



## eWIC Smart Card EBT

Contractor needed to provide Smart Card WIC EBT/eWIC file processing, electronic funds transfer (EFT/banking) and reporting services to transition from check/voucher system to electronic benefits.

<b>Open</b>	2/8/2019 3:30 PM MDT	<b>Type</b>	Request for Proposal No Line Item
<b>Close</b>	4/9/2019 3:30 PM MDT	<b>Number</b>	RS19027
		<b>Currency</b>	US Dollar

**Sealed Until** 4/9/2019 3:30 PM MDT

### Contacts

**Rick Straw**

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### Commodity Codes

<b>Commodity Code</b>	<b>Description</b>
85100	Health care facilities and administration including health care centers, hospitals, clinics, medical laboratories, pharmacies, nursing homes, hospice care
43210	Information technology hardware including computer hardware and accessories and printers and input data devices and electronic voting and vote-counting equipment
43220	Data voice or multimedia network equipment or platforms and accessories
81110	Information technology services including cloud services and data services and rental or leasing services and online database subscription services and programming and hardware or software engineering and applications training services
81112	Data services and internet services and software maintenance and computer hardware maintenance including website design services and internet domains and database management software support and disaster recovery services and support services
84120	Banking and investment including funds transfer and investment advice and securities and commodities markets services and mortgage banking and cash vault services

### Description

Issuing Procurement Unit State of Utah Division of Purchasing  
Conducting Procurement Unit Utah Department of Health and Department of Technology

## REQUEST FOR PROPOSALS

### eWIC Smart Card EBT SOLICITATION #RS19027

This Request for Proposals ("RFP"), having been determined to be the appropriate procurement method to provide the best value to the Conducting Procurement Unit, is designed to provide interested Offerors with sufficient basic information to submit proposals. This Request for Proposals ("RFP") is issued in accordance with the Utah Procurement Code and applicable administrative rules of the Utah Administrative Code. If any provision of this RFP conflicts with the Utah Procurement Code or Utah Administrative Code, then the Utah Procurement Code or Utah Administrative Code will take precedence. It is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability.

### Purpose of this Solicitation

The purpose of this RFP is to enter into a contract to provide: Contractor needed to provide Smart Card WIC EBT/eWIC file processing, electronic funds transfer (EFT/banking) and reporting services to transition from check/voucher system to electronic benefits.

It is anticipated that this RFP will result in a single contract award to the responsive and responsible offeror with the highest score justified by the procurement code.

### **Closing date and time**

The closing date and time for this sourcing event is 4/9/2019 3PM Mountain Time. If your time is different from that shown, your profile may be set to a different time zone. Please see the attachment titled "Changing Your Time Zone" in the Buyer Attachments section for directions on how to update your profile. It is your responsibility to make sure you submit your response by the date and time indicated above.

### **Length of the Contract**

The contract resulting from this RFP will be for FIVE (5) years with (5) one-year renewal options.

### **Background**

The Utah Women, Infants and Children (WIC) Program is working to meet the Congressional mandate that all WIC state agencies transition to electronic benefits from the existing food instruments (checks/vouchers) that have been issued to participants since the inception of the program in 1974 in Park City, Utah.

The objective of this solicitation is to obtain a Contractor to provide Smart Card WIC EBT/eWIC file processing, electronic funds transfer (EFT/banking), online standard and ad hoc reporting services to the State of Utah and stakeholders. The Contractor will ensure that Utah adheres to the many eWIC transitional requirements as contained in Handbook 901, the federal handbook that outlines the rules and requirements that Utah must follow in order to transition to electronic benefits in our state.

The primary tasks of the eWIC Contractor include, but are not limited to: smart card WIC EBT/eWIC system implementation; pilot readiness, conversion and operations; post-pilot expansion/conversion readiness, conversion and operations and, following statewide rollout, ongoing EBT system operations. The eWIC Contractor will perform EBT Host processing, including the transfer of files to and from Utah's WIC authorized vendors, transfers files to and from Utah's VISION MIS, banking and settlement processing; provide WIC-authorized vendors access to standard reports and provide Utah WIC access to standard and 'ad hoc' reports online, in realtime.

### **Issuing Procurement Unit, Conducting Procurement Unit, and Solicitation Number**

The State of Utah Division of Purchasing is the issuing procurement unit and The Utah Department of Health and Utah Department of Technology are the conducting procurement units for this RFP (referred to as "the State"). The reference number for this RFP is Solicitation #RS19027. This solicitation number must be referred to on all proposals, correspondence, and documentation submitted to the State relating to this RFP.

If the State of Utah Department of Technology Services is conducting this RFP then the Department of Technology Services has the authority to allow any and all State of Utah Executive Branch Agencies to participate in any contract resulting from this RFP in the event a procurement need arises. Allowing additional Executive Branch Agencies to participate in a contract resulting from this RFP will require a contract amendment and participation will be limited to the procurement items or scope of work identified in this RFP. All technology contract amendments will be issued in accordance with State of Utah Technology Governance Act § 63F-1-205, Utah Procurement Code, and Utah Administrative Rule R33-12-502.

### **Additional Information**

Offerors are prohibited from communications regarding this RFP with the conducting procurement unit staff, evaluation committee members, or other associated individuals EXCEPT the State of Utah Division of Purchasing procurement officer overseeing this RFP.

Wherever in this RFP an item is defined by using a trade name, brand name, or a manufacturer and/or model number, it is intended that the words, “or equivalent” apply; and invites the submission of equivalent products by the Offerors.

Offerors may be required to submit product samples to assist the chief procurement officer or head of a procurement unit with independent procurement authority in evaluating whether a procurement item meets the specifications and other requirements set forth in the request for proposals. Product samples must be furnished free of charge unless otherwise stated in the invitation for proposals, and if not destroyed by testing, will upon written request within any deadline stated in the invitation for proposals, be returned at the Offeror's expense. Samples must be labeled or otherwise identified as specified in the invitation for proposals by the procurement unit.

The State reserves the right to conduct discussions with the Offerors who submit proposals determined to be reasonably susceptible of being selected for award, followed by an opportunity to make best and final offers pursuant to UCA § 63G-6a-707.5, but proposals may be accepted without discussions.

### **New Technology**

Pursuant to Utah Administrative Rule R33-12-502 the awarded contract(s) may be modified to incorporate new technology or technological upgrades associated with the procurement item being solicited, including new or upgraded: (i) systems; (ii) apparatuses; (iii) modules; (iv) components; and (v) other supplementary items. Further, a maintenance or service agreement associated with the procurement item under the resulting contract(s) may be modified to include any new technology or technological upgrades. Any contract modification incorporating new technology or technological upgrades will be specific to the procurement item being solicited and substantially within the scope of the original procurement or contract.

### **Evaluation Administrative and Mandatory Minimum Requirement Compliance**

Each proposal received shall be evaluated as outlined in this RFP and the Utah Procurement Code.

To be responsive and responsible Offerors must review and respond to the following sections of this RFP: prerequisites, buyer attachments, questions, and items.

- The Prerequisites section includes the objective and subjective criteria that will be used to evaluate the proposals, which include the mandatory minimum requirements, technical criteria, and other prerequisites that Offerors must read and agree to in order to respond to this RFP.
- The Buyer Attachments section includes the standard contractual terms and conditions of this RFP and other documents required for this RFP.
- The Questions section allows the State to ask Offerors questions regarding this RFP.

Offerors must review each section carefully.

To determine which proposal provides the best value to the conducting procurement unit, the evaluation committee shall evaluate each responsive and responsible proposal that has not been disqualified from consideration under the provisions of Part 7 of Utah Code 63G-6a, using the criteria described in this RFP.

After the evaluation and final scoring of proposals is completed, the State shall award the contract as soon as practicable (subject to the requirements of Utah Code Section 63G-6a-708) to the eligible responsive and responsible Offeror, subject to Utah Code Section 63G-6a-709(2), provided the RFP is not canceled in accordance with Utah Code Section 63G-6a-709(2)(b).

### **Prerequisites**

 Required to View Event

 Required to Enter Bid

- ★ 1. Offerors are encouraged to review this RFP prior to the deadline to submit a proposal, even if a proposal has been submitted, in case an addendum has been issued by the issuing procurement unit.
- ★ 2. All questions must be submitted through SciQuest during the Question and Answer period.
- ★ 3. Offeror must guarantee its pricing for the period described in this RFP.
- ★ 4. If it is determined to be in the best interest of the Conducting Procurement Unit, interviews and presentations may be held at the option of the State.
- ★ 5. Offerors may request that part of its proposal be protected by submitting a Claim of Business Confidentiality Form. See the Buyers Attachment section.
- ★ 6. The proposed Scope of Work has been attached to this RFP in the Buyer's Attachment.
- ★ 7. The mandatory minimum requirements are the objective criteria in which the conducting procurement unit will evaluate proposals. Offerors must upload a document which provides a point by point response to the mandatory minimums listed in this prerequisite.
- ★ 8. To determine which proposal provides the best value to the State, the evaluation committee will evaluate each responsive and responsible proposal that has not been disqualified or rejected using the subjective criteria listed in this prerequisites section.
- ★ 9. Offeror's cost proposals will be evaluated independently.
- ★ 10. All proposals in response to this RFP will be evaluated in a manner consistent with the Utah Procurement Code, Administrative Rules, policies and the evaluation criteria in this RFP. Offerors bear sole responsibility for the items included or not included within the proposal submitted by the Offeror. Each area of the evaluation criteria must be addressed in detail in the proposal.
- ★ 11. Offeror may take exception and/or propose additional language to the Standard Terms and Conditions that have been attached to this RFP.
- ★ 12. The issuing procurement unit may not accept a proposal after the time for submission of a proposal has expired.
- ★ 13. Offeror acknowledges the requirements to submit a proposal through SciQuest.
- 14. Responses should be concise, straightforward and prepared simply and economically.
- ★ 15. Proposals must be submitted electronically, through SciQuest.

## Buyer Attachments

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- 1. [Scope of Work](#)
- 2. [Attachment A Standard Terms and Conditions for IT](#)
- 3. [Attachment B Federal Clauses](#)
- 4. [Attachment C Utah Dept. Of Health General Provisions LITE](#)
- 5. [Attachment D Cost Proposal Form](#)
- 6. [Attachment E Reference Form](#)
- 7. [Attachment F Scoresheet](#)
- 8. [Claim of Business Confidentiality Form](#)
- 9. [Changing your Time Zone](#)

## Questions

★ Required Questions

### Group 1: Acceptance of Prerequisites

- 1.1 Is Offeror presently or has Offeror ever been debarred, suspended, proposed for debarment, or declared ineligible by any governmental department or agency, whether international, national, state, or local? ★
- 1.2 Offeror acknowledges that it must acquire and maintain all applicable federal, state, and local licenses before the contract is entered into. Licenses must be maintained throughout the entire contract period. Persons doing business as an Individual, Association, Partnership, Corporation, or otherwise shall be registered with the Utah State Division of Corporations and Commercial Code. NOTE: Forms and information on registration may be obtained by calling (801) 530-4849 or toll free at 877-526-3994, or by accessing: [www.commerce.utah.gov](http://www.commerce.utah.gov). ★
- 1.3 Offeror acknowledges that it will uploaded a document providing a point-by-point response to the following prerequisites: the mandatory minimum requirements prerequisite, the technical requirements prerequisite, and any other prerequisite that required a document to be uploaded. ★
- 1.4 Does Offeror have an outstanding tax lien in the State of Utah? If yes, Offeror must provide a statement regarding its debarment or suspension. ★

1.5 Is Offeror an employee of the State of Utah? If yes, then Offeror must submit an external employment form signed by Offeror's manager at the State of Utah. ★

**Group 2: Vendor Information**

2.1 Please provide your firm's legal company name. ★

2.2 Please provide your federal tax identification number. (If the vendor is sole proprietor please do not provide your social security number.) ★

2.3 Please provide your firm's contact information for this contract, including the name, phone number, and email address of your firm's authorized representative. ★

2.4 Please provide your ordering address and the remit to address. Please clearly identify each address. ★

2.5 Please provide your firm's State of Utah Sales Tax ID Number. If you do not have a State of Utah Sales Tax ID Number, please write "N/A". ★

2.6 Identify your firm's type of business. ★

**Group 3: Cost Proposal**

3.1 Please upload your completed Attachment D Cost Proposal Form as an attachment to this question. ★

**Group 4: Mandatory Minimums - Technical Requirements - Reference Form**

4.1 Please upload your response to the Mandatory Minimums, Technical Requirements, and Reference form as an answer to this question. You can upload a .zip if you have multiple files. ★

**Group 5: Vendor's Submission**

5.1 Vendor understands and acknowledges that its response, including all uploaded documents, will not be considered received by the State of Utah unless the Vendor clicks submit. Even if Vendor uploads all required documents and responds to all required questions its response will not be considered if it does not click submit. Offeror acknowledges that after completing the solicitation it must click on the link in the left hand menu bar labeled "Review & Submit", then check the box under the "Certification" heading to certify their bid. Then click the blue box labeled "Submit Response" in order to submit their bid. Once the response has been submitted, Vendor will receive a confirmation that the response was successfully submitted. Vendors who fail to submit their response will not have their response reviewed and will be ineligible for further consideration under this solicitation. ★