



**State of Rhode Island  
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**Solicitation Information**

**August 24, 2015**

**ADDENDUM # 1**

**RFP#: 7549784**

**RFP Title: Epidemiological and Analytical Service Support**

**Bid Opening Date & Time: September 3, 2015 at 10:00 AM (Eastern Time)**

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**Notice to Vendors:**

**ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES.  
NO FURTHER QUESTIONS WILL BE ANSWERED.**

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Interdepartmental Project Manager**

*Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.*

**Vendor Questions for RFP #7549784 Epidemiological and Analytical Service Support**

Question 1: Eligibility: are organizations outside of RI eligible to apply?

Answer to question 1:

Yes, organizations outside of RI are eligible to apply.

Question 2: Multiple groups in our institute (very large) are interested, each provides unique expertise and services and operates in different locations, should we submit a single application or separate applications according to nature of the services?

Answer to question 2:

Please submit one application and describe the different expertise and services provided by each group.

Question 3: Often times, cross-institution collaborations are required to complete complex projects and achieve efficacy, will you receive joint applications from multiple institutions (with multiple subcontracts)?

Answer to question 3:

Please submit one application per institution and describe any subcontractors that will be involved.

Question 4: Do you require the applicant have all the expertise listed in the RFP? Are individual groups have single or few well established expertise eligible to apply?

Answer to question 4:

Applicants can subcontract with another vendor to meet the needs of specific projects. However, the applicant should have the overall staff expertise and capacity to meet the types of activities and projects described in the RFP.

Question 5: Page 8 and 9 of **RFP# 7549784** describes what should be included in the “Agency Qualifications and Experience” section of the technical proposal differently. On page 8 of the RFP the information requested to be included as part of the technical proposal is stated as follows:

“SECTION 5: TECHNICAL PROPOSAL The separate technical proposal should address specifically each of the required elements:

Agency Qualifications (10 points) • Agency has adequate resources and capacity to provide the full range of services outlined in the request. • Work samples submitted are high quality and reflect that the Agency has the capacity to meet the requirements outlined in the request. • Reference responses are positive.

Agency Experience (40 points) • Agency staff has extensive experience working with data and with government agencies, • Agency has substantiated with examples its extensive experience in handling data, analyzing data, working with data for evaluations and developing performance indicators, using data for policy purposes, providing technical assistance, • Agency has substantiated its solid experience in preparing written reports to document the processes and steps that they have taken to prepare data for the given projects. • Agency has broad range of experience working with a variety of datasets, in terms of their complexity, number of fields/tables, types of data they contain, and type of work they had done with the data. • Agency has substantiated its experience in the preparation of management and scientific, wellwritten reports containing the findings of the data related projects.”

This is substantively different from what is requested on page 9. Page 9 describes “Agency Qualifications and Experience” as follows:

Section II. Agency Qualifications and Experience

Submit a brief narrative (10-page limit) summarizing the organization’s experience and qualifications as requested below. Requested reference documents and samples of work should be referenced in the summary and attached in appendices. In preparing the narrative, address the following points:

Background: • Provide a brief description of the organization including its mission, historical development, philosophy, and a list of the services provided. Describe how this contract would fit into that mission. • Include the most recent version of your organization’s Annual Report and a certified financial statement of the most recent accounting year and/or a copy of the agency’s most current federal tax return.

Structure: • Indicate organization’s status as a minority Business Enterprise (MBE), certified by the Rhode Department of Administration. If the organization is not MBE-certified, describe measures to be taken to meet subcontracting plan that addresses the State’s goal of ten- percent participation by MBEs in all state procurements. • Detail the organization’s criteria for determining a “billable hour” and describe how billable hours are tracked.

References: • Names, addresses, telephone numbers and permission to contact three references for which your organization has performed work in the last three years. If possible, these references should be from the public health field. • Provide any other information that would assist the State in assessing the organization’s qualifications.”

While there is some overlap, the former seems to suggest including more of a description of technical skills and experience, while the later requests additional information related to accounting information/ typical cost proposal information to be included (i.e. how billable hours are calculated, MBE certification, most recent version of your organization’s Annual Report and a certified financial statement of the most recent accounting year and/or a copy of the agency’s most current federal tax return.).

**Are both descriptions correct in terms of what to include in the technical proposal? Or, should the later description of what is requested (page 9) listed under Section II, actually be part of the cost proposal? If the expectation is to include all information as presented on both page 8 and 9, is it acceptable to include the later as part of appendix, instead of part of the 10 page limit for the Agency Qualifications/Experience section? (i.e. Annual reports, tax returns, description of billable hours, etc. would be over the 10 page limit)**

Answer to question 5:

Both descriptions on pages 8 and 9 are correct and please include the information requested. It is acceptable to include annual reports and other documentation in an appendix. The description of billable hours (separate from the actual rates) should be included in the technical proposal. The hourly rates should only be included in the cost proposal.

Question 6: Is the Executive Summary write up part of the 10 page limit of the “Agency Experience and Qualifications” Section?

Answer to question 6:

The Executive Summary (Section I) does not count towards the 10 page limit, which is required in the Agency Experience and Qualifications (Section II).

Question 7: Is there a page limit to the appendix information included?

Answer to question 7:

No, there is not a page limit to the appendix information. However, please provide web links to information instead of hard copy material, wherever possible.

Question 8: Can sample reports, etc. be part of appendix information included as part of the application? If so, is there a page limit to this information? Or, would the reviewers prefer web links to these reports, etc.?

Answer to question 8:

Yes, sample reports can be included in the appendix information, although web links are preferred, wherever possible.

Question 9: There is no specific scope of work (SOW) to develop a budget, is the expectation for this RFP to outline a sample project and develop a budget? Or, outline billable hours for staff to complete projects that may fall under this RFP?

Answer to question 9:

The cost proposal/budget should include the list of staff expected to complete projects and their hourly rates. The applicant is not expected to outline a sample project and budget.

Question 10: Will RIDOH be selecting one vendor for this work or will multiple vendors be chosen?

Answer to question 10:

We plan to select one vendor for this work.

Question 11: The cost proposal asks for the percentage of time allocated to this project for personnel. Within the scope of work it is not clear which bullets are in scope for the first year and which are out of scope? Can you provide more detail on the specific scope of work that the cost proposal should be based upon? (Section 6-page 10)

Answer to question 11:

The cost proposal should include the staffing plan based on the type of activities described in the RFP. The hourly rates only need to be included and not the percentage of time allocated, which will be project dependent.

Question 12: The cost proposal states “Spreadsheet for fees charged for the preparation and delivery of the strategic plan outlined in this proposal for a 12-month term.” This is the first mention of a strategic plan. Please provide more detail on what scope of work for the strategic plan. (Section 6-page 10)

Answer to question 12:

The term “strategic plan” was incorrectly used. The intent is that the spreadsheet should include staff rates and any other fees related to the work and activities outlined in the RFP.

Question 13: Will any part of this contract include federal funding and if so, can you please provide the CFDA number?

Answer to question 13:

Yes, federal funding will come from different grants that programs have received and will vary depending on projects.

Question 14: Can you provide more detail on the vendor engagement process once an award has been made? Will specific work orders be issued for each project? (Purpose-Page 5-6)

Answer to question 14:

Separate scopes of work and budgets will be developed for each project that the contractor is requested to perform.

Question 15: Can RIDOH provide samples of anticipated projects? (Scope of Work-Page 6)

Answer to question 15:

See examples of projects below:

- Gather and review existing records on child death cases reviewed by the Child Death Review Team, including medical records, autopsy reports, social service reports, etc; and prepare and present the data. Develop summary reports and topic reports for publication.
- Collect, abstract, code, manage and link data for the Rhode Island Violent Death Reporting System.
- Data cleaning, programming, descriptive data graphics and related summaries, and GIS mapping related to data collected via surveys for a study evaluating capacity, utilization and access to care for health services in Rhode Island. Provide a public web map portal that allows for dynamic interaction with mapped population data and analysis results.
- Conduct comprehensive maternal and child health needs assessments (data collection, analysis and written reports).

Question 16: For data-related projects, does RIDOH anticipate data to be stored at the vendor's site or within RIDOH? (Scope of Work- Page 6)

Answer to question 16:

Data are typically stored at the RIDOH. However, there may be projects where it is more appropriate for the vendor to house data.