**Instructions**: Provide detailed responses in the text boxes to the questions below. If additional attachments are required as specified below, submit the attachments in the order they are requested below. There is no page limit for this Appendix D, Technical Response to Questions, or any associated attachments.

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| **Vendor Name** |  |

1. Describe your organization’s ability to provide the services required in Paragraph 2.1.1., Required Reports. Describe and provide sample copies of all required reports. Include identification of the source(s) of data your organization intends to access in fulfillment of required services, and indicate the extent of the data available for both New Hampshire and interstate child support cases.

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1. Describe in detail your organization’s process for: (a) accepting Department reports on a monthly basis, or on a more frequent basis, if requested by the Department; and (b) updating an obligor’s credit reporting information as a result of such reports and producing an acknowledgment. Include the extent to which your organization will distribute required credit reporting information to other agencies and/or other companies. Describe the process used to resolve disputed credit reporting.

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1. Complete Appendix G, Draft Acceptance Test Plan Proposal. Describe in detail your organization’s ability to fulfill the requirements specified in Subsection 2.2., Web Portal Services. Include images or screen shots of the web portal components with which Department staff would interact to access the information described in Paragraph 2.1.1., Required Reports. Complete Appendix H, IT Requirements Workbook.

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1. Describe in detail the continuing education and/or training your organization intends to provide to the Department. Include samples of training material applicable to your organization’s proposed Web Portal.

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1. Provide your proposed staffing plan. Include an organizational chart, resumes for filled positions, and job descriptions for any vacant positions. Specify any specialized staff education, training, skills, and/or experience.

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