

DESCRIPTION: Title IV-E Assessment

SUMMARY STATEMENT: The Department of Human Resources, Cost Allocation and Revenue Management Division (CARM), intends to acquire contractual services for the purpose of assisting the department to perform an assessment of the Department's Title IV-E administrative claiming process to identify specific tasks and related timelines that would be necessary to help the department develop a plan that would be approved by the federal government to allow the state to once again implement claiming for Title IV-E Candidates for Foster Care.

REQUIREMENTS: The Contractor shall:

- A. Review current Random Moment Time Study, the previous claiming procedures for Title IV-E administrative claiming for Candidates for Foster Care and the DHHS concerns of the previous claiming.
- B. As appropriate, identify alternatives and recommend revisions to the Random Moment Time Study to claim for Candidates for Foster Care.
- C. Provide a draft project plan that includes a detailed task list and estimated timeline for completion of the project to develop a draft plan to claim for Candidates for Foster Care.
- D. Provide a draft Candidacy Plan for submission to the Administration for Children and Families (ACF).

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: 3:00 p.m. Monday, January 10, 2011

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 946
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 # **N00SO283949**.

Minority Business Enterprises are encouraged to respond to this solicitation.