PART II – COST PROPOSAL

Tab I – Title Page

Part II – Cost Proposal	
RFP Title:	***Asset Verification Services***
RFP:	***2096***
Vendor Name:	***Accuity Asset Verification Services Inc.***
Address:	***1007 Church Street Floor 6*** ***Evanston, Illinois 60201***
Opening Date:	***February 1, 2016***
Opening Time:	***2:00 PM***

PART II – COST PROPOSAL

Tab II

See Attachment J, Project Costs Spreadsheet

COST PROPOSAL INSTRUCTIONS

Contents of the cost proposal must be as follows:

1. **Tab I - Title Page**

   The title page must include the following:

A.	Cost Proposal for:		***Asset Verification System***
B.	RFP:		***2096***
C.	Proposer Information:	Name:	Accuity Asset Verification Services Inc.
		Address:	1007 Church Street Floor 6 Evanston, Illinois 60201
D.	Proposal opening date:		***February 1, 2016***
E.	Proposal opening time:		***2:00 PM***

2. **Tab II - Cost Proposal**

   A. Cost proposal must be in the format identified in ***Section 7, Project Costs***.

   C. Proposers must provide a CD of their cost proposal within the master cost proposal.

3. **Tab III - Cost Proposal Certification of Compliance with Terms and Conditions of RFP**

   B. Proposers must include Attachment B-2, Cost Proposal Certification of Compliance with Terms and Conditions of RFP for ***Section 7, Project Costs*** within this section.

Request for Proposal - Asset Verification System

7.1 COST SCHEDULES

The cost for each deliverable must be complete and include all expenses, including travel, per diem and out-of-pocket expenses as well as administrative and/or overhead expenses. Detailed backup must be provided for all cost schedules completed.

7.1.1 Detailed Deliverable Cost Schedule

The schedules have been set-up so that the sub-total from each deliverable cost schedule will automatically be transferred to the summary table in ***Section 7.1.7, Summary Schedule of Project Costs.***

However, it is ultimately the proposer's responsibility to make sure that all totals are correctly transferred to the summary table in ***Section 7.1.7, Summary Schedule of Project Costs*** prior to submitting their cost proposal.

Deliverable Number	Description of Deliverable	Activity Number	Cost
5.4	**Planning and Administration Deliverables**		
5.4.3.1	Detailed Project Plan	5.9.2.1	$21,457.00
5.4.3.2	Attending All Scheduled Meetings	5.9.2.2	$18,690.00
5.4.3.3	Written Semi-Montly Status Report	5.9.2.3	$12,548.00
5.4.3.4	Communication Plan	5.9.2.4	$1,673.00
5.4.3.5	Risk Management Plan	5,9,2,5	$7,443.00
5.4.3.6	Quality Assurance Plan	5.9.2.6	$11,047.00
5.4.3.7	Change Management Plan	5.9.2.7	$6,328.00
5.4.3.8	Knowledge Transfrer Plan	5.9.2.8	$11,762.00
5.4.3.9	Post-Implementation Evaluation Review	5,9,2,9	$8,366.00
	Subtotal for 5.4 - Planning and Administration		***$99,314.00***
5.5	**Requirements Validation and Demonstration Deliverables**		
5.5.3.4	Requirements Validation Document		$12,405.00
5.5.3.5	Requirements Traceability Matrix		$4,880.00
	Subtotal for 5.4 - Requirements Validation and Demonstration		***$17,285.00***
5.6	**Solution Implemenation**		

Deliverable Number	Description of Deliverable	Activity Number	Cost
5.6.3.1	Test		$121,779.00
5.6.3.2	Implementation		$0.00
	Subtotal for 5.6 - Insert Title		***$121,779.00***
	Total Section 7.1.1 Detailed Deliverable Cost Schedules		***$297,202.00***

Request for Proposal - Asset Verification System

7.1.6 Other Associated Costs

Proposers must identify any other costs not covered on the Detailed Deliverable Cost Schedules and/or the specific cost scheudles for any hardware and/or software proposes, as follows:

7.1.6.1 The schedule has been set up so that the sub-total from this cost schedule will automatically be transferred to the summary table in ***Section 7.1.7, Summary Schedule of Project Costs.***

However, it is ultimately the proposer's responsibility to make sure that all totals are correctly transferred to the summary table in ***Section 7.1.7, Summary Schedule of Project Costs*** prior to submitting their cost proposal.

7.1.6.2 Proposers must provide detailed information for each item identified.

Item #	Description of Other Associated Costs	Cost
1	Security	$7,794.00
2	Financial Outreach Services (FI Participation in NV AVS)	$45,846.00
3	Reporting	$5,184.00
12		
	SUB-TOTAL FOR 7.1.5	$58,824.00

Request for Proposal - Asset Verification System

7.1.7 Summary Schedule of Project Costs

Sub-totals from each of the previous cost schedules must be transferred to the following summary schedule of project costs.

Deliverable or Cost Schedule Number	Summary of Total Project Costs	Cost
5.5	Planning and Administration Deliverables	$99,314.00
5.6	Requirements Validation and Demonstration Deliverables	$17,285.00
5.7	Solution Implemenation	$121,779.00
5.8		
5.9		
5.10		
5.11		
5.12		
5.13		
5.14		
5.15		
5.16		
5.17		
5.18		
5.19		
	Sub-Total of Project Tasks	$238,378.00
7.1.2		
7.1.3		
7.1.4		
7.1.5		
	Sub-Total of Proposed Hardware and/or Software	$0.00
7.1.6	Other Associated Costs	$58,824.00
	Sub-Total of Other Associated Costs	$58,824.00
	Total Project Costs	***$297,202.00***

Request for Proposal - Asset Verification System

7.1.8 Hourly Rate Schedule for Change Orders

7.1.8.1 Prices quoted for change orders/regulatory changes must remain in effect for six (6) months after State acceptance of the successfully implemented system.

7.1.8.2 Proposers must provide firm, fixed hourly rates for change orders/regulatory changes, including updated documentation.

7.1.8.3 Proposers must provide a firm, fixed hourly rate for each staff classification identified on the project. Proposers must not provide a single compilation rate.

Classification Title	(Full) Hourly Rate	(Discounted) Hourly Rate Negotiated on a project by project basis
Project Manager	$253.00	$164.00
Medicaid Eligibility Consultant	$253.00	$164.00
AVS Technical Lead	$203.50	$132.00
AVS System Engineer	$192.50	$125.00
AVS System Quality Engineer	$132.00	$86.00
Compliance (Security) Officer	$137.50	$89.00
Associate Director, Operations	$330.00	$215.00
Associate Director, Product (Data Management)	$330.00	$215.00
Financial Institution Data Manager	$137.50	$89.00
Operations Supervisor	$137.50	$89.00
Medicaid Specialist	$77.00	$50.00

Request for Proposal - Asset Verification System

7.1.19 Annual Product Licensing and Maintenance Schedule

7.1.9.1 Proposers must provide a three (3) year fee schedule with the following information:

- Listing of each product;
- Original project proposed price;
- Annual licensing fee, if any;
- Annual maintenance fee, if any; and
- Percentages of the original amount for each fee.

A. Year 1

Item #	Product Description	Cost	Annual Licensing Fee, if applicable	Annual Maintenance Fee	Percentage of the Original Amount
1	**Monthly Maintenance Fees of $5,000 per month (see worksheet "Monthly Maintenance Fee" Tab)**	See "Monthly Maintenance Fee" Tab		**$60,000.00**	**20.00%**
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

7.1.19 Annual Product Licensing and Maintenance Schedule

B. Year 2

Item #	Product Description	Cost	Annual Licensing Fee, if applicable	Annual Maintenance Fee	Percentage of the Original Amount
1	**Monthly Maintenance Fees of $5,000 per month (see worksheet "Monthly Maintenance Fee" Tab)**	Maintenance Fee" Tab		**$60,000.00**	**20.00%**
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

7.1.19 Annual Product Licensing and Maintenance Schedule

C. Year 3

Item #	Product Description	Cost	Annual Licensing Fee, if applicable	Annual Maintenance Fee	Percentage of the Original Amount
1	**Monthly Maintenance Fees of $5,000 per month (see worksheet "Monthly Maintenance Fee" Tab)**	Maintenance Fee" Tab		**$60,000.00**	**20.00%**
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Cost Table 1: Cost of Searches for Financial Instruments (Excluding Life Insurance Policies) Held by Banks, Savings and Loan Companies, Credit Unions, Insurance Companies and Investment Houses.

See "Transaction Cost Worksheet

	A	B	C
1	Cost To Perform Each New Asset Search	The First [insert #] Searches	Each Search Over [insert #]
2		$3.15	$0.00
3	Cost To Retrieve Results Of Previous Asset Search	The First [insert #] Retrievals	Each Retrieval Over [insert #]
4		N/A	N/A

Cost Table 2: Cost of Searches for Real and Personal Property (Optional)

	A	B	C
1	Cost To Perform Each New Asset Search	The First [insert #] Searches	Each Search Over [insert #]
2		$	$
3	Cost To Retrieve Results Of Previous Asset Search	The First [insert #] Retrievals	Each Retrieval Over [insert #]
4		$	$

Cost Table 3: Cost of Searches for Life Insurance Policies (Optional)

	A	B	C
1	Cost To Perform Each New Asset Search	The First [insert #] Searches	Each Search Over [insert #]
2		$	$
3	Cost To Retrieve Results Of Previous Asset Search	The First [insert #] Retrievals	Each Retrieval Over [insert #]
4		$	$

Accuity Asset Ver[illegible]tion Services Inc.
Development [illegible]s Worksheet

Activity, Deliverable or Milestone	Activity	Pricing/Payment	Project Manager	Consultant	Tech Lead	Engineer	QA	Compliance	Ops AD	Prod AD	Sup	Spec
			$164	$164	$132	$125	$86	$89	$215	$215	$89	$50
Detailed Project Plan	5.9.2.1	$21,457	60	60	2	2	2	2	2	2	0	0
Attending all scheduled meetings	5.9.2.2	$18,690	20	20	20	12	12	20	12	12	0	0
Written Semi-Monthly Status Report	5.9.2.3	$12,548	30	30	0	0	0	30	0	0	0	0
Communiction Plan	5.9.2.4	$1,673	4	4	0	0	0	4	0	0	0	0
Risk Management Plan	5.9.2.5	$7,443	10	10	2	2	2	10	2	10	0	0
Quality Assurance Plan	5.9.2.6	$11,047	10	10	0	0	30	10	10	10	0	0
Change Management Plan	5.9.2.7	$6,328	10	10	0	0	0	10	0	10	0	0
Knowledge Transfer Plan	5.9.2.8	$11,762	10	30	0	0	0	10	10	10	0	0
Post-Implementation Evaluation Review	5.9.2.9	$8,366	20	20	0	0	0	20	0	0	0	0
Requirement Validation Document		$12,405	5	5	10	10	10	10	0	30	0	0
Requirement Traceability Matrix		$4,880	5	5	5	5	5	5	0	5	0	0
Security		$7,794	5	0	0	20	0	50	0	0	0	0
Test		$121,779	0	0	384	304	304	0	0	32	0	0
Implementation		$0	0	0	0	0	0	0	0	0	0	0
Financial Outreach Services		$45,846	24	0	0	0	0	0	24	0	120	520
Reporting		$5,184	0	0	0	0	0	10	0	20	0	0
	TOTAL	$297,200	213	204	423	355	365	191	60	141	120	520
			$35,028	$33,548	$55,952	$44,419	$31,317	$17,071	$12,870	$30,245	$10,725	$26,026

Accuity Asset Verification Services Inc.
Monthly Mainter Fee Worksheet

			$164	$164	$132	$125	$86	$89	$89	$215	$215	$89	$50
Activity, Deliverable or Milestone	**Proposed Date**	**Pricing/Payment**	Project Manager	Consultant	Tech Lead	Engineer	QA	Compliance	FI Data Mgr	Ops AD	Prod AD	Sup	Spec
Contract Management and Reporting		$658	4	0	0	0	0	0	0	0	0	0	0
System Maintenance and Technical Problem Solving		$1,587	0	0	12	0	0	0	0	0	0	0	0
Connectivity monitoring		$1,140	0	0	0	5	6	0	0	0	0	0	0
Documentation and Security		$536	0	0	0	0	0	6	0	0	0	0	0
FI Data Base Management		$1,073	0	0	0	0	0	0	12	0	0	0	0
	TOTAL	$4,994	4	0	12	5	6	6	12	0	0	0	0
			$658	$0	$1,587	$626	$515	$536	$1,073	$0	$0	$0	$0

Accuity Asset Verification Services Inc.
Transacton Worksheet

	6000		$164	$164	$132	$125	$86	$89	$215	$215	$89	$50
Activity, Deliverable or Milestone	**Proposed Date**	**Pricing/Payment**	Project Manager	Consultant	Tech Lead	Engineer	QA	Compliance	Ops AD	Prod AD	Sup	Spec
On-going support of eligibility staff use of AVS		$1,316	0	8	0	0	0	0	0	0	0	0
Management Information Report Generation		$0	0	0	0	0	0	0	0	0	0	0
Call Center Support for financial intuitions and DHHS; data entry of mail and fax responses from FIs; on-going maintenance of FI Network for NV		$3,389	0	0	0	0	0	0	2	0	4	52
MI Reports		$3,432	0	0	0	0	0	0	0	16	0	0
	TOTAL	$8,137	0	8	0	0	0	0	2	16	4	52
		$1.36	$0	$1,316	$0	$0	$0	$0	$429	$3,432	$358	$2,603
FI Fees		$1.79										
Total		$3.15										

PART II – COST PROPOSAL

Tab III

ATTACHMENT K – COST PROPOSAL CERTIFICATION OF COMPLIANCE WITH TERMS AND CONDITIONS OF RFP

I have read, understand and agree to comply with ***all*** the terms and conditions specified in this Request for Proposal.

YES	X	I agree to comply with the terms and conditions specified in this RFP.
NO		I do not agree to comply with the terms and conditions specified in this RFP.

If the exception and/or assumption require a change in the terms in any section of the RFP, the contract, or any incorporated documents, vendors ***must*** provide the specific language that is being proposed in the tables below. If vendors do not specify in detail any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

Note: Only cost exceptions and/or assumptions should be identified on this attachment. Do not restate the technical exceptions and/or assumptions on this attachment.

Accuity Asset Verification Services Inc.

Company Name

Brent Newman

Signature

Brent Newman

Print Name

January 29, 2016

Date

Vendors MUST use the following format. Attach additional sheets if necessary.

EXCEPTION SUMMARY FORM

EXCEPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	EXCEPTION (Complete detail regarding exceptions must be identified)
N/A			

ASSUMPTION SUMMARY FORM

ASSUMPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)
1	3.3.1.3	13	The AVS vendor will receive about 6,000 requests for asset verification each month
2	4.3.10	15	DHHS will conduct both verification and geographic searches; development and operational costs are associated in the pricing
3	7.1	39	FI fees are included in the transaction cost proposal
4	7.1	39	Flat monthly maintenance fees include all contract management, technology maintenance, and fees to maintain banking data bases to properly route requests to the correct financial institutions processing centers; these services are necessary regardless of the number of transactions submitted by DHHS
4	7.1	39	The monthly maintenance fee and transactions fees will remain constant throughout the term of the contract
5	7.1	39	Accuity AVS has a standard hourly government service rate for each resource category. The discounted rate in the development, monthly maintenance and transaction fee is in place only for this initial pricing. Any potential subsequent change order or task order will be based on the 2016 rate plus 10% for overhead and any discounts will be considered at the time of negotiation of the change order.
6	Attachment J	Transaction Cost Sheet	Based on our knowledge of how many transactions DHHS will send us, Accuity AVS did not provide tiered pricing. If there is a BAFO or during negotiations and DHHS provides more details on volume of request, tiered pricing will be provided

ASSUMPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)
7	Attachment J	Transaction Cost Sheet	There is no cost to retrieve results of previous searches. Once the account balance data is provided to DHHS, the data is owned by DHHS and can be retrieved in the eligibility system. If refreshed data is needed from the financial institution, a separate transaction is required and the data will be provided again directly from the financial institution.
8	Attachment J	Transaction Cost Sheet	Accuity AVS' sister company, LexisNexis can provide real and personal property data; if and when DHHS wishes to pursue this, current pricing will be provided upon request
8	Attachment J	Transaction Cost Sheet	Accuity AVS does not have access to life insurance policy information
9	Attachment J	Cost Proposal Instructions	Accuity AVS assumes that reference on the Cost Proposal Instructions to Attachment B-2 is actually Attachment K, which is the form this grid is in.