



State of New Hampshire  
Department of Health and Human Services

**REQUEST FOR PROPOSALS**

FOR

Acquired Brain Disorder and/or Traumatic Brain Injury Clubhouse  
Model Pilot

[RFP-2023-DLTSS-05-ACQUI]

RELEASE DATE: April 5, 2023

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# New Hampshire Department of Health and Human Services

## Acquired Brain Disorder and/or Traumatic Brain Injury “Clubhouse-Like Model” Pilot

### 1. PURPOSE AND OVERVIEW

#### 1.1. Introduction

The New Hampshire Department of Health and Human Services, Division for Long Term Supports and Services, Bureau of Developmental Services (“Department”) is seeking responses to this Request for Proposals (“RFP” or “solicitation”) from qualified Vendors to provide a greater opportunity for psychosocial rehabilitation for individuals with Acquired Brain Disorder (ABD) and/or Traumatic Brain Injury (TBI), which will provide support in seeking and maintaining employment, and maintaining a higher level of physical and emotional wellness and functional status. This individual-centered approach enables individuals living with ABD/TBI to participate in all aspects of their care, including design, planning, and implementation of services.

The Department is seeking Vendors to provide an integrated social support center designed based on a Clubhouse Model, which will allow the individuals served to participate in the establishment of policies, procedures and governance used.

The Department anticipates awarding a minimum of one (1) contract, and may award additional contracts at its discretion based on the criteria specified in the RFP to ensure sufficient service coverage.

#### 1.2. Key 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.

<b>Contract Effective Date</b>	<b>July 1, 2023</b>	
<b>Contract End Date</b>	<b>June 30, 2025</b>	
<b>Funding for the resulting contract(s) is anticipated to be approximately:</b>	<b>\$750,000 total for contract period, inclusive of all contracts awarded through this RFP.</b>	
<b>Renewal:</b>	The Department may extend contracted services for up to two (2) additional years.	
<b>Funding Source</b>	The Department anticipates using Federal funds for resulting contract(s).	
	Assistance Listing #	2606
	Award Name	American Recue Plan Act (ARPA)
<b>Match Requirements</b>	<b>N/A</b>	
<b>Point of Contact</b>	Alex Rainey, Contract Specialist Alex.D.Rainey@dhhs.nh.gov 603-271-9284	
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,		

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unless otherwise authorized by the Point of Contact. Vendors may be disqualified for violating this restriction on communications.

#### 1.3. Procurement Timetable

All times are according to Eastern Time. The Department reserves the right to modify these dates and times at its sole discretion.		
Item	Action	Date
1.	Solicitation Released	4/5/2023
2.	Letter of Intent Submission Deadline (optional)	4/12/2023
3.	Questions Submission Deadline	4/21/2023 <b>12:00PM</b>
4.	Department Response to Questions Published	4/28/2023
5.	Vendor Solicitation Response Due Date	5/8/2023 <b>12:00PM</b>

#### 1.4. Background

##### 1.4.1. New Hampshire Department of Health and Human Services, Division for Long Term Supports and Services, Bureau of Developmental Services

The Department is responsible for promoting the health, safety, and well-being of the citizens of New Hampshire. To achieve that goal, the Department provides services for children, families, individuals, and seniors in areas such as mental health, developmental disabilities, substance abuse, and public health. The Department does this work through partnerships with families, community groups, providers, other state and local entities, and NH citizens.

The Bureau of Developmental Services (BDS) is committed to joining communities and families in providing opportunities for citizens to achieve health and independence. In partnership with consumers, families, and community based service networks, BDS affirms the vision that all citizens should participate in the life of their community while receiving the supports they need to be productive and valued community members.

##### 1.4.2. Objective

Clubhouse Model services are integral to the population of people with acquired brain disorder (ABD) and traumatic brain injury (TBI), because this model offers opportunities for socialization, resources for pathways to employment, and recreational opportunities.

The Department seeks to meet the needs of the target population by developing more centralized options for Clubhouse Model supports. Accessibility to these services is critical, as only one organization currently offers these services in New Hampshire.

##### 1.4.3. Covered Populations

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The populations to be covered by this solicitation include individuals living with TBI and/or ABD who are eighteen (18) years of age or older.

#### STATEMENT OF WORK

##### 1.5. Scope of Services

1.5.1. The selected Vendor(s) must:

1.5.1.1. Develop and implement a Clubhouse Model program in New Hampshire, which is an integrated, social support center, where individuals can come together to strengthen relationships, and cultivate social connections within the community, including, but not limited to:

1.5.1.1.1. Providing life skills and activities of daily living (ADLs) instruction;

1.5.1.1.2. Making connections with various resources, including, but not limited to:

1.5.1.1.2.1. Childcare;

1.5.1.1.2.2. Budget management;

1.5.1.1.2.3. Substance misuse treatment;

1.5.1.1.2.4. Caregiver support;

1.5.1.1.2.5. Behavioral health counseling;

1.5.1.1.2.6. Case Management; and

1.5.1.1.2.7. Other needed resources based on an individual’s personal needs.

1.5.1.1.3. Increasing social engagement;

1.5.1.1.4. Encouraging participation in all aspects of care, including;

1.5.1.1.4.1. Design;

1.5.1.1.4.2. Planning; and

1.5.1.1.4.3. Implementation of services.

1.5.1.2. Designate staff members to assist individuals with TBI/ABD to establish policies, procedures, and governance used at the Clubhouse, and assist participants to develop and implement daily activities.

1.5.1.3. Develop a sustainable model for providing these services to the target population.

1.5.1.4. Develop a marketing plan for the services to be delivered in the fulfillment of this solicitation, to include:

1.5.1.4.1. Marketing materials for disbursement, including, but not limited to:

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- 1.5.1.4.1.1. Flyers;
  - 1.5.1.4.1.2. Local media advertisements; and
  - 1.5.1.4.1.3. Other marketing outlets as defined by the Department.
- 1.5.2. The selected Vendor(s) must participate in meetings with the Department on a quarterly basis, or as otherwise requested by the Department.
- 1.5.3. **Reporting**
- 1.5.3.1. The selected vendor(s) must submit Quarterly updates to the Bureau of Developmental Services detailing the following:
    - 1.5.3.1.1. Status of marketing updates, including:
      - 1.5.3.1.1.1. Creation of pamphlets defining services to be distributed at targeted agencies/facilities;
      - 1.5.3.1.1.2. Development of other marketing materials;
      - 1.5.3.1.1.3. Disbursement method of marketing materials;
      - 1.5.3.1.1.4. In-service presentations to case management agencies; and
      - 1.5.3.1.1.5. Number of disbursements to the target population.
    - 1.5.3.1.2. Status of development of Clubhouse Model, to include:
      - 1.5.3.1.2.1. Staff hired, and quality oversight.
      - 1.5.3.1.2.2. Aggregated and de-identified demographic information for number of individuals served. Contractor must ensure that no individual can be directly or indirectly identified by the data submitted.
      - 1.5.3.1.2.3. Status of programs developed and services delivered to the covered populations listed above.
    - 1.5.3.1.3. Development of a survey to report on participant satisfaction.

The selected Vendor(s) must submit a quarterly dashboard, to include funds expended over each quarterly reporting period, and how those funds were allocated.

**1.6. Mandatory Questions**

1.6.1. In response to this solicitation, Vendor(s) must respond to the Mandatory Questions below in Appendix D, Technical Responses to Questions.

1. Describe your experience providing group and community-based services, particularly for the covered population. Include how services will be effective and will meet the needs of individuals served.
2. Provide your proposed implementation plan, including building capacity to provide the services in this RFP. Please include your organizational chart and the timeline for implementation.
3. Provide your proposed marketing and communications plan for this project. Include examples of effective messaging for the covered population.
4. Please address accommodations and accessibility options for an in-person Clubhouse, and strategy for virtual options. How will you ensure statewide access to this program?
5. Please indicate how services will continue to be funded and delivered through this program after initial development. Explain your strategy to sustain this program after grant funding ends.

***Remainder of this page intentionally left blank.***

**6. SOLICITATION RESPONSE EVALUATION**

6.1. The Department will evaluate responses from Vendors based upon the criteria and standards contained in this solicitation and by applying the points set forth below.

<b>TECHNICAL RESPONSE</b>	<b>POSSIBLE SCORE</b>
Community-Based Services	30 Points
Implementation	40 Points
Marketing and Communications	10 Points
Accessibility	20 Points
Continuation of Services	20 Points
<b>Technical Response – Total Possible Score</b>	<b>120 Points</b>

<b>COST PROPOSAL</b>	<b>POSSIBLE SCORE</b>
<b>Budget Sheet (Appendix E)</b>	35 Points
<b>Program Staff List (Appendix F)</b>	15 Points
<b>Cost Proposal – Total Possible Score</b>	<b>50 Points</b>

<b>MAXIMUM POSSIBLE SCORE</b>	<b>170 Points</b>
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6.2. **Cost Proposal Evaluation Criteria**

6.2.1. The **Budget Sheet** (Attachment E) will be scored based on the following criteria:

<b>Budget Sheet</b>	
<b>Points</b>	<b>Criteria</b>
0-10	Costs are not allowable.
	Reader cannot understand the relationship of cost relative to the proposed services.
	Cost items do not directly align with objectives of the RFP.
	Costs are not reasonable.
	The costs do not represent significant value relative to anticipated outcomes.
10-25	Reader can generally understand the relationship of cost relative to the proposed services.



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	Cost items are mostly aligned with the objectives of the RFP.
	Costs are predominantly reasonable.
	Costs relative to outcomes are adequate and meet the objectives of RFP.
25-35	Reader has a thorough understanding of the relationship of cost relative to the proposed services.
	Cost items directly align with objectives of the RFP.
	Costs are reasonable.
	The costs represent significant value relative to anticipated outcomes.

6.2.2. The **Program Staff List** (Appendix F) will be scored based on the following criteria:

<b>Program Staff List</b>	
<b>Points</b>	<b>Criteria</b>
0-5	Staffing costs are not reasonable.
	Reader cannot understand the relationship of staffing costs relative to the proposed services.
	Staffing cost items do not directly align with objectives of the RFP.
	The staffing costs do not represent significant value relative to anticipated outcomes.
5-10	Reader can generally understand the relationship of staffing costs relative to the proposed services.
	Staffing cost items are mostly aligned with the objectives of the RFP.
	Staffing costs are predominantly reasonable.
	Staffing costs relative to outcomes are adequate and meet the objectives of RFP.
10-15	Reader has a thorough understanding of the relationship of staffing costs relative to the proposed services.
	Staffing cost items directly align with objectives of the RFP.
	Staffing costs are reasonable.
	Staffing costs represent significant value relative to anticipated outcomes.

## 7. SOLICITATION RESPONSE PROCESS

### 7.1. Letter of Intent

- 7.1.1. A Letter of Intent to submit a Response to this solicitation is optional.
- 7.1.2. 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 Vendors; or responses to comments or questions.
- 7.1.3. 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 Vendor’s designated contact. **Notwithstanding the Letter of Intent, Vendors remain responsible for reviewing the most updated information related to this solicitation before submitting a response.**

### 7.2. Questions and Answers

#### 7.2.1. Vendors’ Questions

- 7.2.1.1. 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.
- 7.2.1.2. 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.
- 7.2.1.3. The questions must be submitted by email; however, the Department assumes no liability for ensuring accurate and complete email transmissions.
- 7.2.1.4. Questions must be received by the Department by the deadline given in Subsection 1.3, Procurement Timetable.

#### 7.2.2. Department Responses

- 7.2.2.1. 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.

#### 7.2.3. Exceptions

- 7.2.3.1. The Department will require the successful Vendor 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 Vendor believes that exceptions to Appendix A will be necessary for the Vendor to enter into a Contract, the Vendor must note those issues during the Question Period in Subsection 1.3. Vendors may not request exceptions to the Scope of Services or any other sections of this Solicitation.

7.2.3.2. 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 Vendor questions.

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

**7.3. Solicitation Amendment**

7.3.1. 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 Vendor questions. In the event that an addendum is published, the Department, at its sole discretion, may extend the Submission Deadline.

**8. SOLICITATION RESPONSE SUBMISSION INSTRUCTIONS**

8.1. Responses to this Solicitation must be submitted electronically via email to **[rfx@dhhs.nh.gov](mailto:rfx@dhhs.nh.gov)** **AND** to the Contract Specialist at the email address specified in Subsection 1.2.

8.1.1. The subject line must include the following information:

8.2. RFP-2023-DLTSS-05-ACQUI (email xx of xx).

8.3. The maximum size of file attachments per email is 10 MB. Submissions with file attachments exceeding 10 MB must be sent via multiple emails.

8.4. 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.

8.5. The Department will conduct an initial screening step to verify Vendor compliance with the requirements of this Solicitation. The Department may waive or offer a limited opportunity for a Vendor to cure immaterial deviations from the Solicitation requirements if it is deemed to be in the best interest of the Department.

Late submissions that are not accepted will remain unopened. Disqualified submissions will be discarded. Submission of solicitation responses shall be at the Vendor’s expense.

**9. SOLICITATION RESPONSE REQUIREMENTS**

9.1. 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.

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9.2. Vendors must submit a separate electronic document for the Technical Response and a separate electronic document for the Cost Proposal.

#### 9.3. **Technical Response Contents**

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

9.3.1. **Appendix B - Culturally and Linguistically Appropriate Services (CLAS) Requirements**

9.3.2. **Appendix C – Transmittal Letter and Vendor Information**, including:

9.3.2.1. **Vendor Code Number** - Prior to executing any resulting contract(s), the selected Vendor(s) 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. Vendors are strongly encourage to provide a vendor code number in the Appendix C if available. More information can be found at: <https://das.nh.gov/purchasing/vendorresources.aspx>

9.3.3. **Appendix D – Vendor Technical Response to Mandatory Questions**

9.3.4. **Resumes** – Vendors 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. Vendors must redact all personal information from resumes.

#### 9.4. **Cost Proposal Contents**

9.4.1. **Appendix E, Budget Sheet** – Vendors must complete an Appendix E, Budget Sheet, including the Budget Narrative column, for each State Fiscal Year (July 1 through June 30). This is not a low cost award.

9.4.2. **Appendix F, Staff List** - Vendors must complete an Appendix F, Staff List for each State Fiscal Year (July 1 through June 30).

## 10. ADDITIONAL TERMS AND REQUIREMENTS

### 10.1. **Non-Collusion**

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

### 10.2. **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.

### 10.3. **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.

#### 10.4. **Debarment**

Vendors 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.

#### 10.5. **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 Vendor. 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.

#### 10.6. **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.

#### 10.7. **Confidentiality**

10.7.1. 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 Vendor’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.

#### 10.8. **Public Disclosure**

10.8.1. 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/>).

10.8.2. Confidential, commercial or financial information may be exempt from public disclosure under RSA 91-A:5, IV. If a Vendor believes any information submitted in response to this solicitation should be kept confidential, the Vendor 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.” Vendors 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. Vendors 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.”

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- 10.8.3. 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.
- 10.8.4. 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.
- 10.8.5. Notwithstanding a Vendor’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 Vendor 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, a Vendor 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.
- 10.8.6. By submitting a response to this solicitation, Vendors acknowledge and agree that:
- 10.8.7. 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;
- 10.8.8. The Department is not obligated to comply with a Vendor’s designations regarding confidentiality and must conduct an independent analysis to assess the confidentiality of the information submitted; and
- 10.8.9. 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 a Vendor.

#### **10.9. Electronic Posting of RFP Results and Resulting Contract**

- 10.9.1. 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 Vendor. In the event that the resulting contract does not require Governor & Executive Council approval, the Agency will disclose the rank or score at least five (5) business days before final approval of the contract.



10.9.2. 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, vendors 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.

**10.10. 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.

**10.11. Liability**

By submitting a response to this solicitation, the Vendor agrees that in no event shall the Department be either responsible for or held liable for any costs incurred by a Vendor 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.

**10.12. Request for Additional Information or Materials**

The Department may request any Vendor 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 a Vendor with an opportunity to change, extend, or otherwise amend its solicitation response in intent or substance.

**10.13. Oral Presentations and Discussions**

The Department reserves the right to require some or all Vendors 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. Vendors 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 Vendor.

**10.14. Successful Vendor Notice and Contract Negotiations**

If a Vendor 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 Vendor(s), all submitted solicitation responses remain eligible for selection by the Department. In the event contract negotiations are unsuccessful with the selected Vendor(s), the evaluation team may recommend another Vendor. The Department will not contact Vendor(s) that are not initially selected to enter into contract negotiations.

**10.15. Scope of Award and Contract Award Notice**

10.15.1. 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

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solicitation responses in whole or in part. A contract award is contingent on approval by the Governor and Executive Council.

- 10.15.2. If a contract is awarded, the selected Vendor(s) must obtain written consent from the State before any public announcement or news release is issued pertaining to any contract award.

#### **10.16. Site Visits**

The Department may, at its sole discretion, at any time prior to contract award, conduct a site visit at the Vendor’s location or at any other location deemed appropriate by the Department, to determine the Vendor’s capacity to satisfy the terms of this solicitation. The Department may also require the Vendor to produce additional documents, records, or materials relevant to determining the Vendor’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 Vendor.

#### **10.17. 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.

#### **10.18. Contingency**

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

#### **10.19. Ethical Requirements**

From the time this solicitation is published until a contract is awarded, no Vendor 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 Vendor that violates RSA 21-G:38 shall be subject to prosecution for an offense under RSA 640:2. Any Vendor 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 Vendor shall be disqualified from submitting any solicitation response or similar request for submission issued by any state agency. A Vendor 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.

#### **10.20. Liquidated Damages**

The selected Vendor 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.

## **11. COMPLIANCE**



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- 11.1. The selected Vendor(s) 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.
- 11.2. The selected Vendor(s) 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:
  - 11.2.1. Site visits.
  - 11.2.2. File reviews.
  - 11.2.3. Staff training.
- 11.3. **Records**
  - 11.3.1. The selected Vendor(s) must maintain the following records during the resulting contract term where appropriate and as prescribed by the Department:
    - 11.3.1.1. Books, records, documents and other electronic or physical data evidencing and reflecting all costs and other expenses incurred by the selected Vendor(s) in the performance of the resulting contract(s), and all income received or collected by the selected Vendor(s).
    - 11.3.1.2. 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.
    - 11.3.1.3. Records regarding the provision of services, including attendance or visit records for each recipient of services and all invoices submitted to the Department to obtain payment for such services.
    - 11.3.1.4. 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 Vendor(s) 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 Vendor(s).
- 11.4. **Credits and Copyright Ownership**

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- 11.4.1. 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.”
- 11.4.2. 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.
- 11.4.3. The Department will retain copyright ownership for any and all original materials produced, including, but not limited to:
  - 11.4.3.1. Brochures.
  - 11.4.3.2. Resource directories.
  - 11.4.3.3. Protocols.
  - 11.4.3.4. Guidelines.
  - 11.4.3.5. Posters.
  - 11.4.3.6. Reports.
- 11.4.4. The selected Vendor(s) must not reproduce any materials produced under the contract without prior written approval from the Department.

#### **11.5. Culturally and Linguistically Appropriate Services**

- 11.5.1. Vendors are required to consider the need for language services for individuals with Limited English Proficiency as well as other communication needs, served or likely to be encountered in the eligible service population, both in developing their budgets and in conducting their programs and activities.
- 11.5.2. Vendors are required to complete Appendix B, Culturally and Linguistically Appropriate Services (CLAS) Requirements as part of their solicitation response. This is in accordance with Federal civil rights laws and intended to help inform Vendors’ program design, which in turn, will allow Vendors to put forth the best possible solicitation response.
- 11.5.3. If awarded a contract, the selected Vendor(s) will be:
  - 11.5.3.1. Required to submit a detailed description of the language assistance services they will provide to LEP persons to ensure meaningful access to their programs and/or services, within ten (10) days of the date the contract is approved by Governor and Council; and
  - 11.5.3.2. Monitored on their Federal civil rights compliance using the Federal Civil Rights Compliance Checklist, as made available by the Department.

#### **11.6. Background Checks**

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11.6.1. Prior to permitting any individual to provide services under this Agreement, the selected Vendor must ensure that said individual has undergone:

11.6.1.1. A criminal background check, at the selected Vendor’s expense, and has no convictions for crimes that represent evidence of behavior that could endanger individuals served under this Agreement;

11.6.1.2. A name search of the Department’s Bureau of Elderly and Adult Services (BEAS) State Registry, pursuant to RSA 161-F:49, with results indicating no evidence of behavior that could endanger individuals served under this Agreement;

#### 11.7. **Confidential Data**

11.7.1. The selected Vendor(s) must meet all information security and privacy requirements as set by the Department and in accordance with the Department’s Exhibit K, DHHS Information Security Requirements.

11.7.2. The selected Vendor(s) must ensure any staff and/or volunteers involved in delivering services through the resulting contract(s) sign an attestation agreeing to access, view, store, and discuss Confidential Data in accordance with federal and state laws and regulations and the Department’s Exhibit K, The selected Vendor(s) must ensure said individuals have a justifiable business need to access confidential data. The selected Vendor(s) must provide attestations upon Department request.

11.7.3. Upon request, the selected Vendor must allow and assist the Department in conducting a Privacy Impact Assessment (PIA) of its system(s)/application(s)/web portal(s)/website(s) or Department system(s)/application(s)/web portal(s)/website(s) hosted by the selected Vendor if Personally Identifiable Information (PII) is collected, used, accessed, shared, or stored. To conduct the PIA the selected Vendor must provide the Department access to applicable systems and documentation sufficient to allow the Department to assess, at minimum, the following:

11.7.3.1. How PII is gathered and stored;

11.7.3.2. Who will have access to PII;

11.7.3.3. How PII will be used in the system;

11.7.3.4. How individual consent will be achieved and revoked; and

11.7.3.5. Privacy practices.

11.7.4. The Department may conduct follow-up PIAs in the event there are either significant process changes or new technologies impacting the collection, processing or storage of PII.

#### 11.8. **Contract End-of-Life Transition Services**

11.8.1. General Requirements

11.8.1.1. If applicable, upon termination or expiration of the Contract the Parties agree to cooperate in good faith to effectuate a smooth secure transition of the Services from the selected Vendor to the Department

and, if applicable, the selected Vendor engaged by the Department to assume the Services previously performed by the selected Vendor for this section the new selected Vendor shall be known as “Recipient”). Ninety (90) days prior to the end-of the contract or unless otherwise specified by the Department, the selected Vendor must begin working with the Department and if applicable, the new Recipient to develop a Data Transition Plan (DTP). The Department shall provide the DTP template to the Contractor.

- 11.8.1.2. The Contractor must use reasonable efforts to assist the Recipient, in connection with the transition from the performance of Services by the Contractor and its End Users to the performance of such Services. This may include assistance with the secure transfer of records (electronic and hard copy), transition of historical data (electronic and hard copy), the transition of any such Service from the hardware, software, network and telecommunications equipment and internet-related information technology infrastructure (“Internal IT Systems”) of Contractor to the Internal IT Systems of the Recipient and cooperation with and assistance to any third-party consultants engaged by Recipient in connection with the Transition Services.
- 11.8.1.3. If a system, database, hardware, software, and/or software licenses (Tools) was purchased or created to manage, track, and/or store Department Data in relationship to this contract said Tools will be inventoried and returned to the Department, along with the inventory document, once transition of Department Data is complete.
- 11.8.1.4. The internal planning of the Transition Services by the Contractor and its End Users shall be provided to the Department and if applicable the Recipient in a timely manner. Any such Transition Services shall be deemed to be Services for purposes of this Contract.
- 11.8.1.5. Should the data Transition extend beyond the end of the Contract, the Contractor agrees that the Contract Information Security Requirements, and if applicable, the Department’s Business Associate Agreement terms and conditions remain in effect until the Data Transition is accepted as complete by the Department.
- 11.8.1.6. In the event where the Contractor has comingled Department Data and the destruction or Transition of said data is not feasible, the Department and Contractor will jointly evaluate regulatory and professional standards for retention requirements prior to destruction, refer to the terms and conditions of Exhibit K: *DHHS Information Security Requirements*.

11.8.2. Completion of Transition Services

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11.8.2.1. Each service or Transition phase shall be deemed completed (and the Transition process finalized) at the end of 15 business days after the product, resulting from the Service, is delivered to the Department and/or the Recipient in accordance with the mutually agreed upon Transition plan, unless within said 15 business day term the Contractor notifies the Department of an issue requiring additional time to complete said product.

11.8.2.2. Once all parties agree the data has been migrated the Contractor will have 30 days to destroy the data per the terms and conditions of Exhibit K: DHHS Information Security Requirements.

#### 11.8.3. Disagreement over Transition Services Results

11.8.3.1. In the event the Department is not satisfied with the results of the Transition Service, the Department shall notify the Contractor, by email, stating the reason for the lack of satisfaction within 15 business days of the final product or at any time during the data Transition process. The Parties shall discuss the actions to be taken to resolve the disagreement or issue. If an agreement is not reached, at any time the Department shall be entitled to initiate actions in accordance with the Contract.

#### 11.9. **Audit Requirements**

11.9.1. The selected Vendor(s) must email an annual audit to [dhhs.act@dhhs.nh.gov](mailto:dhhs.act@dhhs.nh.gov) if any of the following conditions exist:

11.9.1.1. Condition A - The selected Vendor 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.

11.9.1.2. Condition B - The selected Vendor 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.

11.9.1.3. Condition C - The selected Vendor is a public company and required by Security and Exchange Commission (SEC) regulations to submit an annual financial audit.

11.9.2. If Condition A exists, the selected Vendor(s) 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.

11.9.3. If Condition B or Condition C exists, the selected Vendor(s) shall submit an annual financial audit performed by an independent CPA within 120 days after the close of the selected Vendor’s fiscal year.

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- 11.9.4. Any selected Vendor 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 Vendor is high-risk.
- 11.9.5. 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 Vendor(s) that the selected Vendor(s) 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.

## **12. APPENDICES TO THIS SOLICITATION**

- 12.1. **Appendix A – Form P-37 General Provisions and Standard Exhibits**
- 12.2. **Appendix B – Culturally and Linguistically Appropriate Services (CLAS) Requirements**
- 12.3. **Appendix C – Transmittal Letter and Vendor Information**
- 12.4. **Appendix D – Technical Response to Questions**
- 12.5. **Appendix E – Budget Sheet**
- 12.6. **Appendix F – Program Staff List**