



State of New Hampshire
Department of Health and Human Services

REQUEST FOR APPLICATIONS

FOR

Women, Infants, and Children (WIC) Nutritional Services
Compliance Investigator

RFA-2024-DPHS-07-WICNU

RELEASE DATE: December 15, 2023

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1. PURPOSE AND OVERVIEW

1.1. Introduction The New Hampshire Department of Health and Human Services, Division of Public Health Services (“Department”) is seeking responses to this Request for Applications (solicitation) from qualified individuals or vendors to perform random, covert compliance checks on New Hampshire Women, Infants, and Children (WIC) authorized food retailers to ensure compliance with federal WIC requirements.

The Department anticipates awarding one (1) contract for the services in this solicitation.

1.2. Information The information in the table below is as anticipated by the Department. All information is subject to change, the availability of funds, and/or approval by the Governor and Executive Council.

Contract Effective Date	Upon Governor and Executive Council approval	
Contract End Date	June 30, 2026	
Renewal Options	The Department may extend contracted services for up to two (2) additional years.	
Funding for the resulting contract is anticipated to be approximately:	See Subsection 2.5, Finance.	
Funding Source	The Department anticipates using Federal funds for resulting contract.	
	Assistance Listing #	10.557
	Award Name	Women, Infants, and Children
Point of Contact	Kristine Nikitas, Contract Specialist Kristine.O.Nikitas@dhhs.nh.gov 603-271-9029	
<p>From the date of release of this solicitation until an award is made and announced regarding the selection of a Vendor, all communication with personnel employed by or under contract with the Department regarding this solicitation is prohibited unless first approved by the Point of Contact listed above. Department employees have been directed not to hold conferences and/or discussions concerning this solicitation with any potential contractor during the selection process, unless otherwise authorized by the Point of Contact. Vendors may be disqualified for violating this restriction on communications.</p>		

1.3. Procurement

All times are according to Eastern Time. The Department reserves the right to modify these dates and times at its sole discretion.		
	Action	Date
1.	Solicitation Released	12/15/2023
2.	Letter of Intent Submission Deadline (optional)	12/22/2023
3.	Questions Submission Deadline	12/29/2023 12:00PM - Noon

4.	Department Response to Questions Published	1/5/2024
5.	Vendor Solicitation Response Due Date	1/15/2024 12:00PM - Noon

1.4. Background New Hampshire Department of Health and Human Services, Division of Public Health Services, WIC Program

1.4.1. The Division of Public Health Services, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) is responsible for serving residents of the State of New Hampshire whose income falls at or below 185% of the federal poverty line and who are either pregnant, new mothers, infants, or children up to five (5) years of age and at nutritional risk. The WIC program serves residents by supporting healthier diets through nutrition counseling and education, health and social service referrals, and may improve nutrition security among children through their supplemental food package.

2. STATEMENT OF WORK

2.1. Scope of Services

- 2.1.1. The selected Applicant must complete WIC compliance investigations for a minimum of five (5) percent of all WIC-authorized food retailers.
- 2.1.2. The selected Applicant must conduct investigative services, as directed by the Department, to monitor high-risk food retailers for WIC Nutrition Program compliance. High-risk food retailer criteria includes, but is not limited to:
 - 2.1.1.1 Low variance in benefit prices;
 - 2.1.1.2 High mean in benefit prices;
 - 2.1.1.3 All benefits redeemed in one transaction;
 - 2.1.1.4 Multiple participant complaints against retailer;
 - 2.1.1.5 Newly authorized WIC-retailers;
 - 2.1.1.6 High volume of WIC transactions; and
 - 2.1.1.7 Transactions occurring after hours.
- 2.1.3. The selected Applicant must conduct investigations at times and locations determined by the Department. The Department will determine how many authorized food retailers will be investigated, the number of visits required for each food retailer, and the time frame for the investigation to be completed.
- 2.1.4. The selected Applicant must conduct additional compliance visits, as determined by the Department, for any food retailer not under compliance.
- 2.1.5. The selected Applicant must donate purchased food to organizations determined by the Department.

- 2.1.6. The selected Applicant must:
 - 2.1.6.1. Enter the assigned WIC authorized food retailer store(s) posing as a WIC participant, personal representative or proxy, and not reveal they are a covert WIC compliance investigator.
 - 2.1.6.2. Document the donation of food purchased on the proper form provided by the WIC Program.
 - 2.1.6.3. Meet with the WIC Vendor Coordinator via telephone or in person at agreed upon times.
 - 2.1.6.4. Not share the unique and confidential PIN number with any individual.
 - 2.1.6.5. Return all equipment, supplies and eWIC card to the Department at the conclusion of the contract period.
 - 2.1.6.6. Be available by phone or in person to provide testimony at Administrative Hearings as needed.
- 2.1.7. The selected Applicant must keep all information discovered and reported during a compliance buy investigation confidential.
- 2.1.8. The selected Applicant must sign a Confidentiality Agreement that protects the confidentiality of all oral, written, and electronic records.
- 2.1.9. The selected Applicant must document and submit the number of hours worked, and the names and locations of the food retailer store(s) visited to the Department by the fifteenth (15) day of each month, following the month in which the services were provided.

2.2. Meetings and Trainings

- 2.2.1. The selected Applicant must participate in a one-half (1/2) day training at the Department Offices, and one-half (1/2) day in the field. Training includes, but is not limited to:
 - 2.2.1.1. WIC 101 Training.
 - 2.2.1.2. Compliance Buyer forms.
 - 2.2.1.3. WIC retailer store tours.
- 2.2.2. The selected Applicant must meet with the Department's WIC Vendor Coordinator at agreed upon times to review reports, photos, donation logs, and undercover purchases.
- 2.2.3. The selected Applicant must participate in meetings with the Department on a monthly basis, or as otherwise requested by the Department.

2.3. Reporting

- 2.3.1. The selected Applicant must complete a Vendor Investigation Report summarizing the events of a compliance visit immediately upon exiting an authorized food retailer store.
- 2.3.2. The selected Applicant must submit Vendor Investigation Reports to the Department within one (1) week of compliance buys.
- 2.3.3. The selected Applicant must submit all documentation related to undercover purchases, purchase donations, and photos to the Department within one (1) week of compliance buys.

2.4. Mandatory Questions

- Q1** *Describe your ability to perform the entire scope of services in this RFA.*
- Q2** *Describe your in completing compliance monitoring and reviews. What is your experience with the WIC program? What is your experience with compliance purchases and/or 'secret shopper' programs?*
- Q3** *Describe your written and verbal communication skills. Describe your experience writing consumer investigative reports.*
- Q4** *Describe your ability to work independently and within a variety of shopping scenarios and retail locations.*

2.5. Finance

- 2.5.1. Funding is anticipated to be available for the resulting contract(s) as follows:

State Fiscal Year	Funding Amount
SFY24	\$2,497
SFY25	\$4,995
SFY26	\$4,995
TOTAL	\$12,487

- 2.5.2. Funds are anticipated to be available in the State Fiscal Years identified above with the ability to adjust encumbrances between state fiscal years, if needed and justified.
- 2.5.3. Funding is provided by the Department at an hourly rate of \$45, inclusive of travel and mileage, not to exceed the price limitation, for services provided as described in the Scope of Services. The selected Applicant shall be paid only for the actual number of hours services are provided.

Remainder of this page intentionally left blank.

3. SOLICITATION RESPONSE EVALUATION

3.1. The Department will evaluate responses from Applicants based upon the criteria and standards contained in this solicitation and by applying the points set forth below. Applicant are advised that this is not a low cost award and that the scoring of the Cost Proposal will be combined with the scoring of the Technical Response to determine the overall highest scoring Applicant.

TECHNICAL RESPONSE	POSSIBLE SCORE
Ability (Q1)	25 Points
Experience and Communication and Consumer Investigative Reports (Q2, Q3)	50 Points
Ability, Decision Making, and Flexibility (Q4)	25 Points
Technical Response – Total Possible Score	100 Points

MAXIMUM POSSIBLE SCORE	100 Points
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4. SOLICITATION RESPONSE PROCESS

4.1. Letter of Intent

- 4.1.1. A Letter of Intent to submit a Response to this solicitation is optional.
- 4.1.2. Receipt of the Letter of Intent by Department will be required to receive electronic notification of any solicitation amendments, in the event such are produced; any further materials on this project, including electronic files containing tables required for response to this solicitation; any addenda, corrections, or schedule modifications; notifications regarding any informational meetings for Applicants; or responses to comments or questions.
- 4.1.3. The Letter of Intent must be transmitted by email to the Contract Specialist identified in Subsection 1.2 and include the name, telephone number, mailing address and email address of the Applicant’s designated contact. **Notwithstanding the Letter of Intent, Applicants remain responsible for reviewing the most updated information related to this solicitation before submitting a response.**

4.2. Questions and Answers

4.2.1. Applicant’s Questions

- 4.2.1.1. All questions about this Solicitation including, but not limited to, requests for clarification, additional information or any changes to the Solicitation must be made in writing, by email only, citing the

Solicitation page number and part or subpart, and submitted to the Contract Specialist identified in Subsection 1.2.

4.2.1.2. The Department may consolidate or paraphrase questions for efficiency and clarity. Questions that are not understood will not be answered. Statements that are not questions will not receive a response.

4.2.1.3. The questions must be submitted by email; however, the Department assumes no liability for ensuring accurate and complete email transmissions.

4.2.1.4. Questions must be received by the Department by the deadline given in Subsection 1.3, Procurement Timetable.

4.2.2. **Department Responses**

4.2.2.1. The Department intends to issue responses to properly submitted questions by the deadline specified in Subsection 1.3, Procurement Timetable. All oral answers given are non-binding. Written answers to questions received will be posted on the Department's website at (<https://www.dhhs.nh.gov/doing-business-dhhs/contracts-procurement-opportunities>). This date may be subject to change at the Department's discretion.

4.2.3. **Exceptions**

4.2.3.1. The Department will require the successful Applicant to execute a contract using the Form P-37, General Provisions and Standard Exhibits, which are attached as Appendix A. To the extent that a Applicant believes that exceptions to Appendix A will be necessary for the Applicant to enter into a Contract, the Applicant must note those issues during the Question Period in Subsection 1.3. Applicants may not request exceptions to the Scope of Services or any other sections of this Solicitation.

4.2.3.2. The Department will review requested exceptions and accept, reject or note that it is open to negotiation of the proposed exception at its sole discretion in its response to Applicant questions.

4.2.3.3. Any exceptions to the standard form contract and exhibits that are not raised by an Applicant during the Question Period may not be considered. **In no event is an Applicant to submit its own standard contract terms and conditions as a replacement for the Department's terms in response to this Solicitation.**

4.3. Solicitation Amendment

- 4.3.1. The Department reserves the right to amend this Solicitation by publishing any addenda, as it deems appropriate, prior to the Submission Deadline on its own initiative or in response to issues raised through Applicant questions. In the event that an addendum is published, the Department, at its sole discretion, may extend the Submission Deadline.

5. SOLICITATION RESPONSE SUBMISSION INSTRUCTIONS

- 5.1.** Responses to this Solicitation must be submitted electronically via email to **rfx@dhhs.nh.gov** **AND** to the Contract Specialist at the email address specified in Subsection 1.2.

- 5.1.1. The subject line must include the following information:

RFA-2024-DPHS-07-WICNU

- 5.2.** The maximum size of file attachments per email is 25 MB. Submissions with file attachments exceeding 25 MB must be sent via multiple emails, per the example below:

RFA-2024-DPHS-07-WICNU (email 1 of 3)

- 5.3.** The Department must receive submissions by the time and date specified in the Procurement Timetable in Section 1.3 and in the manner specified or it may be rejected as non-compliant, unless waived by the Department as a non-material deviation.
- 5.4.** The Department will conduct an initial screening step to verify Applicant compliance with the requirements of this Solicitation. The Department may waive or offer a limited opportunity for an Applicant to cure immaterial deviations from the Solicitation requirements if it is deemed to be in the best interest of the Department.
- 5.5.** Late submissions that are not accepted will remain unopened. Disqualified submissions will be discarded. Submission of solicitation responses shall be at the Applicant's expense.

6. SOLICITATION RESPONSE REQUIREMENTS

- 6.1.** Acceptable solicitation responses must offer all services identified in Section 2 - Statement of Work, unless an allowance for partial scope is specifically described in Section 2.

6.2. Technical Response Contents

Each Technical Response must contain the following, in the order described in this section:

- 6.2.1. **Appendix B – Transmittal Letter and Vendor Information**, including:

- 6.2.1.1. **Vendor Code Number** - Prior to executing any resulting contract, the selected Applicant will be required to provide a vendor code number issued by the State of New Hampshire Department of Administrative Services upon registering as an authorized vendor with the State. Applicants are strongly encourage to provide a vendor code number in the Appendix B if available. More

information can be found at:
<https://das.nh.gov/purchasing/vendorresources.aspx>

- 6.2.2. **Appendix C – Vendor Technical Response to Mandatory Questions**
- 6.2.3. **Resumes** – potential Applicants must provide resumes for those key personnel who would be primarily responsible for meeting the terms and conditions of any agreement resulting from this Solicitation. Individuals submitting an application for this Solicitation must provide their resume. Both Individual and Organization Applicants must redact all personal information from resumes.
- 6.2.4. **Driver’s License** –Applicants must provide a copy of a valid driver’s license and access to their own reliable transportation to navigate to and from WIC authorized food retailers.
- 6.2.5. **Motor Vehicle Insurance** - Applicants must provide proof of valid Motor Vehicle Insurance coverage.
 - 6.2.5.1. Automobile insurance to include bodily injury and property damage in the amounts of not less than \$100,000 per occurrence and \$300,000 aggregate or excess, for all owned, hired, or non-owned vehicles used to provide transportation.

7. ADDITIONAL TERMS AND REQUIREMENTS

7.1. Non-Collusion

The Applicant’s required signature on the Appendix B – Transmittal Letter and Applicant Information submitted in response to this Solicitation guarantees that the prices, terms and conditions, and services quoted have been established without collusion with other Applicants and without effort to preclude the Department from obtaining the best possible competitive solicitation response.

7.2. Collaborative Solicitation Responses

Solicitation responses must be submitted by one organization. Any collaborating organization must be designated as a subcontractor subject to the terms of Appendix A, P-37 General Provisions and Standard Exhibits.

7.3. Validity of Solicitation Responses

Solicitation responses must be valid for one hundred and eighty (180) days following the deadline for submission in the Procurement Timetable above in Subsection 1.3, or until the Effective Date of any resulting contract, whichever is later.

7.4. Debarment

Applicants who are ineligible to bid on proposals, bids or quotes issued by the Department of Administrative Services, Division of Procurement and Support Services pursuant to the provisions of RSA 21-I:11-c shall not be considered eligible for an award under this solicitation.

7.5. Property of Department

Any material property submitted and received in response to this solicitation will become the property of the Department and will not be returned to the Applicant. The Department reserves

the right to use any information presented in any solicitation response provided that its use does not violate any copyrights or other provisions of law.

7.6. Solicitation Response Withdrawal

Prior to the Response Submission Deadline specified in Subsection 1.3, Procurement Timetable, a submitted Letter of Intent or solicitation responses may be withdrawn by submitting a written request for its withdrawal to the Contract Specialist specified in Subsection 1.2.

7.7. Confidentiality

- 7.7.1. Pursuant to RSA 21-G:37, the content of responses to this solicitation must remain confidential until the Governor and Executive Council have awarded a contract. The Applicant's disclosure or distribution of the contents of its solicitation response, other than to the Department, will be grounds for disqualification at the Department's sole discretion.

7.8. Public Disclosure

- 7.8.1. The information submitted in response to this solicitation (including all materials submitted in connection with it, such as attachments, exhibits, addenda, and presentations), any resulting contract, and information provided during the contractual relationship may be subject to public disclosure under Right-to-Know laws, including RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this solicitation will be made accessible to the public online via the New Hampshire Secretary of State website (<https://sos.nh.gov/>).
- 7.8.2. Confidential, commercial or financial information may be exempt from public disclosure under RSA 91-A:5, IV. If a Applicant believes any information submitted in response to this solicitation should be kept confidential, the Applicant must specifically identify that information where it appears in the submission in a manner that draws attention to the designation and must mark/stamp each page of the materials that the Vendor claims must be exempt from disclosure as "CONFIDENTIAL." Applicants must also provide a letter to the person listed as the point of contact for this solicitation, identifying the specific page number and section of the information considered to be confidential, commercial or financial and providing the rationale for each designation. Marking or designating an entire submission, attachment or section as confidential shall neither be accepted nor honored by the Department. Applicants must also provide a separate copy of the full and complete document, fully redacting those portions and shall note on the applicable page or pages that the redacted portion or portions are "confidential."
- 7.8.3. Submissions which do not conform to these instructions by failing to include a redacted copy (if necessary), by failing to include a letter specifying the rationale for each redaction, by failing to designate the redactions in the

manner required by these instructions, or by including redactions which are contrary to these instructions or operative law may be rejected by the Department as not conforming to the requirements of the solicitation.

- 7.8.4. Pricing, which includes but is not limited to, the administrative costs and other performance guarantees in responses or any subsequently awarded contract shall be subject to public disclosure regardless of whether it is marked as confidential.
- 7.8.5. Notwithstanding an Applicant's designations, the Department is obligated under the Right-to-Know law to conduct an independent analysis of the confidentiality of the information submitted in response to the solicitation. If a request is made to the Department to view or receive copies of any portion of the response that is marked confidential, the Department shall first assess what information it is obligated to release. The Department will then notify the Applicant that a request has been made, indicate what, if any, information the Department has assessed is confidential and will not be released, and specify the planned release date of the remaining portions of the response. To halt the release of information by the Department, an Applicant must initiate and provide to the Department, prior to the date specified in the notice, a court action in the Superior Court of the State of New Hampshire, at its sole expense, seeking to enjoin the release of the requested information.
- 7.8.6. By submitting a response to this solicitation, Applicant acknowledge and agree that:
 - 7.8.6.1. The Department may disclose any and all portions of the response or related materials which are not marked as confidential and/or which have not been specifically explained in the letter to the person identified as the point of contact for this solicitation;
 - 7.8.6.2. The Department is not obligated to comply with an Applicant's designations regarding confidentiality and must conduct an independent analysis to assess the confidentiality of the information submitted; and
 - 7.8.6.3. The Department may, unless otherwise prohibited by court order, release the information on the date specified in the notice described above without any liability to an Applicant.

7.9. Electronic Posting of Solicitation Results and Resulting Contract

- 7.9.1. At the time of receipt of responses, the Department will post the number of responses received with no further information. No later than five (5) business days prior to submission of a contract to the Department of Administrative Services pursuant to this solicitation, the Department will post the name, rank or score of each responding Applicant. In the event that the resulting contract

does not require Governor & Executive Council (G&C) approval, the Agency will disclose the rank or score at least five (5) business days before final approval of the contract.

- 7.9.2. Pursuant to RSA 91-A and RSA 9-F:1, the Secretary of State will post to the public any document submitted to G&C for approval, including contracts resulting from this solicitation, and posts those documents on its website (<https://sos.nh.gov/administration/miscellaneous/governor-executive-council/>). By submitting a response to this solicitation, applicants acknowledge and agree that, in accordance with the above mentioned statutes and policies, (and regardless of whether any specific request is made to view any document relating to this solicitation), any contract resulting from this solicitation that is submitted to G&C for approval will be made accessible to the public online.

7.10. Non-Commitment

Notwithstanding any other provision of this solicitation, this solicitation does not commit the Department to award a contract. The Department reserves the right to reject any and all responses to this solicitation or any portions thereof, at any time and to cancel this solicitation and to solicit new solicitation responses under a new procurement process.

7.11. Liability

By submitting a response to this solicitation, the Applicant agrees that in no event shall the Department be either responsible for or held liable for any costs incurred by an Applicant in the preparation or submittal of or otherwise in connection with a solicitation response, or for work performed prior to the Effective Date of a resulting contract.

7.12. Request for Additional Information or Materials

The Department may request any Applicant to provide additional information or materials needed to clarify information presented in the solicitation response. Such a request will be issued in writing and will not provide an Applicant with an opportunity to change, extend, or otherwise amend its solicitation response in intent or substance.

7.13. Oral Presentations and Discussions

The Department reserves the right to require some or all Applicants to make oral presentations of their solicitation response. The purpose of the oral presentation is to clarify and expound upon information provided in the written solicitation response. Applicant are prohibited from altering the original substance of their solicitation response during the oral presentations. The Department will use the information gained from oral presentations to refine the technical review scores. Any and all costs associated with an oral presentation shall be borne entirely by the Applicant.

7.14. Successful Applicant Notice and Contract Negotiations

If an Applicant is selected, the Department will send written notification of their selection and the Department's desire to enter into contract negotiations. Until the Department successfully completes negotiations with the selected Applicant, all submitted solicitation responses remain eligible for selection by the Department. In the event contract negotiations are unsuccessful with the selected Applicant, the evaluation team may recommend another

Applicant. The Department will not contact Applicant that are not initially selected to enter into contract negotiations.

7.15. Scope of Award and Contract Award Notice

- 7.15.1. The Department reserves the right to award a service, part of a service, group of services, or total solicitation response and to reject any and all solicitation responses in whole or in part. A contract award is contingent on approval by the Governor and Executive Council.
- 7.15.2. If a contract is awarded, the selected Applicant must obtain written consent from the State before any public announcement or news release is issued pertaining to any contract award.

7.16. Site Visits

The Department may, at its sole discretion, at any time prior to contract award, conduct a site visit at the Applicant's location or at any other location deemed appropriate by the Department, to determine the Applicant's capacity to satisfy the terms of this solicitation. The Department may also require the Applicant to produce additional documents, records, or materials relevant to determining the Applicant's capacity to satisfy the terms of this solicitation. Any and all costs associated with any site visit or requests for documents shall be borne entirely by the Applicant.

7.17. Protest of Intended Award

Any challenge of an award made or otherwise related to this solicitation shall be governed by RSA 21-G:37, and the procedures and terms of this solicitation. The procedure set forth in RSA 21-G:37, IV, shall be the sole remedy available to challenge any award resulting from this solicitation. In the event that any legal action is brought challenging this solicitation and selection process, outside of the review process identified in RSA 21-G:37,IV, and in the event that the State of New Hampshire prevails, the challenger agrees to pay all expenses of such action, including attorney's fees and costs at all stages of litigation.

7.18. Contingency

Aspects of the award may be contingent upon changes to state or federal laws and regulations.

7.19. Ethical Requirements

From the time this solicitation is published until a contract is awarded, no Applicant shall offer or give, directly or indirectly, any gift, expense reimbursement, or honorarium, as defined by RSA 15-B, to any elected official, public official, public employee, constitutional official, or family member of any such official or employee who will or has selected, evaluated, or awarded a solicitation, or similar submission. Any Applicant that violates RSA 21-G:38 shall be subject to prosecution for an offense under RSA 640:2. Any Applicant who has been convicted of an offense based on conduct in violation of this section, which has not been annulled, or who is subject to a pending criminal charge for such an offense, shall be disqualified from submitting a response to this solicitation, or similar request for submission and every such Applicant shall be disqualified from submitting any solicitation response or similar request for submission issued by any state agency. A Applicant that was disqualified under this section because of a pending criminal charge which is subsequently dismissed, results in an acquittal, or is annulled, may notify the Department of Administrative Services,

which shall note that information on the list maintained on the state's internal intranet system, except in the case of annulment, the information, shall be deleted from the list.

7.20. Liquidated Damages

The selected Applicant agrees that liquidated damages may be determined by the Department as part of the contract specifications, as failure to achieve required performance levels will more than likely substantially delay and disrupt the Department's operations.

8. COMPLIANCE

8.1. The selected Applicant must be in compliance with applicable federal and state laws, rules and regulations, and applicable policies and procedures adopted by the Department currently in effect, and as they may be adopted or amended during the contract period.

8.2. The selected Applicant may be required to complete a contract monitoring questionnaire, to be provided by the Department, to determine risk of noncompliance and appropriate monitoring activities, including, but not limited to:

8.2.1. Site visits.

8.2.2. File reviews.

8.2.3. Staff training.

8.3. Records

8.3.1. The selected Applicant must maintain the following records during the resulting contract term where appropriate and as prescribed by the Department:

8.3.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the selected Applicant in the performance of the resulting contract(s), and all income received or collected by the selected Applicant.

8.3.1.2. All records must be maintained in accordance with accounting procedures and practices, which sufficiently and properly reflect all such costs and expenses, and which are acceptable to the Department, and to include, without limitation, all ledgers, books, records, and original evidence of costs such as purchase requisitions and orders, vouchers, requisitions for materials, inventories, valuations of in-kind contributions, labor time cards, payrolls, and other records requested or required by the Department.

8.3.1.3. Statistical, enrollment, attendance or visit records for each recipient of services, which shall include all records of application and eligibility (including all forms required to determine eligibility for each such recipient), records regarding the provision of

services and all invoices submitted to the Department to obtain payment for such services.

- 8.3.2. During the term of the resulting contract(s) and the period for retention hereunder, the Department, the United States Department of Health and Human Services, and any of their designated representatives shall have access to all reports and records maintained pursuant to the resulting contract(s) for purposes of audit, examination, excerpts and transcripts. If, upon review of the Final Expenditure Report the Department shall disallow any expenses claimed by the selected Applicant as costs hereunder the Department shall retain the right, at its discretion, to deduct the amount of such expenses as are disallowed or to recover such sums from the selected Applicant.

8.4. Credits and Copyright Ownership

- 8.4.1. All documents, notices, press releases, research reports and other materials prepared during or resulting from the performance of the services of the resulting Contract(s) must include the following statement, "The preparation of this (report, document etc.) was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or such other funding sources as were available or required, e.g., the United States Department of Health and Human Services."
- 8.4.2. All written, video and audio materials produced or purchased under the contract must have prior approval from the Department before printing, production, distribution or use.
- 8.4.3. The Department will retain copyright ownership for any and all original materials produced, including, but not limited to:
- 8.4.3.1. Brochures.
 - 8.4.3.2. Resource directories.
 - 8.4.3.3. Protocols.
 - 8.4.3.4. Guidelines.
 - 8.4.3.5. Posters.
 - 8.4.3.6. Reports.
- 8.4.4. The selected Vendor must not reproduce any materials produced under the contract without prior written approval from the Department.

8.5. Confidential Data

- 8.5.1. The selected Applicant must meet all information security and privacy requirements as set by the Department and in accordance with the Department's Information Security Requirements Exhibit.

8.6. Audit Requirements

- 8.6.1. The selected Applicant must email an annual audit to dhhs.act@dhhs.nh.gov if any of the following conditions exist:
 - 8.6.1.1. Condition A - The selected Applicant expended \$750,000 or more in federal funds received as a subrecipient pursuant to 2 CFR Part 200, during the most recently completed fiscal year.
 - 8.6.1.2. Condition B - The selected Applicant is subject to audit pursuant to the requirements of NH RSA 7:28, III-b, pertaining to charitable organizations receiving support of \$1,000,000 or more.
 - 8.6.1.3. Condition C - The selected Applicant is a public company and required by Security and Exchange Commission (SEC) regulations to submit an annual financial audit.
- 8.6.2. If Condition A exists, the selected Applicant shall submit an annual single audit performed by an independent Certified Public Accountant (CPA) to the Department within 120 days after the close of the Vendor's fiscal year, conducted in accordance with the requirements of 2 CFR Part 200, Subpart F of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards.
- 8.6.3. If Condition B or Condition C exists, the selected Applicant shall submit an annual financial audit performed by an independent CPA within 120 days after the close of the selected Applicant's fiscal year.
- 8.6.4. Any selected Applicant that receives an amount equal to or greater than \$250,000 from the Department during a single fiscal year, regardless of the funding source, may be required, at a minimum, to submit annual financial audits performed by an independent CPA if the Department's risk assessment determination indicates the Applicant is high-risk.
- 8.6.5. In addition to, and not in any way in limitation of obligations of the resulting Contract(s), it is understood and agreed by the selected Applicant that the selected Applicant shall be held liable for any state or federal audit exceptions and shall return to the Department all payments made under the resulting Contract(s) to which exception has been taken, or which have been disallowed because of such an exception.

9. APPENDICES TO THIS SOLICITATION

9.1. Appendix A – Form P-37 General Provisions and Standard Exhibits

9.2. Appendix B – Transmittal Letter and Vendor Information

9.3. Appendix C– Vendor Technical Response to Mandatory Questions