



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
**DEPARTMENT OF ADMINISTRATION**

**Michael DiBiase, Director**  
One Capitol Hill  
Providence, RI 02908-5890

Office: (401) 222-2280

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August 2, 2019

Courtney E. Hawkins  
Director, Department of Human Services  
57 Howard Avenue  
Cranston, RI 02920

Re. Delegated Procurement Authority for the Office of Child Support Services (OCSS)  
Child Support Lien Network (CSLN) Agreements

Dear Director Hawkins:

I am writing in response to your May 1, 2019 letter requesting delegated procurement authority relative to the Office of Child Support Services (OCSS) and the Child Support Lien Network (CSLN). Pursuant to R.I. Gen. Laws § 37-2-54 (a) and Section 2.2.3 of the "State Procurement Regulations," I hereby determine that it is in the best interest of the State of Rhode Island to delegate limited procurement authority to the Associate Director of the OCSS for the purpose of signing new or renewal agreements with other states participating in the CSLN. If the Associate Director elects to use a delegee to sign new or renewal contracts, then the delegee must be approved by the Chief Purchasing Officer in advance.

The term of this delegated authority shall be from the date hereof through July 10, 2023, unless otherwise rescinded or extended.

Thank you for your attention to this correspondence.

Sincerely,

Michael DiBiase  
Director

cc: Nancy McIntyre  
Michael D. Mitchell, Esq.  
Amanda Clarke



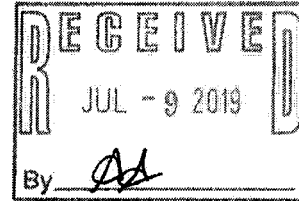
Rhode Island Department of Human Services  
 25 Howard Avenue Louis Pasteur Building 307 Cranston, RI 02920

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May 1, 2019

Nancy McIntyre, Purchasing Agent  
 State of Rhode Island  
 Division of Purchases  
 One Capitol Hill  
 Providence, RI 02908-5855



RE: Request for Limited Agency Delegated Authority for the Office of Child Support Services (OCSS) regarding Child Support Lien Network (CSLN) Agreements with states

Dear Nancy,

I am writing to request approval for limited delegated authority that would allow the Associate Director, or her designee, in the Office of Child Support Services to sign new and renewal agreements with other states participating in or joining the Child Support Lien Network (CSLN).

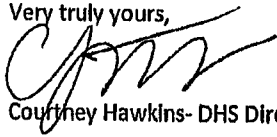
The CSLN is the largest and most successful child support state consortium which matches delinquent child support obligors against insurance claims and banking databases. Since its inception, RI has served as the host state for this important consortium. CSLN was started in 1999 with a state law called the "Child Support Intercept Act" and a federal grant to implement an insurance match program in RI. A second grant allowed RI to add other New England states under a consortium concept, and subsequently, it was offered to all other states. Currently, there are over 30 states participating in the CSLN, again, with RI as the host state. The CSLN is operationalized via a contract between the state of RI and a company called Stellarware, which provides the matching services and lien processing for each state, including RI, which is also a member of the consortium. Agreements with the other states are standard with limited minor modifications to meet state regulatory requirements if needed. States pay RI for the lien services. RI, in turn, pays Stellarware on behalf of states, retaining a net profit of about \$150,000.00 annually as a fee for administering the program. This income is used to improve the effectiveness, efficiency, and technology of the child support program, in addition to supplementing the child support operating a budget.

The OCSS facilitates the contract process for new states and has historically managed, tracked and maintained the agreements for each of the participating states. Per the authority of prior DHS director, the associate director was granted delegated authority to sign state agreements. Granting authorization for OCSS to sign these standard agreements, which renew at different times, avoids the sometimes lengthy process of obtaining approvals through the procurement process and also the potential for a delay which may interrupt the intercept process for a member state.

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Accordingly, the Department of Human Services is requesting delegated authority for the Associate Director or his/her designee, with the Office of Child Support services to execute said agreements. Thank you for your consideration.

Very truly yours,

A handwritten signature in black ink, appearing to read 'CH', is written over the typed name.

Courtney Hawkins- DHS Director