

Request for Information 0622-034



State of Alaska
Department of Health & Social Services
Division of Public Assistance

Date Issued: December 17, 2021
Response Deadline: December 27, 2021, 2:30PM

TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF), MAINTENANCE OF EFFORT (MOE)

Introduction:

The State of Alaska, Health and Social Services, Division of Public Assistance is seeking information from interested parties who are already familiar with federal mandates regarding TANF MOE with ability to assist the Division in developing, refining, and processing TANF MOE claims for third parties previously identified and new third-party partners. Interested parties would be required to identify potential sources of additional MOE expenditures, meet with target community agencies to explain the project, obtain agreements to document potential MOE expenditures, and collect data for these expenditures. They will be required to gather and prepare appropriate expenditures, using most current methodologies in compliance with latest up to date federal mandates, to assist DHSS in preparation of data reporting to include in year-end US Department of Health and Human Services, Administration for Children and Families (ACF) reports.

Background Information:

The state of Alaska is required to satisfy the federally mandated Maintenance of Effort (MOE) requirement for the TANF program which is administered through the Department of Health and Social Services (DHSS), Division of Public Assistance (DPA). TANF MOE requires states to maintain spending from their own funds on eligible TANF related activities. The State of Alaska needs continuing assistance in developing and refining TANF MOE expenditure targets from other sources beyond the Division of Public Assistance to leverage qualifying activities to increase MOE activity, in order to avoid penalties associated with failure to satisfy MOE requirements, such as a reduction in a state's subsequent years' federal block grant by a ratio of \$1:\$1 and an increase in subsequent year's MOE spending by the same amount for each shortfall from the required spending level. This requires documented MOE expenditure methodologies employed and provided with data to staff for inclusion into the year-end ACF reports, ensuring high level of accountability, applicability, accuracy and completeness of how calculations "net out" non qualifying expenditures and are generally formulated methodologies within this analysis concept.

Scope of Work

If DHSS conducts a solicitation for these services, the contractor will assist the Department in developing, refining, and processing TANF Maintenance of Effort (MOE) claims with previously identified and new third-party partners. The contractor would identify potential sources of additional MOE expenditures, meet with target agencies to explain the project, obtain agreements to document potential MOE expenditures, and collect these expenditures. They would gather and prepare appropriate expenditures, and the methodologies employed, to assist DHSS in preparing the data timely for inclusion in year-end US Department of Health and Human Services, Administration for Children and Families (ACF) reports.

Budget

The Alaska Department of Health and Social Services, Division of Public Assistance, estimates a budget of between \$1,985,000.00 to \$2,185,000.00 to be sufficient for completion of this project over five-years beginning with federal fiscal year 2022.

Deliverables

If DHSS conducts a solicitation, it may include the following deliverables in the solicitation:

1. Meet with DHSS staff to discuss the project, program regulations, and new and/or third-party MOE expenditures.
2. Meet with DHSS staff to prepare ACF TANF financial reports (ACF-196, ACF-196R, ACF 202 and ACF 204). The Contractor will brief staff and determine an agreeable schedule for FFY 2022 reporting timelines.
3. Work with DHSS staff to refine the amount of Maintenance of Effort (MOE) needed for FFY 2022.
4. With input from Division staff, identify up to three opportunities that could lead to increased MOE, either within the State or with a third-party organization. Then, seek to meet with these entities to explain the MOE expenditure initiative and determine willingness to participate as an MOE partner. Should the limitations be due to data sharing, the contractor will identify what would be needed to gather the proper data for MOE claiming.
5. Reach out to existing state and third-party partnerships with the purpose of maintaining relationships regarding TANF MOE. Then, meet with these organizations to explain the MOE expenditure initiative and determine willingness to continue participation as an MOE partner. This includes describing claims processes, from review through assessment.
6. Process quarterly claims for the Food Banks and Boys and Girls Club. Quarterly claims for FFY 2022 will only be processed if contract is executed with enough time before the first quarter claim is due to complete the required work, otherwise the first claim will include prior FFY 2022 quarter's data.
7. Work with the selected project partners to identify MOE expenditures and required supporting data. Review the expenditures received for completeness and request modification and/or additional supporting data as necessary. Based on the expenditures received, calculate countable MOE expenditures for each organization. Where applicable, the contractor will use ACF accepted methodologies for calculations.
8. Develop Memoranda of Agreement between the Department and participating nonprofit community organizations as necessary. Submit draft MOAs to the Department for review and approval prior to formally executing with the participating public and private agencies.
9. Submit countable MOE expenditures and methodologies used to division staff as identified and be available to answer questions and submit additional documentation as required.

Preferred Minimum Experience

1. Information provided below lists previous minimum requirements used pertaining to TANF deliverables per the state's project history with appropriate updates to make the outlined experience correlate with the time of this posting:
 - A. At least five (5) years of experience dealing with federal policies governing the Temporary Assistance for Needy Families (TANF) program, particularly those related to Maintenance of Effort (MOE) requirements.
 - B. Must have successfully identified TANF MOE for at least five (5) states and must have successfully provided documentation of the programmatic and fiscal effects of the efforts.

Response Information:

How to Participate

Interested applicants/firms who believe they can provide the services described above should indicate their interest by submitting an electronic response (.pdf format is preferable) with the following information:

- Company name
- Contact information (email) for the individual(s) who should be notified if DHSS releases a solicitation
- A summary that clearly describes your company's capabilities and experience related to providing the services described in this RFI.
- A summary that clearly describes how the applicant/firm meets or exceeds the preferred minimum experience shown in 1.A and B above.
- A statement confirming that the company anticipates the project deliverables, as shown in the budget above, are reasonably within the estimated budget provided. Or, if not, why not?
- A summary of any concerns regarding the project as described. What potential obstacles should be anticipated?

Submission Instructions:

Applicants/firms must submit their response as a PDF file, sent via email, by December 27, 2021, at 2:30PM. Responses should be attached and sent via email to the following:

Matt Meienberg

Procurement Specialist

Alaska Department of Health and Social Services

Matthew.Meienberg@alaska.gov

Please cc: Annalisa.Haynie@alaska.gov

It is the responsibility of the interested party to follow up with the person(s) listed above to ensure your response was received prior to the time and date specified at the top of this RFI.

Important Notice:

This Request for Information does not constitute a formal solicitation. The purpose of the RFI is to determine if there are qualified offerors out there who would be interested in bidding on these services. The State will use this information to potentially develop a future solicitation.

The State of Alaska is not responsible for any costs associated with the preparation of responses. The issuance of the Request for Information does not obligate the state to purchase any goods or services, extend any rights to prospective vendors nor guarantee that the State of Alaska will proceed with a formal solicitation.