

## **Fiscal Monitoring Solicitation Description**

1. Fiscal monitoring of Women Infant and Children (“WIC”) contracted providers (subrecipient monitoring) of a federally funded program administered by the Department of Health, Family Health Services Division, WIC Services Branch. For a better understanding of the requirements for Fiscal Monitoring, please refer to: Code of Federal Regulations (CFR) - 7 CFR § 246.19 - Management evaluation and monitoring reviews.
2. Scope of Work
  - a. CONTRACTOR Requirements
    - 1) Record Keeping
      - i. Ensure that Fiscal Monitoring Reviews (“FMR”) are conducted and document the following record keeping requirements in addition to any that are listed in 7 CFR, Monitoring Reviews, 246.19 (b) (2) (3) (4) (5) (6).
    - 2) FMR Planning and Preparation
      - i. Conduct FMR of four (4) contracted providers: Kapi’olani Medical Center for Women and Children, Kokua Kalihi Valley Comprehensive Family Services, Waimanalo Health Center and West Hawaii Community Health Center, Inc. dba Hawaii Island Community Health Center.
      - ii. The State Agency (“SA”) will send a Fiscal Notification Letter to each contracted provider providing notification of the upcoming FMR.
      - iii. Provide the contracted provider a secure SharePoint or similar cloud-based platform for the contracted provider to upload the required documents for review.
      - iv. FMR shall commence no later than thirty (30) calendar days from the date of receipt of notification letter from the SA to the contracted provider.
    - 3) FMR Progress Reporting
      - i. CONTRACTOR shall meet weekly with SA via a virtual meeting platform to provide status on FMR progress for each contracted provider.
    - 4) Fiscal Summary Monitoring Report
      - i. CONTRACTOR shall prepare the Fiscal Summary Monitoring Report for each contracted provider, finalize findings and

observations, and submit a preliminary Cover letter and Fiscal Summary Monitoring Report to the SA Administrative Officer for review and comment within five (5) business days after each FMR is complete.

- ii. If changes are required, SA will return the Fiscal Summary Monitoring Report to the CONTRACTOR with comments for final revision within five (5) business days of receipt.
- iii. CONTRACTOR shall make any requested changes and email a final Cover Letter and Fiscal Summary Monitoring Report within five (5) business days after receipt of the SA's request for changes.
- iv. All forms, documents, worksheets, and other relevant documentation that were used to prepare the Fiscal Summary Monitoring Report shall be submitted to the SA at the completion of each contracted provider FMR.

5) All monitoring activities shall be conducted on-site.

- i. Due to COVID-19, monitoring format shall conform with recommended CDC guidelines.

### 3. Payment Procedure for Reimbursement

- a. Submit a separate line item for travel: mileage, airfare, baggage, ground transportation, hotel accommodations, and per diem if the monitoring will take more than one business day (plus Hawaii General Excise tax at 4.712% rate).
- b. Payment of invoice will be made upon completion of an acceptable Final Monitoring Report for each provider. The Report will be reviewed and approved by WIC first.
- c. Submitted invoices shall include supporting documentation in the form of receipts or invoices for air, baggage, ground, hotel accommodation, travel costs, mileage reimbursements, and per diem.
- d. Reimbursement of invoices will reflect the actual invoice amount and not to exceed proposed Product Description amount noted on excel spreadsheet.
- e. The STATE shall make no advance payments. Final payment will be processed after WIC reviews and approves the CONTRACTOR's Final Monitoring Report for each provider for each fiscal year.

### 4. Other Terms and Conditions

- a. Complete the attached Price Quote sheet and upload with your bid.
- b. There is an option to extend one (1) additional three (3) month period without any increase in contract price.

- c. The Awarded CONTRACTOR shall be equipped to accept State checks as a form of payment.
- d. The Awarded CONTRACTOR shall be responsible to pay a Hawaii Information Consortium (HIC) a fee of 0.75% of the contract award. HIC will bill the Awarded CONTRACTOR directly.
- e. The Awarded CONTRACTOR shall be registered and be "Compliant" with Hawaii Compliance Express.  
<https://vendors.ehawaii.gov/hce/splash/welcome.html>