



**STATE OF WASHINGTON**  
**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**  
**SOLE SOURCE POSTING**

The State of Washington, Department of Social and Health Services (DSHS), Aging and Long-Term Support Administration (AL TSA) intends to award a Sole Source Contract to DXC Technology Company (CSC Covansys) from 4/1/19 through 3/31/22 to continue to provide Food Instrument Processing and Payment for the Senior Farmers Market Nutrition Program. The SFMNP operates using paper checks and requires check processing and payment services. The maximum annual contract amount is \$26,000.

DXC has previously provided FI processing and payment services to AL TSA

Deliverables for this Food Instrument Processing (FI) service include:

- Providing bank routing and account numbers to to print on FI
- Receiving electronic FI issuance data
- Pre-payment screening and either paying or rejecting FI based on established criteria
- Providing electronic FI presentment and payment data to DSHS
- Providing monthly financial reconciliation and variance resolution to DSHS
- Paying groweres at the Maximum Allowable Reimbursement Level (MARL) via Automated Clearing House (ACH) transactions for FI presented
- Imaging, securing and destroying FI based on established schedule
- Hosting a secure website and providing secure online access to SFMNP FI images, reports, and data to DSHS. The data includes images of every check as well as associated redemption information. Data must be available for the past six federal fiscal years. This data is used for quality assurance purposes.
- Printing and distributing SFMNP FI paper stock and check registers statewide to 20 locations
- Providing monthly reconciliation of SFMNP FI payments
- Providing monthly SFMNP reports and data to DSHS
- Submitting separate monthly invoices to DSHS for SFMNP services
- Managing the farmer markets and grower FI payments through the established bank accounts
- Working with DSHS to modify banking processes as the need arises.

The Contractor that provides this service must:

- Have a minimum of six years' experience performing Senior Farmers Market Nutrition Program food instrument processing
- Have a secure facility and security policies and procedures in place to protect SFMNP food instruments and the confidential data printed on them from breach of confidentiality, theft, fraud, and fire.
- Have the necessary equipment and trained personnel to completely process and pay SFMNP food instruments.

- Meet all the mandated banking services and standards set out the state or nationally chartered banks and comply with all federal and/or state laws governing all the services identified in the bid document.
- Be a member of an Automated Clearinghouse Association (ACH) and be in compliance with all rules and regulations set forth by the National Automated Clearinghouse Association (NACHA), local ACH associations, and ACH operators.
- Be a member of the Federal Reserve direct wire system.
- Have the capacity to maintain two “zero balance” bank accounts for paying the SFMNP food instruments

Those who believe they possess the necessary qualifications, and can perform the stated functions in a timely manner, are required to submit a written statement within five (5) business days of this announcement. The statement must detail the applicant’s ability to provide these services. In the absence of other qualified sources, it is DSHS’ intent to make a sole source award of this Contract.

To submit capability statements or for questions, contact:

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