



Jacob Black
Interim Executive Director

REQUEST FOR INFORMATION (RFI)

PARENT LOCATE/FIDM/IDEC SERVICES
RFx No. 3150002721
Issue Date: March 2, 2020

CLOSING LOCATION
Mississippi Department of Human Services
200 South Lamar Street
Jackson, Mississippi 39201

CONTACT
Name: Valeria O'Neal
E-Mail: valeria.oneal@mdhs.ms.gov
Phone Number: (601) 359-4500

CLOSING DATE AND TIME
Responses must be received by March 26, 2020, at 3:00 PM (Central Time)

SECTION 1. PURPOSE

The purpose of this Request for Information (RFI) is to identify data matching solutions capable of facilitating intrastate and interstate Parent Locate and Financial Institution Data Matching (FIDM).

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. This RFI is issued solely for informational purposes – it does not constitute a Request for Proposal (RFP), Invitation for Bid (IFB), Request for Qualification (RFQ) or a promise to issue an RFP, IFB, or RFQ in the future. This request for information does not commit MDHS to contract for any supply or service whatsoever. Further, MDHS is not at this time seeking proposals, bids, or qualifications and will not accept unsolicited proposals, bids, or qualifications. Respondents are advised that MDHS will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP, IFB, or RFQ, if any is issued. If a solicitation is released, it will be available on the MDHS website (<http://www.mdhs.ms.gov/>) and the Contract/Procurement Opportunity Search Portal. It is the responsibility of the potential offerors to monitor these sites for additional information pertaining to this requirement.

SECTION 2. BACKGROUND

This Request for Information is being issued by the State of Mississippi Division of Child Support Enforcement (DCSE) in preparation for the selection of a vendor to provide Parent Locate and Financial Institution Data Matching (FIDM) services for the Interstate Data Exchange Consortium (IDEC) beginning July 2021. Mississippi is the current Seat Agency for the consortium which consists of 15 state child support government agencies. The goal is for the vendor to provide intrastate Parent Locate and FIDM data matching services to each individual state in the consortium and to facilitate interstate data sharing to assist consortium members in locating assets of non-custodial parents who are delinquent in child support. In addition, the ability to provide data matching services with non-consortium Title IV-D members would be a plus.

The purpose of this RFI is the identification of data matching solutions capable of facilitating intrastate and interstate Parent Locate and FIDM Matching for all 15 members of the consortium in accordance with Internal Revenue Service (IRS) regulations, Title IV-D regulations and other federal/state laws. The State of Mississippi is seeking information from qualified vendors on their ability to provide data matching services to a consortium of state child support agencies.

The State is interested in receiving vendor information which identifies data matching providers in the United States that are currently capable of facilitating the ongoing intrastate and interstate financial institution data matching as required for Title IV-D agencies to maintain compliance with 42 U.S.C. § 666.

SECTION 3. TIMELINE

Request for Information Issue Date:	Monday, March 2, 2020
Questions and Requests for Clarification to MDHS Deadline:	Monday, March 9, 2020, 2:00 PM CT
Anticipated Posting of Written Answers to Questions:	Thursday, March 12, 2020, 2:00 PM CT
Response Submission Deadline:	Thursday, March 26, 2020, 3:00 PM CT

Note: MDHS reserves the right to adjust this schedule as it deems necessary.

SECTION 4. DESCRIPTION – VENDOR INFORMATION

Respondents are requested to provide the following information:

- 4.1 Proof of eligibility to provide services in Mississippi.
- 4.2 Proof of existing FIDM and Data Matching Services and describe fully how its company currently provides data matching services to Title IV-D child support agencies.
- 4.3 Description of whether they have the ability to match accounts using Method 1 and Method 2 and their ability to encrypt/secure the data file transfer of matched information to each individual state.
- 4.4 Discussion of its current capability to service a 15 member consortium and its process to safely transfer data across state lines with consortium members.
- 4.5 Description of ability to set up secure FTP connections to transmit files to the states and Financial Institutions (FIs). The secure access protocols will be provided to each state and FIs to receive files related to the Data Match Program.
- 4.6 Description of ability to track the compliance and mergers/closures of FIs, report match statistics to IDEC consortium quarterly, and provide evaluations of projects at bi-annual board meetings.
- 4.7 Description of ability to perform Outreach services to FIs which includes informing FIs of the requirements of 42 U.S.C. 666, state laws and their resultant obligations. Description of ability to provide technical support to FIs and state staff. Vendor will also be required to conduct customer service for FIs and state staff.
- 4.8 Description of ability to coordinate and track formal agreements with FIs; coordinate and accept varying types of encrypted, secure media and electronic.
- 4.9 Description of ability to provide Parent Locate services for IDEC members as an optional add-on.
- 4.10 Description of Parent Locate services including: online searching, online search flexibility, perform queued searches, have batch search capabilities, collect and maintain information for audit purposes, maintain current information.
- 4.11 Description of ability that demonstrates a history of experience in providing FIDM and Parent Locate data matching services.
- 4.12 Description of ability to travel to conferences on behalf of IDEC to network and advance the Consortium's reach beyond the current 15 member states.
- 4.13 Identification of Respondent's central office locations.

- 4.14 Identification of Respondent's security protocols, ability to comply with MS ITS Enterprise Security Policy and IRS regulations.
- 4.15 The growth of the IDEC Consortium is a goal for the Seat Agency. Respondents should describe plans to facilitate growth of consortium by adding additional Title IV-D state agencies either through Full or Limited Partnerships.

SECTION 5. MDHS CONTACT AND QUESTIONS/REQUESTS FOR CLARIFICATION

Questions regarding this announcement shall be submitted in writing by e-mail to Valeria O'Neal at Valeria.Oneal@mdhs.ms.gov. Verbal questions will NOT be accepted. Questions will be answered by posting answers to the MDHS website (<http://www.mdhs.ms.gov>); accordingly, questions shall NOT contain proprietary or classified information. MDHS does not guarantee that questions received after the deadline reflected in Section 3 will be answered.

MDHS reserves the right to meet (or hold conference calls) with RFI respondents. Such discussions would only be intended to get further clarification of provided responses.

SECTION 6. SUBMISSION REQUIREMENTS

- 6.2.1** The original and one copy of the response shall be signed and submitted (mailed or hand-delivered) in a sealed envelope or package to 200 South Lamar Street, Jackson, Mississippi 39201 or e-mailed to Valeria O'Neal at Valeria.Oneal@mdhs.ms.gov no later than the deadline in Section 3.
- 6.2.2** In addition to the response provided for Section 4. "Description: the following information should be included: respondent's name, physical address, mailing address (if different from physical address), phone number, and e-mail of designated point of contact.
- 6.2.3** Timely submission of the response is the responsibility of the respondent. Responses received after the specified time may not be considered by MDHS.
- 6.2.4** The time and date of receipt will be indicated on the envelope or package by the MDHS staff.
- 6.2.5** Each page of the response and all attachments shall be identified with the name of the respondent.
- 6.2.6** Any respondent claiming that its response contains information exempt from the Mississippi Public Records Act (Mississippi Code Annotated §§ 25-61-1, *et. seq.*, and 79-23-1), shall segregate and CLEARLY mark the information as confidential and provide the specific statutory authority for the exemption.
- 6.2.7** Responses submitted via facsimile (faxes) **will not** be accepted.

6.2.8 Sealed responses should be mailed, emailed or hand-delivered to and labeled as follows:

RFx No. 3150002721, Parent Locate FIDM/IDEC Services

Mississippi Department of Human Services

Division of Budgets and Accounting – IT Procurement

Attention: Valeria O’Neal

Valeria.Oneal@mdhs.ms.gov

200 South Lamar Street

Jackson, Mississippi 39201

6.2.9 All responses MUST be in writing.

SECTION 7. SUMMARY

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY to identify sources that can provide FIDM and Parent Locate data matching services. The information provided in the RFI is subject to change and is not binding on MDHS. MDHS has not made a commitment to procure any of the items/services discussed, and release of this RFI should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become MDHS property and will not be returned.