



VIRGINIA DEPARTMENT OF SOCIAL SERVICES

COMMONWEALTH OF VIRGINIA
VIRGINIA DEPARTMENT OF SOCIAL SERVICES
5600 Cox Road
Glen Allen, VA 23060

Note: This public body does not discriminate against faith-based organizations in accordance with Code of Virginia, §2.2-4343.1 of the VPPA, or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or status as a service disabled veteran or any other basis prohibited by state law relating to discrimination in employment. The Virginia Department of Social Services is committed to increasing procurement opportunities for small and micro businesses, including small or micro businesses that are owned by minorities, women, or disabled veterans, and strengthening the Commonwealth's overall economic growth through the development of its IT suppliers.

REQUEST FOR PROPOSAL (RFP) BEN-25-048 **for** **SNAP E&T 50-50- Reimbursement Program**

Issue Date: July 29, 2026

Due Date/Time: October 13, 2026, 4:00 PM Eastern

Single Point of Contact ("**SPOC**"): Brandon Butler, MBA, Senior Procurement Officer

Ph. No: 804-726-7573

E-mail Address: Brandon.Butler@dss.virginia.gov

Table of Contents

THE TABLE OF CONTENTS SHOULD BE UPDATED JUST BEFORE YOU RELEASE THE FINAL RFP

1. INTRODUCTION.....	<u>ERROR! NO BOOKMARK NAME GIVEN.2</u>
A. REQUEST FOR PROPOSAL (RFP) OBJECTIVE AND OVERVIEW	<u>ERROR! NO BOOKMARK NAME GIVEN.3</u>
B. VIRGINIA DEPARTMENT OF SOCIAL SERVICES	<u>ERROR! NO BOOKMARK NAME GIVEN.3</u>
C. SINGLE POINT OF CONTACT ("SPOC")	<u>ERROR! NO BOOKMARK NAME GIVEN.3</u>
D. PRE-PROPOSAL CONFERENCE	<u>ERROR! NO BOOKMARK NAME GIVEN.4</u>
E. SUPPLIER QUESTIONS AND ANSWERS	<u>ERROR! NO BOOKMARK NAME GIVEN.4</u>
F. AMENDMENTS	<u>ERROR! NO BOOKMARK NAME GIVEN.4</u>
G. TIMETABLE	<u>ERROR! NO BOOKMARK NAME GIVEN.4</u>
H. EVA PROCUREMENT WEBSITE AND REQUIRED REGISTRATION.....	<u>ERROR! NO BOOKMARK NAME GIVEN.5</u>
J. FUNDING INFORMATION:	<u>ERROR! NO BOOKMARK NAME GIVEN.5</u>
2. PRESENT SITUATION AND DESIRED FUTURE STATE	<u>ERROR! NO BOOKMARK NAME GIVEN.5</u>
A. BACKGROUND	<u>ERROR! NO BOOKMARK NAME GIVEN.6</u>
B. ELIGIBILITY INFORMATION:.....	<u>ERROR! NO BOOKMARK NAME GIVEN.6</u>
C. COST SHARING OR MATCHING REQUIREMENTS:	<u>ERROR! NO BOOKMARK NAME GIVEN.6</u>
D. FUNDING RESTRICTIONS:	<u>ERROR! NO BOOKMARK NAME GIVEN.6</u>
E. SYSTEM FOR AWARD MANAGEMENT:	<u>ERROR! NO BOOKMARK NAME GIVEN.7</u>
F. SCOPE OF WORK	<u>ERROR! NO BOOKMARK NAME GIVEN.7</u>
G. BUSINESS OBJECTIVES/DESIRED FUTURE STATE.....	<u>ERROR! NO BOOKMARK NAME GIVEN.9</u>
3. REQUIREMENTS	<u>ERROR! NO BOOKMARK NAME GIVEN.9</u>
4. PROPOSAL ADMINISTRATION AND SUBMISSION INSTRUCTIONS.....	<u>ERROR! NO BOOKMARK NAME GIVEN.10</u>
A.OVERVIEW	<u>ERROR! NO BOOKMARK NAME GIVEN.11</u>
B.PROPOSAL ADMINISTRATION	<u>ERROR! NO BOOKMARK NAME GIVEN.11</u>
1) VIRGINIA PUBLIC PROCUREMENT ACT	<u>ERROR! NO BOOKMARK NAME GIVEN.11</u>
2) ANTI-DISCRIMINATION - CODE § 2.2-4310 AND § 2.2-4311, AND § 2.2-4343.1(E)	<u>ERROR! NO BOOKMARK NAME GIVEN.11</u>
3) ETHICS IN PUBLIC CONTRACTING – CODE § 2.2-4367 ET SEQ.	<u>ERROR! NO BOOKMARK NAME GIVEN.11</u>
4) AUTHORIZATION TO TRANSACT BUSINESS IN THE COMMONWEALTH – CODE § 2.2-4311.2.....	<u>ERROR! NO BOOKMARK NAME GIVEN.11</u>
5) PROHIBITED PRODUCTS AND SERVICES – CODE § 2.2-5514	<u>ERROR! NO BOOKMARK NAME GIVEN.12</u>
6) PROHIBITED CONTRIBUTIONS AND GIFTS – CODE § 2.2-4376.1	<u>ERROR! NO BOOKMARK NAME GIVEN.12</u>
7) EXCLUDED PARTIES LIST	<u>ERROR! NO BOOKMARK NAME GIVEN.12</u>
C. SUPPLIER PROPOSAL COMPLIANCE	<u>ERROR! NO BOOKMARK NAME GIVEN.12</u>
D.LIABILITY	<u>ERROR! NO BOOKMARK NAME GIVEN.12</u>
E.TRADE SECRETS AND PROPRIETARY INFORMATION	<u>ERROR! NO BOOKMARK NAME GIVEN.12</u>
F.PROTOCOL FOR PROPOSAL SUBMISSION	<u>ERROR! NO BOOKMARK NAME GIVEN.13</u>
G. PROPOSAL CONTENT AND REQUIRED FORMS:.....	<u>ERROR! NO BOOKMARK NAME GIVEN.13</u>
H. NEED FOR PROJECT:	<u>ERROR! NO BOOKMARK NAME GIVEN.14</u>
I.DESCRPTION OF STAFF AND RESPONSIBILITIES:	<u>ERROR! NO BOOKMARK NAME GIVEN.14</u>
J. PROGRAM GOALS AND OBJECTIVES:	<u>ERROR! NO BOOKMARK NAME GIVEN.15</u>
L. EVALUATION:.....	<u>ERROR! NO BOOKMARK NAME GIVEN.15</u>
K. EXHIBIT C: ACTIVITIES/OUTCOMES WORK PLAN FORM:.....	<u>ERROR! NO BOOKMARK NAME GIVEN.15</u>
L. ASSURANCES, CERTIFICATIONS AND OTHER REQUIRED FORMS:....	<u>ERROR! NO BOOKMARK NAME GIVEN.15</u>
5. PROPOSAL FORMAT.....	<u>ERROR! NO BOOKMARK NAME GIVEN.16</u>
6. EVALUATION AND AWARD PROCESS	<u>ERROR! NO BOOKMARK NAME GIVEN.23</u>
A.EVALUATION PROCESS	<u>ERROR! NO BOOKMARK NAME GIVEN.24</u>

B.PREREQUISITE(S)	<u>ERROR! NO BOOKMARK NAME GIVEN.25</u>
C.EVALUATION CRITERIA.....	<u>ERROR! NO BOOKMARK NAME GIVEN.25</u>
D.ANNOUNCEMENT OF AWARD – CODE § 2.2-4300 ET SEQ.	<u>ERROR! NO BOOKMARK NAME GIVEN.26</u>
7. SUPPLIER PROFILE.....	<u>ERROR! NO BOOKMARK NAME GIVEN.26</u>
8. SUPPLIER PROCUREMENT AND SUBCONTRACTING PLAN	<u>ERROR! NO BOOKMARK NAME GIVEN.27</u>
9. PRICING INFORMATION.....	<u>ERROR! NO BOOKMARK NAME GIVEN.28</u>
10. AGENCY STANDARD CONTRACT	<u>ERROR! NO BOOKMARK NAME GIVEN.29</u>
11. COV RAMP SECURITY QUESTIONNAIRE AND CLOUD TERMS AND CONDITIONS ..	<u>ERROR! NO BOOKMARK NAME GIVEN.30</u>

1. INTRODUCTION

A. Request for Proposal (RFP) Objective and Overview

The purpose of this Request for Proposal I (RFP) is to solicit proposals from eligible entities with proven service approaches and strategies to provide employment and training services to residents of the Commonwealth of Virginia through the Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) program. Proven service is defined as evidence based innovative types of practices. The SNAP E&T program supports SNAP recipients in reaching their career objectives by offering a wide array of services tailored to their individuals interests with movement toward a career path and wage growth.

VDSS expectation is that this RFP will result in the establishment of a contract, or contracts, that will provide the means to satisfy the majority of the Commonwealth's immediate and future needs to provide employment and training services.

Alliances among Suppliers are acceptable to meet the requirements of this procurement. However, VDSS is interested in simplifying processes by having a single point of interface wherever possible.

The Commonwealth encourages all Suppliers to bring innovative ideas and/or solutions to government—ideas that result in cost and operational efficiencies or improvements while enhancing the services that governments provide its citizens.

For the purposes of this RFP, the following definitions shall apply:

“Administrative Appendix” means an attachment to the RFP that serves an administrative purpose relating to the RFP process; specifically, a document that will assist in the review of the proposal but not become an Exhibit to the resulting contract

“Amendment” means a material change to this RFP that requires Supplier acknowledgement; see **Table 2 in Section 5** of this RFP for instructions.

“eVA” means the Commonwealth's procurement portal located at <http://www.eva.virginia.gov>

“Exhibit” means an attachment to the RFP that will become an exhibit to the resulting contract only upon award. Certain of these Exhibits are to be populated by Supplier as part of its response to this RFP; see **Table 2 in Section 5** of this RFP for instructions.

“Supplier” or **“Offeror”** means any entity that submits a proposal in response to this RFP.

B. Virginia Department of Social Services

VDSS is one of the largest agencies in the Commonwealth of Virginia and is designated with supervising the State's social services programs in accordance with the Code of Virginia. In this role, VDSS' goal is to promote the well-being of the citizens of Virginia through the delivery of essential services and benefits to ensure families are strengthened and individuals achieve their highest level of self-sufficiency.

VDSS' mission is: To design and deliver high-quality human services that help Virginians achieve safety, independence, and overall well-being.

VDSS' vision is: A Commonwealth in which all Virginians have the resources and services they need to shape strong futures for themselves, their families, and their communities.

C. Single Point of Contact (“SPOC”)

Submit all inquiries concerning this RFP in writing by email, subject: "Questions on RFP # BEN-25-048 to:

SPOC: Brandon Butler
Email: Brandon.Butler@dss.virginia.gov

Suppliers are to limit all contact, whether verbal or written, pertaining to this RFP to the designated SPOC for the duration of this procurement process. Failure to do so may jeopardize further consideration of a Supplier's proposal.

D. Pre-Proposal Conference

There will be an optional, virtual pre-proposal conference held on the date specified in **Table 1** in **Subsection 1.G** below. The pre-proposal conference is open to all interested Offerors, and attendance is encouraged. There will be no opportunity for a private or individual conference. Offerors are encouraged to submit questions in writing at least 72 hours prior to the pre-proposal conference.

To participate in the pre-proposal conference, register with the SPOC by sending an email stating your firm's name and your participating representative(s) no later than 4:00pm local time on the business day prior to the conference. Suppliers will be emailed with the information to virtually attend the conference. Agency cannot guarantee a response to registration requests sent after 4:00pm local time on the business day prior to the conference.

E. Supplier Questions and Answers

All questions and requests for clarification of the RFP should be submitted to the SPOC in writing via email. Agency cannot guarantee a response to questions received after the deadline specified in **Table 1** in **Section 1.G** below. Questions and answers shall be publicly posted in eVA.

F. Amendments

Agency reserves the right to modify the scope, requirements, or any documents included as part of this RFP as needed. Amendments will be publicly posted in eVA

G. Timetable

Table 1 – Timetable

Activity	Date
RFP posted to eVA	July 29,2026
Register for pre- proposal conference	August 28,2026
Supplier pre-proposal conference (optional)	August 31,2026
Deadline for all questions prior to proposal submission	October 06,2026
Proposal due	October 13,2026
Supplier Interviews (should Agency elect) *	November 16,2026
Contract(s) awarded*	TBD

*These dates in the timetable above are provided for planning purposes only.

H. eVA Procurement Website and Required Registration

The Commonwealth's procurement portal, eVA, located at <http://www.eva.virginia.gov>, provides information about Commonwealth solicitations and awards.

Suppliers must be registered in eVA in order submit a proposal to this RFP. To register with eVA, select the "Register Now" option from the eVA homepage, also located at [Register Now \(virginia.gov\)](#).

For assistance with eVA, please contact eVA Customer Care, [Get Help eVA Customer Care \(virginia.gov\)](#)

Suppliers are encouraged to check this site on a regular basis and, in particular, prior to submission of proposals to identify additional information or any Amendments to the RFP.

J. Funding Information:

Federal Awarding Agency: Food and Nutrition Administration (USDA-FNA)

Federal Award Identification Number (FAIN): 201919S251941

Federal Award Date: NA

CFDA Number: 10561

Federal Award Project Description: Virginia SNAP E&T 50-50 Program

Total Amount of the Federal Award: \$ 9,393,604.00

Amount of Federal Funds Obligated by this Action: \$ 9,393,604.00

Name of Pass-Through Entity: Virginia Department of Social Services

Pass-Through Contact Information: Valerie Dunbar-Brooks Email: valerie.dunbar-brooks@dss.virginia.gov

Note: This is not a Research and Development (R&D) Grant

There are general Federal cost principles that are applicable to awards made with Federal funds. These general principles are found in 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

2. Present Situation and Desired Future State

The information provided in this Section 2 is not intended to set forth requirements but rather is intended to assist Suppliers in gaining a general understanding of the present situation, business context, and RFP scope.

A. Background

SNAP E&T is a federal program managed by United States Department of Agriculture, Food and Nutrition Administration (USDA-FNA) with the aim of assisting SNAP recipients in acquiring skills, training, or work experience to enhance their prospects of securing regular employment leading to financial independence. USDA-FNA allocates annual funding to States for the operation of the SNAP E&T program. States have significant autonomy in determining the SNAP participants to assist, the specific services to provide, and the network of providers and partners to engage. Through the "third party reimbursement" model, USDA-FNA offers states the opportunity to receive reimbursement for up to fifty percent of allowable administrative and support service costs. In this model, eligible third-party SNAP E&T providers can be reimbursed for eligible services rendered using SNAP E&T 50-50 funds, based on their investment of non-federal funds. Eligible programs offer job-readiness and training services to SNAP participants, including supervised job search, education and/or training in high-wage/high-demand occupations, work experience, internships, basic skill remediation, GED preparation, and other services deemed suitable for SNAP E&T participants.

Virginia's SNAP E&T program is voluntary, and participants can receive supportive services such as transportation, tuition assistance, work clothes and other expenses related to program participation. SNAP E&T services are currently provided at thirty-four of the one-hundred and twenty Local Department of Social Services (LDSS) and through subgrants to four community –based organizations. Program participants may begin services through engagement with the LDSS and be referred to a grantee when their services are aligned with the participant's interest and needs, or they be recruited directly into grantee programs.

B. Eligibility Information:

Eligible Applicants: State which Supplier organization type(s) below is eligible for award (can state more than one type).

1. Incorporated nonprofits
2. For-profit organizations
3. Faith-based organizations
4. Employment Services Organizations

Applicants must be legally authorized to conduct business in the Commonwealth of Virginia, as applicable, and must demonstrate the organizational, financial, and operational capacity necessary to successfully fulfill the requirements of this RFP.

Applicants must also comply with all applicable federal, state, and Agency-specific requirements outlined in this RFP.

Eligibility to apply does not guarantee award. All Applicants must meet the requirements, submission standards, and evaluation criteria established in this RFP.

C. Cost Sharing or Matching Requirements:

Supplier shall demonstrate the availability of the required non-federal match through the budget documentation submitted as part of Exhibit B – Budget, including completion of the required match documentation worksheets (P5 – Match).

D. Funding Restrictions:

Include information such as unallowable costs, limits on indirect costs, limits on direct costs such as travel, etc.

1. Services designed to overcome a barrier to employability (that would otherwise exempt an individual from work requirements) such as mental health or illness treatment
2. Meals away from home for participants
3. Subsidy Payments
4. Wages/Salaries or stipends for SNAP recipients
5. Services for more than 90 days after employment has begun
6. Items that are not directly related to the SNAP E&T program or that are more appropriately met through other resources
7. Non-federal dollar

E. System for Award Management:

All applicants must register with the System for Award Management (SAM) at <https://www.sam.gov/SAM/>. If an applicant is awarded a subaward, it must obtain and maintain an active Unique Entity Identifier (UEI) in SAM throughout the life of the award. 2 CFR 25.300 Part 25. It is suggested that applicants finalize a new registration or renew an existing one at least three weeks before the proposal deadline, to allow time to resolve any issues that may arise. Applicants must use their SAM-registered legal name and physical address on all grant proposals. Applicants must include an Employer Identification Number and a valid Unique Entity Identifier (UEI), which is generated as part of the SAM registration process when submitting their proposal. Awards will not be made to entities that do not have a valid SAM Unique Entity Identifier. If an applicant has not fully complied with these requirements by the due date and time of proposal, the proposal will be scored lower.

F. Scope of Work

The Subrecipient shall provide employment and training services to eligible residents of the Commonwealth of Virginia through the Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) 50-50 reimbursement program. The goal of the SNAP E&T program is to move SNAP recipients through education, training, and work readiness activities that lead participants to high-wage, high-demand jobs that meet or exceed the Asset Limited Income Constrained Employed (ALICE) standard, as measured by the United Way and determined by region. The intent is to obtain proposals from eligible entities to provide one or more of the following categories of services to SNAP participants:

The intent of this RFP is to obtain proposals from eligible entities to provide one or more of the following SNAP E&T service categories:

1. Supervised Job Search
2. Job Search Training
3. Job Retention
4. Work Experience
5. Education
6. Vocational Training

Additionally, all providers will be responsible for providing case management services to all program participants. Case management in E&T is a set of services to guide and support E&T participants as they engage with an E&T program. Case management services can include, but are not limited to comprehensive intake assessments, individualized service plans, progress monitoring, or coordination with service providers. All SNAP E&T participants must receive case management services and participate in at least one (1) allowable SNAP Employment and Training (E&T) Component as part of their participation in the SNAP E&T Program. Case management services must be designed to support the participant as the participant progresses through an E&T program. For that reason, third party providers have flexibility to offer a variety of services and tailor those services to the needs of the participant. It is also important that the provision of case management services is not an impediment to participation in E&T. To

this end, third party providers also have the responsibility to ensure that case management services are provided through an efficient administrative process and targeted to the needs of participants.

At a minimum, case management services shall include:

1. Comprehensive Intake Assessments
2. Individualized Service Plans
3. Progress Monitoring
4. Coordination with Service Providers

All SNAP E&T participants must receive case management and at least one SNAP E&T component.

1. **Childcare** - provided to enable a caretaker to participate in program components. Virginia SNAP E&T funds cannot be used to pay for childcare. If childcare service is needed for a client to participate, they should be referred to LDSS for further assistance. Information pertaining to the Virginia Childcare Subsidy Program can be found at <https://doe.virginia.gov/cc/>.
2. **Transportation** - provided to enable participants to travel to and from authorized SNAP E&T activities. Expenses such as gas cards/vouchers, bus tickets, ride share and minor car repairs. VDSS encourages Service Providers to provide local collaborative solutions to address transportation service needs and may leverage the 50-50 program to assist with the reimbursement of this expense.
3. **Other Allowable Reimbursements provided to ensure successful participation and program outcomes for SNAP E&T participants.**
 - a. Clothing is suitable for job interviews
 - b. Licensing and bonding fees for a work experience or job placement.
 - c. Uniforms, work shoes and purchase of an initial set of tools or equipment.
 - d. Medical services: TB testing, eye exams and vision correction, routine dental cleaning
 - e. Requirements for educational components: personal safety items required to complete training/educational coursework, books and course registration fees.
 - f. Union dues necessary for employment.
 - g. Housing assistance including rent or utilities: please note that housing assistance is for emergencies only and on a case-by-case basis.
 - h. Technology: broadband/internet access, laptops and tablets for education, vocational training and job retention components.
 - i. Driver's license restoration: exceptions apply to certain conviction-related suspensions and revocations.

Participant Reimbursements/Supportive Services: Supportive Services/Participant Reimbursements may be provided to participants enrolled in the SNAP E&T program. Service Providers can be reimbursed at 50 percent for expenses that are reasonably necessary and directly related to participation in SNAP E&T. However, Services Providers are encouraged to explore alternatives to remove barriers if supportive services funds are limited (i.e., Local SNAP E&T agencies).

Records Management: VDSS will review case files as part of annual programmatic and fiscal monitoring. Subrecipients must monitor, document, and maintain comprehensive case files for all SNAP E&T participants assigned to program components.

Case files may be maintained in paper, electronic, or hybrid format, consistent with Subrecipient operational standards, but at a minimum must include:

1. SNAP eligibility verification
2. Intake and assessment documentation
3. Release of information documentation
4. Attendance or participation records
5. Participant progress documentation
6. Credentials obtained, if applicable
7. Employment verification, if applicable
8. Documentation of supportive services and other relevant participant information

Detailed operational, reporting, implementation, and compliance requirements are further defined in Exhibit A – Requirements and Exhibit H – Statement of Work.

Eligibility to apply does not guarantee award. All Applicants must meet the requirements, submission standards, and evaluation criteria established in this RFP.

G. Business Objectives/Desired Future State

The goal of the SNAP E&T program is to move SNAP recipients through education and work readiness activities that lead participants to high-wage, high-demand jobs that meet or exceed the Asset Limited Income Constrained Employed (ALICE) standard as measured by the United Way and determined by the region. The intent is to obtain proposals from eligible entities to provide case management services to all program participants as well as one or more of the following categories: Supervised Job Search, Job Search Training, Job Retention, Work Experience, Education, Vocation Training.

VDSS intends for the key outcomes of this initiative to be increased job placement, increased job retention, higher entry-level employment wages, increased credentialing and increased wage gains with job advancement over time for participants who receive services. Proposals must emphasize and be able to measure a reduction in poverty and an increase in economic stability.

3. REQUIREMENTS

Supplier shall indicate its capability to fulfill each specific requirement identified in **Exhibit A: Requirements**, in accordance with the Instructions set forth on the first tab of Exhibit A. Supplier's responses will be reviewed in accordance with stated requirements within each section in order to determine the best solution for the Commonwealth. Supplier shall formulate direct responses to the detailed requirements to establish accountability regarding delivery of the service/solution by Supplier. Before submitting its proposal, Supplier should ensure that it has provided sufficient and complete responses to Exhibit A: Requirements to reduce the need for Agency to request additional information. Supplier is not guaranteed and should not assume that it will have the opportunity to explain, supplement or amend its initial response. Supplier is encouraged to ensure that its initial response contains and represents its best offering. Supplier's detailed response should not be an affirmative reiteration of the requirement but should explain how the requirement will be met. Any Supplier response to the specific requirements in Exhibit A: Requirements that is "Does Not Meet" may be subject to further clarification and/or negotiation prior to award, at Agency's sole discretion. Agency reserves the right to negotiate and finalize requirements at its sole discretion prior to contract award.

Note the following information regarding certain requirements set forth in Exhibit A, Agency Requirements:

January 2024 Executive Order 30 (EO 30), Artificial Intelligence (AI), implements AI standards and guidelines setting the technological requirements for the use of AI within government agencies and the approval process for AI initiatives and procurement of AI proposals. Agencies that wish to use AI will be required to submit a request and obtain approval for use of AI prior to purchase. However, this process does not provide agencies with approval of purchase. The EO also provides Education guidelines that are to be applied at all education levels as well as the need for the development of standards for the use of AI by law enforcement personnel. At this time, this information is provided for informational and situational awareness as any requirements that an agency may be required to go through for AI use and/or any contract obligations that may be required by the supplier may change dependent on any future legislation.

See the Instructions Tab in **Exhibit A** for further information.

4. PROPOSAL ADMINISTRATION AND SUBMISSION INSTRUCTIONS

A. Overview

This RFP was developed to provide all potential Suppliers with the information required to prepare proposals. This section outlines the administrative procedures and guidelines to be used and complied with when preparing a proposal. Nothing in this RFP constitutes an offer or an invitation to contract.

By submitting a proposal in response to the RFP, Supplier certifies that all information provided in its proposal is true and accurate, and Supplier grants Agency a worldwide, royalty-free, non-sublicensable, non-exclusive, irrevocable license to retain, reproduce, and use the proposal (including any exhibits or other documents or materials the proposal incorporates) in any format for governmental purposes required or provided for by Virginia law. The foregoing includes, but is not limited to, the right for Agency to use information submitted in response to this document in any manner Agency may deem appropriate in evaluating the fitness of the services or solution(s) proposed.

B. Proposal Administration

1) Virginia Public Procurement Act

This RFP is governed by the **VPPA**, Code § 2.2-4300 *et seq.*, and other applicable laws.

2) Anti-Discrimination - Code § 2.2-4310 and § 2.2-4311, and § 2.2-4343.1(E)

By submitting its proposal, a Supplier certifies to the Commonwealth that it will conform to the provisions of the Federal Civil Rights Act of 1964, as amended as well as the Virginia Fair Employment Contracting Act of 1975, as amended; and, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Code § 2.2-4311 of the VPPA.

3) Ethics in Public Contracting – Code § 2.2-4367 *et seq.*

By submitting its proposal, a Supplier certifies that its proposal is made without collusion or fraud; that the Supplier has not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer, or subcontractor in connection with its proposal; and that the Supplier has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. In addition, a Supplier will disclose any actual or perceived conflicts of interest in its proposal and will notify Agency if it becomes aware of a potential conflict of interest in the future.

4) Authorization to Transact Business in the Commonwealth – Code § 2.2-4311.2

All Suppliers organized as a stock or nonstock corporation, limited liability Supplier, business trust, or limited partnership, or registered as a registered limited liability partnership must be authorized to transact business as a domestic or foreign business entity if so, required by Title 13.1 or Title 50 of the Code, or as otherwise required by law. In its proposal.

In its proposal, Supplier must include either (i) Supplier's identification number issued to it by the State Corporation Commission; or (ii) a statement explaining why Supplier is not required to be registered.

In accordance with § 2.2-4311.2 C, no award can be made to any **Supplier** without this authorization unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the Director of the Department of General Services or his designee.

Administrative Appendix A: State Corporation Commission Form to this RFP includes a space for Supplier to provide the information required in (i) or (ii) of this subsection.

5) Prohibited Products and Services – Code § 2.2-5514

No Supplier may include as part of its proposal, whether directly or indirectly through subcontractors, any hardware, software, or services that have been prohibited for use on federal systems by the U.S. Department of Homeland Security.

6) Prohibited Contributions and Gifts – Code § 2.2-4376.1

No Supplier that submits a proposal in response to this solicitation, and no individual who is an officer or director of the Supplier shall knowingly provide a contribution, gift, or other item with a value greater than \$50 or make an express or implied promise to make such a contribution or gift to the Governor, his political action committee, or the Secretary of Administration during the period between the submission of the proposal and the award of any resulting contract award with an expected value of \$5 million or more dollars.

7) Excluded Parties List

A Supplier will not be evaluated or awarded a contract if it, or any of its affiliates or subcontractors, is an excluded entity on the federal government's System for Award Management ("SAM") at <https://www.sam.gov/SAM/>, or the Commonwealth's Vendor Prohibited List as provided by Code § 2.2-4321 at the time of proposal submission or award.

C. Supplier Proposal Compliance

Before submitting its proposal, Supplier should verify that: (i) its proposal is accurate and complete; (ii) its proposal is prepared in accordance with the solicitation requirements, including providing all information, content, responses, appendices and exhibits requested and, (iii) all required communication, format and submission instructions are followed. Proposal that are not complete, accurate, or properly formatted may be removed from consideration at Agency's sole discretion. All proposal materials shall be provided in either Microsoft Word or Excel, as specified in **Table 2 of Section 5 Proposal Format**, with no passwords utilized for any document access.

D. Liability

The issuance of this RFP and the receipt of information in response to this RFP will not cause Agency to incur any liability or obligation, financial or otherwise, to any Supplier. Agency assumes no obligation to reimburse or in any way compensate a Supplier for expenses incurred in connection with its proposal.

E. Trade Secrets and Proprietary Information

Agency reserves the right to use information submitted in response to this document in evaluating the fitness of the solution(s) proposed. All data, materials, and documentation originated and prepared for Agency pursuant to the RFP shall be subject to public inspection in accordance with Code §2.2-4342 of the **VPPA**.

Procurement and contract records are generally public records open to inspection in accordance with The Virginia Freedom of Information Act (see Code § 2.2-4342(A)), and transparency in procurement, contracting, and other governmental functions serves important public policy objectives. See Code §§ 2.2-4300(C) & 2.2-3700(B).

Conversely, pursuant to Code § 2.2-4342(F) of the VPPA, trade secrets or proprietary information submitted by a Supplier in connection with a procurement transaction shall **not** be subject to public inspection under The Virginia Freedom of Information Act **if** the Supplier:

- a). invokes the protections of Code §2.2-4342 of the VPPA in writing prior to or upon submission of the data or other materials,
- b). identifies specifically the data or other materials to be protected, and

c). states the reasons why protection is necessary.

FAILURE TO COMPLY WITH THESE STATUTORY REQUIREMENTS WILL RESULT IN ALL PROPOSAL MATERIALS BEING SUBJECT TO RELEASE TO OTHER SUPPLIERS AND THE PUBLIC IN ACCORDANCE WITH THE VPPA AND THE VIRGINIA FREEDOM OF INFORMATION ACT.

In order to comply with Code § 2.2-4342(F) of the VPPA, Supplier shall submit a completed **Administrative Appendix B Supplier Trade Secret or Proprietary Information Form** with its proposal listing its trade secret or proprietary information and the reason it deems such information a trade secret or proprietary. If there is no trade secret or proprietary information contained in the proposal, Supplier shall clearly state that in Administrative Appendix B.

In addition to Administrative Appendix B, Supplier shall also submit a redacted copy of each document in its proposal that is consistent with the requirements of this RFP and Administrative Appendix B. Agency assumes no responsibility for release of a trade secret or proprietary information contained in redacted proposal documents.

F. Protocol for Proposal Submission

To be considered for evaluation, Suppliers must submit a complete response to this RFP as described herein, utilizing eVA, no later than the date and time specified in **Table 1-Timetable** set forth in **Subsection 1.G** of this RFP. Suppliers must be registered in eVA to submit a response to this RFP. Only electronic responses submitted through eVA will be accepted. Proposals submitted via hand-delivery, mail, email or fax will not be accepted. Supplier shall make no other distribution of their proposals. Late proposal will not be accepted.

It is the responsibility of the Supplier to ensure its proposal, and all required documentation are properly completed, readable, and uploaded to eVA by the date and time noted in **Subsection 1.G**. Suppliers should allow sufficient time to account for any technical difficulties they may encounter uploading of the documents or electronic submission.

Note that there is a maximum file size per attachment in eVA; however, there is no limit on the number of files you may attach. If the size of the file is greater than the size allowed by eVA, the file should be broken down into smaller files and labeled in sequential order (Ex: Part 1, Part 2 or Tab 1, Tab 2).

Suppliers should confirm the current allowable file size and any other eVA requirements by contacting eVA Customer Care. In the event of any technical difficulties encountered while using eVA, Suppliers must contact the eVA Customer Care Center, [Get Help eVA Customer Care \(virginia.gov\)](https://www.virginia.gov).

Please submit the following:

- a. One (1) electronic copy of each file titled as specified in **Table 2 - Supplier's Proposal Format of Section 5 Proposal Format** of this RFP.
- b. One (1) electronic copy of each file titled "Redacted" as specified in **Table 2 - Supplier's Proposal Format of Section 5 Proposal Format** of this RFP, with all redactions, if necessary, consistent with the requirements specified in **Subsection 4.C(3), "Trade Secrets and Proprietary Information"**.

G. Proposal Content and Required Forms:

A proposal is limited to 25 pages. Applicants are required to submit the following items as a complete proposal:

-
1. RFP Cover Page: The RFP Cover Page must be completed and signed by an authorized representative of your organization.
 2. Addenda: Sign and return all addenda acknowledgments, if any.
 3. Proposal Narrative: Each section of the narrative should be clearly labeled as written below (such as **Description of Applicant Agency**) and in the order presented.
 4. **Description of Applicant Agency** Provide a narrative description of the purpose and goals of the applicant agency, the agency's programs and services, geographic areas served, the number and type of people served, and organizational structure of the agency including the number and type of staff; programs, activities, or previous programmatic accomplishments; the agency's experience providing employment and training services; and effective use of existing community resources.
 5. **Description of Proposed Services**: Provide a descriptive summary of the proposed project(s)/activities. Be as specific and detailed as possible.
 - i. Provide a description of what projects/activities will be provided and explain how the services will be provided to specific groups or individuals, including where the services will be provided, when the services will take place, and how often the services will occur.
 - ii. Identify and clearly describe the target population, numbers to be served overall, the number to be served by each activity/service (and/or the number to be reached through public education/awareness activities), and the geographic boundaries of service delivery.
 - iii. Discuss how these services specifically address the needs of the target population.
 - iv. Describe how these projects/activities will coordinate and link with other efforts in the community.
 - v. Identify any staff positions for which funding is requested and their role in providing the proposed services/activities.

H. Need for Project:

Provide a clear statement of the unmet need(s) to be addressed in this proposal by focusing on the community to be served. Describe the need for the specific project/activities compared against existing local services. Include needs of underserved populations in your service area, how they were identified, as well as how you intend to provide services to them. Support the unmet need with linkage to statistics, community characteristics, lack of similar resources, etc. Indicate whether the proposed project/activity is new (has never been conducted) or already existing. If the proposed project is a continuation of existing services, information about previously existing financial resources should be cited such as source, amount and any reason funds were terminated or insufficient. Programs should state what attempts have been made to secure other funding sources. Information such as numbers served, cost per client, impact of the project on the problem, and the need for continuation should also be addressed by ongoing projects.

I. Description of Staff and Responsibilities:

Identify the staff responsible for service provision/project coordination. Provide the number, positions, and qualifications of staff, paid and/or volunteer, who will be involved in the project. Describe how staff will be recruited, if not already in place. Discuss the methods used to monitor staff performance. If the service is subcontracted, provide the name, qualifications, and experience of proposed subcontractor. Describe any technical assistance and support that will be provided to

volunteers, staff, and others, and how success will be measured. Attach an organizational chart which clearly identifies where this project will fit and that identifies all existing and proposed positions listed in the Activities/Outcomes Work Plan form (Exhibit C) and Budget (Exhibit B).

I. Program Goals and Objectives:

Clearly define and discuss the project goals and objectives and describe how they will be met. The goals and objectives must align with the goals and objectives on the Activities/Outcomes Work Plan form, Exhibit C.

J. Evaluation:

Describe an evaluation plan to measure the degree of success in accomplishing project goals and objectives and achieving outcomes. Present a plan for determining the degree to which the program objectives/outcomes (described above) are/will be met. The evaluation plan should include a mechanism for ongoing review, record keeping, data collection, and analysis of cost effectiveness.

K. Exhibit C: Activities/Outcomes Work Plan Form:

Complete the project Activities/Outcomes Work Plan form, Exhibit C, to describe the project methodology. Detail the strategies and activities necessary to achieve the project goals, objectives, and outcomes. Include specific target dates for the beginning and end of each activity, including specific planning activities and staff responsible. Specify any details for subcontracting. Identify target population, numbers to be served and units of service for each objective and activity.

L. Assurances, Certifications and Other Required Forms:

Provide a letter from the applicant's agency head, finance director, or treasurer (with signature) indicating that the agency understands that this is a reimbursable grant, and that the applicant has sufficient funds available to cover 12 months of expenses prior to reimbursement. If your organization does not have 12 months, then a plan of action must be submitted to provide how you will ensure upcoming expenditures will be covered within required time frames.

1. Applicants' Non-Discrimination in Employment Policy
2. Applicants' Confidentiality Policy
3. Copy of applicant's most recent audit or financial statement
4. 501(c)(3): Certification from the IRS (non-profit applicants only)
5. Letters of support that demonstrate commitment and collaboration with other agencies or organizations in the community that reflect the services specifically proposed in your proposal.
6. FFATA Form (Exhibit I)
7. Assurances for Non-Construction Programs (SF-424B) (Exhibit K)
8. Certification Regarding Lobbying (Exhibit G)
9. State Corporation Commission Form (Appendix A)
10. Proprietary/Confidential Information Identification Form (Appendix B)
11. Certification Regarding Electronic Data Interchange Form (Exhibit J)

5. PROPOSAL FORMAT

Suppliers are expected to adhere to the specific format for the documents submitted in their proposal as set forth in Table 2 below. Agency may reject any proposal that is not in the required format or does not address all of the information requested in the RFP.

Proposal should be written specifically to answer this RFP. General “sales” material should not be used within the body of the proposal and any additional terms or conditions on the “sales” material will be considered invalid. If desired, Supplier may attach “sales” material in a separate appendix to its proposal response.

It is essential that the proposal be thorough and concise. Supplier should avoid broad, unenforceable, or immeasurable responses and should include all requested information in each section as indicated below.

The required contents of the proposal and how the proposal must be organized are detailed in Table 2. All documents that must be included in the proposal have been provided by Agency except documents noted as “Supplier to Provide.” Unless specifically noted, no other documents or information should be included in the proposal.

Proposal Document Formats

- **Template:** Structured documents prepared by Agency that must be populated and submitted by the Supplier. Each template includes instructions describing how to complete that template.
- **Supplier to Provide:** Documents to be provided by and included in Supplier’s response in accordance with Agency’s instructions.

Table 2 – Format of Supplier's Proposal

Table 2 – Proposal Format			
Document Title	Content to be Included	Response Format	Required File Name
1a. Cover Letter	Completed cover letter signed by an authorized representative of the Supplier.	Supplier to Provide (Word or PDF)	1a [Supplier Name] Cover Letter

1b. Proposal Narrative	Provide a narrative description of the purpose and goals of the applicant agency, the agency's programs and services, geographic areas served, the number and type of people served, and organizational structure of the agency including the number and type of staff; programs, activities, or previous programmatic accomplishments; the agency's experience providing employment and training services; and effective use of existing community resources.	Supplier to Provide (Word or PDF)	1b [Supplier Name] Proposal Narrative
1c. Amendment(s)	As applicable, copies of all RFP Addenda posted on eVA by Agency, signed by an authorized representative of the Supplier.	N/A	1c [Supplier Name] Addendum #
1d. Table of Contents	Outlines the documents that comprise the proposal and should follow the numbering and titling of the documents as presented in this table.	Supplier to Provide (Word or PDF)	1d [Supplier Name] Table of Contents

1e. Assurances, Certifications and Other Required Forms	Section 4, subsection C, Number 12. Provide a letter from the applicant's agency head, finance director, or treasurer (with signature) indicating that the agency understands this is a reimbursable grant and that the applicant has sufficient funds available to cover 12 months of expenses prior to reimbursement. If the organization does not have 12 months of sufficient funds available, Supplier shall provide a written plan of action detailing how expenditures will be covered within required timeframes.	Supplier to Provide (Word or PDF)	1e [Supplier Name] Assurances, Certifications and Other Required Forms
2. Administrative Appendix A: State Corporation Commission Form	Indicate applicable status regarding Supplier's authorization to transact business in the Commonwealth of Virginia.	Administrative Appendix A Template (Word)	2 [Supplier Name] Administrative Appendix A. SCC Form
3. Administrative Appendix B: Supplier Trade Secret or Proprietary Information Form	Indicate specific information contained in the proposal that Supplier deems proprietary.	Administrative Appendix B Template (Word)	3 [Supplier Name] Administrative Appendix B. Trade Secret or Proprietary Info Form
4. Administrative Appendix C: Supplier Profile	Supplier's response to the items set forth in Administrative Appendix C, including Supplier overview, references, resumes, and financial documentation.	Administrative Appendix C Template (Word)	4 [Supplier Name] Administrative Appendix C. Supplier Profile
5a. Administrative Exhibit M: COV RAMP Security Questionnaire Form	Supplier's response to the items set forth in Administrative Appendix D. See Section 11 COV Ramp Security Questionnaire and Cloud Terms and Conditions of this RFP for additional information.	Administrative Exhibit M Template (Excel)	5a [Supplier Name] Administrative Exhibit M COV Ramp Security Questionnaire

	Supplier should not submit the completed Security Questionnaire with its proposal response. If required during the evaluation process, the SPOC will request that Supplier submit the completed Security Questionnaire (and it will be due immediately upon request).		
5b. Administrative Exhibit M-2: Cloud Oversight Services (COV RAMP) Nondisclosure Agreement	Nondisclosure Agreement covering the exchange, compilation and/or provision to the Commonwealth of information that Supplier considers confidential and proprietary for purposes of a security assessment/audit of the Solution to be conducted by VITA personnel. Supplier should not submit the signed Nondisclosure Agreement with its proposal response. If required during the evaluation process, the SPOC will request that Supplier submit the signed Nondisclosure Agreement (and it will be due immediately upon request).	Administrative Exhibit M-2 Template (Word)	5b [Supplier Name] Administrative Exhibit M-2 Cloud Oversight Services (COV Ramp) Nondisclosure Agreement
6a. Agency Standard Contract	Return of VITA's Standard Contract with proposal response. Suppliers are strongly encouraged to accept VITA's Standard Contract as presented. If Supplier has any proposed exceptions or comments to VITA's contractual terms and conditions pursuant to Section 10 of this RFP, then it shall submit them in redline format in the VITA Standard Contract.	Agency Standard Contract (Word)	6a [Supplier Name] Agency Standard Contract
6b. Administrative Appendix E: Supplier Exceptions to Agency Standard Contract	Suppliers are strongly encouraged to accept Agency's contractual terms and conditions as presented. If Supplier accepts Agency's contractual terms and conditions as presented, Supplier shall indicate as such by checking the box at the top of Administrative Appendix E and returning it with the proposal.	Administrative Appendix E Template	6b [Supplier Name] Administrative Appendix E – Supplier Exceptions to Agency Standard Contract

	If Supplier has proposed exceptions or comments to Agency's contractual terms and conditions pursuant to Section 10 of this RFP, Supplier shall provide reasons for the requested changes to each clause individually in the completed Administrative Appendix E. In accordance with § 2.2-4302 of the VPPA, exceptions shall not be used as a basis for scoring or evaluating which offerors are selected for negotiations.		
7. Administrative Appendix F: CoVA W9	Supplier's taxpayer identification number (TIN).	Administrative Appendix F CoVA W9 Template (Word or PDF)	7 [Supplier Name] Administrative Appendix F CoVA W9
8. Exhibit A: Requirements	Supplier's response to the items set forth in Exhibit A: Requirements. Responses must be captured in the Excel document template provided in accordance with Agency's instructions.	Exhibit A Template (Excel)	8 [Supplier Name] Exhibit A. Requirements
9. Exhibit B: Budget	Supplier's detailed price proposal as specified in Exhibit B Budget. Pricing data shall not be included elsewhere in the proposal.	Exhibit B Template (Excel)	9 [Supplier Name] Exhibit B. Budget
10. Exhibit C: Activities and Outcomes Form	Detail the strategies and activities necessary to achieve project goals, objectives, and outcomes.	Exhibit C Template (PDF)	10 [Supplier Name] Exhibit C. Activities and Outcomes Form
11. Exhibit E: Cloud Terms and Conditions	Return of Exhibit E. Cloud Terms and Conditions with proposal response. Suppliers are strongly encouraged to accept Agency's Cloud Terms and Conditions as presented. If Supplier has any proposed exceptions or comments to Agency's Cloud Terms and Conditions pursuant to Section 11 of this RFP, then it shall	Exhibit E Template (Word)	11 [Supplier Name] Exhibit E. Cloud Terms and Conditions

	submit them in redline format in Exhibit E.		
12. Exhibit G: Certification Regarding Lobbying	Supplier acknowledgement and certification regarding lobbying.	Exhibit G Template (PDF)	12 [Supplier Name] Exhibit G. Certification Regarding Lobbying
13. Exhibit L: Supplier Procurement and Subcontracting Plan	Indicate Supplier's and subcontractor(s) DSBSD SWaM certification information and subcontracting plan, as applicable. Include copy (ies) of DSBSD certifications(s), as applicable.	Exhibit L Template (PDF)	13 [Supplier Name] Exhibit L. Supplier Procurement and Subcontracting Plan
14. Exhibit N: Service Levels and Remedies	Indicate acceptance of Agency's proposed metrics and performance standards for each service level item. Supplier is strongly encouraged to accept Agency's SLAs as presented. Supplier's proposed exceptions or comments to Agency's SLAs shall be provided and submitted in redline format in Exhibit N: Service Level Agreement. Supplier also shall utilize Exhibit N: Service Level Agreements to propose any additional SLAs.	Exhibit N Template (Word)	14 [Supplier Name] Exhibit N. Service Levels and Remedies
15. Exhibit H: Implementation Statement of Work (SOW) Template	Supplier's proposed exceptions or comments to Agency's SOW shall be provided and submitted in redline format in Exhibit H: Implementation Statement of Work (SOW) Template Supplier also shall utilize Exhibit H: Implementation Statement of Work provide any	Exhibit H Template (Word)	15 [Supplier Name] Exhibit H Implementation Statement of Work

	additional project information based on their proposed implementation approach		
16. Redacted Copy of Files	For any file containing trade secrets or proprietary information, Supplier shall submit a redacted version and clearly document such redactions in Administrative Appendix B.	Supplier to Provide (Word or PDF)	16 REDACTED [Supplier Name] [Document Title]

6. EVALUATION AND AWARD PROCESS

A. Evaluation Process

Each proposal received by the due date and time will be considered. Agency reserves the right in its sole discretion to reject any proposal that does not comply with the proposal submission requirements of this RFP.

Subject to the foregoing, each proposal will be reviewed to determine whether it meets the Prerequisite(s) of this RFP listed in **Table 3**. Prerequisite(s) in **Subsection 6.B** below. All Prerequisite(s) are evaluated on a Pass/Fail basis. Any proposal that does not pass any of the Prerequisite(s) will be set aside and receive no further consideration.

Proposals that pass the Prerequisite(s) will be assessed and scored in accordance with the Evaluation Criteria set forth in **Table 4 Evaluation Criteria** in **Subsection 6.C** below.

Agency may elect to continue the evaluation of the most qualified proposal (s) and may request that Supplier(s) clarify or explain certain aspects of their proposals.

At any point in the evaluation process Agency may employ various means of evaluation to determine the best value for the Commonwealth, including but not limited to:

- a. Reviewing industry research
- b. Supplier presentation/interview
- c. Site visits
- d. Supplier's status as a small business or micro business, including small or micro businesses that are owned by minorities, women, or disabled veterans, and certified by the Department of Small Business and Supplier Diversity ("DSBSD")
- e. Suppliers planned spend with certified SWaM or micro business (as defined in **Section 8**) subcontractors, and Non-SWaM businesses.
- f. Supplier's employment of persons with disabilities to perform the specifications of the contract.
- g. Contacting Supplier's references (including those not explicitly provided by the Supplier in Appendix C – Supplier Profile)
- h. Review of Supplier's ability and willingness to comply with the Commonwealth's security and data privacy policies, standards, guidelines as specified in the RFP.
- i. Product demonstrations/pilot tests/detailed demonstrations
- j. Review of pricing
- k. Requesting Suppliers elaborate on or clarify specific portions of their proposal, including, as applicable, any responses to the RFP.

Agency may limit any or all of the above to the most qualified proposal. Supplier is not guaranteed and should not assume that it will have the opportunity to explain, supplement or amend its initial proposal. Each Supplier is encouraged to ensure that its initial proposal contains and represents its best offering.

Each Supplier should be prepared to conduct product demonstrations, pilot tests, presentations or site visits at the time, date and location of Agency's choice, as applicable, should Agency so request.

Should Agency determine in writing and in its sole discretion that only one Supplier is fully qualified, or that one Supplier is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Supplier. Unless that determination is made, selection shall be made of two or more Suppliers deemed to be fully qualified and best suited among those submitting proposal on the basis of the factors described in **Section 6. Evaluation and Award Process**. Negotiations will be conducted with each of the Suppliers so selected.

Exceptions to VITA's Standard Contract terms and conditions will be considered after Supplier(s) are selected for negotiations. If any Supplier fails to provide the necessary information for

negotiations in a timely manner, or fails to negotiate in good faith, Agency may terminate negotiations with that Supplier at any time. Agency may remove a Supplier from consideration in the event that Supplier and Agency are unable to reach agreement on contract terms during negotiations.

After negotiations, Agency may select the proposal(s) that, in its opinion, is the proposal (s) representing best value and may award a contract to that Supplier(s). For purposes of this RFP, Agency will determine best value based on the value relative to the cost (which may include submitted price, negotiated price, discounted price, total cost of ownership, etc.) of the Service/Solution, giving consideration to the project's budget objectives.

Supplier's failure to successfully answer, negotiate, and/or comply with any resulting security exceptions that may arise for Agency to approve Supplier's cloud proposal, may result in removal from further consideration or award. Refer to **Administrative Exhibit M -COVRamp Security Questionnaire** of the RFP.

Agency reserves the right, at its sole discretion, to cancel, in part or in whole, any portions of this RFP. Agency reserves the right, at its sole discretion, to re-issue any cancelled portion of the RFP. Agency reserves the right to accept or reject in whole or in part any proposal submitted, and to waive informalities or minor technicalities when in the best interest of the Commonwealth.

Agency may, at its sole discretion, make one award, multiple awards, or none at all.

AGENCY SHALL NOT BE CONTRACTUALLY BOUND TO ANY SUPPLIER PRIOR TO THE EXECUTION OF A DEFINITIVE WRITTEN CONTRACT.

B. Prerequisite(s)

Table 3 – Prerequisite(s)

There are no Prerequisites for this RFP.

C. Evaluation Criteria

Proposals will be evaluated using a numerical scoring system based on the criteria below. The weights assigned to each evaluation category shall be posted in eVA prior to the due date and time for receiving Proposals. Price will not receive a separate numerical score; however, proposed costs, match contributions, budget reasonableness, and overall cost effectiveness will be evaluated as part of the overall value/cost ratio.

Table 4 – Evaluation Criteria

Table 4 – Evaluation Criteria		
Evaluation Criteria	Description	Weight
Project Quality / Technical Approach	Applicant demonstrates a clear understanding of the goals, objectives, and requirements of this RFP and provides a comprehensive, feasible, and well-structured project design. Proposed activities, services, and deliverables are aligned with RFP requirements, Exhibit A – Requirements, and Exhibit C – Activities/Outcomes Work Plan. Proposal demonstrates clear objectives, measurable outcomes, realistic timelines, and alignment across all proposal components.	

Validated Need / Service Delivery Strategy	Applicant clearly defines the unmet need(s) to be addressed, target population to be served, geographic service area(s), and proposed service delivery strategy. Proposal includes relevant data or supporting information demonstrating community need, avoids unnecessary duplication of existing services, and demonstrates how proposed services will effectively address identified gaps.	
Organizational and Implementation Capacity	Applicant demonstrates the organizational, operational, staffing, financial, and administrative capacity necessary to successfully implement and manage the proposed project. This includes qualified personnel, infrastructure, facilities, reporting systems, records management processes, compliance controls, and the ability to meet programmatic and contractual requirements.	
Financial Capacity and Budget (Exhibit B)	Applicant demonstrates financial readiness and capacity to support the SNAP E&T 50/50 reimbursement model, including required non-federal match. Budget and budget narrative are reasonable, allowable, cost-effective, and clearly aligned to proposed project activities. Budget demonstrates sustainability, compliance, and a clear relationship between expenditures, match funding, and program outcomes.	

D. Announcement of Award – Code § 2.2-4300 et seq.

If a contract is awarded or announced as a result of this RFP, Agency will post notice of the award or intent to award on eVA for a minimum of 10 days. No notice of the award decision will be provided verbally. Any final contract, including pricing, awarded as a result of this RFP will be made available for public inspection.

7. SUPPLIER PROFILE

Supplier shall submit a completed **Administrative Appendix C Supplier Profile** with its proposal, including an overview of Supplier, Supplier references, resumes, and financial documentation. See Administrative Appendix C for further information.

8. SUPPLIER PROCUREMENT AND SUBCONTRACTING PLAN

It is the policy of the Commonwealth to contribute to the establishment, preservation, and strengthening of small businesses and micro businesses, including those small or micro businesses owned by women, minorities, or service-disabled veterans; and to encourage their participation in Commonwealth procurement activities. Further, Agency is committed to enabling a minimum of three percent (3%) participation by small businesses that are service-disabled veteran-owned businesses, as defined in Code §§ 2.2-2000.1 and 2.2-4310, when contracting for information technology goods and services. The Commonwealth encourages all Suppliers to provide for the participation of these small businesses through partnerships, joint ventures, subcontracts, and other contractual opportunities.

Any business that is a small business, a small woman-owned business, a small minority-owned business, or a small service-disabled veteran-owned business, as defined in Code § 2.2-4310 or § 2.2-1604, or a certified micro business as defined in Executive Order Number 35 (2019), is a “**SWaM**” business. For purposes of this RFP, no Supplier will be considered a SWaM business unless certified as a small business or as a micro business by the State of Virginia Department of Small Business and Supplier Diversity (“**DSBSD**”) by this RFP proposal due date and time. For information, go to: <http://www.sbsd.virginia.gov/>.

Supplier shall submit a completed **Exhibit L Supplier Procurement and Subcontracting Plan** with its proposal See **Exhibit L Supplier Procurement and Subcontracting Plan** for further information.

9. PRICING INFORMATION

Supplier shall provide detailed pricing for each of the pricing methods set forth in the Excel Pricing Schedule workbook attached to this RFP as **Exhibit B. Budget**, in accordance with the Instructions set forth on the first tab of the Exhibit B. Budget must be comprehensive. Additional information and backup detail may be attached as appropriate. Altered formats or blank data will be considered incomplete and may be eliminated from further consideration.

Complete all the pages of the Budget in the Excel Workbook (Exhibit B) outlining the proposed budget. Instructions for completing the Budget are located on the 1st tab of the Excel Workbook which should be reviewed before entering any information in the document.

The Budget may include an Indirect Cost Rate. Applicants with a federally approved indirect cost rate must submit, as a separate attachment, a copy of the NICRA (Negotiated Indirect Cost Rate Agreement) from the applicable federal agency that specified the approved rate. If no federally negotiated rate exists, applicants may elect to charge a de minimis rate up to 15% of Modified Total Direct Cost (MTDC) or negotiate a rate with the grantee. An Applicant's costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both.

A budget narrative is also a requirement, and the template is located on the last tab of the Budget workbook. Use this worksheet to justify all proposed expenditures by explaining the cost, how the costs were determined and calculations to support the expense. The cell for the narrative description will expand to accommodate all explanations and they should, therefore, be as comprehensive as possible. All requested costs must be linked to the program goals and objectives. Not doing so could result in individual line-item requests not being approved. Instructions for the Budget Narrative are located on the first tab with all other Budget Instructions.

Agency reserves the right to negotiate and finalize the pricing at its discretion prior to contract award.

See the Instructions Tab in **Exhibit B** for further information.

10. Agency STANDARD CONTRACT

Any agreement resulting from this RFP will be defined by a written contract, which shall be binding only when fully executed by both parties.

A copy of Agency's standard contract is provided as part of this RFP as a separate MS Word document titled, BEN-25-048 SNAP 50/50 (VDSS Solution Contract). Depending on the type of solution proposed, the Contract may need to address licensing or hosting requirements. *Suppliers are strongly encouraged to accept the Contract as presented.* Supplier shall indicate its acceptance of the Contract as presented by checking the box towards the top of **Administrative Appendix E – Supplier Exceptions to Agency Standard Contract**.

If Supplier has proposed any exceptions and/or comments in the form of redline markup to the terms and conditions contained in the document BEN-25-048 SNAP 50/50 (VDSS Solution Contract) with its response to this RFP, Supplier shall set forth its rationale and reasons for each of the proposed exceptions in **Administrative Appendix E – Supplier Exceptions to Agency Standard Contract**. Only exceptions or recommended language revisions submitted with the proposal will be considered during negotiations. Any provisions of the Contract that are NOT addressed by the Supplier via redlines to the Contract template submitted as part of its proposal will be deemed accepted by Supplier.

In accordance with 2.2-4302, exceptions shall not be used as a basis for scoring or evaluating which offerors are selected for negotiations.

In the event that Supplier is a software reseller, Agency will review the software publisher's license agreement language if the software publisher requires an End User License Agreement ("EULA"). In such case, Suppliers are advised that Agency will require Supplier to obtain Agency's License Agreement Addendum to the EULA to address terms and conditions in that EULA to which Agency, as a government entity, cannot agree, based on applicable law or policy. If a Supplier's proposed Service/Solution requires Agency to execute a EULA, Supplier shall contact the SPOC, who will provide Supplier with Agency's "License Agreement Addendum" terms.

11. COV Ramp Security Questionnaire and Cloud Terms and Conditions

VITA, through its COV Ramp program (formerly known as Enterprise Cloud Oversight Service, or ECOS), provides oversight functions and management of cloud-based solutions. COV Ramp cloud approval is required to be obtained in advance of a cloud-based procurement, including completion of a COV Ramp assessment and agreement on Cloud Terms and Conditions (which will become part of the Contract.) Refer to the following website for more information: [COV Ramp \(formerly ECOS\) | Virginia IT Agency](#).

A. Security Questionnaire

Supplier's response to the items set forth in **Administrative Exhibit M – COV Ramp Security Questionnaire** will be used by VITA Security to conduct the COV Ramp assessment of proposed cloud solutions. The Security Questionnaire is being provided as part of this RFP along with **Administrative Exhibit M-2 Cloud Oversight Services (COV RAMP) Nondisclosure Agreement**, so that Supplier can be prepared to submit it, if so requested.

Supplier should **NOT** submit the completed Security Questionnaire with its proposal response. If required during the evaluation process, the SPOC will request that Supplier submit the completed Security Questionnaire (and it will be due immediately upon request).

B. Cloud Terms and Conditions

The Cloud Terms and Conditions set forth in **Exhibit E – Cloud Terms and Conditions** will become part of the Agency Standard Contract. VITA's assessment of Supplier's completed Security Questionnaire described above will determine whether the entire **Exhibit E** is required or only a subset thereof. *Suppliers are strongly encouraged to accept **Exhibit E** as presented.*

If Supplier has proposed any exceptions and/or comments in the form of redline markup to the Cloud Terms and Conditions in Exhibit E with its response to this RFP, Supplier shall set forth its rationale and reasons for each of the proposed exceptions in **Administrative Appendix E – Supplier Exceptions to the Agency Standard Contract**. Please note that Section 9 in Exhibit E details the required cloud reporting that Supplier must provide to VITA or Authorized User. Suppliers are strongly encouraged to accept this section as presented. Only exceptions or recommended language revisions submitted with the proposal will be considered during negotiations. Any provisions of **Exhibit E** that are NOT addressed by the Supplier via redlines to the **Exhibit E** template submitted as part of its proposal will be deemed accepted by Supplier.

In accordance with 2.2-4302, exceptions to the Cloud Terms and Conditions shall not be used as a basis for scoring or evaluating which offerors are selected for negotiations.