



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at wvOASIS.gov. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at WVPurchasing.gov with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header  5

General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 753877

Procurement Type: Central Contract - Fixed Amt

Vendor ID: 000000228405 

Legal Name: CENTER FOR POLICY RESEARCH

Alias/DBA:

Total Bid: \$42,908.00

Response Date: 08/12/2020 

Response Time: 9:46

SO Doc Code: CRFQ

SO Dept: 0511

SO Doc ID: CSE210000002

Published Date: 8/6/20

Close Date: 8/12/20

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum No.01 - Child Support
Formula Review 

Total of Header Attachments: 5

Total of All Attachments: 5



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder : 753877

Solicitation Description : Addendum No.01 - Child Support Formula Review

Proc Type : Central Contract - Fixed Amt

Date issued	Solicitation Closes	Solicitation Response	Version
	2020-08-12 13:30:00	SR 0511 ESR08112000000000857	1

VENDOR
000000228405 CENTER FOR POLICY RESEARCH

Solicitation Number: CRFQ 0511 CSE2100000002

Total Bid : \$42,908.00 **Response Date:** 2020-08-12 **Response Time:** 09:46:57

Comments:

FOR INFORMATION CONTACT THE BUYER
 Brittany E Ingraham
 (304) 558-0067
 brittany.e.ingraham@wv.gov

Signature on File	FEIN #	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Review of the child support formula	1.00000	LS	\$42,908.000000	\$42,908.00

Comm Code	Manufacturer	Specification	Model #
80101603			

Extended Description :	Review of the child support formula
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EDUCATION

PhD Economics
1997 *University of Colorado, Boulder*

MS Economics
1990 *University of Colorado, Denver*

BS Regional Planning
1982 *Grand Valley State University*

CURRENT EMPLOYMENT

2007 – Present **Economist and Senior Research Associate**
Center for Policy Research in Denver, Colorado

2012 – Present **Adjunct Faculty, Macroeconomics, Microeconomics and Business Statistics**
Colorado Mountain College, Glenwood Springs, Colorado

PAST EMPLOYMENT AND EXPERIENCE

1999-2006 **Lecturer: Micro- and Macroeconomics**
Metropolitan State University in Denver, Colorado

1997-2007 **Economist and Senior Research Associate**
Policy Studies Inc. (PSI) in Denver, Colorado

1989-1997 **Research Assistant/Research Associate**
Policy Studies Inc. (PSI) in Denver, Colorado

ECONOMIC ADVISOR AND TECHNICAL ASSISTANCE ON CHILD SUPPORT GUIDELINES

Venohr led the technical assistance for the following state reviews or developments of child support guidelines. Venohr has also assisted six states change their guidelines model to income shares. Venohr assessed and summarized the economic evidence on child-rearing expenditures and used the evidence to develop updated child support schedules or formulae for most of these projects. For some projects, Venohr also provided legislative or committee testimony, analyzed case file data, developed guidelines worksheets or other guidelines provisions to deal with special case circumstances such as low-income adjustments, shared-parenting time, extraordinary healthcare costs, and multiple families. Venohr produced a report for most of these projects.

Commonwealth of Northern Mariana Islands, Guam, Illinois, Kentucky, Maryland, Pennsylvania, Tennessee, Vermont	2019
Colorado, Georgia, Illinois, Maryland, Minnesota, Nebraska, New Mexico, North Carolina, Tennessee, Utah	2018
Eastern Shoshone, Illinois, Kansas, Maryland, Minnesota, New York, Rhode Island, Tennessee, Ohio	2017
Illinois, Iowa, Maryland, Minnesota, Missouri, Nevada, Ohio, Pennsylvania, South Dakota, Wyoming	2016
Arizona, Georgia, New Mexico, North Carolina, Nebraska, Ohio, Vermont	2014
West Virginia, Maryland (low-income)	2013
Arkansas, Connecticut, Illinois, Iowa, Missouri, South Dakota, Tennessee, Texas, Wyoming	2012
Rhode Island, Virginia	2011
New Mexico, Pennsylvania, California, New York, North Carolina, Illinois, Vermont, Georgia	2010
Arizona, Colorado, Illinois, Indiana, Ohio, South Carolina, Tennessee	2009
Illinois, Maryland, Missouri, Pennsylvania, South Dakota, Wyoming	2008
Alabama, Iowa, Louisiana, Maine, New Mexico, Rhode Island, Vermont	2007
Arkansas, Alabama, Nebraska, North Carolina, Oregon	2006
California, Georgia, Maryland, Massachusetts, Minnesota, Tennessee, Washington	2005
Alabama, Connecticut, Guam, Iowa, Maryland, Missouri, Ohio, South Dakota, Washington, West Virginia, Wyoming	2004
Arizona, District of Columbia, Louisiana, New Jersey, Pennsylvania, South Carolina, Tennessee	2003
Georgia, Indiana, North Carolina, New Mexico, Tennessee, Utah, Vermont	2002
Georgia, Michigan, Missouri, Oregon, Rhode Island, Tennessee, Wisconsin	2001
Arkansas, California, Colorado, Kentucky, Maryland, Ohio, South Dakota, Arizona, Connecticut, Iowa, Idaho, Louisiana, Maine, Vermont, Virginia	2000

SELECTED RESEARCH, EVALUATION and TECHNICAL ASSISTANCE PROJECTS

Fatherhood Research and Practice Network (FRPN) U.S. Department of Health and Human Services, Administration for Children and Families, Office of Planning, Research and Evaluation, Subcontract with Temple University	2013-2018
Evaluation of the Behavioral Interventions for Child Support Services (BICS) Demonstration U.S. Department of Health and Human Services, subcontract with MDRC	2015-2017
Colorado HCPF: Development of Announcement and Scoring of Grant Proposals for School-Based Substance Abuse Prevention Program Colorado Department of Health Care Policy and Financing	2014
Exploring a Child Support Pass Through Option for Colorado Colorado Department of Human Services	2013
Streamlining the Child Support Modification Process: Massachusetts Department of Revenue	2010-2012

Evaluation of the Work Support Strategies Initiative: An Initiative that Coordinates and Streamlines Applications/Recertifications for Medicaid/CHIP, SNAP, TANF and Child Care Assistance State of Colorado Department of Human Services	2011-2012
Pew Center on the States – Strategic Initiatives in Child Support Enforcement Pew Charitable Trust	2011
Parents to Work: A Collaboration between Child Support and a Work Force Program Arapahoe County, Department of Human Services, Child Support Enforcement Division	2008-2011
Technical Assistance Guidance for Effective Customer Service Department of Health and Human Services, Office of Child Support Enforcement	2008-2009
Grant to Improve Collaboration between Medicaid and the Child Support Program State of Texas, Office of the Attorney General	2007-2011
North Dakota 1115 Grant to Test the Collaboration between Child Protective Services and the Child Support Program Sub-contract with Policy Studies Inc.	2007-2011
Investigation of Improved Access to Child Care and Early Education The Piton Foundation and the Denver Public Schools Preschool Program	2009
Barriers to CCCAP Utilization: Proposed Assessment and Identification of Needed Solutions Denver Early Childhood Council	2007-2008
Hawaii 1115 Grant to Test the Collaboration between TANF and the Child Support Program Sub-contract with Policy Studies Inc.	2007-2008
The Motherhood Project, Services for Female Offenders in the Colorado Correctional System Colorado Department of Labor and Employment	2007
Evaluation of Early Intervention Procedures Used to Collect Child Support Colorado Department of Human Services, Division of Child Support Enforcement	2006-2009
Child Support Payment Predictor Model Commonwealth of Virginia, Department of Social Services	2004-2008

Selected Projects while at PSI

Task Order 42: Study to Investigate Underlying Causes of the Flattening of Increases to Child Support Collections Federal Office of Child Support Enforcement	2006
Impact of Modification Thresholds on Review and adjustment of Child support Orders; and Effects of Child support Order Amounts on Payments by Low-Income Parents Federal Office of Child Support Enforcement	2006
Knox County, Tennessee: Case Stratification Process Federal Office of Child Support Enforcement	2006

Cost of Providing Center-Based Child Care State of Minnesota	2006
Final Report: Evaluation of the Louisiana Low-Income Fatherhood Program SSA Consultants, Inc., Subcontract with SSA Consultants	2004-2005
Evaluation of the Community Literacy Project of Greater Park Hill & Northeast Denver Summer Scholars	2004
Profile of Low-Income Fathers in Louisiana; Low-Income Fathers and Child Support: Best Practices and Recommendations; and Low-Income Fatherhood Program: Implementation Evaluation and Early Outcomes State of Louisiana Department of Social Services, Subcontract with SSA Consultants	2003-2004
Grant to Center for Public Policy Studies Child Support Trust Accounts: Guide for Designing A Demonstration Program Ann E. Casey Foundation	2003-2004
Colorado Partnerships: Workforce, Faith, & Community Works! Initiative Colorado Department of Labor and Employment	2002-2004
The Role of Minnesota Child Support Enforcement in Increasing Access to Healthcare Coverage for Children in Minnesota State of Minnesota	2002-2004
Child Support Passthrough in Minnesota: An Evaluation and Outcome Evaluation State of Minnesota	2002-2003
Task Order 23: Using Automated Income Data to Establish or Modify Child Support Orders Federal Office of Child Support Enforcement	2002-2003
Task Order 24: State Policies and Practices that Address the Circumstances of Low-Income Noncustodial Fathers Federal Office of Child Support Enforcement	2002-2003
Utilization of Federal Parent Locator Service Data for Evaluation of the Federal Welfare and Child Support Enforcement Program U.S. Department of Health and Human Services, Subcontract to Mathematica Policy Research & Social and Scientific Systems	2000-2003
OCSE Responsible Fatherhood Programs: Client Characteristics and Outcomes; OCSE Responsible Fatherhood Programs: Early Implementation Lessons Federal Department of Health and Human Services, Assistant Secretary of Evaluation and Planning	1999-2003
Evaluation of Father Friendly Initiative Commonwealth of Massachusetts	1999-2003
Special Improvement Project to Implement Administrative Enforcement in Interstate Cases State of Wyoming	1999-2002
Colorado E-Commerce Needs Assessment Report Colorado Department of Human Services	2001-2002
Task Order 12: Assessment & Inventory of State Staffing Patterns Federal Office of Child Support Enforcement	2001-2002
Task Order 18: National Child Support Research Conference Federal Office of Child Support Enforcement	2001-2002
Evaluation of Electronic Modification (ELMO) of Child Support Orders State of Alaska	2001

Telephone Survey of State Paternity Establishment Policies and Practices: Summary of Results National Institute for Child Health and Development, Subcontract with Cornell University	1999-2003
Exploring Options: Arrears Forgiveness and Passthrough of Payments to Custodial Families State of Minnesota Legislature	1999-2000
Minnesota Child Support Assurance: Program Design Caseloads and Cost State of Minnesota	1999-2000
Updated Colorado Staffing Standards for Child Support Enforcement Federal Office of Child Support Enforcement, State of Colorado	1999-2000
A Study of Interest Usage on Child Support Arrears: State of Colorado State of Colorado	1999-2000
Comprehensive Study of the Montana Certificate of Need Program Montana Department of Public Health and Human Services	1999
Massachusetts Paternity Acknowledgment Program Massachusetts Departments of Health and Public Health	1994-1996
Estimating the Benefits of Collecting Interest on Child Support Arrears: State of Oregon Oregon Department of Justice	1994
WIC Distribution Payment Options: State of Vermont Vermont Department of Health	1993-1994
Improving Energy Efficiency in Public Housing: A Colorado Field Experiment Department of Housing and Urban Development, Grant to Center for Public Policy Studies	1993-1994
Central Payments Analysis: Standards, Current Problems, and Constraints Minnesota Department of Human Services	1993-1994
Local Mental Health Funding: Other State Methods and Wyoming Policy Options Wyoming Department of Health	1993-1994
Wyoming Nursing Salary Survey Wyoming Department of Health	1992
Analysis of Wyoming Community Programs Wyoming Department of Health	1992
Iowa/Nebraska: The Use of Electronic Funds Transfer Project: Analysis of Implementation Process and Issues in Child Support State of Nebraska	1990

Selected Publications

Jane Venohr (2017). "A Call to Revisit Promising Practices for Staffing Configurations and Cost-Effective Staffing Levels in Child Support Offices." National Child Support Enforcement Association. *Communique*, Fairfax Virginia.

Jane C. Venohr (2017). "Differences in State Child Support Guidelines Amounts: Guidelines Models, Economic Basis, and Other Issues." *Journal of the American Academy of Matrimonial Lawyers*. Vol. 29, pp 377-407.

Jane C. Venohr (2015) "Income Available for Child Support: Fact and Fiction in State Child Support Guidelines." National Child Support Enforcement Association *Communique*, Fairfax, Virginia. (February 2015)

Jane C. Venohr (2013) "Child Support Guidelines and Guidelines Reviews: State Differences and Common Issues," *Family Law Quarterly*, vol. 43, no. 3 (Fall 2013).

Jane C. Venohr (2013) "Medical Support in Today's Child Support Guidelines and the Affordable Care Act." *Communique*, National Child Support Enforcement Association, Washington, D.C. (Dec. 2013)

Jane Venohr. (2011) "Child Support Guidelines: Recent Developments," *Communique*. National Child Support Enforcement Association (NCSEA) vol. 2, sec. 302-56, May 2011.

Jane C. Venohr and E. Tracy Griffith. (2005) "Child Support Guidelines: Issues and Reviews," *Family Court Review*, vol. 43, no. 3 (Summer 2005).

Jane C. Venohr and Robert G. Williams. (1999) "The Implementation and Periodic Review of State Child Support Guidelines," *Family Law Quarterly*, vol. 33, no. 1 (Spring 1999).

Jane C. Venohr (2006) "Behind Time-Sharing Adjustments in Child Support Guidelines," *2006 Family Law Update* edited by Laura Morgan and Ronald Brown, Aspen Publishers, NY, NY.

The Regents of the
University of Colorado

have conferred on
Jane C. Venohr
the Degree

Doctor of Philosophy

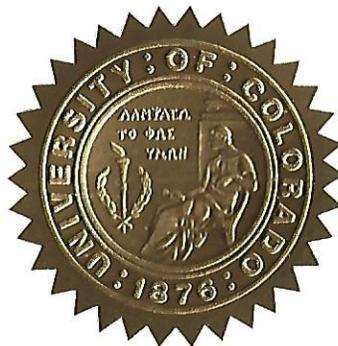
Economics

with all the rights and privileges therewith appertaining.
In witness thereof this diploma is awarded by the Regents
upon the recommendation of the Faculty.

Given at Boulder on the sixteenth day of May, A.D.
nineteen hundred and ninety-seven and in the
one hundred twenty-first year of the University.

Robert E. Sievers
Chair, Board of Regents

John C. Bueschner
President of the University



Richard F. Bygones
Chancellor

Carol B. Lynch
Dean of the Faculty

West Virginia Ethics Commission
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Center for Policy Research Address: 1570 Emerson Street

Denver, CO 80218

Name of Authorized Agent: _____ Address: _____

Contract Number: _____ Contract Description: _____

Governmental agency awarding contract: _____

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: Jessie Pearson

Date Signed: 08-11-20

Notary Verification

State of Colorado, County of Denver

I, Jessica Pearson, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 11th day of August, 2020

Ma Victoria Plomin
Notary Public's Signature

To be completed by State Agency:

Date Received by State Agency: _____

Date submitted to Ethics Commission: _____

Governmental agency submitting Disclosure: _____

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

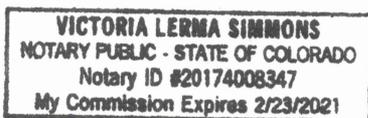
AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Center for Policy Research
Authorized Signature: [Signature] Date: Aug 11, 2020
State of Colorado
County of Denver, to-wit:
Taken, subscribed, and sworn to before me this 11th day of August, 2020.
My Commission expires February 23, 2021.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]



STATE OF WEST VIRGINIA

Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Center for Policy Research

Authorized Signature: [Signature] Date: 5-1-2020

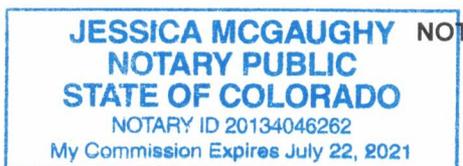
State of Colorado

County of Denver, to-wit:

Taken, subscribed, and sworn to before me this 1 day of MAY, 2020.

My Commission expires July 22, 2021, 2021.

AFFIX SEAL HERE



NOTARY PUBLIC [Signature]



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 33 - Service - Misc

Proc Folder: 753877

Doc Description: Addendum No.01 - Child Support Formula Review

Proc Type: Central Contract - Fixed Amt

Date Issued	Solicitation Closes	Solicitation No	Version
2020-08-06	2020-08-12 13:30:00	CRFQ 0511 CSE2100000002	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

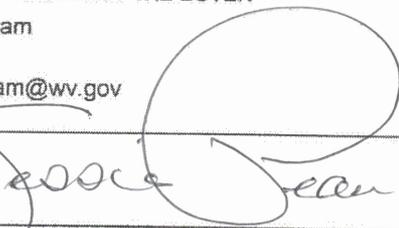
Center for Policy Research
 1570 Emerson Street
 Denver, CO 80128

303-837-1555

FOR INFORMATION CONTACT THE BUYER

Brittany E Ingraham
 (304) 558-0067
 brittany.e.ingraham@wv.gov

Signature X



FEIN #

84-0849945

DATE

8/7/20

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION:

Addendum No.01 - The purpose of this addendum is to:

1. Provide vendor questions and agency responses

No other changes.

INVOICE TO	SHIP TO
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV 25301-3703 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Review of the child support formula	1.00000	LS		

Comm Code	Manufacturer	Specification	Model #
80101603			

Extended Description :

Review of the child support formula

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Question Deadline (10:00 AM ET)	2020-08-04

SOLICITATION NUMBER: CFRQ 0511 CSE2100000002
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CFRQ 0511 CSE2100000002 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation: The purpose of this addendum is to:

1. Provide vendor questions and agency responses

No other changes.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

Questions and Answers

Question 1. Is this the same RFQ or similar to the RFQ released earlier this year? If so, what is different?

Answer: Each procurement stands alone. Vendors are encouraged to read the solicitation documents in their entirety.

Question 2. Section 4.1.1 of the RFQ states that the project states the project must be completed within three months of the contract award date.

- a. What is the anticipated contract award date?
- b. Is the vendor responsible for determining the sampling of case file data as specified in 4.1.1.3 or has the sample already collected? Please describe the sampling or the agency's ability to obtain the sampling quickly and provide it in an electronic file that is compatible with standard statistical packages to fulfill the three month timeline.
- c. This is a very short time period for even an experienced vendor to analyze data and write a report. Could the deadline be extended to a reasonable time period?

Answer:

- a. We are unable to anticipate an award date. All vendors will be notified when an award has been made.
- b. No, BCSE will provide the data which should be available within a few weeks of the award.
- c. No, BCSE must have the information to the legislature as soon as possible.

Question 3. We are not entirely clear what a vendor needs to submit and in what format.

- c: Does it include the following?
 - i. Completed Form 33?
 - ii. Completed designated contact information form?
 - iii. Completed pricing page (referenced in Section 5.2)?
 - iv. Completed contract manager information (Section 11)?
 - v. Completed Disclosure of Interested parties to contacts?
 - vi. What else?
- d. What else does it need to include? Is there a page number reference to instructions for submission?
- e. Can forms completed for the May 2020 submission be used or must they be signed and notarized again.

Answer:

- c. Vendors are encouraged to read the solicitation documents in their entirety to ensure all mandatory requirements are met as it pertains to bid submission. Please refer to the Instructions to Vendors Submitting Bids included with the solicitation documents.
- d. Vendors are encouraged to read the solicitation documents in their entirety to ensure all mandatory requirements are met as it pertains to bid submission. Please refer to the Instructions to Vendors Submitting Bids included with the solicitation documents.
- f. All new forms must be submitted with the bid.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0511 CSE210000002

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

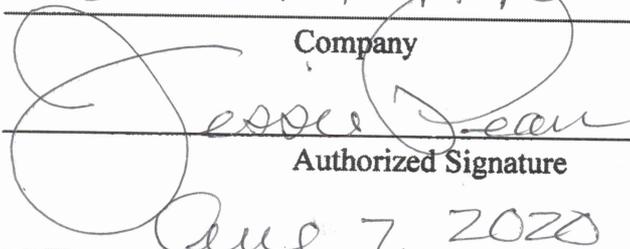
- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

RESEARCH

CENTER FOR POLICY 

Company



Authorized Signature

Aug 7, 2020

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

REQUEST FOR QUOTATION
[ARFQ CSE20*2 Review of Child Support Formula]

1. **QUALIFICATIONS:** Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

- 1.1. Must have a Ph.D. in Economics.

Center for Policy Research (CPR) Response:

CPR Economist/research associate, Dr. Jane Venohr, will lead the project. Dr. Venohr has a Ph.D. in economics from the University of Colorado. She assisted West Virginia with its last guidelines review. Prior to joining CPR in 2007, Dr. Venohr was with Policy Studies Inc. and assisted West Virginia with the transition to the income shares model. Dr. Venohr has 30 years of experience with the review and development of state child support guidelines. She has directed all of CPR's child support guidelines projects.

- 1.2. Must have at least ten (10) years of experience related to the review of child support guidelines, including the analysis of economic data on the cost of raising children, and changes in the price levels and tax rates that affect spendable income, and the development of formulaic adjustments for low incomes, high incomes, shared-parenting time, and additional dependents.

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Center for Policy Research (CPR) Response:

The Center for Policy Research (CPR) is a non-profit organization established in 1981 to provide independent evaluation and technical assistance to federal, state, and local government agencies and courts on children and family issues. CPR has contracted on over 30 state guidelines projects for the review and development of child support guidelines since 2007. This included a contract to assist West Virginia with its 2013-14 guidelines review. It also includes contracts with Arkansas, Alabama, Arizona, California, Connecticut, Colorado, Guam Georgia, Illinois, Indiana, Iowa, Kentucky, Louisiana, Maryland, Minnesota, Missouri, Nebraska, New Mexico, New York, North Carolina, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virginia, Wyoming and the Eastern Shoshone Tribe.

For most of these states, CPR has provided written summaries of economic studies on the cost of raising children and used that data to develop updated child support schedules that also consider the economic situation of a particular state such as whether the state's cost of living is more or less than the national average as well as the state income tax rate of that particular state because taxes affect the amount of spendable income available for child-rearing expenditures. CPR has also updated schedules for changes in price levels. In addition, CPR has developed guidelines adjustments for low-income parents with limited ability to pay and formulas for parties with very high income, additional dependents, and shared-parenting time.

Most recently, CPR has assisted or is assisting several states with fulfilling new federal requirements of state guidelines (45 C.F.R. 302.56) that become effective December 2016. States have a year after commencing their next review that occurred a year after the rule became effective to meet the deadline. This includes analysis of case file data to determine rates of income imputation, default orders, and use of the state's low-income adjustment, analysis of payment patterns by various characteristics, examination of labor market data, and other analyses. CPR has developed various proxies for these measures using IV-D automated system data even for states that do not have specific data fields for the requisite federal data. CPR conducted or is conducting the analysis required under the new federal regulation for Arizona, Georgia, Guam, Kentucky, Missouri, New Mexico, Nebraska, Oklahoma, and Pennsylvania.

2. MANDATORY REQUIREMENTS:

4.1 Mandatory Contract Services Requirements and Deliverables: Contract Services must meet or exceed the mandatory requirements listed below.

4.1.1 The support enforcement guideline and related revisions must be completed within three (3) months of the contract award date.

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4.1.1.1 As a condition of approval of its state plan the State shall establish one set of guidelines for setting and modifying child support awards within the state. At a minimum, the guidelines must take into consideration all earnings of the non-custodial parent; be based on specific descriptive and numeric criteria and result in a computation of the support obligation; and address how the parents will provide for the child(ren's) health care needs through health care insurance or case medical support pursuant to the 45 CFR 303.31.

4.1.1.2 The coding for the Agency's automated system must be written in the Natural language.

4.1.1.3 The review of the support enforcement guideline formula must consider economic data on the cost of raising children in West Virginia and an analysis of relevant case data gathered through sampling or other methods on the applications of and deviations from these guidelines. The analysis of data must be used in the review of the guidelines/formula process to ensure that deviations from the guidelines/formula is limited.

4.1.1.4 A list of three (3) references that can attest to the quality, completeness, and viability of previous support enforcement guidelines reviews performed for other states by the prospective bidder must be provided.

Center for Policy Research (CPR) Response:

These are current projects or projects completed in the last two years. The list is organized alphabetically by state. It also contains year and notes whether the project was through the state child support agency or the court—many states set their guidelines in court rule.

Arizona Child Support Guidelines Review (current, court). CPR is providing technical assistance.

Susan Pickard
Statewide Child Support Initiative
Coordinator, Administrative Office of the
Courts
602.452.3252
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Arkansas Child Support Guidelines (2019 ,court).

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<p>Arkansas guidelines are set in court rule and Arkansas is switching from a percentage-of-obligor income guidelines to an income shares guidelines.</p>	<p>Staff Attorney Administrative Office of the Courts: Arkansas Office: 501-682-9400 brooke.steen@arcourts.gov</p>
<p>Illinois Child Support Guidelines (2020 and earlier, state agency) CPR has held multiple contracts with Illinois to assist them with the review of their guidelines and switching to the income shares model. CPR's current contract is to provide annual updates to their gross-to-net income conversion table and the Guideline table if warranted.</p>	<p>Bryan Tribble, Policy Director, State Child Support Services, 217.720.0184, Bryan.Tribble@Illinois.gov</p>
<p>Georgia Child Support Guidelines (2018, court). CPR used economic data on the cost of raising children to assess whether updates to the Georgia schedule were appropriate. CPR also analyzed case file data collected by court staff to fulfill the federal requirement to analyze case file data on guidelines applications and deviations</p>	<p>Elaine Johnson, Executive Program Manager, Judicial Council's Administrative Office of the Courts of Georgia: 404-463-6383, Elaine.johnson@georgiacourts.gov</p>
<p>Kentucky Child Support Guidelines (2019, state agency). CPR assisted Kentucky with meeting the federal requirements.</p>	<p>Maria Lewis, Assistant Director, 502.564.2285, Ext 4831, Maria.Lewis@KY.gov</p>
<p>Maryland Child Support Guidelines (2020 and earlier, state agency) Over the last four years, CPR has held three contracts with Maryland. These projects, CPR has analyzed economic data and updated the Maryland child support schedule and explored several options for a Maryland self-support reserve. In addition, CPR economist has provided legislative testimony.</p>	<p>Kevin Guistwite, Executive Director, Child Support Enforcement Administration, (410) 767-7606 kevin.guistwite@maryland.gov</p>
<p>Technical Assistance to the Minnesota Child Support Task Force (2019, state agency). CPR provide technical assistance on several issues including the analysis of economic data on the cost of raising children, analysis of case file data, development of a low-income adjustment, analysis of adjustments for non-joint children, analysis of modification thresholds and other issues.</p>	<p>Jessica Raymond, Policy Analyst. Child Support Division/CFS 651-478-8109 Jessica.raymond@state.nm.us</p>
<p>New Mexico Child Support Guidelines Review (2018, state agency) CPR assisted New Mexico with meeting the new federal requirements</p>	<p>Melinda Pineda, Policy Manager, State of New Mexico Child Support Administration 505-827-1320 melinda.pineda@state.nm.us</p>

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<p>Oklahoma Child Support Guidelines (2019). CPR assisted with meeting federal requirements</p>	<p>Elizabeth Wilson, Assistant Director, Child Support Services, 405.522.2780 Elizabeth.Wilson@okdhs.org</p>
<p>Pennsylvania Child Support Guidelines (current and earlier, court). CPR has assisted Pennsylvania with its last four reviews. In addition, CPR has helped Pennsylvania update its spousal support formula.</p>	<p>Bruce Ferguson, Counsel for the Domestic Relations Procedural Rules Committee 717-231-9555 ext 4129, bruce.ferguson@pacourts.us</p>
<p>Tennessee Child Support Guidelines (2020 and earlier, state agency), , CPR was awarded multiple contracts to assist Tennessee with the review of the guidelines. This included an analysis of economic data and case file data and the development of a low-income adjustment. Tennessee was one of a few states not to have a presumptive low-income adjustment in its guidelines. CPR helped Tennessee draft proposed rules. The Tennessee child support guidelines are set in administrative rules but are subject to a rigorous a review process that involves legislature input</p>	<p>Emily Gregg, Project Manager 615-313-5847 emily.gregg@tn.gov or</p>

3. MISCELLANEOUS:

3.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor’s responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Jane Venohr
Telephone Number: 303-837-1555
Fax Number: 303-837-1557
Email Address: jvenohr@centerforpolicyresearch.org