



DEPARTMENT OF
BUDGET & MANAGEMENT
AUDIT SERVICES CONTRACT (ASC) TORFP

KEY INFORMATION SUMMARY SHEET

All Terms and Conditions of the Master Contract apply.

REQUESTING AGENCY:	Maryland Department of Aging (MDoA)
NAME OF AUDIT PROJECT:	Audit of AAA Grant Funds
TORFP NO:	ASC-2017-04-002 (MDoA)
MBE Participation Goal:	Overall Certified MBE Participation Goal: <u>25</u> %
VSBE Participation Goal:	Overall Verified VSBE Participation Goal: <u>5</u> %
SBR TORFP?:	<u>No</u>
Agency's Living Wage Tier:	<u>1</u>
Is Non-Routine Travel Allowed (To Be Proposed?):	<u>Yes</u>

TORFP Release Date: *April 27, 2017*

TORFP Issuing Office: Department of Budget and Management
Procurement Officer: Joy Epstein
Office Phone: (410) 260-7570
Facsimile: (410) 974-3274
E-mail: dbm.cmo@maryland.gov

TOPs are to be submitted: Attached to the DBM *MOVEit* Website at:
<https://sftp.dbm.state.md.us>

Pre-TOP Conference: *May 10, 2017 10:00AM*
Via Conference Call # 877-431-1883
Code 4337591836

See Table of Contents Page for Directions

Closing Date and Time for TOP: *May 17, 2017 12:00PM*

TABLE OF CONTENTS	<u>PAGE</u>
TORFP Key Information Summary Sheet.....	1
1.0 Purpose.....	3
2.0 Terms and Conditions.....	3
3.0 Technical and Financial Format & Submission Requirements....	3
4.0 Evaluation Criteria for this TORFP.....	14
5.0 Selection Process.....	15
6.0 General TOP Requirements (See also SOW).....	16
Attachment A – Scope of Work (SOW).....	23
Attachment B – Financial TOP Affidavit.....	29
Appendix 1- Area Agency Addresses.....	30
Appendix 2- List of Grants.....	31
Appendix 3- Fiscal Assessment Report.....	32

1.0 PURPOSE

The purpose of this financial compliance review request is to ensure the recipients of MDoA grants have proper policy and procedures in place to ensure accurate tracking of funding, information reported to MDoA is complete and accurate, and the use of funds is in compliance with the purpose of each grant.

2.0 TERMS & CONDITIONS

- 2.1 The Master Contract terms and conditions are fully applicable to this TORFP and are not usually repeated within the TORFP except for clarification. Please refer to the Master Contract's RFP for details.
- 2.2 The sole contact for the ASC Master Contractors at release of the TORFP and until after Task Order Agreement (TOA) award is the DBM Contract Manager (See TORFP Key Information Summary Sheet). During the term of the TOA Award, the Agency TOM is the point of contact (See Scope of Work).
- 2.3 The TORFP requirements for Master Contractor TOP submission follow in Section 3. Section 6.0 General Requirements and **Attachment A-Scope of Work (SOW)** detail the project requirements.

3.0 TECHNICAL AND FINANCIAL FORMAT & SUBMISSION REQUIREMENTS

Each Master Contractors shall prepare its Technical and Financial TOP responses as outlined within this section.

- 3.1 Each Master Contractor receiving this AUDIT TORFP must submit within the AUDIT TORFP designated submission time as stated in the Key Information Summary Sheet with either a TOP for both Technical and Financial, or a completed form '*Audit Services Contract Master Contractor Comments for Not Submitting a Task Order Proposal.*'
- 3.2 The due date for submitting a TOP for this AUDIT TORFP is **documented on the Key-Information Sheet**. Local time will be established as provided by the Department of Budget & Management's Web system time stamp or email time stamp. The Contract Manager will not accept submissions after this date and time. The TOP is to be submitted to the DBM *MOVEit* website at: <https://sftp.dbm.state.md.us> using your firm's logon and password. The "file name" in your TOP submission shall state the Master Contractor Firm's Name and the TORFP's complete labeled number. For John Smith Company submitting a technical file:

Example: **John Smith-Tech-ASC-2017-04-002(MDoA).**
- 3.3 The TOPs must be submitted in three (3) separate files using either Adobe Acrobat files or a combination of Microsoft software files. Example: MS Word or Excel.
 - a. The first file will be the TOP *Technical* response to this AUDIT TORFP and titled, "*Master Contractor Firm's Shortened Name-Tech-ASC-2017-04-002(MDoA).*"
 - b. The second file will be the MBE TORFP Attachments D-3A (MBE SUBCONTRACTOR PROJECT PARTICIPATION CERTIFICATION) AND D-3B (MBE PRIME-PROJECT PARTICIPATION CERTIFICATION).
 - c. The third file will be the TORFP ATTACHMENT M-2 VSBE Subcontractor Participation Statement.
 - d. The fourth file will be the TOP *Financial* response to this AUDIT TORFP and titled, "*Master Contractor Firm's Shortened Name-Finl- ASC-2017-04-002(MDoA).*"

3.4 Format for Technical TOP: The Master Contractor's **Technical**-TOP will be submitted in the following order.

3.4.1 The Master Contractor is to provide a Table of Contents and prepare and submit the TOP electronically in the following order with appropriately labeled sections. Items A through I are mandatory submissions for the Technical TOP. J, K and L are required submissions for the Technical TOP only if the item in the table is Marked for Submission in Section 3.4.2. A completed Attachment B- ASC Financial TOP Affidavit from this TORFP is mandatory for the Financial TOP submission:

Technical TOP:

- A** -- Table of Contents;
- B** -- Master Contractor's Executive Summary;
- C** -- Work Plan: *A concise summary of the Master Contractor's abilities, services, and management of the TORFP that incorporates all the TORFP requirements. Also any pertinent information the Master Contractor seeks to document to the User Agency;*
- D** -- TORFP Labor Category Summary Sheet (*Remember to attach resumes*);
- E** -- Corporate and Staff Experience and Capabilities, plus References and Information for State Contracts;
- F** -- Minority Business Enterprise (MBE) Participation;
- G** -- Veteran-owned Small Business Enterprise (VSBE) Participation;
- H** -- Conflict of Interest Affidavit;
- I** -- Affidavit of Agreement Maryland Living Wage Requirements-Service Contract;
- J** -- Economic Benefits;
- K** -- Certificate of Confidentiality;
- L** -- Non-Disclosure Agreement;
- M** -- HIPAA Business Associate Agreement;
- N** -- Federal Funding;
- O** -- Department of Human Resources (DHR) Hiring Agreement; and,
- P** -- Location of the Performance of Services Disclosure.

Financial TOP:

Attachment B-ASC FINANCIAL TOP AFFIDAVIT (See separate MS Excel worksheet)

3.4.2 Summary of Required Attachments: Master Contractors, in addition to the TORFP, you will need to review, complete, and submit the following forms that are check marked []. Ensure that your TOP addresses each of the prescribed areas as part of your Work Plan. See the DBM Website for the downloadable forms (links are listed below). Other forms are for your informational use, or, are not specifically applicable to this TORFP.

FOR TECHNICAL TOP SUBMISSION:

	FORMS	NOTES
√	A TOP's Labor Category Summary Sheet (D) http://dbm.maryland.gov/proc-contracts/Documents/StatewideContracts/AuditServicesContract2015/LaborCategorySummary.doc	Always Required
√ and Note	MBE Participation Forms and Instructions (F) http://dbm.maryland.gov/proc-contracts/Documents/StatewideContracts/AuditServicesContract2015/MBEFormsD1A.doc	Always Required Unless TORFP MBE Participation Goal is Zero
√ and Note	VSBE Participation Forms and Instructions (G) http://dbm.maryland.gov/proc-contracts/Documents/StatewideContracts/AuditServicesContract2015/VSBEFormsM1.doc	Always Required Unless TORFP VSBE Participation Goal is Zero
√	Conflict of Interest Affidavit and Disclosure and any subcontractor (H) http://dbm.maryland.gov/proc-contracts/Documents/StatewideContracts/AuditServicesContract2015/ConflictInterestAffidavit.doc	Always Required
√	Affidavit of Agreement Maryland Living Wage Requirements: Instructions and Affidavit (I) http://dbm.maryland.gov/proc-contracts/Documents/StatewideContracts/AuditServicesContract2015/LivingWageRequirements.doc	Always Required
√	Economic Benefits Information for TOP (J) http://dbm.maryland.gov/proc-contracts/Documents/StatewideContracts/AuditServicesContract2015/EconomicBenefitsForTOP.pdf	Always Required
√	Certificate of Confidentiality for Master Contractor and any subcontractor (K) http://dbm.maryland.gov/proc-contracts/Documents/StatewideContracts/AuditServicesContract2015/CertificateConfidentiality.pdf	
√	Non-Disclosure Agreement for Master Contractor and any subcontractor (L) http://dbm.maryland.gov/proc-contracts/Documents/StatewideContracts/AuditServicesContract2015/NonDisclosureAgreement.pdf	

	FORMS	NOTES
	HIPAA Business Associate Agreement for Master Contractor and any subcontractor (M) http://dbm.maryland.gov/proc-contracts/Documents/StatewideContracts/AuditServicesContract2015/HIPAABusinessAssociateAgreement.pdf	
See Note	Federal Funding Acknowledgement for Master Contractor (N) http://dbm.maryland.gov/proc-contracts/Documents/StatewideContracts/AuditServicesContract2015/FederalFundsAcknowledgment.pdf	Required for TOAs valued at \$100K or more using federal funds
	DHR Hiring Agreement for Master Contractor (O) http://dbm.maryland.gov/proc-contracts/Documents/StatewideContracts/AuditServicesContract2015/DHRHiringAgreement.pdf	
See Note	Location of the Performance of Services Disclosure for Master Contractor (P) http://dbm.maryland.gov/proc-contracts/Documents/StatewideContracts/AuditServicesContract2015/LocationPerformanceDisclosure.pdf	Required for TOAs valued at \$2.0M or greater
√	The Master Contract's Summary of Approved Labor Categories and Minimum Requirements -- Labor Category Table (4 pages) http://dbm.maryland.gov/proc-contracts/Documents/StatewideContracts/AuditServicesContract2015/ASC_LaborCategories.pdf	Always Required for correlation to the Labor Category Summary
√ and Note	Master Contractor Comments if No TOP is Submitted http://dbm.maryland.gov/proc-contracts/Documents/StatewideContracts/AuditServicesContract2015/MCNoBidForm.doc	Always Required if <u>NO</u> TOP is submitted

FOR FINANCIAL TOP SUBMISSION:

√	ATTACHMENT B-ASC FINANCIAL TOP AFFIDAVIT (See separate MS Excel Worksheet)	Always Required
---	--	------------------------

3.5 Technical Submission:

If a Master Contractor elects to submit a TOP, the Master Contractor shall do so in conformance with the requirements of this AUDIT TORFP. In order to provide a 'technically sufficient' TOP, the Master Contractor must submit a technical portion for each of the following in this Subsection 3.5. that meets the requirements noted. **See also TOP format requirements in Section 3.0:**

A. Provide a Table of Contents

B. Provide a concise Master Contractor's Executive Summary

C. Proposed Services - Work Plans:

1. The proposed work plan shall provide a detailed discussion of capabilities and approach to address this TORFP's requirements outlined in Section 6-General TOP Requirements and Attachment A-Scope of Work. All tables must be totaled.
2. The proposed work plan shall include estimated task hours of effort, dates, time schedules, and assigned personnel by labor class-by Contract Year. See Section D.-Labor Category Summary Sheet For Proposed Personnel below.

The total number of hours shall equate to the total hours noted in the Attachment 1-Price Proposal - by Labor Classification/by Contract Year. Only hours may be shown in the Technical Proposal.

Note: The labeling of the labor classifications must adhere to the Master Contract's labor classifications. See Section 2.3.2 to review, *'The Master Contract's Summary of Approved Labor Categories and Minimum Requirements -- Labor Category Table (4 pages)'*

3. Non-Routine Travel: If Non-routine travel is applicable per the information in the Section 1.0 Key Information Summary Sheet and in Attachment A-SOW, and if the Master Contractor chooses to propose labor hours specific to Non-Routine Travel (beyond the identified 50-mile radius of the Agency site) in addition to the cost reimbursement for mileage, **the Work Plan must identify and incorporate any such labor hours by Labor Classification.** (See the ASC Master RFP, Section 3.4.4.E. (Travel).) Also see requirements for proposing regarding Non-Routine Travel below in D.3-Labor Category Summary Sheet.
4. Provide the names and titles of all key management personnel who will be involved with supervising the services rendered under this TOA.
5. **Describe the methodology for managing proposed estimates of hours and costs on an ongoing basis.**
6. Proposed facility: Identify contractor facilities including address, from which any work will be performed.
7. State Assistance: Provide an estimate of expectation concerning participation by the State Agency's team and/or information that the Master Contractor requires from the State Agency team.
8. American Recovery and Reinvestment Act of 2009 (ARRA): If noted on the TORFP Key Information Summary Sheet and required in the SOW, the Master Contractor must incorporate such reporting into its proposed Work Plan. For this TORFP, ARRA forms are N/A.
9. Include known reporting deliverables as described by the SOW and the Master Contract requirements. See Section F. Minority Business Enterprise Participation

D. Labor Category Summary Sheet

For Proposed Personnel:

1. As a summary and part of its work plan, the Master Contractor must complete the form *'A TOP's Labor Category Summary Sheet.'* Attach a resume of each proposed personnel.

2. As backup to the summary and Work Plan, provide the total number of personnel by labor class, and total estimated hours of effort by labor class for all staff to include subcontractors.
3. Non-routine travel is applicable to this TORFP.
4. Subcontractors: Identify all proposed subcontractors, including MBEs and VSBES, and their full roles in the performance of this TOA.

E. Corporate and Staff Experience and Capabilities

1. **Provide information on past experience with similar projects.**
2. **Provide specific references to include:**
 - a) Name of organization.
 - b) Name, title, and telephone number of point-of-contact for the reference.
 - c) Contract Type, and Period of Performance of contract(s) supporting the reference.
 - d) The services provided, scope of the contract, performance objectives satisfied, and improvements made for the client (e.g. reduction in operation/maintenance costs while maintaining or improving current performance levels).
 - e) Whether the Master Contractor is still providing these services and if not, an explanation of why it is no longer providing the services to the client organization.

3. **References and Information for State Contracts:**

As part of its offer (and separate from the references to be listed for ‘E.2.’ above), each Offeror is to provide a list of all of its Master Contractor’s contracts with any entity of the State of Maryland that it is currently performing or which have been completed within the last five (-5-) years. For each identified contract, the Offeror is to provide:

- i. The State contracting entity;
- ii. A brief description of the services/goods provided;
- iii. The dollar value of the contract;
- iv. The term of the contract;
- v. The State employee contact person (name, title, telephone number, and email address);
- vi. Whether the contract was terminated before the end of the term specified in the original contract, including whether any available renewal option was/was not exercised.

Information obtained regarding the Offeror’s level of performance on State contracts will be considered as part of the experience and past performance evaluation criteria of the TORFP.

If the Master Contractor has no open or past contract experience with the State of Maryland, so state.

F. Minority Business Enterprise (MBE) Participation

Minority Business Enterprise Goal - The MBE goal for this AUDIT TORFP is 25%. Each Master Contractor responding to this TORFP must complete and submit the MBE forms per the instructions in “Instructions and Forms for MBE Participation in Task Order Request for Proposals (TORFPs) under the Audit Services Contract”.

To meet a task order goal using MBE subcontractors, Master Contractors must:

- ❑ Identify work areas for subcontracting;
- ❑ Solicit minority business enterprises through written notice or personal contact;
- ❑ Help minority businesses meet bonding requirements or grant them a waiver of bonding requirements; and
- ❑ Identify their MBE subcontractors at the time they submit their task order proposals.

An MBE **must be** certified at the time of task order proposal submission in order to have its MBE participation counted toward the TORFP Contract goal.

For a TORFP issued with a MBE participation goal, the Master Contractor must complete, sign and submit with its *Technical Task Order Proposal (TOP)* submission:

- 1) **TOP MBE Form D-1A: Certified MBE Utilization and Fair Solicitation Affidavit;**
- 2) **TOP MBE Form D-2: Outreach Efforts Compliance Statement; and,**
- 3) **TOP MBE Forms D-3A and/or D-3B: MBE Subcontractor Project Participation Certification and/or MBE Prime - Project Participation Certification.**

If a Master Contractor believes that a waiver of some or all of the TORFP MBE participation goal is necessary, the waiver request must be clearly indicated on the applicable TOP MBE Forms (D-1B and D-1C) and included with its Technical TOP submission.

Please note: The Master Contractor's failure to submit TOP MBE Form D-1A at the time of Technical TOP Submission shall result in the State's rejection of the Offeror's proposal (Technical and Financial) to the TORFP.

If the Master Contractor fails to submit TOP MBE Forms D-2 and D-3 at the time of Technical TOP submission, the DBM Contract Manager may determine that the Master Contractor is not responsible and therefore not eligible for Task Order Agreement (TOA) award.

MONTHLY REPORTING DURING THE TERM PERIODS OF TASK ORDER AGREEMENTS: TORFP D-4A (and D-4B if MBE Prime) and TORFP D-5 are monthly MBE reporting forms that will be utilized for each applicable TOA that is awarded.

G. Veteran-owned Small Business Enterprise (VSBE) Participation

Veteran-owned Small Business Enterprise Goal - The VSBE goal for this AUDIT TORFP is 5 %. Each Master Contractor responding to this TORFP must complete and submit the VSBE forms per the instructions in “Instructions and Forms for VSBE Participation in Task Order Request for Proposals (TORFPs) under the Audit Services Contract”.

To meet a task order goal using VSBE subcontractors, Master Contractors must:

- ❑ Identify work areas for subcontracting;
- ❑ Solicit minority business enterprises through written notice or personal contact;
- ❑ Help minority businesses meet bonding requirements or grant them a waiver of bonding requirements; and
- ❑ Identify their MBE subcontractors at the time they submit their task order proposals.

An VSBE **must be** verified at the time of task order proposal submission in order to have its VSBE participation counted toward the TORFP Contract goal.

For a TORFP issued with a VSBE participation goal, the Master Contractor must complete, sign and submit with its *Technical Task Order Proposal (TOP)* submission:

- 1) TOP VSBE Form M-1: VSBE Utilization Affidavit and Subcontractor Participation Schedule; and,**
- 2) TOP VSBE Form M-2: VSBE Subcontractor Project Participation Certification**

If a Master Contractor believes that a waiver of some or all of the TORFP VSBE participation goal is necessary, the waiver request must be clearly indicated on the applicable TOP VSBE Form (M-1) and included with its Technical TOP submission.

Please note: If the Master Contractor fails to submit TOP VSBE Forms M-1 and M-2 at the time of Technical TOP submission, the DBM Contract Manager may determine that the Master Contractor is not responsible and therefore not eligible for Task Order Agreement (TOA) award.

MONTHLY REPORTING DURING THE TERM PERIODS OF TASK ORDER AGREEMENTS: TORFP M-3 and TORFP M-4 are monthly VSBE reporting forms that will be utilized for each applicable TOA that is awarded.

H. Conflict Of Interest

The TOA Contractor will perform audit services as required by this AUDIT TORFP and must do so impartially and without any conflict of interest. All Master Contractors must submit a completed Conflict of Interest Affidavit with the technical portion of its TOP for their own firm staff plus any subcontractor staff that is proposed to be utilized for this TORFP activity. If the Procurement Officer makes a determination before award of a TOA, pursuant to the AUDIT TORFP that facts or circumstances exist that give rise to or could in the future give rise to a conflict of interest within the meaning of COMAR 21.05.08.08A, the Procurement Officer may reject a TOP under COMAR 21.06.02.03B.

All **possible** perceived conflicts of interest for the Master Contractor and ALL proposed subcontractors, must be clearly identified and described in the Technical TOP. **Complete the *Conflict of Interest Affidavit and Disclosure*** form. See Section 3.4.1 and 3.4.2 regarding the form, and Master Contract RFP Section 3.14.

I. Affidavit of Agreement Maryland Living Wage Requirements-Service Contracts

Submit a **completed** Affidavit of Agreement (Maryland Living Wage Requirements). See Section 3.4.2 above. If an area does not apply, write in N/A. Do not leave blank. Also see the Key Information Summary Sheet for the Living Wage Tier specific to this TORFP. The DLLR Website for Living Wage info: <http://www.dllr.state.md.us/labor/prev/livingwage.shtml>

J. Economic Benefits

A Master Contractor shall submit with its Task Order Proposal (TOP) a narrative describing benefits that will accrue to the Maryland economy as a direct or indirect result of its performance of the Task Order Agreement (TOA). Its TOP will be evaluated to assess the benefit to Maryland's economy specifically offered.

A Master Contractor's TOP that identifies specific benefits as being contractually enforceable commitments will be rated more favorably under the evaluation criteria for Economic Benefits than a TOP that does not identify specific benefits as contractual commitments, all other factors being equal.

The Master Contractor's TOP shall identify any performance guarantees that will be enforceable by the State if the full level of promised benefit is not achieved during the task order term.

As applicable, for the full duration of the TOA, or until the commitment is satisfied, the Master Contractor shall provide to the procurement officer or other designated agency personnel reports of the actual attainment of each benefit listed in response to this section. If the Master Contractor is awarded the TOA, these benefit attainment reports shall be provided quarterly or other time period designated by Agency.

Please note that in responding to this section, the following do not generally constitute economic benefits to be derived from this TOA:

1. generic statements that the State will benefit from the Master Contractor's superior performance under the contract;
2. descriptions of the number of Master Contractor employees located in Maryland other than those that will be performing work under the TOA; or,
3. tax revenues from Maryland based employees or locations, other than those that will be performing, or used to perform, work under the TOA.

Discussion of Maryland based employees or locations may be appropriate if the Master Contractor makes some projection or guarantee of increased or retained presence based upon being awarded the TOA.

Examples of economic benefits to be derived from a TOA may include any of the following. For each factor identified below, identify the specific benefit and contractual commitments and provide a breakdown of expenditures in that category:

- A. The TOA dollars to be recycled into Maryland's economy in support of the TOA, through the use of Maryland subcontractors, suppliers and joint venture partners.
- B. The number and types of jobs for Maryland residents resulting from the TOA. Indicate the approved Labor Category classifications, number of employees in each classification and the aggregate payroll to which the Master Contractor has committed, including contractual commitments at both prime and, if applicable, subcontract levels.
- C. Tax revenues to be generated for Maryland and its political subdivisions as a result of the TOA. Indicate tax category (sales taxes, payroll taxes, inventory taxes and estimated personal income taxes for new employees). Provide a forecast of the total tax revenues resulting from the TOA.
- D. Subcontract dollars committed to current Maryland small businesses and MDOT certified MBEs.
- E. Other benefits to the Maryland economy which the Master Contractor promises will result from awarding the TOA to the Master Contractor, including contractual commitments. Describe the benefit, its value to the Maryland economy, and how it will result from, or because of the Task Order award. The Master Contractor may commit to benefits that are not directly attributable to the TOA, but for which the TOA award may serve as a catalyst or impetus.

K. Certificate of Confidentiality

Submit a completed Certificate of Confidentiality if it is so indicated in Section 3.4.2. The Master Contractor as Offeror should address its corporate policy and procedures for confidentiality.

L. Non-Disclosure Agreement

Submit a completed Non-Disclosure Agreement if it is so indicated in Section 3.4.2. The Master Contractor as Offeror should address its corporate policy and procedures for security and confidentiality.

M. HIPAA Business Associate Agreement

Submit a completed HIPAA Business Associate Agreement if it is so indicated in Section 3.4.2. The Master Contractor as Offeror should address its corporate policy and procedures for security and confidentiality.

N. Federal Funding Acknowledgement

Submit a completed Non-Disclosure Agreement if it is so indicated in Section 3.4.2. The Master Contractor as Offeror should address its corporate policy and procedures for HIPAA confidentiality.

O. DHR Hiring Agreement

Submit a completed DHR Hiring Agreement if it is so indicated in Section 3.4.2. The Master Contractor as Offeror should address its corporate hiring policy and procedures for utilizing this program through DHR.

P. Location of the Performance of Services Disclosure

Submit a completed Location of the Performance of Services Disclosure if it is so indicated in Section 3.4.2. The Master Contractor as Offeror should acknowledge the estimated value of the TOA is \$2.0M or higher.

3.6 Financial Submission (SEPARATE SUBMISSION):

- 3.6.1 As a separate submission, the Attachment B-ASC Financial TOP Affidavit must be completed and signed by the Master Contractor as Affiant and constitutes the Master Contractor's Not To Exceed Financial offer to the State on behalf of its firm, and which will be binding for the full term of the executed Task Order Agreement. Attachment B is a separate MS Excel Worksheet.
- 3.6.2 Based upon this TORFP's period of performance and the Master Contractor-Offeror's Work Plan, the Master Contractor-Offeror shall provide hours and prices for each of the labor categories as applicable to their Work Plan. These are the maximum prices the State will pay for all proposed labor categories. The prices that the Master Contractor utilizes can meet but not be greater than their approved Master Contract's established prices per Contract Year and Labor Category.
- 3.6.3 The total number of hours for each labor classification and in-total must be the same as noted in the Master Contractor's Technical Proposal/Work Plan.
- 3.6.4 Record Fully Loaded Fixed Hourly Labor Category Rates that are at, or less than the approved Master Contractor's Not-To-Exceed (NTE) rates under the Master Contract as applicable to the Work Plan for this TORFP. Record each rate to two decimal places. Example: \$ 25.00.
- 3.6.5 In completing the Financial TOP Affidavit, the Master Contractor's Financial Proposal will be based on a single 'Total Evaluated Price.'
- 3.6.6 If Non-Routine Travel is indicated in the Section 1.0-TORFP Key Information Summary Sheet, and initially allowed in the Agency's Attachment A-SOW, and then if the Master Contractor chooses to propose Non-Routine Travel within the scope allowed by the ASC RFP, Section 3.4.4.E. (Travel), the travel dollars for mileage cost reimbursement must be estimated as a Not-To-Exceed and then incorporated into the Total Evaluated Price of the Financial TOP on the appropriate line. If there are no estimated dollars being proposed for Non-Routine Travel, enter zero dollars in Line 10.

Any associated labor hours must be estimated and a part of the Work Plan and information provided in 3.5.D.3, which will be reflected into the Financial TOP through the hours associated with the applicable Labor Categories.

4.0 EVALUATION CRITERIA FOR THIS TORFP

4.1 MBE: The DBM Contract Manager will confirm that the forms as directed under Section 3.5 F above are provided with the Master Contractor's Technical TOP submission. If the forms TOP MBE Form A, Top MBE Form B, and Top MBE Form C have not been completed properly and submitted with the Master Contractor's TOP to this TORFP when due, the Master Contractor's TOP (Technical and Financial) will be rejected by the State.

4.2 *Evaluation of Each Qualified Offeror's Technical and Financial Proposals*

The Technical and Financial TOPs will be evaluated and have equal merit. Technical criteria will be based upon the criteria noted in 4.3. The Financial criteria will be evaluated for the Best (lowest) Total Evaluated Price.

4.3 *Technical Criteria*

The criteria to be applied to this TORFP are listed in descending order of importance:

4.3.1 Offeror's Experience and Capabilities;

4.3.2 Offeror's Overall Understanding and Response to the TORFP Requirements; and

4.3.3 Economic Benefits.

4.4 *Financial Criteria*

Financial TOPs will be evaluated separately. Master Contractors shall provide prices for all nine labor categories per the applicable Contract years that apply to this TORFP's period of performance, and for any applicable Non-Routine Travel. These are the maximum prices the State will pay for all proposed labor categories, and the Not-To-Exceed Travel dollars. The prices that the Master Contractor utilizes can meet but not be greater than their approved Master Contract's established prices per Labor Category and Contract Year.

4.5 *Reciprocal Preference*

Although Maryland law does not authorize procuring agencies to favor resident Offerors in awarding procurement contracts, many other states do grant their resident businesses preferences over Maryland Contractors. Therefore, as described in COMAR 21.05.01.04, a resident business preference will be given if: a responsible Master Contractor as Offeror whose headquarters, principal Base of Operations, or principal site that will primarily provide the services required under this RFP is in another state submits the most advantageous offer; the other state gives a preference to its residents through law, policy, or practice; and, the preference does not conflict with a Federal law or grant affecting the procurement Contract. The preference given shall be identical to the preference that the other state, through law, policy or practice gives to its residents.

5.0 SELECTION PROCESS

5.1 General Selection Process

A Task Order Agreement (TOA) will be awarded in accordance with the competitive sealed proposals process under COMAR 21.05.03. The competitive sealed proposals method is based on discussions and revision of proposals during these discussions.

Accordingly, the State may hold discussions with all Master Contractors as “Offerors” judged potentially to be reasonably susceptible of being selected for award. However, the State also reserves the right to make an award without holding discussions. In either case of holding discussions or not doing so, the State may determine a Master Contractor-Offeror to be not responsible or a Master Contractor-Offeror’s TOP to be not reasonably susceptible of being selected for award, at any time after the initial closing date for receipt of TOPs and the review of those TOPs. If the State finds a Master Contractor-Offeror to be not responsible or a Master Contractor-Offeror’s Technical TOP to be not reasonably susceptible of being selected for award, its Financial TOP will not be considered.

5.2 Selection Process Sequence

- 5.2.1 The first step in the selection process will be an evaluation for technical merit. During this review oral presentations/discussions may be held. The purpose of such discussions will be to assure a full understanding of the State’s requirements and the Master Contractor-Offeror’s ability to perform, and to facilitate arrival at a Task Order Agreement that will be most advantageous to the State.
- 5.2.2 Master Contractor-Offerors shall confirm in writing any substantive oral clarification of, or change in, their proposals made in the course of any discussions with the user Agency’s TOM/P.O. Any such written clarification or change then becomes part of the Master Contractor-Offeror’s TOP and any TOA that is awarded.
- 5.2.3 The Financial TOP of each qualified Master Contractor-Offeror will be evaluated separately from its Technical TOP’s evaluation. After a review of the Financial TOPs of qualified Master Contractor-Offerors, the DBM Contract Manager or the Agency TOM/Procurement Officer may make clarification inquiries or again conduct discussions to further evaluate the Master Contractor-Offeror’s entire proposal.
- 5.2.4 When it is in the best interest of the State, the DBM Contract Manager or Agency TOM/Procurement Officer will request Master Contractor-Offerors who have submitted acceptable proposals to revise their initial TOPs and submit, in writing, Best and Final Offers (BAFOs).

5.3 Award Determination

Upon completion of all evaluations, discussions, and reference checks, the DBM Contract Manager will recommend award of a Task Order Agreement (TOA) to the responsible technically qualified Master Contractor-Offeror who is reasonably susceptible of being selected for award based upon providing the State with the most advantageous offer. Task Order Agreements are only valid for the specific Task Order to which they apply, and must be managed within its specific period of performance (term), NTE price, and scope of work.

5.4 Award Documentation

If the Master Contractor is awarded the Task Order Agreement (TOA), the TOA will be forwarded to the awardee and must be completed, signed, and submitted to the DBM Contracts Manager as original documents in triplicate.

5.5 Execution of the TOA and Initial Notice-To-Proceed

Once the DBM Contract Manager has received and validated the signed TOA, the DBM Contract Manager will execute the TOA. Upon execution, the DBM Contract Manager will send the awardee an original document for their files along with an applicable, initial Notice To Proceed, and notify all Master Contractor-Offerors of the award. Additional Notice-To-Proceeds may be utilized by the Requesting Agency's TOM per their discretion during the course of the TOA.

6.0 GENERAL TOP REQUIREMENTS (See also SOW)

The TORFP and any subsequent TOA are fully subject to the ASC Master Contract's terms and conditions and are generally not repeated herein except for clarification. The requirements noted in this Section 6 are general TORFP requirements. See also Attachment A – Scope of Work.

6.1 Task Order Manager (TOM)

The assigned TOM to assure compliance with the TOA is: *Charles Knapp*. After TOA award, the TOM is the focal point for all correspondence and discussions with the contractor concerning technical direction and issues, and all technical direction that provides specific details and milestones. All deliverables must be submitted to and through TOM. The TOM acknowledges receipt of the deliverables, but this does not constitute approval for the deliverables. Approval for acceptance of the deliverables shall only be through the TOM. For any deliverable that does not receive acceptance, the TOM will provide written notification in writing of what is required to complete the deliverable to the State's satisfaction. The TOA Contractor must correct the deliverable to the State TOM's satisfaction and resubmit the deliverable for review and approval. Any deviation from this will result in the TOA Contractor performing at risk of non-payment for any unapproved services. Any change to this TOM position will be communicated in writing.

6.2 Reporting and Presentations under the ASC for the TORFP

For specific reports and presentations required by the TORFP noted in Attachment A-Scope of Work, and any subsequent TOA, at a minimum each time a report is required as a deliverable, the following procedure will be followed and accounted for in the Master Contractor's Work Plan. Unless directed otherwise by the TOM at the Kick-Off meeting, the TOA Contractor shall prepare the documents in Microsoft products such as MS Word, MSEXcel, MSPowerPoint, etc.:

- a. **Draft Reports:** The TOA Contractor shall prepare and present as requested a written Draft Report that includes as applicable, findings, conclusions, anomalies (such as questioned costs, etc.) and recommendation. The State Agency is especially interested in those recommendations that will improve their records and internal controls for themselves and each applicable stakeholder as directed by the TORFP.
- b. **Final Reports:** The Draft Report(s) shall reference and include all backup materials. The Draft Report(s) must be provided and presented to the TOM. Unless required otherwise by the SOW, the TOA Contractor must plan within their Work Plan to incorporate the TOM's recommended edits into a Final Report (for each contract) due within ten (10) working days of the delivery and presentation to the TOM of the Draft Report(s).
- c. **Summary Report:** The TOA Contractor shall provide a Summary Report that summarizes the Final Report(s) in an Executive Summary that includes summaries for each category of: Findings, Conclusions, Anomalies, and Recommendations.

- d. **Presentations:** After delivery of the Final Reports and the Summary Report, the TOA Contractor shall support up to eight presentations to stakeholders and/or management entities as directed by the TOM, and at times and places as approved by the TOM. Support includes the written documentation, presentation materials, media (hardware and software), and staff. See the specific requirements within the TORFP SOW as it may alter the number and times presentations are required.

6.3 Auditing Standards

The TOA Contractor shall conduct the audit using generally accepted auditing standards; and accordingly, include such tests of the accounting records and such other auditing procedures as are considered necessary, and documenting the standards utilized in their reports.

6.4 Detailed Work Plan

6.4.1 As a general guideline, the Master Contractor as the TOA Contractor will accomplish the work under the TORFP/TOA in the following phases:

- Phase I: Kick-Off Meeting and Finalize the Detailed Work Plan;
- Phase II: Execution of the Final Detailed Work Plan Finalized in Phase I;
- Phase III: Draft Reports;
- Phase IV: Final Reports and Summary Report; and,
- Phase V: Presentations

6.4.2 The Detailed Work Plan must give a detailed description of the planned audit activities and a description of the audit approach/methodology for conducting reviews and for testing. The Final Detailed Work Plan is based upon the successful TOA Contractor's proposed solution that will be utilized as the Draft Work Plan.

6.4.3 The Draft and Final Detailed Work Plans must include the schedule of audits to be performed and estimate task hours of effort. The price in-total for all work effort shall not exceed the total Not-To-Exceed price in the TOA contractor's approved Task Order Proposal. Hours utilized must be aligned by the approved Labor Categories as proposed, unless a variation in the use of the hours has prior-approval from the TOM. However, even with a variation in the use of hours, the price shall not exceed the total price approved for the Task Order Agreement.

6.4.4 The Final Detailed Work Plan is a living document and the TOA Contractor has the responsibility to keep it up-to-date. All requested changes must have prior approval in writing from the TOM before their incorporation.

6.4.5 The Kick-Off Meeting and Final Detailed Work Plan:

- a. The TOA Contractor shall attend and support the initial Kick-Off Meeting that is to be held (unless there is prior approval for another time by the TOM) within approximately 15 working days after TOA Award and the initial Notice To Proceed (provided by the DBM Contract Manager). The TOA Contractor will provide the Draft Work Plan at the initial Kick-Off Meeting for discussion and input.
- b. The Final Detailed Work Plan shall actually be a summary plan that is made up of individual components specific to the audit services work as required by the SOW. The Final Detailed Work Plan and its components must demonstrate the timeline, resources and effort for completing each audit, the Draft Reports, Final Reports, and any presentations. The timeline and resources must acknowledge access to the State's resources as well. Unless pre-approved otherwise by the TOM in writing, the Final Detailed Work Plan is due within 5 working days of the Kick-Off Meeting.

- c. During Phase II execution, periodic meetings will be held with the TOM or a designee in order to notify the Agency of any issues, concerns or problems encountered. The initial schedule of these meetings and timing/format of status reports will be established at the Initial Kick-Off Meeting. Although the TOM directs the timing and format of the status meetings, it is anticipated that initial meetings between the State TOM/team and the TOA Contractor will be approximately weekly.
- d. Written Progress/Status Reports: The TOA Contractor is responsible to prepare written progress/status reports. The format and content of the weekly reports will be established at the initial Kick-Off Meeting. The TOA will establish a NTE ceiling dollar amount. The TOA Contractor must monitor invoiced amounts under the TOA. When a TOA is projected to reach 75% and 90% of the NTE ceiling dollar amount while performing a TOA, the TOA Contractor shall give notice to the TOM and the DBM Contract Manager that the TOA has reached, or is projected to reach the 75% and 90% level respectively. Each notice will also include an analysis of the TOA Contractor's ability to complete the project within the NTE ceiling amount. If the analysis concludes that the project cannot be completed within the NTE ceiling amount, the rationale for this conclusion must be provided, along with a projection of the amount that would be needed to complete the project. However, providing such a projection shall not obligate the State to change the NTE ceiling dollar amount. If a TOA Contractor reaches the TOA's NTE ceiling dollar amount, the TOA Contractor must stop performing any services for which it would seek payment beyond the NTE ceiling dollar amount. See again the ASC RFP's Section 3.4.3.2 for additional information.

6.4.6 Master Contactor's Invoicing and Invoicing Report(s):

6.4.6.1 Invoices with applicable backup documentation are due to the TOM no later than the 10th of the calendar month for the proceeding month's expended Task Order Agreement activity, unless there is prior written approval by the TOM for another submission date for the specific month. For example, For the month of December 1 through December 31, 2010, all invoicing, MBE reports, and any monthly status reports as requested by the TOM are due to be submitted no later than January 10, 2011. Invoices shall be only for actual time worked during the reporting period.

6.4.6.2 Invoices shall include but not be limited to the following information: name and address of the TOA's applicable State Agency, Contractor's name, remittance address, federal taxpayer identification, Invoice Period, Invoice Date, Invoice Number, and Total Amount Due and the Master Contactor's Blanket Purchase Order Number/The user Agency's Purchase Order Number(s).

6.4.6.3 The Total Amount Due for a TOA's invoice will be derived from the information detailed on the invoice. Invoices submitted without the required backup information will not be approved or processed for payment until the TOA Contractor provides the required information. Information required to be included:

1. The Labor Categories being billed and each applicable personnel's name; and,
2. The personnel's total hours for the month, and her/his applicable Hourly Rate.

6.4.6.4 For each invoice, the Contractor shall provide documentation that all the direct hours invoiced for its employees and subcontractors have actually been expended as documented, totally and productively, in the performance of the TOA. The employee time sheets or electronic time keeping records shall be certified by the Contractor to be the actual time worked by the employees and its subcontractors. The Master Contactor shall provide the invoice and its applicable documentation to the applicable TOM.

6.4.6.5 After the first invoice, subsequent invoices should document cumulative hours worked by Labor Category and cumulative dollars invoiced in order to coincide with the information reported on the NTE.

6.4.6.6 If Non-Routine Travel is approved in the TORFP/TOA, the Non-Routine Travel must be billed by the Contractor on a separate line item from the Labor Hours being invoiced. The TOA Contractor shall provide a separate line item, or separate invoice for any State Agency that requests a separate invoice for invoiced travel due to its accounting policies.

6.4.6.7 Only expended direct hours and expended dollars for Non-Routine Travel may be invoiced, and may not exceed those applicable NTE prices as indicated in the TOA. Any unexpended dollars for labor or Non-Routine Travel at the conclusion of the TOA are not invoiced and are considered forfeited.

6.5 Travel

The Task Order Manager (TOM) shall determine the applicability of Routine Travel versus Non-Routine travel for a particular TOA, if it was originally a requirement of the TORFP. See this Section 1.0-TORFP's Key Information Summary Sheet for travel requirements.

6.6 Staffing

As with all Master Contract and subsequent TOA requirements, staffing by the Master Contractor is governed by the ASC Master Contract. This includes its own staffing and those staff utilized through subcontractors.

6.6.1 The Master Contractor shall communicate with and manage its commitments to its subcontractor(s) and the State. See also the ASC Master Contract RFP Section 1.34: "Subcontractor Prompt Payment Policy".

6.6.2 For any subcontractors proposed on a TOA, the Master Contractor shall provide documentation upon the State's request of the written, signed and dated commitment between the Master Contractor and the subcontractor, and the specific agreed for scope of work and commitment. The commitment must be in-place before the Master Contractor utilizes such subcontractor in a TOP. If at any point during the TORFP/TOP process that the Master Contractor becomes aware of a subcontractor's inability to perform the services as committed to and indicated in its TOP, the Master Contractor shall promptly document this in writing to the DBM Contract Manager. As this may affect the Master Contractor's ability to complete the applicable TOA, or receive a subsequent applicable TOA award, the DBM Contract Manager will provide written direction on any further process required to remedy the issue.

6.6.3 In response to each TORFP, the Master Contractor shall propose staff that is available at the time of the Master Contractor's TOP for the time period specified in the applicable TORFP. The staff that is proposed by the Master Contractor shall be the staff utilized if awarded the TOA. From the date that a TOP is received by the DBM Contract Manager (or designee), any subsequent changes to personnel requested by the Master Contractor must be done per the procedures outlined in the ASC Master Contract RFP Section 1.23: "Substitution of Personnel".

6.6.4 On a monthly basis, even if there is zero work effort performed or zero invoicing, the Master Contractor will give status reports for the prior month's activity per the TOA requirements until final deliverables and invoicing have been accepted and reported. In addition, the Master Contractor and their MBE subcontractor(s) must provide the TOM respectively, MBE D-4A and/or D-4B forms for Master Contractor activity and a MBE D-5 form directly from the MBE Subcontractor to the TOM for their activity.

6.6.5 On a monthly basis, even if there is zero work effort performed or zero invoicing, the Master Contractor will give status reports for the prior month's activity per the TOA requirements until final deliverables and invoicing have been accepted and reported. In addition, the Master Contractor and their VSBE subcontractor(s) must provide the TOM respectively, a VSBE M-3 form for Master Contractor activity and a VSBE M-4 form directly from the VSBE Subcontractor to the TOM for their activity.

6.7 DBM Contract Management

The TOM manages the day-to-day operations of the TOA; however, neither the TOA Master Contractor nor the Agency TOM is authorized to make contractual changes to the TOA regarding over all period of

performance, scope, labor categories, the Not-To-Exceed pricing, or MBE. Any questions concerning these types of issues must be addressed to the DBM Contract Manager.

6.8 Security

- 6.8.1 Security Regarding Contractor-owned Computer Equipment: The TOA Contractor shall not connect any of its own equipment to an Agency's or State agent's LAN/WAN without prior written approval by the State. The State will provide equipment as necessary for support that entails connection to the State LAN/WAN, or give prior written approval as necessary for connection.
- 6.8.2 The TOA Contractor shall provide and fill-out any necessary paperwork for security access to sign on at the State's site if access is needed to the State's LAN/WAN, as directed and coordinated with the State's IT personnel through and by the TOM.
- 6.8.3 At all times at any facility, the TOA Contractor's personnel shall ensure cooperation with State site requirements which include: being prepared to be escorted at all times, any specific security for that particular site, and providing information for badging and wearing the badge in a visual location at all times.

6.9 Confidentiality / Non-Disclosure

The Master Contractor and all associated staff and subcontractor personnel must keep confidential, all information learned during the performance of the TOA Contract. Any specific Confidentiality Agreement and/or Non-Disclosure Agreement that is required by the TORFP in Attachment A-SOW will be noted in Section 3.4.2 of this TORFP and must be completed by all staff (Master Contractor and subcontractors) as proposed by the Master Contractor under this TORFP.

6.10 Living Wage

See the Living Wage Tier applicable to this TORFP on the Key Information Summary Sheet.

A TORFP for services valued at \$100,000 or more under a State Master Contract may be subject to Title 18, State Finance and Procurement Article, Annotated Code of Maryland. Additional information regarding the State's Living Wage requirement is contained in this solicitation (see Attachment L-The Living Wage Requirements for Service Contracts). The Living Wage Law applies to each TOA issued under a TORFP. Each Task Order stands alone. If the Master Contractor fails to submit and complete the Living Wage Affidavit of Agreement with its response to a TORFP, the State may determine for that TORFP that the Master Contractor is not responsible.

Master Contractors and Subcontractors subject to the Living Wage Law shall pay each covered employee at the rate specified by law which may be viewed on the Department of Labor, Licensing and Regulation website at: <http://www.dllr.maryland.gov/>.

The specific Living Wage rate is determined by whether a majority of services for a TORFP take place in a Tier 1 Area or Tier 2 Area of the State. The Tier 1 Area includes Montgomery, Prince George's, Howard, Anne Arundel, and Baltimore Counties, and Baltimore City. The Tier 2 Area includes any county in the State not included in the Tier 1 Area. In the event that the employees who perform the services are not located in the State, the head of the unit issuing the TORFP pursuant to SFP §18-102 (d) shall assign the tier based upon where the recipients of the services are located. The tier determination will be made on the Task Order level and will be included in each TORFP. See the Affidavit of Agreement affixed as part of this RFP's Attachment L-The Living Wage Requirements for Service Contracts.

6.11 HIPAA Business Associate Agreement

The Master Contractor and all associated staff and subcontractor personnel must keep confidential, all information learned during the performance of the TOA Contract that pertains to HIPAA regulations. Any specific HIPAA Business Associate Agreement that is required by the TORFP in Attachment A-SOW will

be noted in Section 3.4.2 of this TORFP and must be completed by all staff (Master Contractor and subcontractors) as proposed by the Master Contractor under this TORFP.

6.12 Federal Funding Acknowledgement

Any specific Federal Funding Acknowledgement that is required by the TORFP in Attachment A-SOW will be noted in Section 3.4.2 of this TORFP and must be completed by the Master Contractor proposing to this TORFP. If the Task Order Agreement (TOA) includes Federal funds, the following provisions may apply:

- a. There are programmatic conditions that apply to TOAs due to Federal funding.
- b. The total amount of Federal funds allocated for the Agency is \$ (to be entered by requesting agency in the TORFP) in Maryland State fiscal year (to be entered by requesting agency in the TORFP). This amount represents (to be entered by requesting agency in the TORFP) % of all funds budgeted for the unit in that fiscal year. This does not necessarily represent the amount of funding available for any particular grant, contract, or solicitation.
- c. This TOA contains federal funds. The source of these federal funds is: (to be entered by requesting agency in the TORFP). The CFDA number is: (to be entered by requesting agency in the TORFP). The conditions that apply to all federal funds awarded by the Agency are contained in the Federal Funds Acknowledgement. Any additional conditions that apply to this particular federally-funded TOA are contained as supplements to the Federal Funds Acknowledgement and MC Offerors are to complete and submit the Attachments with their Task Order Proposal as instructed in the Attachments. Acceptance of this agreement indicates the MC Offeror's intent to comply with all conditions, which are part of this TOA.

6.13 Department of Human Resources (DHR) Hiring Agreement

Any specific DHR Hiring Agreement that is required by the TORFP in Attachment A-SOW will be noted in Section 3.4.2 of this TORFP and must be completed by the Master Contractor proposing to this TORFP. If this TOA includes the DHR Hiring Agreement, the successful Master Contractor will be required to complete the agreement. This Affidavit must be provided within five (5) Business Days of notification of proposed TOA award.

6.14 Location of Performance of Services Disclosure

Any specific Location of Performance of Services Disclosure that is required by the TORFP in Attachment A-SOW will be noted in Section 3.4.2 of this TORFP and must be completed by the Master Contractor proposing to this TORFP. For any TOA that is anticipated to have an estimated value of \$2,000,000 or more, a Location of the Performance of Services Disclosure is required.

ATTACHMENT A – SCOPE OF WORK

1.0 Purpose

The purpose of this financial compliance review request is to ensure the recipients of MDoA grants have proper policy and procedures in place to ensure accurate tracking of funding, information reported to MDoA is complete and accurate, and the use of funds is in compliance with the purpose of each grant.

The independent review must address the following areas:

1. An adequate fiscal system and related procedures are in place to ensure accurate accounting is performed by each Area Agency on Aging (AAA) for each MDoA grant award, i.e. detailed reporting of receipts and expenditures.
2. Verification of the accuracy and appropriateness of requests for Payment of Funds. Expenditures are supported by detailed records, as well as verifying that the use of funds was allowable, followed program guidelines, and was consistent with the grant award document.
3. The information reported to MDoA is complete and accurate. The AAA's records of grant expenditures and their quarterly financial reports are in line with the MDoA's records. MDoA records that should be reconciled to the AAA records include, but are not limited to, AAA tracking schedules submitted to MDoA, notice of grant awards (NGA), accounting records as provided by data draws from the State Accounting System (RSTARS) and quarterly financial reports, payroll registers, physical invoices, journal entries and expense reports, and all relevant AAA policies and procedures.
4. Processes and procedures are designed to prevent fraud.
5. Identification of errors that resulted in misuse of funds and/or inaccurate reporting.
6. Verify the accuracy of the self-assessment completed by the AAA.
7. Compare budget to actuals expenditures.
8. Verify monitoring done by the AAA of sub-grantees.
9. Confirm matching or in-kind funds were received or provided to support the applicable programs (as required).
10. Perform any review or verifications of any program income received to verify adequate controls are in place and that program income is handled consistent with or in compliance with any grant policies or requirements.
11. Review the Single audit for any findings related to the federal grants/funds given to the AAA by MDoA.

The review methodology will include:

1. Collecting and reviewing relevant grant information and documentation; performing selected tests and other assessment procedures; analyzing and evaluating the results of tests; and interviewing management and staff at the AAAs.
2. Determine if the AAA is complying with the grants' fiscal requirements and has controls in place to ensure that any improper use of grant funds is detected and reported to the MDoA.

The review period will be for fiscal year 2015 (for only those AAAs with pending audits) and 2016 (for all AAAs), with a fiscal year running from July 1st to June 30th. For 2015, the AAAs with pending audits are:

1. Allegany Co. Human Resources Development Commission, Inc.,
2. Baltimore City Area Agency on Aging,
3. Baltimore County Department of Aging,
4. Cecil County Area Agency on Aging/Department of Community Services,

5. Charles County Aging and Senior Programs,
6. Garrett County Area Agency on Aging,
7. Harford County Office on Aging,
8. MAC, Inc. (covering Dorchester, Somerset, Wicomico, and Worcester counties),
9. Montgomery County Area Agency on Aging/Division of Aging and Disability Services,
10. Prince George's County Department of Family Services,
11. Queen Anne's County Area Agency on Aging/Department of Community Services,
12. St. Mary's County Department of Aging & Human Services,
13. Upper Shore Aging, Inc. (covering Caroline, Kent, and Talbot counties) and
14. Washington County Commission on Aging, Inc..

A separate report should be received for each AAA audit engagement. One AAA report may cover more than one fiscal year. At minimum, MDoA is expecting to receive 19 separate reports as a result of this TOA, representing one for each AAA.

2.0 Background

Area Agencies on Aging

The Maryland Department of Aging (MDoA) and the statewide network of 19 Area Agencies on Aging (AAA) assist older Marylanders with a range of services and sources of information. A list of the AAAs is located in Appendix 1. MDoA administers state and federal programs, many of which are significantly lower in cost than nursing home placement.

The MDoA receives both Federal and State grants which are in turn awarded to the AAA for use as outlined in specific grants. See a listing of all grants awarded to the AAA and which are required to be included within the scope of these audits in Appendix 2. Each AAA receiving federal funds currently obtains an annual Single Audit, when required and is separate from the scope of this audit. .

MDoA requires each AAA to perform a self-assessment in the form of a "Fiscal Assessment Report" This self-assessment report is required to be completed annually and provided to the auditor at least a week before the beginning of the on-site field work. Once completed, the report identifies allocations, expenditures and remaining balance of each grant. The report also includes a Q&A relating to procedures and controls. See a blank "Fiscal Assessment Report" in Appendix 3. The MC should review the assessment with the AAA during the field work.

In the past, MDoA has conducted annual fiscal on-site reviews. However, no formal reports have been issued. In addition, prior reviews lacked a comprehensive audit scope and were not always properly documented. Such issues have been noted in the past three MDoA fiscal compliance audits conducted by the State of Maryland's Office of Legislative Audits.

Onsite audit fieldwork for the majority of AAA's should be completed in an eight-hour day due to their limited size. Larger AAA's including Baltimore City, Baltimore County, Montgomery County, and Prince Georges County may require between two and five business days to complete the onsite fieldwork.

Area Agencies on Aging provide the Supports Planning Service for applicants and participants who are applying to or enrolled in the following Home and Community-Based Services (HCBS) Programs.

Area Agencies on Aging (AAAs) are part of a nationwide network that has provided a range of Home and Community-Based Services (HCBS) and resource information for more than forty years to promote the health, safety, and well-being of individuals living in local communities.

Money Follows the Person

In 2009, the Maryland Medicaid Agency began operations under the federal Money Follows the Person initiative to identify Medicaid eligible individuals in nursing homes who wanted to transition back into the community using home and community-based services offered through Medicaid home and community-based waivers. The Department collaborated with the Medicaid Agency to oversee options counseling and application assistance for individuals in nursing homes. The Department oversees options counseling and application assistance through 19 local Area Agencies on Aging (AAA) in partnership with seven regional Centers for Independence (CILs). The options counselor goes to the nursing home, meets with the individual to discuss options for community living, and assists with applications for home and community-based waiver programs.

Senior Care

The Senior Care System provides case management and funds for services for people 65 or older who may be at risk of nursing home placement. Senior Care allows seniors to live with dignity and in the comfort of their own homes and at a lower cost than nursing facility care. Senior Care provides a comprehensive assessment of an individual's needs, a case manager to secure and coordinate services, and a pool of gap filling funds to purchase services for individuals who meet program eligibility requirements. Services may include personal care, chore service, medications, medical supplies, adult day care, respite care, home delivered meals, transportation, and emergency response systems.

Veteran Directed Home & Community Based Services Program

Veteran-Directed Home and Community Based Services (VDC) gives Veterans of all ages who need skilled services, support, and assistance with activities of daily living (bathing and getting dressed) or instrumental activities of daily living (fixing meals and taking medication) the opportunity to receive the Home and Community Based Services they need in a consumer-directed way.

Congregate Housing Services Program

The mission of the Congregate Housing Services Program is to provide support services and State subsidies to eligible residents of low and moderate income senior housing who, due to advanced age or chronic health conditions, need daily help with activities such as meals, housekeeping, and personal services.

Family Caregiver Support Program

Maryland's Family Caregiver Support Program is administered by the Maryland Department of Aging and is part of a national network of caregiver programs funded by the federal Administration for Community Living. The program helps family and informal caregivers care for their loved ones at home for as long as possible. Family caregivers are the major source of unpaid help for older and disabled adults living in communities across the state. These caregivers typically include spouses, adult children, relatives, and friends.

Senior Assisted Housing

For low and moderate income seniors, the Senior Assisted Living Group Home Subsidy program provides access to assisted living in small group homes which are licensed by the Department of Health and Mental Hygiene for 4 through 16 residents. The Group Home subsidies are paid from State funds on behalf of eligible residents who are unable to afford the cost of assisted living and might otherwise be in nursing facilities. The subsidy supports the cost of services provided in assisted living, including meals, personal care and 24-hour supervision for elderly residents who are frail and unable to live independently. In accordance with an interagency agreement with the Department of Health and Mental Hygiene, the homes are monitored by the Department of Aging through AAAs around the state.

3.0 The Agency's goal for this financial audit service is:

The independent auditor will conduct the review using his/her auditing expertise and by developing an audit plan/program to perform the reviews. Each AAA shall be reviewed on an annual basis.

Expected outcomes include:

- A. To ensure transparency and clear communication, the Master Contractor shall hold, for each AAA audit engagement, an on-site opening meeting and a closing meeting to discuss initial findings and observations with the appropriate representative from the AAA. The final report should identify all audit findings including any initial findings discussed with the AAA and those findings for which the AAA disagrees.

The Master Contractor shall coordinate the date and time of the closing meeting for each audit engagement with the TOM, as the TOM is required to attend the closing meeting for each AAA audit. At minimum, 5 business days in advance of the closing meeting, the Master Contractor shall notify the TOM of the audit findings to be discussed with the AAA at the closing meeting, including the identification of any significant audit findings or instances where a recommendation will be to request that AAA to return any monies to the State.

- B. For each AAA audit engagement, the financial compliance review report presented to the TOM should contain the following:

1. Executive Summary

- a. Purpose of the review.
- b. Scope of the review, including the program areas and time period covered by the review.
- c. Methodology used to conduct the review to include any quantitative and qualitative tests performed by the auditor.
- d. General conclusions reached regarding financial requirements.

2. Audit Findings:

- a. Specific findings identified during the audit, including a summary of compliance or non-compliance with requirements. This will include key findings that require AAA actions or a change/adjustment to policies and procedures.
- b. Each finding should be presented to include the condition, criteria for judgment, cause of the issue, and effect on AAA operations and/or beneficiaries.
- c. All material weaknesses, significant deficiencies, and violations found.
- d. Identification of material errors that resulted in inaccurate reporting.

3. Recommendations:

- a. Recommendations for improvements to operating procedures to comply with financial requirements.
- b. Recommendations should be detailed and include benefits of implementing the recommendation.

4. Conclusion:

- a. Summary of the findings and any action that is required to be taken by the AAA to correct errors or deficiencies noted.

The final report for each AAA audit engagement should be completed as both Microsoft Word and PDF document and shall be presented to MDoA. A meeting to present the draft report will be held with MDoA either in person or via phone, as scheduled with the TOM, to provide additional details and explanation of the findings. MDoA staff will then be responsible for submitting any findings to the AAA's as well as following up with the AAA's implementation of any corrective action(s) required.

C. Work paper documentation

1. Work papers (or copies of work papers) supporting any findings noted in the report should be submitted along with the draft audit report to the TOM,
2. All associated work papers related to each AAA audit engagement should be submitted to the TOM within 2 weeks upon the TOM's acceptance of the final report.

D. Contractor's audit engagement responsibilities:

1. Develop an audit schedule containing the audit dates for each AAA.
 - a. Identify the planned audit dates for each AAA, including approximate dates for AAA on-site visits. The final audit schedule must be approved by the TOM.
 - b. Contact the TOM no later than 15 business days in advance of the scheduled opening engagement meeting, to request MDoA issue an engagement letter to the AAA with a copy to the Master Contractor confirming the date(s) of the engagement meeting and on-site field work. In addition and at this time, MDoA will request an electronic copy of the completed "Fiscal Assessment Report" to be provided to the Master Contractor 7 business days prior to the opening engagement meeting for the purpose of performing offsite audit fieldwork. Also, request the AAA to provide names of the primary contacts to support the audit.
2. Maintain work papers in a format agreed upon by the TOM
 - a. Document all relevant information from the audit to support the conclusions and engagement results.
3. The following are schedules required to be provided, either as an Appendix to the report or as a separate document sent to the TOM along with the draft report. These schedules should be provided in Excel or other format, if agreed upon by the TOM
 - a. A comparison or detailed reconciliation of grant activity, including the grant allocation amount, total expenditures and any remaining balance extracted from the "Fiscal Assessment Report," to data extracted from FMIS (Maryland's fiscal/grant reporting system).
 - b. A schedule that lists AAA expenditures selected for audit testing that were reviewed against supporting documentation. The schedule should include any comments and/or findings noted for each transaction tested as a result of the review.
4. Conduct a closing meeting with the AAA summarizing any audit findings, as specified in A. (above).
5. Draft an audit report of the AAA engagement for review by MDoA who will then submit any findings to the AAA's and monitor implementation of any corrective action(s) to be taken by the AAA.
 - a. Submit the draft audit report and the audit workpapers associated with any findings identified in the report to the TOM within two weeks following the completion of the onsite field work.
 - b. Conduct a debriefing meeting with the TOM via telephone or in person to review the draft report, specifically the findings and recommendations.
 - c. Within 5 business days of the debriefing meeting, a final report shall be submitted to the TOM. MDoA is responsible for issuing the report to the AAA.

4.0 The Master Contractor will complete the requirements as indicated to meet the Agency's goals through the following objectives:

A. The independent review must address the following areas:

1. Verification that an adequate fiscal system and related procedures are in place to ensure accurate accounting is performed by each Area Agency on Aging (AAA) for each MDoA grant award, i.e. detailed reporting of receipts and expenditures.
2. Verification of the accuracy and appropriateness of requests for Payment of Funds. Expenditures should be supported by detailed records, as well as evaluated to determine that the use of funds was allowable, followed program guidelines, and was consistent with the grant award document.
3. Verification that the information reported to MDoA is complete and accurate. The AAA's records of grant expenditures and their quarterly financial reports should agree with the MDoA's records. MDoA records that should be reconciled to the AAA records include, but are not limited to, AAA tracking schedules submitted to MDoA, notice of grant awards (NGA), accounting records as provided by data draws from the State Accounting System (RSTARS) and quarterly financial reports, payroll registers, physical invoices, journal entries and expense reports, and all relevant AAA policies and procedures.
4. Verification that AAA processes and procedures are designed to prevent fraud.
5. Identification of errors that resulted in misuse of funds and/or inaccurate reporting.
6. Verification of the accuracy of the "Fiscal Assessment Report" (self-assessment) completed by the AAA.
7. Comparison of budget to actual expenditures, with follow-up investigation performed for any significant discrepancies.
8. Verification that monitoring done by the AAA of sub-grantees is adequate.
9. Confirmation that matching or in-kind funds were received or provided to support the applicable programs (as required).
10. Review or verifications of any program income received and related procedures in place at the AAA to determine adequate controls are in place and that program income is handled consistent with or in compliance with any grant policies or requirements.
11. Review of the Single audit for any findings related to the federal grants/funds given to the AAA by MDoA.

5.0 In addition to the General Requirements documented in Section 6.0 of the TORFP, the Master Contractor must complete: N/A

6.0 The term of the Task Order Agreement Contract will begin upon a fully executed Task Order Agreement in conjunction with an initial Notice-To-Proceed issued by the DBM Contracts Management Office. Upon delivery and after State acceptance of the final deliverable, the term of the Task Order Agreement will end **December 31, 2017**.

7.0 At the State's facility, the following will be provided:

Auditors will be provided a cubicle with a desk, chair and telephone from which to perform the audit. Physical access to 301 W. Preston Street offices and access to documentation will occur Monday through Friday, between the hours of 8:00 – 5:00. Note: see below for a list of AAA's.

8.0 Travel: Non-Routine Travel is applicable to this TORFP.

9.0 Certificate of Confidentiality: A Certificate of Confidentiality is applicable to this TORFP.

10.0 Non-Disclosure Agreement: All proposed staff of the Master Contractor's staff to include subcontractors are required to complete this form. See the ASC DBM Website for a copy of this form.

11.0 HIPAA Business Associate Agreement: All proposed staff of the Master Contractor's staff to include subcontractors is not required to complete this form.

12.0 Federal Funding Acknowledgement: The Master Contractor is not required to complete this form.

13.0 DHR Hiring Agreement: The Master Contractor is not required to complete this form.

14.0 Location of the Performance of Services Disclosure: The Master Contractor is not required to complete this form.

ATTACHMENT B – ASC FINANCIAL TOP AFFIDAVIT

Attachment B-The form 'ASC Financial TOP Affidavit' is a separate MS Excel file. Complete and submit as the Master Contractor's Financial Submission as instructed in Section 3.6.

COUNTY/JURISDICTION	AREA AGENCY ADDRESS
ALLEGANY	Allegheny Co. Human Resources Development Commission, Inc. 125 Virginia Avenue Cumberland, MD 21502
ANNE ARUNDEL	Anne Arundel County Department of Aging 2666 Riva Road - Suite 400 Annapolis, MD 21401
BALTIMORE CITY	Baltimore City Area Agency on Aging 417 E. Fayette Street, 6 th Floor Baltimore, MD 21202
BALTIMORE COUNTY	Baltimore County Department of Aging 611 Central Avenue Towson, MD 21204
CALVERT	Calvert County Office on Aging 450 West Dares Beach Road Prince Frederick, MD 20678
CAROLINE KENT TALBOT	Upper Shore Aging, Inc 100 Schaubert Road Chestertown MD 21620
CARROLL	Carroll County Bureau of Aging & Disabilities 125 Stoner Avenue Westminster, MD 21157
CECIL	Cecil County Area Agency on Aging Department of Community Services 200 Chesapeake Blvd, Suite 2550 Elkton, MD 21921
CHARLES	Charles County Aging and Senior Programs 8190 Port Tobacco Road Port Tobacco, MD 20677
DORCHESTER SOMERSET WICOMICO WORCESTER	MAC, Inc. 909 Progress Circle, Suite 100 Salisbury, MD 21804
FREDERICK	Frederick County Department of Aging 1440 Taney Avenue Frederick, MD 21702
GARRETT	Garrett County Area Agency on Aging 104 E. Center Street Oakland, MD 21550-1328
HARFORD	Harford County Office on Aging 145 N. Hickory Avenue Bel Air, MD 21014
HOWARD	Howard County Office on Aging and Independence 6751 Columbia Gateway Dr - 2nd Floor Columbia, MD 21046
MONTGOMERY	Montgomery County Area Agency on Aging Division of Aging and Disability Services 401 Hungerford Drive, 4 th Fl. Rockville, Maryland 20850
PRINCE GEORGE'S	Prince George's County Department of Family Services - Aging S 6420 Allentown Road Camp Springs, MD 20748
QUEEN ANNE'S	Queen Anne's County Area Agency on Aging Department of Community Services 104 Powell Street Centreville, MD 21617
ST. MARY'S	St. Mary's County Department of Aging and Human Services P.O. Box 653 41780 Baldrige Street Leonardtown, MD 20650
WASHINGTON	The Washington County Commission on Aging Inc. 535 E. Franklin Street Hagerstown, MD 21740

Appendix 1-Area Agency Addresses

Grant #	LIST OF GRANTS
STATE	
6202	Support to MAC
6205	Group Housing, Senior Assisted Living (SALGH)
6206	Multi Housing Congregate
6208	Vulnerable Elderly VEPI
6209	State Ombudsman
6210	Senior Information and Assistance
6211	Senior Care
6212	Public Guardianship
6214	Nutrition
6217	Medicaid Waiver & Case Mgmt - State
6219	Hold Harmless
6221	Naturally Occurring Retirement Communities
6222	Deficiency Fund - FY15
6223	State Health Promotion
6304	Evidence-Based Health - Weinberg Foundation
FEDERAL	
6501	Title IIIB Community Services NOT for Ombud/Elder
6502	Title IIIC1 Congregate meals
6503	Title IIIC2 Home Delivered meals
6505	Nutrition Services Incentive Program "NSIP" / Formerly USDA
6506	Title IIID Health Promotions/Preventive Health
6507	Title VII Ombudsman
6509	Title VII - Elder Abuse
6516	SMP - Senior Medicare Patrol (CAMP)
6520	Title IIIE National Family Caregivers Support Program
6523	SHIP Performance Improvement and Innovation Grant
6531	Enhanced ADRC Options Counseling
6532	Veteran Directed HCBS Program
6533	Commodity Supplement Food Program (USDA) - CSFP
6534	SMP - HCFAC
6537	MIPPA (Priority Area 1 SHIPs) 14AAMDMSHI - 6517 WAS SPLIT INTO THREE GRANTS
6538	MIPPA (Priority Area 2 AAAs) 14AAMDMAAA - 6517 WAS SPLIT INTO THREE GRANTS
6539	MIPPA (Priority Area 3 ADRCs) 14AAMDMAADR - 6517 WAS SPLIT INTO THREE GRANTS
6540	FFP
6535	Continuation Enhanced ADRC OC
REIMBURSABLE	
6903	Money Follows the Person Fund -DHMH
6904	BIP-MAP -----> Replaced by FFP But we still submit a bill for expenses.
6905	Medicaid Supports Planning - DHMH
5200	Senior Center Operating / State Funds
5952	Continuous Care Retirement Community (CCRC)

APPENDIX 2

Appendix 3- MARYLAND DEPARTMENT OF AGING FISCAL ASSESSMENT REPORT

Grantee Agency: _____

Address of Grantee: _____

Agency Director: _____

Personnel Contacted: _____

Budget Period Beginning _____ and ending _____

Grants and Allocations:

<u>Grants</u>	<u>Allocations</u>	<u>Expenditure</u>	<u>Balance</u>
<u>Federal Title III & VII</u>	\$	\$	\$
Title IIIB			
Title IIIC1			
Title IIIC2			
Title IIID			
Title IIIE			
Title VII – Ombudsman			
Title VII – Elder Abuse			
NSIP			
Project Income			
Local Match			
<u>State Grants</u>			
Senior Care			
Senior Guardianship			
MAP Information & Assistance			
State Nutrition			
Senior Assisted Living Group Home			
Subsidy (SALGH)			
State Ombudsman			
Vulnerable Elderly\VEPI			
Hold Harmless			
State Deficiency			
Senior Citizen Center Activity			
Operating Fund			
<u>Other Federal Grants</u>			
State Health Insurance Assistance Program			
Senior Medicare Patrol			
Money Follows/Person Options Counseling			
MIPPA			
Maryland Access Point			
Total Budget	\$ _____	\$ _____	\$ _____

Fiscal Representative

Agency Representative

Signature Date

Signature Date

Title

Title

MARYLAND DEPARTMENT OF AGING

FISCAL ASSESSMENT REPORT

General Information

SECTION I: GENERAL FINANCIAL MANAGEMENT

- Accurate, current and complete disclosure of the financial results of each project or program shall be made in accordance with the financial reporting requirements of the grant or sub grant.
- Records identifying adequately the source and application of funds for grant or sub grantee – supported activities shall be maintained.
- Effective controls and accountability shall be maintained for all grant or sub grant cash, real and personal property, and other assets.
- The actual and budgeted amounts for each grant or sub grant should be compared.
- The recipient shall establish procedures to minimize time elapsing between the advance of Federal grant or subgrant funds and their disbursement.
- Procedures shall be established for determining the reasonableness, allow ability, and allocation of costs.
- Accounting records shall be supported by adequate source documentation.
- Audits are to be performed at least once every two years, which analyze the fiscal integrity of the grantee with timely and appropriate resolution of audit findings and recommendations.

Was a certified audit conducted in the past year?

(Obtain copy of audit report)

Yes

No

Were there any audit findings that relate to your agency?

Yes

No

If yes, did you respond to these findings, and was a copy of response sent to the Maryland Department of Aging? Attach copy of findings and responses.

Did the auditors suggest any changes to the Financial Management System or practices? (List recommendations made by auditors) Yes No

Have these changes been implemented? Yes No

When was the last financial assessment conducted by the State? Financial assessment should be done yearly.

Were deficiencies or recommendations noted in the previous financial assessment report corrected? Yes No
Follow Up:

Did you receive a copy of the assessment report, or a letter about the report? Yes No

Are client services provided directly by the AAA? If yes, list services provided directly by AAA: Yes No

Are client services provided through subgrant/contracts? If yes, list Services provided through subgrant/contract. For each service, indicate subgrant or contract used. Yes No

Services

Subgrant/Contract

For each type of service, how many delivery sites are there?

(Include sites managed directly or by subgrant/contract to another organization).

Is there a current policies and procedures manual including a complete description of the financial management function? Yes No

Is there an up-to-date organization chart? (Obtain copy of organizational chart) Yes No

SECTION II: PROGRAM PLANNING AND BUDGETING

How often are financial plans developed?

Are measurable organizational objectives set? Yes No

How are funding priorities established?

What steps are taken if projected revenues are not sufficient to cover projected expenditures?

Is a cash flow projection made? Yes No

Are operating budgets compared with actual revenues and expenditures? Yes No

If so, how often are these comparisons made?

What steps are taken if significant variances occur between budgeted and actual revenues?

SECTION III: FEDERAL FINANCING REQUIREMENTS IN OOA GRANTS

Are receipts and expenditures for each grant accounted for separately? Yes No

How much cash is currently on hand?

What were the organization's sources for matching funds? (Fiscal year just ended)

Is the organization able to meet its matching requirements for the current budget? Yes No

Are any of the matching funds used to support more than one Federal grant? Yes No

Are Department of Aging funds used as match to Federal programs other than Title III? Yes No

What types of in-kind contributions were received in the past year?

Were donations other than clients' contributions received in the past year: Yes No
past year?

Is the use of donated money restricted? Yes No

If yes, is there an account in the general ledger? Yes No

What types of program income are earned?

SECTION IV: PROGRAM INCOME

How is program income used?

Are participants asked to contribute? Yes No

What is your average donation? \$ _____

Is anyone denied participation if contributions are not made? Yes No

Was any property sold in the past year? Yes No

If yes, how are the proceeds from the sale to be used?

Was interest income earned in the past year? Yes No

If interest income was generated in the past year, was it recorded in the accounting records? () Yes () No

SECTION V: PROCUREMENT OF SERVICES AND CONTRACT/SUBGRANT MANAGEMENT

What affirmative action steps exist to assure minority and small businesses are sought in procuring services?

Under what conditions are subgrants used?

Are contracts and subgrants monitored to compare actual performance with specific contract requirements? () Yes () No

How often do service providers submit performance reports?

Who is responsible for monitoring subgrants and contracts?

SECTION VI: COST ALLOWABILITY AND ALLOCATION

What procedures are employed to assure that unallowable costs are not charged to grant?

Is the agency adhering to:

- a) 10% administrative cost limit () Yes () No
- b) 25% administrative match () Yes () No
- c) 10% local match () Yes () No
- d) 5% state match () Yes () No

What is the agency's Title IIIB allocation \$ _____

Less Ombudsman Allocation \$ _____

What is the agency's IIIB allocation for priority service? \$ _____

Is at least:

- a) 5% of the IIIB allocation being expended for legal services? Yes No
- b) 10% of IIIB allocation being expended for in-home Yes No
- c) 15% of IIIB allocation being expended for access services? Yes No

Give Title IIIB total for:	<u>Budgeted</u>	<u>Actual</u>	<u>%</u>
a) Legal Services	_____	_____	_____
b) Access Service	_____	_____	_____
c) In-Home Services	_____	_____	_____
Total	_____	_____	_____
Total of IIIB expended on Priority services = %	_____	_____	

SECTION VII: CASH RECEIPTS

What staff is involved in the collection of participant contributions?

How are cash receipts from contributions documented by the provider:

Who handles cash receipts received in the Office?

Does the person who open the mail prepare a cash receipts listing Yes No

How often are cash receipts recorded?

Are entries in the cash receipts journal classified by fund source? Yes No

How often are cash receipts deposited?

Are expenditures made out of daily-undeposited receipts? Yes No

Where are cash receipts kept prior to deposit?

How are checks endorsed to the credit of the program/agency?

SECTION VIII: PETTY CASH FUND

Does the organization have a petty cash fund? Yes No

How much is in the petty cash fund?

Who has access to the petty cash fund?

Where is the petty cash fund kept?

What types of expenditures were made from the petty cash fund?

Is there a maximum amount allowed for a single petty cash disbursement? Yes No

\$ _____

What documentation is required for a petty cash disbursement?

Do petty cash vouchers provide adequate financial support Yes No

How is the petty cash fund replenished?

SECTION IX: PROPERTY MANAGEMENT

How are properties valued in the accounting records?

How is the funding source of each property item identified?

Does the organization keep property records? Yes No

Is there adequate documentation on each property item held by the organization? Yes No

How often are physical inventories taken of properties held by the organization?

SECTION X: CASH DISBURSEMENT

How are disbursements made?

What documentation supports disbursements?

How is supporting documentation checked before approval for payment?

Are checks ever made out to “cash” or “bearer”?

Are blank checks signed in advance?

How are voided checks handled?

What steps are taken to assure that duplicate payments of invoices are avoided?

Where are checks that are not mailed stored?

SECTION XI: PERSONNEL AND FRINGE BENEFITS

Is the person who signs checks different from the person who maintains personnel records (including the payroll journal)? Yes No

How many individuals are employed by the organization?

Are payroll checks given directly to employees? Yes No

Are individual employees earnings records maintained? Yes No

Does the organization have a W-4 on file for each employee? Yes No

SECTION XII: PURCHASING

How do staff request goods or services?

Who reviews and approves requests?

What is the basis for approving requests?

Are purchase orders prepared? Yes No

How is the person requesting goods or services informed that a purchase order has been issued?

Are contracts reviewed by legal counsel? Yes No

What procedures are followed to determine that goods received match the type of quantity of goods ordered?

How are invoices reviewed before payment?

SECTION XIII: SENIOR CARE

Note: All questions, unless otherwise stated, refer to the year being assessed.

How much Senior Care funds was unspent at the end of the fiscal year (6/30/___)? \$ _____

Was there any particular reason for there being unexpended funds? Yes No

Did you return these unspent funds to the Maryland Department of Aging? Yes No

Do you anticipate any unspent funds at the end of the current year (6/30/___)? Yes No

Is your Senior Care program included in any audit performed on your agency; e.g. single audit. Yes No

If yes, have you sent a copy of this audit to the Maryland Department of Aging?

Is Senior Care supported by any other Department of Aging programs or funding sources? Yes No

If yes, list programs that support your Senior Care program and give dollar amount.

<u>Program</u>	<u>Dollar Amount</u>
_____	_____
_____	_____
_____	_____

Do you use private vendors to provide in-home services? Yes No
If yes, list vendors used.

Are private vendors in your area asking for increased payment to work with Senior Care clients? Yes No

Senior Care gap-filling funds in relation to the Department of Social Services In-Home Aide Service program (IHAS).

It is the intent of the state IAC that gap-filling funds be used to purchase needed services when a given client cannot receive the services from an existing categorical program i.e., if a Senior Care client is assessed and found to need aide services the client should first be referred to the local Department of Social Services or to any other existing categorical program that provides these services. If this program cannot provide the amount of service needed at the time of the request and the inability to do so has been documented; then, Senior Care gap-filling funds may be spent up to the level of your allocation.

Are you aware of the above statement, and to your knowledge, Is this being done? Yes No

Do you check to be sure that all expenditures charged to Senior Care gap-filling are allowable? Yes No

Does your Senior Care program maintain a loan closet? Yes No

If so, state the value and how much of this was purchased during the current year.

Value: \$ _____

Current Year Purchase: \$ _____

List some of the items included in loan closet:

Did you use any of your Senior Care gap-filling funds for case management or assessment services during the last fiscal year?

Yes No

If so was this approved by Senior Care Department of Aging staff?

Yes No

If yes, state total gap filling dollars used for each.

(Case Management) \$ _____

(Assessment) \$ _____

How many clients are you currently serving?

Is there a waiting list?

Yes No

If yes, how many people are on the waiting list?

What sort of services are they waiting on?

If no, why is no waiting list maintained?

SECTION XIV: MAP INFORMATION & ASSISTANCE

What is the amount of state monies awarded to the MAP I & A program this current fiscal year?

What are your current expenditures?

Has the program experienced an increase or decrease in the amount of state funding received? If there has been an increase, specifically how were the additional monies spent? If decrease, how did it impact the program?

How many access sites are there and has this number increased or decreased since the previous fiscal year? Explain.

What other funding sources provide support to the MAP I & A program?

<u>Funding Source</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____

Currently, how many MAP I & A staff positions are there and what percentage of time is allotted to the program?

Are the positions being funded with state monies? If, so, please indicate the amount for each position as it applies.

Provide the units of service numbers projected for clients served?

How many unduplicated persons have you projected to serve in the upcoming fiscal year?

How does this number compare to the actual number from last fiscal year?

What is the percentage of individuals served from the target areas?

How does this figure differ from the previous fiscal year?

SECTION XV: SENIOR GUARDIANSHIP

Section under review – no questions at this time.

SECTION XVI: STATE NUTRITION

State Nutrition funds are to be used to:

- (1) Expand services to five days of operation in the congregate sites;
- (2) Expand home delivered meals;
- (3) Expand service in existing locations;
- (4) Initiate new nutrition sites where there are unmet needs.

How much is your State Nutrition award for the current year (6/30/___)? \$ _____

How much was your State Nutrition award for the last fiscal year (6/30/___)? \$ _____

Increase/decrease in dollars over last fiscal year: \$ _____

How many Nutrition sites are there? \$ _____

Have you opened new sites during the fiscal year just ended (6/30/___)? Yes No

If yes, how many; and list new sites.

Have you closed any sites during the fiscal year just ended (6/30/___)? List sites closed. Yes No

If yes, how many?

How many meals did you serve last fiscal year? _____

Give total C1 and C2 meals served with Federal and state funds. _____

How many meals do you plan to serve during the current year? _____

How many meals were served with State Nutrition _____

What is your meals cost? C1 \$ _____ Breakfast \$ _____
C2 \$ _____ Lunch \$ _____
Kosher \$ _____ Other \$ _____

Are donations to the State Nutrition grant being accounted for separately from other nutrition donations? Yes No

Is the increase in meals in accordance with increased funding? Yes No

What is the breakdown percentage between C1 and C2 for State Nutrition funds?

Did you purchase shelf stable meals with your State Nutrition funds? Yes No

If yes, how much was expended on shelf stable meals? \$ _____

Are State Nutrition funds expended for meal cost only? () Yes () No

Have you expanded services to five days of operation in the congregate sites? () Yes () No

If yes, explain:

Have you initiated new Nutrition sites where there are unmet needs? () Yes () No

If yes, explain:

List areas of new sites:

ADDITIONAL STATE NUTRITION DATA:

POLICY: State general funds for nutrition must be expended only for meals to seniors.

CATEGORY OF MEALS	\$ ALLOCATED	\$ SPENT	MEALS PURCHASED
Congregate meals in existing locations			
Congregate meals at new locations			
Congregate meals to add more service days			
Home delivered meals			
TOTAL			

Accounting Records shall be supported by adequate source documentation.

Test for effective controls and accountability

Ask for file of meal contracts for fiscal year being monitored. The State staff may decide to look

at home delivered or congregate meal contracts.

Contract Meal Price	Meals Ordered by Site	Meals Received by Site	Invoice from Caterer	Payment to Caterer	USDA Claimed

SECTION XVII: STATE HEALTH INSURANCE COUNSELING PROGRAM

Background Information

The goals of the State Health Insurance Counseling Program are:

- To develop a formal, coordinated system of health insurance counseling and advocacy.
- To educate senior citizens in Medicare and supplemental insurance benefits and coverage.
- To provide senior citizens assistance with claims, understanding of benefits, and the purchase of adequate supplemental coverage.
- To address problems senior citizens encounter in securing, utilizing, and paying for health insurance.
- When necessary, to assist senior citizens in appealing Medicare benefits or reimbursement decisions.
- To save senior citizens unnecessary out-of-pocket health costs resulting from overlapping insurance coverage, insufficient reimbursement for covered services, and lack of knowledge on how to appeal Medicare coverage determinations.

What is your total SHIP budget? (Include match) \$ _____

Agencies administering the SHIP program with an award of more than \$3,000 are required to provide a minimum of 25% local match.

Is your agency matching this grant with 25% local match? () Yes () No

How is this match being documented? _____

Is match cash or in kind? _____

Clients contributions are accepted in this program. Do clients contribute? () Yes () No

How are client contributions documented? _____

Are clients contributions used to expand services? Yes No

If no, explain. _____

Are all unexpended funds returned to the Department of Aging: Yes No

If Department of Aging did not fund this program, could you continue the program? Yes No

SECTION XVIII: SENIOR ASSISTED LIVING GROUP HOME SUBSIDY

How much is your Group Housing award? \$ _____

How much are you using for administration? \$ _____

How many persons are currently receiving subsidies? _____

How many persons were enrolled at the beginning of fiscal year; i.e., July 1st? _____

How many persons were enrolled at end of fiscal year, i.e., June 30th? _____

Were any subsidies paid in advance for persons in programs; i.e., did you prepay July's subsidies in June? Yes No

If yes, this is not allowable.
Step taken to repay Maryland Department of Aging:

Are provider/resident agreements up to date? Yes No

Is evidence of thirty days written notice in the file? Yes No

Select a number of clients subsidy applications and check to be sure all information is entered, accurate and current.

How many clients are currently enrolled? _____

How many files were selected? _____

List names of persons whose application files were selected for test:

Were the date's on the application current? Yes No

Income

Was there evidence of income verification? Yes No

If not, list items missing:

	Items Missing	Items Found
Social Security before medicare deduct	<hr/>	<hr/>
Supplemental security income	<hr/>	<hr/>
Pensions	<hr/>	<hr/>
Interest on savings, etc.	<hr/>	<hr/>
Dividends on stocks and bonds	<hr/>	<hr/>
Other income; rent, etc.	<hr/>	<hr/>

Property

Was there evidence of current value and addresses of properties owned by client if applicable.

Was there evidence of other cash assets owned by clients? Yes No

Was there evidence of monthly medical expenses? Yes No

Was application signed by client and dated? Yes No

SENIOR CITIZENS ACTIVITIES CENTERS CAPITAL IMPROVEMENT GRANT

Name of Project: _____

Location/Address of Project: _____

Capital Funding:

	Amount	% of Project
Applicant:	\$ _____	% _____
Local Govt.	\$ _____	% _____
Federal (specify)	\$ _____	% _____
MDoA	\$ _____	% _____
Other State Agencies	\$ _____	% _____
(specify)		
_____	\$ _____	% _____
_____	\$ _____	% _____
Other Funding		
(specify)		
_____	\$ _____	% _____
_____	\$ _____	% _____
_____	\$ _____	% _____
TOTAL	\$ _____	

Type of Project:

(Check appropriate spaces)

Acquisition	_____
Construction	_____
Renovation	_____
Equipment	_____
Conversion	_____

Disbursements – Reported From Beginning of Project	
ITEM	TOTAL COSTS
Architectural Costs:	
Design Costs:	
Construction Costs:	
Capital Equipment Costs:	
Other Project Costs:	
TOTAL PROJECT COSTS	

Board of Public Works Grant Certificate Date (Month/Year): _____

Project Completion Date (Month/Year): _____

If the project is less than 100% complete, when will the project reach 50% complete

(Month/Year)? _____, 90% complete (Month/Year) _____