

FY24 Risk Assessment Instrument (RAI) - Administrative Contracts
 (Information for use in Adult Protective Services (APS) and Child Protective Services (CPS) Contracts)

#	RISK FACTOR	DESCRIPTION	RISK LEVEL			POTENTIAL SOURCES
			LOW	MEDIUM	HIGH	
1	Contractor Type	Identify the contractor type, either Governmental Entity, Non-Profit, or For Profit, based on the contractor's Legal Entity type as designated.	<ul style="list-style-type: none"> ■ Governmental Entity 	<ul style="list-style-type: none"> ■ Non-Profit 	<ul style="list-style-type: none"> ■ For Profit Vendor 	<ul style="list-style-type: none"> ■ Secretary of State (SOS Direct)
			○	○	●	
2	Contractor Experience Contracting to Provide Goods/Services to DFPS	Identify the vendor's history contracting with DFPS based on the number of months that the contractor has held a contract(s) with DFPS.	<ul style="list-style-type: none"> ■ 37 Months <u>or More</u>. 	<ul style="list-style-type: none"> ■ 13 to 36 Months. 	<ul style="list-style-type: none"> ■ 12 Months <u>or Less</u>. 	<ul style="list-style-type: none"> ■ System of Contract Operations and Reporting (SCOR)
			○	○	○	
3	Quality of Services	Identify contractor's ability to demonstrate and achieve satisfactory service levels for the contract-required activities/deliverables. As reported by the contract programmatic contact.	<ul style="list-style-type: none"> ■ New contractor with no prior contract. ■ All contract requirements were satisfactory in the previous contract year. 	<ul style="list-style-type: none"> ■ Concerns with contract requirements were promptly remedied by contractor. 	<ul style="list-style-type: none"> ■ Concerns with contract requirements were remedied with moderate to critical issues during the resolution. ■ VPTS report of C or below. 	<ul style="list-style-type: none"> ■ Monitoring Report ■ VPTS Search at http://www.txsmartbuy.com/vpts --- (Must use Chrome as your browser.)
			○	○	○	
4	Experience of Key Management Staff	Identify the experience of key management staff with fiscal or programmatic components of the contracted service.	<ul style="list-style-type: none"> ■ At least 24 months experience with fiscal <u>and</u> programmatic components of federal and/or state contracted programs. 	<ul style="list-style-type: none"> ■ At least 24 months experience with fiscal <u>or</u> programmatic components of federal and/or state contracted programs. 	<ul style="list-style-type: none"> ■ Less than 24 months experience with fiscal or programmatic components of federal and/or state contracted programs. 	<ul style="list-style-type: none"> ■ Procurement documents ■ Contract files ■ RAQ
			○	○	○	

5	Payment Type of Primary Contract Service	Identify amount of time, number of steps, degree of difficulty, and level of reporting necessary to complete transactions.	<input type="checkbox"/> Fee for Service (FFS)		<input type="checkbox"/> Cost Reimbursement (CR) <input type="checkbox"/> Combination of CR and FFS	<input type="checkbox"/> Contract Documents <input type="checkbox"/> CAPPS FIN
			<input type="radio"/>	<input type="radio"/>		
6	Percentage of Services Performed by Sub-contractors	Identify contractor's use of subcontractors for direct service delivery and management services related to this contract (e.g., Claims Processor).	<input type="checkbox"/> No Subcontractor Involvement.	<input type="checkbox"/> Subcontractors account for <u>less than 25%</u> of contract expenditures.	<input type="checkbox"/> Subcontractors account for <u>25% or more</u> of expenditures.	<input type="checkbox"/> Self-Reported by Contractor <input type="checkbox"/> HUB Subcontracting report
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7	Percent of Monetary Change from Prior Fiscal Year	Compare the value of the contract from the previous fiscal year with the value of the contract for current fiscal year.	<input type="checkbox"/> Decrease in budget. <input type="checkbox"/> New contractor with no payment history providing this service. <input type="checkbox"/> <5% increase.	<input type="checkbox"/> 5% to 10% increase.	<input type="checkbox"/> >10% increase.	<input type="checkbox"/> Payment History <input type="checkbox"/> SCOR Payments
			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

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