

## Notice of Blanket Purchase Agreement



**State Of Rhode Island and Providence Plantations**  
**Department of Administration**  
**Division of Purchases**  
**One Capitol Hill**  
**Providence, RI 02908-5860**

<b>V E N D O R</b>	<b>PUBLIC CONSULTING GROUP INC</b> 148 STATE ST 10TH FLR BOSTON, MA 02109 United States
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<b>S H I P T O</b>	<b>EOHHS MEDICAL ASSISTANCE</b> HAZARD BUILDING 74 WEST ROAD CRANSTON, RI 02920 United States
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<b>Development and Implementation of a Cost Allocation Plan for EOHHS Departments</b>	
Award Number	<b>3547038</b>
Revision Number	<b>3</b>
Effective Period	<b>06-DEC-2017 - 31-DEC-2019</b>
Approved PO Date	<b>21-DEC-2018</b>
Vendor Number	<b>1233-iSupplier</b>

Type of Requisition	<b>*OTHER</b>
Requisition Number	<b>1497274</b>
Change Order Requisition Number	<b>12/21/2018</b>
Solicitation Number	<b>7551453</b>
Freight	<b>Paid</b>
Payment Terms	<b>NET 30</b>
Buyer	<b>Francis, David</b>
Requester Name	<b>Nicotero, Michelle R</b>
Work Telephone	<b>401-462-6850</b>

This Purchase Order is issued pursuant to and in accordance with the terms and conditions of the solicitation and applicable federal, state, and local law, including the State of Rhode Island's purchasing regulations, available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

12/21/2018 = EOHHS PCG 3457038

PO #3457038 PUBLIC CONSULTING GROUP

TO SUPPLIER ATTACHMENT:

DATE CHANGE:  
 FROM: 12/31/2018  
 TO: 12/31/2019

CURRENT CONTRACT VALUE: \$597,020.00  
 INCREASE CONTROL VALUE: \$664,734.00  
 REVISED CONTROL VALUE: \$1,261,754.00

### INVOICE TO

The State of Rhode Island accepts electronic invoices via its supplier portal. To register and submit electronic invoices, visit the supplier portal at <http://controller.admin.ri.gov/iSupplier/isup/index.php>

To submit paper invoices, mail to: Department of Administration Controller, One Capitol Hill, 4th Floor, Providence 02908.

**STATE PURCHASING AGENT**

Nancy R. McIntyre

EXERCISE ANNUAL OPTION RENEWAL.

PER AGREEMENT AMENDMENT #2.

Reference Documents: 201812211434.pdf

Line	Description	Unit	Unit Price (USD)
1	APA-17826 Development and Implementation of a Cost Allocation Plan for EOHHS	Each	1
2	APA-17826 Development and Implementation of a Cost Allocation Plan for DCYF	Each	1
3	APA-17826 Development and Implementation of a Cost Allocation Plan for DHS	Each	1
4	APA-17826 Development and Implementation of a Cost Allocation Plan for DOH	Each	1
5	APA-17826 Development and Implementation of a Cost Allocation Plan for HSRI	Each	1

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**STATE PURCHASING AGENT**

  
Nancy R. McIntyre

**Contract Terms and Conditions**

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## **Terms and Conditions**

### **PURCHASE ORDER STANDARD TERMS AND CONDITIONS**

#### **TERMS AND CONDITIONS FOR THIS PURCHASE ORDER**

#### **CAMPAIGN FINANCE COMPLIANCE**

CAMPAIGN FINANCE: In accordance with RI General Law 17-27-2, Every person or business entity providing goods or services of \$5,000 or more, and has in the preceding 24 months, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, or candidate for general office, any member, or candidate for general assembly, or political party, is required to electronically file an affidavit regarding political contributions at: <https://secure.ricampaignfinance.com/RhodeIslandCF/Public/VendorAffidavit.aspx>

#### **ARRA SUPPLEMENTAL TERMS AND CONDITIONS**

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

#### **DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:**

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

For all Purchase Orders issued on behalf of the University of Rhode Island, Community College of Rhode Island, and Rhode Island College, vendors will receive a confirming order from the respective entity prior to proceeding.

#### **INSURANCE REQUIREMENTS (ADDITIONAL)**

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "SHIP TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT. FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION.

#### **MULTI YEAR AWARD**

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

**BLANKET PAYMENT**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY. PAYMENTS WILL BE AUTHORIZED UPON SUBMISSION OF PROPERLY RENDERED INVOICES NO MORE THAN MONTHLY TO THE RECEIVING AGENCY. ANY UNUSED BALANCE AT END OF BLANKET PERIOD IS AUTOMATICALLY CANCELLED.

**EQUAL OPPORTUNITY COMPLIANCE**

THIS PURCHASE ORDER IS AWARDED SUBJECT TO EQUAL OPPORTUNITY COMPLIANCE.

**PURCHASE AGREEMENT AWARD**

THIS IS A NOTICE OF AWARD, NOT AN ORDER. Any quantity reference in the agreement or in the bid preceding it are estimates only and do not represent a commitment on the part of the state to any level of billing activity, other than for quantities or volumes specifically released during the term. No action is to be taken except as specifically authorized, as described herein under AUTHORIZATION AND RELEASE. ENTIRE AGREEMENT - This NOTICE OF AWARD, with all attachments, and any release(s) against it shall be subject to: (1) the specifications, terms and conditions set forth in the Request/Bid Number cited herein, (2) the General Terms and Conditions of Contracts for the State of Rhode Island and (3) all provisions of, and the Rules and Regulations promulgated pursuant to, Title 37, Chapter 2 of the General Laws of the State of Rhode Island. This NOTICE shall constitute the entire agreement between the State of Rhode Island and the Vendor. No assignment of rights or responsibility will be permitted except with the express written permission of the State Purchasing Agent or his designee. CANCELLATION, TERMINATION and EXTENSION - This Price Agreement shall automatically terminate as of the date(s) described under CONTRACT PERIOD unless this Price Agreement is altered by formal amendment by the State Purchasing Agent or his designee upon mutual agreement between the State and the Vendor.

**AUTHORIZATION AND RELEASE**

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency. A Direct Purchase Order (DPO) shall be created by the agency listing the items ordered, using the pricing and format set forth in the Master Blanket. All pricing shall be as described in the Master Blanket and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected in Master Blanket.

**TERMS AND CONDITIONS OF PRICING AGREEMENT**

**SCOPE AND LIMITATIONS** - This Agreement covers requirements as described herein, ordered by State agencies during the Agreement Period. No additional or alternative requirements are covered, unless added to the Agreement by formal amendment by the State Purchasing Agent or his designee.

Under State Purchasing Law, 37-2-54, no purchase or contract shall be binding on the state or any agency thereof unless approved by the department [of administration] or made under general regulations which the chief purchasing officer may prescribe. Under State Purchasing Regulation 8.2.1.1.2, any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the state.

**PRODUCT ACCEPTANCE** - All merchandise offered or otherwise provided shall be new, of prime manufacture, and of first quality unless otherwise specified by the State. The State reserves the right to reject all nonconforming goods, and to cause their return for credit or replacement, at the State's option.

a) Failure by the state to discover latent defect(s) or concealed damage or non-conformance shall not foreclose the State's right to subsequently reject the goods in question.

b) Formal or informal acceptance by the State of non-conforming goods shall not constitute a precedent for successive receipts or procurements.

Where the vendor fails to cure the defect promptly or replace the goods, the State reserves the right to cancel the Release, contract with a different vendor, and to invoice the original vendor for any differential in price over the original contract price.

**ORDER AUTHORIZATION AND RELEASE AGAINST PRICING AGREEMENT**

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency.

**State Agencies shall request release as follows: All releases shall reference the Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein.**

A Department Purchase Order (DPO) listing the items ordered shall be created by the agency. The agency may mail or fax a copy of the order to the Vendor. In some cases the agency may request delivery by telephone, but must provide the Vendor with a DPO Order Number reference for billing purposes. Vendors are encouraged to require written orders to assure payments are processed accurately and promptly.

**DELIVERY** If this is an MPA, Vendor will obtain "ship to" information from each participating agency. This information will be contained in the DPO. APA delivery information will be contained in the Notice of Award.

**PRICING** - All pricing shall be as described herein, and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected herein.

**INVOICING** All invoices shall reference the DPO Order Number(s), Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein. If this is an MPA, Vendor will obtain "bill to" information from each participating agency. This information will be contained in the DPO. APA billing information will be contained in the Notice of Award.

**PAYMENT** - Invoices for items not received, not priced according to contract or for work not yet performed will not be honored. No payment will be processed to any vendor for whom there is no IRS W-9 on file with the State Controller.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
Department of Administration DIVISION OF PURCHASES

**RI-FANS CHANGE ORDER FORM**

**EMAIL CHANGE ORDERS TO:** [doa.purchaseorders@purchasing.ri.gov](mailto:doa.purchaseorders@purchasing.ri.gov)

This form is to be used for:

- Supplier Name Changes
- Cancellations to Blanket/Contract Purchase Agreements and Standard Purchase Orders.
- Line item changes, date changes and agreed amount changes to Blanket/Contract Purchase Agreements.

This form is not applicable for:

- Adding a line item or increasing a quantity on a Standard Purchase Order over \$5000.00.  
(A change order requisition should be created and submitted for this type of change).
- Releases (Blanket/Contract) Should be processed as an electronic change order through RIFANS.

**(ONLY 1 PURCHASE ORDER PER CHANGE ORDER FORM)**

TYPE IN HERE

TYPE IN HERE

DATE	12/21/2018	MPA NUMBER	APA-17826
PURCHASE ORDER NUMBER	3547038	SOLE SOURCE (YES/NO)	N
BID NUMBER	7551453	DELEGATED (YES/NO)	N
BUYER NAME (as it appears on the purchase order)	David Francis	GRANT (YES/NO)	N
AGENCY DOC I.D. NUMBER		GRANT/ DELEGATED PO END DATE	01/01/2019
SUPPLIER NAME	Public Consulting Group		

TYPE OF CHANGE TO BE MADE	FROM	TO
SUPPLIER NAME (include W-9 FORM and letters from companies advising of the name change)	Click or tap here to enter text.	Click or tap here to enter text.
AGREED AMOUNT CHANGE (BLANKET/CONTRACT)	\$597,020.00	\$1,261,754.00
DATE CHANGE (BLANKET/CONTRACT)	01/01/2019	12/31/2019 ✓
CANCEL ENTIRE PURCHASE ORDER YES <input type="checkbox"/> (Standard, Blanket/Contract Purchase Agreements) (Give justification/reason below)		

**LINE ITEM CHANGE FOR BLANKET PURCHASE AGREEMENTS:**

CODES: (A) Add Line (D) Delete Line (DC) Description Change (PC) Price Change

Code	Line #	Description	Price from	Price to
		Click or tap here to enter text.		
		Click or tap here to enter text.		
		Click or tap here to enter text.		

**REASON/JUSTIFICATION:** Attached is amendment #2 extending contract date to 12/31/2019 adding 664734 to control value, attached budget allocation for each department.

CONTACT PERSON: Michelle Nicotero

PHONE NUMBER: 462-6850

AUTHORIZED AGENT:

SIGNATURE

*[Signature]*

**FOR DOA PURCHASES ONLY SECTION**

BUYER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

INTERDEPARTMENTAL PROJECT MANAGER SIGNATURE: *Cecil Francis* DATE: 12/21/18

DEPUTY/PURCHASING AGENT SIGNATURE: *Michelle D. Mitchell* DATE: 12/21/18

This form can be found on the purchasing website: [www.purchasing.ri.gov](http://www.purchasing.ri.gov) in the Agency Resource Center. For complete instructions on processing change orders, visit the purchasing website [www.purchasing.ri.gov](http://www.purchasing.ri.gov) Agency Resource Center/Instructions and Trainings/RIFANS Instruction Manuals.

*Received  
12/21/18  
Via email*

Agency Doc. ID = EOHHS PCG 3457038

**PO# 3457038 Public Consulting Group**

**To Supplier Attachment:**

Date Change- **From: 12/31/2018**  
**To: 12/31/2019**

**Current Contract Value: \$ 597,020.00**  
**Increase Control Value: \$ 664,734.00**  
**Revised Control Value: \$1,261,754.00**

**Exercise annual option renewal.**

**Per agreement amendment# 2.**



## **SECOND AMENDMENT**

### **TO AGREEMENT**

**Between the**

**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS**

**EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES**

**And**

**PUBLIC CONSULTING GROUP, INC.**

The Executive Office of Health and Human Services (EOHHS or the State) and Public Consulting Group, Inc. (PCG) (collectively, the Parties), hereby enter into this Second Amendment to Agreement on the 31<sup>st</sup> day of December 2018, for the purposes of amending the original agreement previously entered into between the Parties on December 5, 2017 (the Agreement).

**Whereas**, PCG assists the State in the development and implementation of a cost allocation plan for EOHHS and its agencies;

**Whereas**, the Parties seek to extend the Agreement for a one-year extension, commencing on January 1, 2019 and expiring on December 31, 2019 (the First Renewal Term);

**Whereas**, the Parties seek to amend the budget terms for this Agreement.

**Now Therefore**, the Parties to the Agreement, for good and valuable consideration, the receipt of which is hereby acknowledged, agree as follows:

#### **1. PAR. 3. TIME OF PERFORMANCE**

PCG shall commence performance of the First Renewal Term on the 1<sup>st</sup> day of January 2019 and shall complete performance no later than the 31<sup>st</sup> day of December 2019, unless terminated prior to that day by other provisions of the Agreement. Performance may be extended or renewed by the Parties for three additional one-year extensions.

#### **2. PAR. 6. BUDGET**

Total payment for services to be provided under this Amendment shall not exceed the total budge as detailed in revised **ADDENDUM II**, attached hereto and incorporated herein by reference. Expenditures exceeding budget line-items categories by ten (10%) shall not be authorized unless prior written approval is first obtained pursuant to **PAR. 10 –**

**MODIFICATION OF AGREEMENT**, subject to the maximum amount of this Amendment as stated above.

**3. TERMS AND CONDITIONS**

All other provisions of the Agreement are hereby ratified and confirmed in all respects and shall remain in full force and effect to the extent not expressly changed by this Amendment.

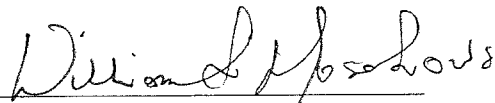
**IN WITNESS WHEREOF**, the parties hereto have hereunder set their hands as of the date first above written and this Agreement made legally binding upon the issuance of a valid Purchase Order by the State of Rhode Island as follows:

**STATE OF RHODE ISLAND:**



LISA VURA-WEIS  
Acting Secretary  
Executive Office of Health and  
Human Services

**PUBLIC CONSULTING GROUP, INC.:**



By: WILLIAM S. MOSAKOWSKI  
President and CEO

## ADDENDUM II

### BUDGET

#### I. ASSUMPTIONS

The following assumptions are made in accordance with this renewal agreement:

- The budget outlined in this Option Year 1 extension is inclusive of the scope of work provided in the original contract but has been modified as outlined below to meet specific agency needs.
- The stated price will be in effect throughout the extension period (January 1, 2019 – December 31, 2019) and will include all efforts outlined below. If the scope needs to be modified for any agency, a contract amendment will be submitted to the DOA Division of Purchases for its consideration. No additional work will be performed unless and until the contract amendment is approved by the DOA Division of Purchases.
- All hours are based on the following fully-loaded rates as updated in amendment #1 dated October 16, 2018:

Position Title	Fully Loaded Hourly Rate
Project Manager or PCG Manager	\$310
Associate Manager	\$294
PCG Senior Consultant	\$268
Senior Operations Manager	\$210
Consultant	\$235
Senior Technical Advisor	\$210
Technical Advisor	\$184
Operations Manager	\$184
Systems Analyst	\$173
Business Analyst	\$173
Operations Analyst	\$105
Health Services Development (HSD)	\$142

- Ongoing use of both EasyRMTS™ and AlloCAP™ require signed licensing agreements and ongoing hosting fees.
- PCG is offering EOHHS a volume discount on AlloCAP™ hosting fees at \$450 per instance, per month. This budget includes three (3) instances of AlloCAP™.

Agency	Monthly Hosting Fee	Annual Total
EOHHS AlloCAP™	\$450	\$5,400
DCYF AlloCAP™	\$450	\$5,400
DHS AlloCAP™	\$450	\$5,400
<b>Total</b>		<b>\$16,200</b>

- PCG is offering EOHHS a volume discount on EasyRMTS™ hosting fees at \$450 per instance, per month. This budget includes three (3) instances of EasyRMTS™.

Agency	Monthly Hosting Fee	Annual Total
DCYF CPA EasyRMTS™	\$450	\$5,400
DCYF State EasyRMTS™	\$450	\$5,400
DHS EasyRMTS™	\$450	\$5,400
<b>Total</b>		<b>\$16,200</b>

- EasyRMTS™ and AlloCAP™ systems are as implemented and future unique reports or functionality changes may require additional costs.
- The following assumptions apply per department:
  - **EOHHS**
    - PCG will continue to provide the following (hours have been increased to match anticipated effort):
      - Provide assistance with processing the quarterly cost allocation plan (EOHHS will continue to process)
      - Provide expertise related to the cost allocation plan and administrative claiming
      - Host one instance of AlloCAP™
    - Additional tasks include the following:
  - Provide technical assistance with the UHIP IAPD (added in the amendment dated 10/16/2018).

- **HSRI**
  - Provide consulting services related to calculation of HSRI claims narrative assistance, and negotiation assistance. (note that hours have been decreased to match anticipated effort).
  - HSRI will process the quarterly CAP which is a change from the original SOW and why hours have been decreased.
- **DHS**
  - Provide four (4) quarters of operation of EasyRMTS™ for DHS.
  - Provide four (4) quarters of operation of AlloCAP™ for DHS
  - Provide cost allocation plan consulting services and operate four (4) quarters of CAP claim calculations for DHS (for the quarters ending 12/31/2018, 3/31/2019, 6/30/2019, and 9/30/2019). Hours have been increased to match anticipated effort.
  - Additional tasks include the following:
    - PCG has included hours to assist DHS with inquiries and expertise related to the Auditor General report.
- **DOH**
  - Calculate the SFY21 indirect cost rate based on SFY19 expenditures and provide assistance with responses to the SFY20 rate.
  - PCG's budget includes the effort to calculate the SFY21 indirect cost rate and annual rates going forward.
  - No software is included in DOH efforts.
- **DCYF**
  - Provide four (4) quarters of operation of the CPA instance of EasyRMTS™.
  - Provide four (4) quarters of operation of the State instance of EasyRMTS™.
  - Provide four (4) quarters of preparation of the quarterly cost allocation plan using AlloCAP™ (for the quarters ending 12/31/2018, 3/31/2019, 6/30/2019, and 9/30/2019). Hours have been increased to match anticipated effort including the level of re-runs that has become the norm with this effort.
  - Hours are included for bi-monthly RMTS newsletters and training activities for all RMTS participants (change from prior scope of work).
  - Hours were included for the TANF statistic collection (change from prior scope of work).
  - Specific consulting hours have been added to assist with budget projects and changes to the CPA claiming process as a result of DCYF programmatic and contracting changes (change from prior scope of work).

## II. BUDGETS

The total budgets for EOHHS, HSRI, DHS, DOH, and DCYF are listed below:

### A. EOHHS

EOHHS	Estimated Annual Hours	Total Annual Cost
Staff Fees - CAP	120	\$26,984
Staff Fees – UHIP IAPD <ul style="list-style-type: none"><li>• EOHHS share is \$6,399;</li><li>• HSRI share is \$1,311; and</li><li>• DHS share is \$7,006</li></ul>	70	\$14,716
AlloCAP™ Hosting	N/A	\$ 5,400
<b>Total</b>		<b>\$47,100</b>

### B. HSRI

HSRI	Estimated Annual Hours	Total Annual Cost
Staff Fees	156	\$35,352
<b>Total</b>		<b>\$35,352</b>

### C. DHS

DHS	Estimated Annual Hours	Total Annual Cost
Staff Fees - Assist with Requests Related to Auditor General Report	42	\$ 9,576
Staff Fees – CAP and RMTS	1,072	\$191,460
DHS EasyRMTS™	N/A	\$ 5,400
AlloCAP™ Hosting	N/A	\$ 5,400
<b>Total</b>		<b>\$211,836</b>

**D. DOH**

<b>DOH</b>	<b>Estimated Annual Hours</b>	<b>Total Annual Cost</b>
Staff Fees	171	\$34,560
<b>Total</b>		<b>\$34,560</b>

**E. DCYF**

<b>DCYF</b>	<b>Estimated Annual Hours</b>	<b>Total Annual Cost</b>
Staff Fees – CAP and RMTS	1,658	\$319,686
DCYF CPA EasyRMTS™	N/A	\$ 5,400
DCYF State EasyRMTS™	N/A	\$ 5,400
AlloCAP™ Hosting	N/A	\$ 5,400
<b>Total</b>		<b>\$335,886</b>

Total costs per department as outlined above are as follows:

<b>Department</b>	<b>Estimated Annual Hours</b>	<b>Total Annual Cost</b>
EOHHS	190	\$ 47,100
HSRI	156	\$ 35,352
DHS	1,114	\$211,836
DOH	171	\$ 34,560
DCYF	1,658	\$335,886
<b>Total</b>		<b>\$664,734</b>

### III. WORKPLANS

The respective workplans with tasks and associated hours for each department are outlined below:

#### A. EOHHS

Tasks		Owner	Estimate	Timeframe	Manager	Senior Consultant	Technical Advisor	Consultant	Systems Analyst	Total Hours
Task ID	Project Tasks		Start Date	End Date	Hours	Hours	Hours	Hours		Task Hours
1	<b>UHIP</b>		1/2/2019	12/31/2019	6	8	48	8	0	70
1.1	Assist with UHIP IAPD Cost Allocation Expertise	PCG/EOHHS	1/2/2019	12/31/2019						
2	<b>Review CAP Narrative (Quarterly Task)</b>		1/2/2019	12/31/2019	8	6	12	10	0	36
2.1	Review CAP narrative structure for organizational changes	PCG	1/2/2019	12/31/2019						
2.2	Review cost center functions and confirm allocation methods still apply	PCG/EOHHS	1/2/2019	12/31/2019						
2.3	Review ISAs/MOUs, federal programs, and organizational charts and update the CAP narrative for any changes	PCG	1/2/2019	12/31/2019						
3	<b>Update CAP Narrative (Quarterly Task)</b>		1/2/2019	12/31/2019	0	6	8	12	0	26
3.1	Provide draft CAP narrative amendment to EOHHS	PCG	1/2/2019	12/31/2019						
3.2	EOHHS reviews draft amendment and provides feedback	EOHHS	1/2/2019	12/31/2019						
3.3	PCG incorporates feedback and finalizes amendment	PCG	1/2/2019	12/31/2019						
3.4	EOHHS submits final narrative amendment to CAS for approval (corresponds with quarter end)	EOHHS	1/2/2019	12/31/2019						
4	<b>Provide Ongoing Support</b>		1/2/2019	12/31/2019	8	4	28	10	8	58
4.1	PCG supports EOHHS in quarterly processing of CAP using AlloCAP™	PCG	1/2/2019	12/31/2019						
4.2	PCG assists with ongoing CAP amendments, organizational changes, and other needs	PCG	1/2/2019	12/31/2019						
Total Hours/Resource Level					22	24	96	40	8	190



## B. HSRI

Tasks		Owner	Estimated Timeframe		Manager	Senior Consultant	Consultant	Technical Advisor	Total
Task ID	Project Tasks		Start Date	End Date	Hours	Hours	Hours	Hours	Task Hours
1	<i>Review CAP Narrative (Quarterly Task)</i>		1/2/2019	12/31/2019	8	14	20	26	68
1.1	Review CAP narrative structure for organizational changes	PCG	1/2/2019	12/31/2019					
1.2	Review cost center functions and confirm allocation methods still apply	PCG/HSRI	1/2/2019	12/31/2019					
1.3	Review ISAs/MOUs, federal programs, and organizational charts and update the CAP narrative for any changes	PCG	1/2/2019	12/31/2019					
2	<i>Update CAP Narrative (Quarterly Task)</i>		1/2/2019	12/31/2019	2	8	12	16	38
2.1	Provide draft CAP narrative amendment to HSRI	PCG	1/2/2019	12/31/2019					
2.2	HSRI reviews draft amendment and provides feedback	HSRI	1/2/2019	12/31/2019					
2.3	PCG incorporates feedback and finalizes amendment	PCG	1/2/2019	12/31/2019					
2.4	HSRI submits final narrative amendment to CAS for approval (corresponds with quarter end)	HSRI	1/2/2019	12/31/2019					
3	<i>Provide Ongoing Support</i>		1/2/2019	12/31/2019	2	10	16	22	50
3.1	PCG supports HSRI in quarterly processing of CAP	PCG	1/2/2019	12/31/2019					
3.2	PCG assists with ongoing CAP amendments, organizational changes, and other needs	PCG	1/2/2019	12/31/2019					
Total Hours/Resource Level					12	32	48	64	156

## C. DHS

Tasks	Owner	Estimated Timeframe	Manager	Senior Consultant	Technical Advisor	Senior Operations Manager	Business Analyst	Operations Analyst	HSD	Systems Analyst	Total Hours
Project Tasks		Start Date	End Date	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Task Hours
Assist with Requests Related to Auditor General Report		1/2/2019	12/31/2019	8	10	24	0	0	0	0	42
Assist with Requests Related to Auditor General Report	PCG	1/2/2019	12/31/2019								
Review CAP Narrative (Quarterly Task)		1/2/2019	12/31/2019	8	24	72	0	72	0	0	176
Review CAP narrative structure for organizational changes	PCG & DHS	1/2/2019	12/31/2019								
Review cost center functions and confirm allocation methods still apply	PCG & DHS	1/2/2019	12/31/2019								
Review ISAs/MOUs, federal programs, and organizational charts and update the CAP narrative for any changes	PCG & DHS	1/2/2019	12/31/2019								
Update CAP Narrative (Quarterly Task)		1/2/2019	12/31/2019	8	24	48	0	64	0	0	144
Update draft CAP narrative amendment and provide to DHS	PCG	1/2/2019	12/31/2019								
DHS reviews draft amendment and provides feedback	DHS	1/2/2019	12/31/2019								
PCG incorporates feedback and finalizes amendment	PCG	1/2/2019	12/31/2019								
DHS submits final narrative amendment to CAS for approval (corresponds with quarter end)	DHS	1/2/2019	12/31/2019								
Operate RMTS for ETs/SCWs (Quarterly Task)		1/2/2019	12/31/2019	4	24	32	8	160	180	0	418
Submit current RMTS roster to DHS for updating	PCG	1/2/2019	12/31/2019								
DHS makes updates to RMTS participants and provides updated roster to PCG	DHS	1/2/2019	12/31/2019								
PCG updates EasyRMTS™ for staff changes, state holidays, staff hours, and generates moments	PCG	1/2/2019	12/31/2019								
Generate moment sample and QC sample prior to approval	PCG	1/2/2019	12/31/2019								
Perform moment sample analysis and produce sample for quarter (must be prior to quarter start date)	PCG	1/2/2019	12/31/2019								
Provide technical and activity support to RMTS participants throughout the sample period	PCG	1/2/2019	12/31/2019								
Prepare monthly response rate reports by region/location and individual in order to determine staff or locations with low response rate trends	PCG	1/2/2019	12/31/2019								
Review RMTS subsample and Non-DHS activities and conduct participant follow-up as necessary	PCG	1/2/2019	12/31/2019								
Prepare and analyze quarterly results to be used as a statistic in the cost allocation plan (tabulates results for entire quarter)	PCG	1/2/2019	12/31/2019								
Prepare amendments in conjunction with cost allocation plan amendments and update system accordingly	PCG & DHS	1/2/2019	12/31/2019								
Conduct RMTS trainings (for new workers and refresher trainings)	PCG	1/2/2019	12/31/2019								
Evaluate Technology Changes		1/2/2019	12/31/2019	4	8	16	0	48	0	8	84
Review current AtoCAP™ functionality and compare CAP setup with updated CAP narrative	PCG	1/2/2019	12/31/2019								
Recommend updated AtoCAP™ features/reports to DHS to improve efficiency/functionality of AtoCAP™	PCG	1/2/2019	12/31/2019								
Process Quarterly CAP Reports (Quarterly Task)		1/2/2019	12/31/2019	4	48	32	0	160	0	0	250
Submit data request to DHS to collect expenditure, payroll, time study, case count, benefit report, and other data	PCG	1/2/2019	12/31/2019								
PCG reviews chart of accounts and allocation methods against updated CAP narrative and makes updates to reflect changes to CAP narrative structure	PCG	1/2/2019	12/31/2019								
DHS provides requested data to PCG	DHS	1/2/2019	12/31/2019								
PCG uploads expenditure and payroll data into AtoCAP™ and QCs data import	PCG	1/2/2019	12/31/2019								
PCG enters payroll and expenditure adjustments (as necessary)	PCG	1/2/2019	12/31/2019								
PCG enters stats for all allocation methods into AtoCAP™	PCG	1/2/2019	12/31/2019								
PCG QCs all stats entered into AtoCAP™	PCG	1/2/2019	12/31/2019								
PCG processes the quarterly CAP	PCG	1/2/2019	12/31/2019								
PCG generates and QCs CAP reports and QA sheet	PCG	1/2/2019	12/31/2019								
PCG provides first draft of reports and QA sheet to DHS for review and QC	PCG	1/2/2019	12/31/2019								
DHS reviews and QCs first draft of CAP reports and submits feedback to PCG	DHS	1/2/2019	12/31/2019								
PCG incorporates feedback and re-runs CAP and reports (as necessary)	PCG	TBD	TBD								
Total Hours/Resource Level				36	138	224	8	504	180	8	1114

## D. DOH

Tasks		Owner	Estimated Timeframe		Manager	Senior Consultant	Technical Advisor	Operations Manager	Total Hours
Task ID	Project Tasks		Start Date	End Date	Hours	Hours	Hours	Hours	Task Hours
1	Assist with Negotiation of FY 2019 ICR		1/1/2019	6/30/2019	1	1	6	6	14
1.2	Assist DOH with Negotiation and Approval of the FY 2019 ICR	PCG	1/1/2019	6/30/2019					
1.2.1	Answer Questions about the FY 2019 ICR Submission, if necessary	PCG	1/1/2019	6/30/2019					
1.2.2	Update the FY 2019 ICR Submission, if necessary	PCG	1/1/2019	6/30/2019					
2	ICR Development Kickoff		10/2/2019	10/6/2019	2	2	2	2	8
2.1	Schedule and Hold a Kick-off Meeting to Update Project Work Plan and Communication Plan	PCG/DOH	10/2/2019	10/6/2019					
3	Current Rate, Process, and Organizational Analysis		10/2/2019	10/31/2019	0	2	8	8	18
3.1	Submit data request to collect and review FY 2018 data including payroll, expenditures, organizational charts, journaled costs, depreciation, etc.	PCG	10/2/2019	10/6/2019					
3.2	Provide Requested Data	DOH	10/2/2019	10/13/2019					
3.3	Review Data Request	PCG	10/2/2019	10/13/2019					
3.4	Schedule and Conduct Interviews/ Requirements Gathering Sessions With Each Division	PCG	10/9/2019	10/27/2019					
3.5	Identify Recommendations for Process Improvements and Provide to DOH for Review	PCG	10/23/2019	10/31/2019					
4	Calculate FY 2020 ICR Based on FY 2018 Actual Data		10/16/2019	12/16/2019	0	6	70	51	127
4.1	Draft Calculation and Narrative	PCG	10/16/2019	11/17/2019					
4.2	Quality Check Draft Calculation for DOH Review	PCG	11/13/2019	11/17/2019					
4.3	Review Draft Calculation and Narrative with DOH	PCG/DOH	11/20/2019	11/24/2019					
4.4	Provide Feedback on Draft Calculation and Narrative	DOH	11/20/2019	12/8/2019					
4.5	Update Calculation and Narrative and Provide Final Version for Submission	PCG	12/11/2019	12/15/2019					
6	Submit FY 2020 ICR		12/18/2019	12/29/2019	0	0	2	2	4
5.1	Submit Calculation and Narrative to CAS	DOH	12/18/2019	12/29/2019					
Total Hours/Resource Level					3	11	88	69	171

## E. DCYF

Task ID	Project Tasks	Owner	Estimated Timeframe	Start Date	End Date	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Total Hours
1	Provide budgeting assistance and revenue enhancement assistance			1/1/2019	12/31/2019	40	40	20	20	20	20	20	20	20	20	140
1.1	Providing ongoing consulting assistance related to administrative claiming	PCG & DCYF		1/1/2019	12/31/2019											
2	Administer DCYF Case Worker and CPA RMTS (4 Quarters)		Ongoing	Ongoing		18	0	16	40	60	60	60	60	300		512
2.1	Prepare and send participant roster requests using active participant report	PCG	Quarterly	Quarterly												
2.2	Collect DCYF and CPA rosters	PCG, DCYF, & CPAs	Quarterly	Quarterly												
2.3	Update EasyRMTS™ with participant and schedule charges and additions/removals	PCG	Quarterly	Quarterly												
2.4	Update calendar with holidays, as appropriate	PCG	Quarterly	Quarterly												
2.5	Generate moment sample and QC sample prior to approval	PCG	Quarterly	Quarterly												
2.6	Perform moment sample analysis and QC	PCG	Quarterly	Quarterly												
2.7	Provide technical and activity support to RMTS participants throughout the sample period	PCG	Monthly	Monthly												
2.8	Prepare monthly response rate reports by region/location and individual in order to determine staff or locations with low response rate trends	PCG	Monthly	Monthly												
2.9	Review RMTS subsample and Non-DCYF activities and conduct participant follow up as necessary	PCG	Monthly	Monthly												
2.10	Prepare and analyze quarterly results to be used as a statistic in the cost allocation plan	PCG	Quarterly	Quarterly												
2.11	Produce bi-monthly RMTS newsletter to provide training information to participants	PCG	Bi-monthly	Bi-monthly												
2.12	Provide six (6) in-person trainings to staff participating in the DCYF instance of the RMTS.	PCG	Annually	Annually												
2.13	Provide one (1) in-person training to staff who are responsible for submitting quarterly rosters to PCG	PCG	Annually	Annually												
2.14	Provide four (4) web-ex trainings to staff participating in the CPA instance of the RMTS.	PCG	Annually	Annually												
2.15	Prepare modifications to the RMTS process and prepare CAP amendments (assumes 2 x per year)	PCG	Quarterly	Quarterly												
3	Prepare Quarterly Cost Allocation Plan (4 Quarters)		Ongoing	Ongoing		100		100	140	450		176		40		1008
3.1	Prepare CAP data request and submit to DCYF including request for LAS, FLES, LDR Data, Time Tracking Data, Grants Summaries, Training Curriculum Data, CCWS Usage Reports, Roll Up Adjustments, Eligibility Rules, etc.	PCG	Quarterly	Quarterly												
3.2	Review DCYF organizational structure and upcoming changes impacting the CAP	PCG	Quarterly	Quarterly												
3.3	Conduct interviews with key stakeholders and staff in areas of the agency where changes are occurring, conduct interviews and meetings to cover responsibilities, functions, and funding sources	PCG & DCYF	As needed	As needed												
3.5	Review cost pools and allocation methodologies to confirm appropriateness and consistency across the CAP	PCG	Quarterly	Quarterly												
3.6	Simplify CAP by evaluating validity, benefits, and necessity of cost pools and supporting grants	PCG	Quarterly	Quarterly												
3.7	Identify areas to increase allowable federal claiming opportunities and explore new grant activities	PCG & DCYF	Quarterly	Quarterly												
3.8	Update CAP narrative and submit CAP amendments as needed (typically quarterly)	PCG & DCYF	Quarterly	Quarterly												
3.9	Assist with CAP negotiations as needed	PCG & DCYF	As needed	As needed												
3.10	Send cost report worksheets to CPAs to be completed for CAP quarter	PCG	Quarterly	Quarterly												
3.11	Review cost report worksheets and follow up with CPAs with questions as needed	PCG	Quarterly	Quarterly												
3.12	Receive DCYF sign off on CPA cost reports	PCG & DCYF	Quarterly	Quarterly												
3.13	Review all data submitted by DCYF and import data into AtoCAP™ including LDR and RIFANS data	PCG	Quarterly	Quarterly												
3.14	Make any necessary coding updates and other quarterly adjustments	PCG	Quarterly	Quarterly												
3.15	Prepare and submit Balanced Comparison Report for DCYF to review and approve prior to CAP processing	PCG & DCYF	Quarterly	Quarterly												
3.16	Prepare statistical grouper using DCYF data submitted and RMTS results	PCG	Quarterly	Quarterly												
3.17	Evaluate statistical allocation base	PCG	Quarterly	Quarterly												
3.18	Process CAP and prepare reports	PCG	Quarterly	Quarterly												
3.18	Conduct QC on CAP reports and complete quarterly quality assurance documentation	PCG	Quarterly	Quarterly												
3.19	Prepare CB-496 claim file for DCYF review and approval	PCG	Quarterly	Quarterly												
3.20	DCYF review and approval of all CAP reports	PCG & DCYF	Quarterly	Quarterly												
3.21	Prepare re-runs for prior periods	PCG & DCYF	Quarterly	Quarterly												
3.22	Work with DCYF and DHS to obtain data for quarterly TANF statistics	PCG & DCYF	Quarterly	Quarterly												
Total Hours/Resource Level						166	40	136	200	630	80	176	300	40		1,668

All other provisions of (a) the original agreement, (b) amendment #1, and (c) appropriate addenda shall remain in full force and effect.