

## **Request for Proposal (RFP) Bidders' Notice**

November 20, 2020

### **Amendment 2**

Pursuant to Section 2.8.1 (D) of the RFP, providing the right to amend the RFP, OTDA is issuing this Amendment for the above-referenced RFP. The changes for Amendment 2 are as follows:

**1. RFP – § 4.1.1 Federal Regulations**

Adding the following new sub-paragraph L:

L. Final Rule re: Supplemental Nutrition Assistance Program: 2008 Farm Bill Provisions on Clarification of Split Issuance; Accrual of Benefits and Definition Changes; Federal Register, Vol. 85, No. 164, Monday, August 24, 2020.

**2. RFP – § 4. 3.1.10 Benefit Aging and Expungement**

Replace the second paragraph with the following paragraphs:

Contractor must be able to send notices, under §9.4.1 of this RFP, to individual households related to unused benefits prior to expunging the benefits, as required by Final Rule re: Supplemental Nutrition Assistance Program: 2008 Farm Bill Provisions on Clarification of Split Issuance; Accrual of Benefits and Definition Changes; Federal Register, Vol. 85, No. 164, Monday, August 24, 2020. These notices shall be sent no later than 30 days before benefit expungement is scheduled to begin.

Describe the processes for aging and expunging including dates, amounts, frequency, timing, producing and mailing notices, and reporting. Include in your description your plan for addressing the potentially different aging and expungement requirements between the CSAs.

**3. RFP – § 4.3.1.10.1 SNAP Benefits**

Amending this section to replace all references to “365” with “274”, as required by Final Rule re: Supplemental Nutrition Assistance Program: 2008 Farm Bill Provisions on Clarification of Split Issuance; Accrual of Benefits and Definition Changes; Federal Register, Vol. 85, No. 164, Monday, August 24, 2020.

**4. RFP – § 4.3.1.12 Death Match and Expungement**

Adding a new section 4.3.1.12 to the RFP, titled “Death Match and Expungement,” providing the following:

Contractor must be able to accept files from each CSA identifying the cases to be closed due to Death Match and then schedule expungement of the identified case benefits.

Describe the processes for expunging including dates, amounts, frequency, reporting, timing and reporting.

**5. RFP – § 9.4 Mass Mailings – Optional Requirements**

Deleting the word “Mass” from the title so §9.4 is now titled “§ 9.4 Mailings – Optional Requirements”.

6. **Appendix A – Connecticut State Appendix – §4.3.1.12 Death Match and Expungement**  
Adding a new section 4.3.1.12 to Appendix A, titled “Death Match and Expungement” providing the following:  
  
Expungement processing must be consistent with core requirements described in Section 4.3.1.12 of the RFP. Details will be defined during detail design.
7. **Appendix B – Commonwealth of Massachusetts State Appendix – § 4.3.1.2.8 SNAP Pre-Expungement File**  
Add the following:  
  
The Commonwealth will modify the timeframes and process for the SNAP pre-expungement file during Detail Design.
8. **Appendix B – Commonwealth of Massachusetts State Appendix – § 4.3.1.2.9 SNAP Expungement File**  
Add the following:  
  
The Commonwealth will modify the timeframes and process for the SNAP expungement file during Detail Design.
9. **Appendix B – Commonwealth of Massachusetts State Appendix – § 4.3.1.10.1 SNAP Benefits**  
Add the following:  
  
The Commonwealth will modify the timeframes and process for SNAP expungement during Detail Design.
10. **Appendix C – Maine State Appendix State Appendix – §4.3.1.10 Benefit Aging and Expungement**  
Add the following:  
  
The Department will determine the process(es) for SNAP expungement during the detail design phase.
11. **Appendix D – New Hampshire State Appendix – §4.3.1.2, Use of Existing File Formats, under the sub header Aging Benefit File**  
Revise Section 4.3.1.2, Use of Existing File Formats, under the sub header Aging Benefit File, by striking all text, including file format layout, and replacing with:  
  
New Hampshire’s benefit aging process and file format lay out will be determined during Detail Design.
12. **Appendix D – New Hampshire State Appendix – §4.3.1.10, Benefit Aging and Expungement**  
Revise Section 4.3.1.10, Benefit Aging and Expungement, by striking all text and replacing with:  
  
New Hampshire will determine the timeframes and process for SNAP and Cash expungement during Detail Design.
13. **Appendix E – New York State Appendix– §4.3.1.10 Benefit Aging and Expungement/Dormant**  
Amending this section to replace all references to “365” with “274”, as required by Final Rule re: Supplemental Nutrition Assistance Program: 2008 Farm Bill Provisions on Clarification of Split Issuance; Accrual of Benefits and Definition Changes; Federal Register, Vol. 85, No. 164, Monday, August 24, 2020;

- 14. Appendix E – New York State Appendix – §4.3.1.12 Death Match and Expungement**  
Adding a new section 4.3.1.12 titled “Death Match and Expungement” to Appendix E New York State Appendix to provide the following:

SNAP Expungement processing must be consistent with core requirements described in *Section 4.3.1.12* of the RFP.

It is expected that the benefits made available by the prior contractor will be expunged by the new contractor based upon these rules.

- 15. Appendix F – Rhode Island State Appendix – §4.3.1.10 Benefit Aging File**  
Add the following:

Rhode Island will modify the timeframes and process for SNAP benefit aging and expungement timeframes and file during Detail Design.

- 16. Appendix G – Vermont State Appendix – §4.3.1.10 Benefit Aging and Expungement**  
Add the following:

Vermont DCF will modify the timeframes and process for the SNAP benefit aging and expungement timeframes and file during Detail Design.

- 17. Appendix J – Glossary of Terms – EBT System**  
Replacing the EBT System definition with the following:

The Electronic Benefit Transfer (EBT) functionality developed, operated and maintained by the Contractor in accordance with the Agreement, that allows the EBT processor to receive transactions from Automatic Teller Machines (ATMs), Point of Banking (POB) terminals, and Point-of-Sale (POS) terminals that are either State-owned or owned and operated by other Third Party Processors (TPPs) for the delivery and control of food and other public assistance benefits. The EBT system includes the host computer (primary or back-up); the communications facilities between the host and the transaction Switch, and the transaction Switch components, regardless of whether the Switch is operated by a subcontractor or a vendor.

- 18. Appendix J – Glossary of Terms – Personal identification number**  
Replacing the Personal identification number definition with the following:

A confidential number that is used to verify the identity of an EBT Cardholder to initiate electronic transactions, including access benefits or secure Balance Inquiry through an ATM or POS device.