

Template T-2
Bidder Experience
Response Template

IFB No: SSD-CCWIS-24-07A

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1.0 Bidder Organization Overview

The FODQA bidder must include details of the FODQA bidder's Experience in this section. The details must include bidder organization overview and bidder's experience in the public sector.

Instructions: Provide all relevant information regarding the general profile of the FODQA bidder. Do not change any of the completed cells. Any changes to the completed cells could lead to the disqualification of the bid.

Table 1. Bidder Organization Profile

BIDDER ORGANIZATION PROFILE	
Company Name	
Name of Parent Company	
Industry (NAICS) (North American Industry Classification System)	
Type of Legal Entity	
Company Ownership (i.e., Private/Public, Joint Venture)	
Number of Full Time Employees	
Last Fiscal Year Company Revenue	
Last Fiscal Year Company Net Income	
% of Revenue from State and Local Government Clients in the United States	
% of Revenue from IT FODQA Services	
Number of Years in Business	
Number of Years Bidder has been Providing the Type of Services Specified in the IFB	
Number of Employees Providing the Type of Services Specified in the IFB	
Headquarters in the USA	
Locations in the USA	
Office Servicing this Account	

1.1 Subcontractor Organization Overview (If applicable)

This section is only required if the FODQA bidder is proposing subcontractors as part of the bid.

Instructions: Provide all relevant information regarding the profile of each subcontractor. This section should be duplicated in its entirety for each subcontractor included. Do not change any of the completed cells. Any changes to the completed cells could lead to the disqualification of the bid.

Table 2. Subcontractor Organization Profile

SUBCONTRACTOR ORGANIZATION PROFILE	
Subcontractor Name	
Type of Legal Entity	
Company Ownership (i.e., Private / Public, Joint-Venture)	
Headquarters Location	
Date Founded	
Number of Employees	
Last Fiscal Year Company Revenue	
Last Fiscal Year Company Net Income	
Services to be Provided	
Experience of Subcontractor in Performing the Services to be Provided	
Brief Description and Number of Projects that Offeror has Partnered with this Subcontractor on	
Locations Where Work is to be Performed	

2.0 Hardcopy and Electronic Case Management System Experience for a Child Welfare (CW) Agency in a Title IVE, State, Tribe or other US territory

The FODQA bidder must list all Hardcopy and Electronic Case Management System Experience for a Child Welfare (CW) Agency in a **Title IVE, State, Tribe or other US territory**. The FODQA bidder should provide any context or explanations in the appropriate section below.

Instructions: Provide a listing and contact information for all implementations and/or service contracts for Child Welfare (CW) Agency services involving Hardcopy and Electronic Case Management Systems. Denote any that are pending litigation or have been terminated for cause or convenience. Provide the same information for each subcontractor, associated company, consultant, and entity that will be involved in any phase of this Project. Duplicate the Table for any additional implementations. Do not change any of the completed cells. Any changes to the completed cells could lead to the disqualification of the bid. The FODQA bidder should have the expectation that the State will contact each customer reference listed below.

Note that FODQA Service Duration should indicate the months of active engagement in providing FODQA services for the project. Note that that total FODQA Service Duration for all projects listed must meet the minimum qualifications.

Table 3. Hardcopy and Electronic Case Management System Experience for a Child Welfare (CW) Agencies

PROJECT NAME 1	
CUSTOMER NAME	
CUSTOMER REFERENCE CONTACT	
CUSTOMER REFERENCE EMAIL	
CUSTOMER REFERENCE PHONE #	
SERVICE DURATION	
CCWIS MODULE(S) IMPLEMENTED (IF APPLIC)	<input type="checkbox"/> Intake <input type="checkbox"/> Investigation <input type="checkbox"/> Case Management <input type="checkbox"/> Foster Family Management <input type="checkbox"/> Service Provider Management <input type="checkbox"/> Reporting <input type="checkbox"/> Administration <input type="checkbox"/> Adoption

State of Hawaii Department of Human Services
 Field Office Data Quality Assessment & Preparation for CCWIS Activities Services for Comprehensive Child
 Welfare Information System
 IFB #: SSD-CCWIS-24-07A
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CCWIS REPORTING MODULE(S) IMPLEMENTED (IF APPLIC)	<input type="checkbox"/> NCANDS <input type="checkbox"/> AFCARS <input type="checkbox"/> AFCARS 2.0 <input type="checkbox"/> NYTD <input type="checkbox"/> TITLE IV-E PREVENTION (FFPSA)	
PROJECT PHASE	<input type="checkbox"/> Planning <input type="checkbox"/> Development <input type="checkbox"/> Implementation – Pre-Final Release <input type="checkbox"/> Post-Release Period <input type="checkbox"/> Post-Release Support	
# STAFF:		# END USERS:
BUSINESS DISPUTE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

3.0 Financial Stability

3.1 Dun & Bradstreet Ratings

The FODQA bidder must provide the industry standard Dun & Bradstreet (D&B) Ratings that indicates the firm's financial strength and creditworthiness, assigned to most US and Canadian firms (and some firms of other nationalities) by the US firm D&B. These ratings are based on a firm's worth and composite credit appraisal. Additional information is given in credit reports (published by D&B) that contain the firm's financial statements and credit payment history. Additional information may be requested regarding financial stability for the FODQA bidder and any subcontractors proposed.

Instructions: Provide a D&B Ratings report.

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3.2 Financial Capacity

Bidders must submit an Independent Auditor's Report and audited financial statements, including any management letters associated with the Auditor's Report with the applicable notes, OMB A-133 Audit (if conducted) for the last three (3) fiscal years (an Audit Receipt Letter from HHSA-Agency Contract Support for each year is acceptable), balance sheet, statement of income and expense, statement of changes in financial position, cash flows and capital expenditures.

Most current financial statements (may be unaudited) must be provided. If the FODQA bidder has not had an audit conducted within the past three (3) fiscal years, then the FODQA bidder must provide the following un-audited financial statements for the last three (3) fiscal years:

- a) State of Financial Position (Balance Sheet)
- b) Statement of Activities (Income Statement)
- c) Statement of Cash Flows

The FODQA bidder may submit one (1) of the following in place of the requested audited or un-audited financial statements for the last three (3) fiscal years listed above:

1. Copies of letters issued by Health and Human Services Agency (HHSA), Agency Contract Support, verifying receipt of audited or un-audited financial statements for the last three (3) fiscal years; **or**,
2. Audited or un-audited financial statements for the last three (3) fiscal years.

If the FODQA bidder is a corporation that is required to report to the Securities and Exchange Commission (SEC), it must submit its two (2) most recent SEC Forms 10K, Annual Reports. If any change in ownership is anticipated during the twelve (12) months following the bid due date, the FODQA bidder must describe the circumstances of such change and indicate when the change is likely to occur.

Additional information may be requested regarding financial stability for the FODQA bidder and any subcontractors proposed.

Instructions: Supply evidence of financial stability sufficient to demonstrate reasonable stability and solvency appropriate to the requirements of this procurement.

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3.3 Financial References

The FODQA bidder must provide references that can verify the standing of the FODQA bidder.

Instructions: List credit references of the FODQA bidder. Do not change any of the completed cells. Any changes to the completed cells could lead to the disqualification of the bid.

Table 4. Credit References

INSTITUTION	ADDRESS	PHONE NUMBER

3.4 Corporate Guarantee

If the FODQA bidder is substantially owned or controlled, in whole or in part, by one or more other legal entities, the FODQA bidder must submit the information required under the “Financial Capacity” section above for each such entity, including the most recent financial statement for each such entity. The FODQA bidder must also include a statement that the entity or entities will unconditionally guarantee performance by the FODQA bidder for each and every obligation, warranty, covenant, term and condition of the Contract. If DHS determines that an entity does not have sufficient financial resources to guarantee the FODQA bidder’s performance, DHS may require the FODQA bidder to obtain another acceptable financial instrument or resource from such entity, or to obtain an acceptable guarantee from another entity with sufficient financial resources to guarantee performance.

Instructions: Provide any additional information requested, and the unconditional guarantee by the owning/controlling entities.

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