



STATE OF ALASKA
Department of Health and Social Services
350 Main Street, Room 6
Juneau, Alaska 99801-1149
or
PO Box 110650
Juneau, Alaska 99811-0650

Request For Proposals
RFP 2009-0600-8346
Date of Issue: July 10, 2009

Title and Purpose of RFP:
Electronic Vital Record System (EVRS) RFP Development

The State of Alaska (SOA), Department of Health and Social Services (DHSS), Division of Public Health (DPH), Bureau of Vital Statistics (BVS) is soliciting proposals from an information technology consultant familiar with electronic vital records systems (EVRS) to perform a Business Process Review and assist in the development of an RFP for the procurement of a web based electronic vital records system (EVRS).

Offerors Are Not Required To Return This Form.

Important Notice: If you received this solicitation from the State of Alaska's "Online Public Notice" web site, you must register with the procurement officer listed in this document to receive subsequent amendments.

Emily Busch
Procurement Officer
Department of Health and Social Services
Emily.Busch@alaska.gov

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SECTION ONE INTRODUCTION AND INSTRUCTIONS

1.01

Return Mailing Address, Contact Person, Telephone, Fax Numbers and Deadline for Receipt of Proposals

Offerors must submit an original and four copies of their proposal, in writing, to the procurement officer in a sealed package, plus one (1) CD inclusive of the cost proposal, in a separate file. **Submit only one Cost Proposal in a separate, sealed envelope. No portion of the cost proposal shall be included within the body of the proposal.** Submissions must be addressed as follows:

Department of Health & Social Services
Attention: Emily Busch
Request for Proposal (RFP) Number: 2009-0600-8346
350 Main Street, Room 6
Juneau, Alaska 99801-1149
or
PO Box 110650
Juneau, Alaska 99811-0650

Proposals must be received no later than 3:00 P.M., Alaska time on **August 13, 2009**. Fax proposals are not acceptable. Oral proposals are not acceptable. Email proposals are not acceptable

Important Note: There is **no** overnight express mail delivery to Juneau, Alaska. Expedited mail service takes at least two nights.

An offeror's failure to submit a proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

PROCUREMENT OFFICER: Emily Busch - PHONE **907-465-8276** - FAX **907-465-6421**

1.02

Contract Term and Work Schedule

The contract term and work schedule set out herein represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days.

The length of the contract will be from the date of award, approximately ***September 14, 2009 to August 31, 2010.***

Unless otherwise provided in this RFP, the State and the successful offeror/contractor agree: (1) that any holding over of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) to provide written notice to the other party of the intent to cancel such month-to-month extension at least thirty (30) days before the desired date of cancellation.

The approximate contract schedule is as follows:

- Issue **RFP** *July 10, 2009*
- RFP DUE *August 13, 2009*
- Proposal Evaluation Committee complete evaluation by *August 28, 2009*
- State of Alaska issues Notice of Intent to Award a Contract *September 1, 2009*
- State of Alaska issues contract *September 14, 2009*
- Contract start *September 16, 2009*

1.03

Purpose of the RFP

The State of Alaska (SOA), Department of Health and Social Services (DHSS), Division of Public Health (DPH), Bureau of Vital Statistics (BVS) is soliciting proposals from an information technology consultant familiar with electronic vital records systems (EVRS) to perform a Business Process Review and assist in the development of an RFP for the procurement of a web based electronic vital records system (EVRS). This review and development of the RFP will constitute Phase I of a two-phase project. Phase II will consist of the design, development and implementation of a new EVRS. The successful offeror selected to perform Phase I of this two-phase project will not be eligible to bid on the subsequent RFP for Phase II.

1.04

Budget

Department of Health and Social Services, Division of Public Health, estimates a budget of between **\$300,000.00 to \$400,000.00** dollars for completion of this project. Proposals priced at more than **\$400,000.00** will be considered non-responsive.

Submit only one Cost Proposal in a separate, sealed envelope. No portion of the cost proposal shall be included within the body of the proposal.

1.05

Location of Work

The location(s) the work is to be performed, completed and managed is at the contractor's worksite and various locations as required to perform the scope of services.

The state will not provide workspace for the contractor. The contractor must provide its own work space.

The contractor should include in their price proposal: transportation, lodging, and per diem costs sufficient to pay for **two (2)** person(s) to travel to the following locations in Alaska:

Persons	Location	Number of Trip(s)
2	Juneau	6
2	Anchorage	2
2	Bethel	1

Travel requirements will be outlined in the Project Management Plan (Task #1).

Travel will also be required to no more than two (2) states (see 5.02 Deliverables, Task #5).

By signature on their proposal, the offeror certifies that:

- (a) all services provided under this contract by the contractor and all subcontractors shall be performed in the United States;
- (b) the offeror is not established and headquartered or incorporated and headquartered, in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report; or
- (c) if the offeror is established and headquartered or incorporated and headquartered, in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report, a certified copy of the bidder's policy against human trafficking must be submitted to the State of Alaska prior to contract award.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website:
<http://www.state.gov/g/tip/>.

Failure to comply with (a) and/or either (b) or (c) of this requirement will cause the state to reject the bid or proposal as non-responsive, or cancel the contract.

1.06

Assistance to Offerors With a Disability

Offerors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the procurement officer no later than ten days prior to the deadline for receipt of proposals.

1.07

Required Review

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the procurement officer at least ten days before the proposal opening. This will allow issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of offeror's proposals upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the procurement officer, in writing, at least ten days before the time set for opening.

1.08

Questions Received Prior to Opening of Proposals

All questions must be in writing and directed to the issuing office, addressed to the procurement officer shown below. The interested party must confirm telephone conversations in writing. **All questions must be received no later than 3:00pm July 31, 2009.** No questions will be received after that date. Send all questions to: emily.busch@alaska.gov.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the RFP. The procurement officer will make that decision.

1.09

Amendments

If an amendment is issued, it will be provided to all who were mailed a copy of the RFP and to those who have registered with the procurement officer as having downloaded the RFP from the State of Alaska Online Public Notice web site.

1.10

Alternate Proposals

Offerors may only submit one proposal for evaluation.

In accordance with 2 AAC 12.830 alternate proposals (proposals that offer something different than what is asked for) will be rejected.

1.11

Right of Rejection

Offerors must comply with all of the terms of the RFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest.

A proposal from a debarred or suspended offeror shall be rejected.

1.12

State Not Responsible for Preparation Costs

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

1.13

Disclosure of Proposal Contents

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. Material considered confidential by the offeror must be clearly identified and the offeror must include a brief statement that sets out the reasons for confidentiality.

1.14

Subcontractors

Subcontractors may only be used to perform up to twenty – five (25) percent of the work under this contract. If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

If a proposal with subcontractors is selected, the offeror must provide the following information concerning each prospective subcontractor within five working days from the date of the state's request:

- (a) complete name of the subcontractor;
- (b) complete address of the subcontractor;
- (c) type of work the subcontractor will be performing;
- (d) percentage of work the subcontractor will be providing;
- (e) evidence, as set out in the relevant section of this RFP, that the subcontractor holds a valid Alaska business license; and
- (f) a written statement, signed by each proposed subcontractor, that clearly verifies that the subcontractor is committed to render the services required by the contract.

An offeror's failure to provide this information, within the time set, may cause the state to consider their proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the project director.

1.15

Joint Ventures

Joint ventures will not be allowed.

1.16

Offeror's Certification

By signature on the proposal, offerors certify that they comply with:

- (a) the laws of the State of Alaska;

- (b) the applicable portion of the Federal Civil Rights Act of 1964;
- (c) the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- (d) the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- (e) all terms and conditions set out in this RFP;
- (f) a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;
- (g) that the offers will remain open and valid for at least 90 days; and
- (h) that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with [a] through [h] of this paragraph, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

1.17

Conflict of Interest

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., employed by the State of Alaska) and, if so, the nature of that conflict. The Commissioner, Department of Health and Social Services, reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. The Commissioner's determination regarding any questions of conflict of interest shall be final.

1.18

Right to Inspect Place of Business

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must provide reasonable assistance.

1.19

Solicitation Advertising

Public notice has been provided in accordance with 2 AAC 12.220.

1.20

News Releases

News releases related to this RFP will not be made without prior approval of the project director.

1.21

Assignment

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

1.22

Disputes

Any dispute arising out of this agreement will be resolved under the laws of the State of Alaska. Any appeal of an administrative order or any original action to enforce any provision of this agreement or to obtain relief from or remedy in connection with this agreement may be brought only in the Superior Court for the State of Alaska.

1.23

Severability

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

1.24

Federal Requirements

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

SECTION TWO

STANDARD PROPOSAL INFORMATION

2.01

Authorized Signature

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least ninety (90) days from the opening date.

2.02

Pre-proposal Conference

Not Applicable.

2.03

Site Inspection

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

2.04

Amendments to Proposals

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request in accordance with 2 AAC 12.290.

2.05

Supplemental Terms and Conditions

Proposals must comply with Section **1.11 Right of Rejection**. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

- a) if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and
- b) if the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

2.06

Clarification of Offers

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the

contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the proposal evaluation committee may be adjusted as a result of a clarification under this section.

2.07

Discussions with Offerors

The state may conduct discussions with offerors in accordance with AS 36.30.240 and 2 AAC 12.290. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of proposals by the PEC. If modifications are made as a result of these discussions they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

2.08

Prior Experience

In order for offers to be considered responsive, offerors must meet the following minimum prior experience requirements:

- In order for proposals to be considered responsive, Offerors must provide written documentation that they have a minimum of at least two (2) years prior work experience with:
 - Working as a consultant with a state-wide vital records system and the regulatory environment in which it operates.
- Offerors must provide written documentation that within the past twenty-four (24) months, they have completed a RFP to procure an electronic vital records system.
- Offerors must provide written documentation that they have a record of prior successful experience in the development of proposals to procure electronic vital record systems.
- Offerors must provide written documentation that they have experience with using and applying the national model use cases and artifacts for electronic vital records systems as specified on the National Association for Public Health Statistics and Information Systems (NAPHSIS) web site (<http://www.naphsis.org/index.asp?bid=1061>).

An offeror's failure to meet these minimum prior experience requirements will cause their proposal to be considered non-responsive and their proposal will be rejected.

2.09

Evaluation of Proposals

The procurement officer, or an evaluation committee made up of at least three state employees or public officials, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in Section SEVEN of this RFP.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

2.10

Vendor Tax ID

A valid Vendor Tax ID must be submitted to the issuing office with the proposal or within five days of the state's request.

2.11

F.O.B. Point

All goods purchased through this contract will be F.O.B. final destination. Unless specifically stated otherwise, all prices offered must include the delivery costs to any location within the State of Alaska.

2.12

Alaska Business License and Other Required Licenses

At the time the proposals are opened, all offerors must hold a valid Alaska business license and any necessary applicable professional licenses required by Alaska Statute. Offerors should contact the Department of Community and Economic Development, Division of Occupational Licensing, P. O. Box 110806, Juneau, Alaska 99811-0806, for information on these licenses. Offerors must submit evidence of a valid Alaska business license with the proposal. An offeror's failure to submit this evidence with the proposal will cause their proposal to be determined non-responsive. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- (a) copy of an Alaska business license with the correct NAICS code;
- (b) certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- (c) a canceled check for the Alaska business license fee;
- (d) a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- (e) a sworn and notarized affidavit that the offeror has applied and paid for the Alaska business license.

2.13

Application of Preferences

Certain preferences apply to all contracts for professional services, regardless of their dollar value. The Alaskan Bidder and Offeror preferences are the two most common preferences involved in the RFP process. Additional preferences that may apply to this procurement are listed below. Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the Department of Administration, Division of General Services' web site:

<http://www.state.ak.us/local/akpages/ADMIN/dgs/policy.htm>

Alaska Products Preference - AS 36.30.332
Recycled Products Preference - AS 36.30.337
Local Agriculture and Fisheries Products Preference - AS 36.15.050
Employment Program Preference - AS 36.30.170(c)
Alaskans with Disability Preference - AS 36.30.170 (e)
Employers of People with Disabilities Preference - AS 36.30.170 (f)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs; a list of individuals who qualify as persons with a disability; and a list of persons who qualify as employers with 50 percent or more of their employees being disabled. A person must be on this list at the time the bid is opened in order to qualify for a preference under this section.

As evidence of an individual's or a business' right to a certain preference, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of the Employment Program Preference, Alaskans with Disability Preference or Employers of People with Disabilities Preference described above, an individual or business must be on the appropriate Division of Vocational Rehabilitation list at the time the proposal is opened, and must provide the procurement officer a copy of their certification letter. Offerors must attach a copy of their certification letter to the proposal. The offeror's failure to provide the certification letter mentioned above with the proposal will cause the state to disallow the preference.

2.14

5 Percent Alaskan Bidder Preference

2 AAC 12.260 & AS 36.30.170

An Alaskan Bidder Preference of five percent will be applied prior to evaluation. The preference will be given to an offeror who:

- (a) holds a current Alaska business license;
- (b) submits a proposal for goods or services under the name on the Alaska business license;
- (c) has maintained a place of business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal;
- (d) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.05 or AS 32.11 and all partners are residents of the state; and
- (e) if a joint venture, is composed entirely of entities that qualify under (a)-(d) of this subsection.

Alaskan Bidder Preference Affidavit

In order to receive the Alaskan Bidder Preference, proposals must include a statement certifying that the offeror is eligible to receive the Alaskan Bidder Preference.

2.15

Formula Used to Convert Cost to Points

AS 36.30.250 & 2 AAC 12.260

The distribution of points based on cost will be determined as set out in 2 AAC 12.260 (d). The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be

determined through the method set out below. The cost percentage used in the formulas below is for example only and has no relationship to the actual cost percentage used to determine points in this RFP.

EXAMPLE ONLY

Formula Used to Convert Cost to Points

[STEP 1]

List all proposal prices, adjusted where appropriate by the application of all applicable preferences.

Offeror #1	- Non-Alaskan Offeror	\$40,000
Offeror #2	- Alaskan Offeror	\$42,750
Offeror #3	- Alaskan Offeror	\$47,500

[STEP 2]

Convert cost to points using this formula.

$$\frac{[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})]}{(\text{Cost of Each Higher Priced Proposal})} = \text{POINTS}$$

The RFP allotted 60% (60points) of the total of 100 points for cost.

Offeror #1 receives 60 points.

The reason they receive that amount is because the lowest cost proposal, in this case \$40,000, receives the maximum number of points allocated to cost, 0 points.

Offeror #2 receives 56.14 points.

$$\begin{array}{ccccccc} \$40,000 & \times & 60 & = & 2,400,000 & \div & \$42,750 & = & 56.14 \\ \text{Lowest} & & \text{Max} & & & & \text{Offeror \#2} & & \text{Points} \\ \text{Cost} & & \text{Points} & & & & \text{Adjusted By} & & \\ & & & & & & \text{The Application Of} & & \\ & & & & & & \text{All Applicable} & & \\ & & & & & & \text{Preferences} & & \end{array}$$

Offeror #3 receives 50.53 points.

$$\begin{array}{ccccccc} \$40,000 & \times & 60 & = & 2,400,000 & \div & \$47,500 & = & 50.53 \\ \text{Lowest} & & \text{Max} & & & & \text{Offeror \#3} & & \text{Points} \\ \text{Cost} & & \text{Points} & & & & \text{Adjusted By} & & \\ & & & & & & \text{The Application Of} & & \\ & & & & & & \text{All Applicable} & & \\ & & & & & & \text{Preferences} & & \end{array}$$

2.16

Alaskan Offeror's Preference

AS 36.30.250 & 2 AAC 12.260

2 AAC 12.260(e) provides Alaskan offerors a 10 percent overall evaluation point preference. Alaskan Bidders, as defined in AS 36.30.170(b), are eligible for the preference. This preference will be added to the overall evaluation score of each Alaskan offeror. Each Alaskan offeror will receive 10 percent of the total available points added to their evaluation score as a preference.

EXAMPLE

Alaskan Offeror's Preference

[STEP 1]

Determine the number of points available to Alaskan offerors under the preference.

Total number of points available - 100 Points

$$\begin{array}{rcccl} 100 & \times & 10\% & = & 10 \\ \text{Total Points} & & \text{Alaskan Offerors} & & \text{Number of Points} \\ \text{Available} & & \text{Percentage Preference} & & \text{Given to Alaskan Offerors} \\ & & & & \text{Under the Preference} \end{array}$$

[STEP 2]

Add the preference points to the Alaskan offers. There are three offerors; Offeror #1, Offeror #2, and Offeror #3. Offeror #2 and Offeror #3 are eligible for the Alaskan Offeror's Preference. For the purpose of this example presume that all of the proposals have been completely evaluated based on the evaluation criteria in the RFP. Their scores at this point are:

Offeror #1 - 89 points

Offeror #2 - 80 points

Offeror #3 - 88 points

Offeror #2 and Offeror #3 each receive 10 additional points. The final scores for all of the offers are:

Offeror #1 - 89 points

Offeror #2 - 90 points

Offeror #3 - 98 points

Offeror #3 is awarded the contract.

2.17

Contract Negotiation

2 AAC 12.315 CONTRACT NEGOTIATIONS. After final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals. If the highest-ranked offeror fails to provide necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the state may terminate negotiations and negotiate with the offeror of the next highest-ranked proposal. If contract negotiations are commenced, they may be held telephonically or in the 123 conference room on the 1st floor of the Alaska Office Building in Juneau, Alaska.

If the contract negotiations take place in Juneau, Alaska, the offeror will be responsible for their travel and per diem expenses.

2.18

Failure to Negotiate

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

2.19

Notice of Intent to Award (NIA) — Offeror Notification of Selection

After the completion of contract negotiation the procurement officer will issue a written Notice of Intent to Award (NIA) and send copies to all offerors. The NIA will set out the names of all offerors and identify the proposal selected for award.

2.20

Protest

AS 36.30.560 provides that an interested party may protest the content of the RFP.

An interested party is defined in 2 AAC 12.990(a)(7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of proposals.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If an offeror wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information;

- (a) the name, address, and telephone number of the protester;
- (b) the signature of the protester or the protester's representative;
- (c) identification of the contracting agency and the solicitation or contract at issue;
- (d) a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- (e) the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All offerors will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 " Legal and Contractual Remedies."

SECTION THREE

STANDARD CONTRACT INFORMATION

3.01

Contract Type

This contract is a firm fixed price contract.

3.02

Contract Approval

This RFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Health and Social Services, or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

3.03

Standard Contract Provisions

The contractor will be required to sign and submit the attached State's Standard Agreement Form for Professional Services Contracts (form 02-093/Appendix A). The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law. Objections to any of the provisions in Appendix A must be set out in the offeror's proposal.

3.04

Proposal as a Part of the Contract

Part or all of this RFP and the successful proposal may be incorporated into the contract.

3.05

Additional Terms and Conditions

The state reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

3.06

Insurance Requirements

The successful offeror must provide proof of workers' compensation insurance prior to contract approval.

The successful offeror must secure the insurance coverage required by the state. The coverage must be satisfactory to the Department of Administration Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

Offerors must review form APPENDIX B1, attached, for details on required coverage. No alteration of these requirements will be permitted without prior written approval from the Department of Administration, Division of Risk Management. Objections to any of the requirements in APPENDIX B1 must be set out in the offeror's proposal.

3.07

Bid Bond - Performance Bond - Surety Deposit

Not applicable.

3.08

Contract Funding

Payment for the contract is subject to funds already appropriated and identified.

3.09

Proposed Payment Procedures

The state will make payments based on a negotiated payment schedule. Each billing must consist of an invoice and progress report. No payment will be made until the progress report and invoice has been approved by the project director.

3.10

Contract Payment

No payment will be made until the contract is approved by the Commissioner of the Department of Health and Social Services or the Commissioner's designee. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract.

The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

3.11

Informal Debriefing

When the contract is completed, an informal debriefing may be performed at the discretion of the project director. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

3.12

Contract Personnel

Any change of the project team members named in the proposal must be approved, in advance and in writing, by the project director. Personnel changes that are not approved by the state may be grounds for the state to terminate the contract.

3.13

Inspection & Modification - Reimbursement for Unacceptable Deliverables

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. Should the project director determine that corrections or modifications are necessary in order to accomplish its intent, the project director may direct the contractor to make such changes. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the state to terminate the contract. In this event, the state may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

3.14

Termination for Default

If the project director determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the state may, by providing written notice to the contractor, terminate the contractor's right to proceed with part or all of the remaining work.

This clause does not restrict the state's termination rights under the contract provisions of Appendix A, attached.

3.15

Liquidated Damages

Not applicable.

3.16

Contract Changes - Unanticipated Amendments

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the project director has secured any required state approvals necessary for the amendment and issued a written contract amendment, approved by the Commissioner of the Department of Health and Social Services or the Commissioner's designee.

3.17

Contract Invalidation

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

3.18

Nondisclosure and Confidentiality

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines (i) provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or (ii) acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc).

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the confidential information after providing the state with written notice of the requested disclosure (to the extent such notice to the state is permitted by applicable law) and giving the state opportunity to review the request. If the contractor receives no objection from the state, it may release the confidential information within 30 days. Notice of the requested disclosure of confidential information by the contractor must be provided to the state within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of the state, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

SECTION FOUR

BACKGROUND INFORMATION

4.01

Background Information

The SOA DHSS Bureau of Vital Statistics (BVS) current procedures for collecting, maintaining, and processing birth, adoption, death, fetal death, induced termination of pregnancy, marriage, and divorce certificates (collectively known as Vital Records) were set up in the early 1980's on a WANG minicomputer. Briefly, hospitals use an electronic birth certificate system using DOS software to submit birth records by mail on a 3.5" diskette; death, fetal death, induced termination of pregnancy, adoption, marriage, and divorce certificates are submitted entirely on paper. Once received by the Bureau, the records are archived and entered into the WANG database for purposes of searching the records and issuing certified copies of the records. Data are transferred regularly to IBM-type personal computers for statistical reporting and analysis.

The largely paper-based Vital Records system is maintained on an obsolete, expensive to maintain, WANG computer system and an electronic birth certificate system using DOS software that is also rapidly becoming obsolete. The issuing function of the WANG is also archaic, cumbersome to use, and relies heavily on the retrieval of paper records to issue certified copies of vital records. In addition, the National Center for Health Statistics introduced new US Standard Birth, Death, and Fetal Death Certificates in 2003, which the Bureau's current information system cannot support.

To help preserve older records and to speed the issuance of vital records, the Bureau is currently in the process of creating an electronic archive and index of vital records. This imaging system will be incorporated into the new EVRS and will be used to issue certified copies of vital records.

In 2002, the National Center for Health Statistics (NCHS) and the National Association for Public Health Statistics and Information Systems (NAPHSIS) recognized the need for national coordination and standards for electronic vital records systems and began collaborating on the development of a basic Internet-based model system that would meet 80% of state needs. A necessary intermediate step was completed in late December 2003, with the finalization of the content of the revised US Standard Certificates. Phase 1 of the design process was completed in the summer of 2004.

Although some of the states implementing their electronic vital records systems have used their own staff to develop specifications for a new system, the Bureau does not have the excess capacity or the expertise to develop an RFP for the procurement of an EVRS.

The successful offeror will develop the system requirements for new Web based software for Vital Records Information Systems Management. These system requirements will be the basis of a subsequent RFP to procure a commercial off the shelf (COTS) system and successful offeror services to customize this system for Alaska (Phase II). The successful offeror selected in this RFP shall not be eligible to bid on the subsequent RFP.

An outside consultant with knowledge of vital records and vital statistics systems, National Center for Health Statistics (NCHS) data standards and specifications, and National Association for Public Health Statistics and Information Systems (NAPHSIS) standards (Use Cases) is preferred. The task will be to document the current Alaska processes, system requirements (functionality) and recommendations for functional/ process improvements. The system requirements will be based upon the NCHS data standards and specifications, NAPHSIS standards (Use Cases). It is expected that about 75% of NAPHSIS Use Cases are applicable to Alaska.

The BVS receives incoming death certificates directly from funeral directors and hospitals. Marriage certificates are submitted by local courts, marriage commissioners and individuals to the BVS. Divorce certificates are submitted by the court clerks to the BVS.

The BVS abstracts certain data items from the electronic files of the incoming records and maintains separate database files for the purpose of editing inconsistent, missing or obviously inaccurate data items, and reporting vital statistics. Copies of records of vital events that occurred in other states to Alaska residents are received from those states by the Bureau of Vital Statistics, keyed and maintained on the statistical file.

The successful offeror shall conduct information gathering meetings with System users to solicit input. The meetings must include System user representatives from each of the following stakeholder groups: a variety of State System users from the Bureau of Vital Statistics, Funeral Directors, Court Clerks, Hospitals, Physicians, DHSS IT Staff, Birth Clinics, Midwifery's and the State Medical Examiner. The meetings shall be arranged with carefully selected groups of System users to avoid too broad a separation of organizational level or inappropriate mixing of users from organizational elements with little in common. It will be necessary to travel to the Juneau, Anchorage and Bethel areas to meet with a broad spectrum of stakeholders. The successful offeror should anticipate at least twenty days in a travel status; this estimation does not include the time on location.

SECTION FIVE SCOPE OF WORK

5.01

Scope of Work

The Successful offeror shall assist the Alaska Department of Health and Social Services, Division of Public Health, Bureau of Vital Statistics, in examining the functional and systems needs options available for procuring and customizing an commercial off the shelf (COTS) Web based Vital Records Information Systems Management system which will support the Department's current and future needs related but not limited to:

- Registration;
- Filing;
- Storage;
- Retrieval;
- Release; and
- issuance of vital records; and
- Concurrent collection;
- Editing;
- Reporting; and
- Release of vital statistics data.

This project will include documentation of:

- User functional requirements;
- System requirements;
- Implementation options;
- Analysis of these options;
- Preparation of recommendations; and
- Assistance in the implementation of decisions in the form of a Request for Proposals for subsequent contractual engagements, in which the Successful offeror and subcontractors to the Successful offeror will not be eligible to participate.

All systems requirements will conform to the DHSS IT Standards Table (See Attachment D) and be compliant with State and Federal requirements, to include but not limited to State information technology and telecommunication security policies and Technology Management Council (TMC) Standards. The State telecommunication and information technology security policies will be provided to the successful offeror and the TMC standards can be located at www.state.ak.us/local/akpages/ADMIN/info/plan/standards.shtml.

System: The System is the proposed Vital Records Information Systems Management, yet to be named, that shall be a customized COTS Web based solution and provide a common access point to all aspects of the application, including but not limited to:

- Electronic Death Registration System (EDRS);
- Electronic Birth Registration System (EBRS);
- Electronic Marriage Registration System (EMRS);
- Electronic Divorce Registration System (EDVRS);
- submission of Induced Termination of Pregnancy (ITOP) reports;
- submission of Fetal Death reports;
- creation of concurrent vital statistics data files and related statistical reports; and
- Customer Service.

Customer Service shall at the minimum encompass:

- Auditing procedures;

- Security paper inventory control;
- Tracking of customer requests; and
- Provision of customer services including but not limited to issuance of certified copies and abstracts, amendments of records, and creation of replacement vital records documents.

The System shall interface to and print certificates from the existing Alaska Bureau of Vital Statistics Imaging and Document Management System Document capture system. The System shall interface to and capture orders from the third party credit card authorization and Express Certificate Service for internet ordering of Vital Records (VR) certificates.

Business Partners: Organizations outside the State that have application systems with which the System communicates to exchange information. Business Partners include Public Health organizations (e.g. National Association for Public Health Statistics and Information Systems (NAPHSIS), National Center for Health Statistics (NCHS), other states' Public Health Departments), other public and private healthcare organizations (e.g. Hospitals, Physicians, City Clerks, Court Clerks, Funeral Homes and/or Medical Examiner personnel), and other public and private organizations who submit, access, receive or use information from the State or provide services to the State (e.g. Social Security Administration, and other departments of Alaska State Government).

1.01.1 Phase 1 – for which this RFP corresponds – seeks a private contractor to:

1. Develop a comprehensive Project Management Plan.
2. Complete a Business Process Review (BPR) of the Alaska Bureau of Vital Statistics Section.
3. Develop minimum requirements for a replacement EVRS.
4. Write a report detailing minimum EVRS requirements.
5. Review current or planned EVRS from other State Vital Record Agencies for possible transfer to the State of Alaska.
6. Conduct a cost/benefit analysis of potential replacement EVRS.
7. Prepare an RFP for Phase II: Design, Development and Implementation of a replacement EVRS.
8. Provide technical assistance to the BVS as needed, during the selection of the Phase II contractor.

5.01.2 Phase 2

The second phase will consist of the design, development and implementation of a replacement EVRS. The successful offeror selected for Phase I will not be eligible to apply for Phase II. However, at the option of the BVS Project Director, the Phase I successful offeror will provide a quality assurance oversight function for Phase II. This function would generally involve overseeing the work of the Phase II contractor regarding the design, development, implementation and deployment of the new EVRS.

5.01.3 Written Documentation

Subsections of Section 5 list tasks and deliverables associated with this scope of work. A number of the deliverables involve written documentation including but not limited to:

- Work plans
- Reports
- Cost-benefit analysis
- Federal planning documents
- An RFP for Phase II: Design Development and Implementation

The successful offeror will submit drafts electronically of these written documents to the BVS Project Director and Procurement Officer. The BVS Project Director and Procurement Officer will review, recommend changes to and approve the documents prior to their acceptance. The successful offeror will provide support and technical assistance (via phone, e-mail or travel) in the presentation of these documents to appropriate managers, policy makers BVS staff, and Procurement Officer.

5.01.4 Meetings

The Successful Offeror will be required to participate, telephonically, in bi-weekly status meetings to review progress against the Project Management Plan, discuss outstanding issues and address other relevant issues.

5.02 Deliverables

Project Tasks. The following are the tasks that the Successful Offeror shall perform and the documents that the Successful offeror shall prepare in the course of the Contract; at the direction of the BVS Project Director:

PHASE 1

Task #1: Develop Comprehensive Project Management Plan.

The Comprehensive Project Management Plan shall outline the Successful offeror's approach for developing functional business and systems requirements for a quality web-based, COTS application. The Comprehensive Project Management Plan shall be created, with State input, and shall be completed 2 months after Project Kick-Off. The Comprehensive Project Management Plan shall be updated throughout the project as changes occur. Travel requirements as identified in 1.05 (Location of Work) are to be outlined in the Project Management Plan.

The Successful offeror shall include the following deliverables as part of the Comprehensive Project Management Plan:

- A. Master Project Work Plan** – Create a Master Project Work Plan which includes all known tasks, duration estimates and resource loading for the duration of the project, including the critical path time line. The Master Project Work Plan shall be developed in Microsoft Project 2003 or later, shall reflect the State-approved schedule and shall cover the entire project. After creation, the Master Project Work Plan shall be baselined and reviewed weekly with the BVS Project Director, with updated information reflected throughout the lifecycle.
- B. Communication Management Plan** – Effective communication is a critical success factor in any project environment. Create a Communication Management Plan that includes:
 - 1) Information about the individuals who will be sending and receiving project information;
 - 2) The types of information to be disseminated;
 - 3) The frequency at which information shall be disseminated;
 - 4) The method by which the information shall be disseminated; and
 - 5) The source of information.This Communication Management Plan is a living document and shall be updated periodically throughout the project life cycle as is needed.
- C. Quality Management Plan** – Create a Quality Management Plan, which must be approved in writing by the BVS Project Director.
- D. Risk Management Plan** – Create a Risk Management Plan that shall document and evaluate risk factors that could materially affect the success of the project. The Risk Management Plan shall include:
 - 1) Risk Planning and Preparation;
 - 2) Risk Identification;
 - 3) Risk Assessment and Analysis;
 - 4) Developing Response Strategies; and
 - 5) Risk Monitoring and Reporting.

<u>Task #1 - Products to be Delivered</u>
<u>Comprehensive Project Management Plan</u>
<u>A. Master Project Work Plan</u>
<u>B. Communication Management</u>

Plan
C. Quality Management Plan
D. Risk Management Plan

Task #2: Inventory Current "As Is" Baseline Functions.

"Inventory" the existing Vital Records and Vital Statistics application systems, both by reference to documentation and by interviews with users to determine the functions of the State supported by the various existing application systems. All existing documentation of the current vital statistics and vital records applications and other resources required to complete their work shall be made available to the Successful offeror by the BVS.

- A.** Review all established federal requirements, including:
- *BVS federal reporting requirements and data standards for EVVE & STEVE*
(EVVE - Electronic Verification of Vital Events; remote message-based verification and certifications of birth and death records.)
(STEVE - State and Territorial Exchange of Vital Events; a web-based secure messaging system that allows jurisdictions to electronically exchange vital events information.)
- B.** Interview key staff during the site visits. To ensure that the diversity of BVS Section's operations is captured State and local agencies and BVS users staffs will be interviewed, including but not limited to the following:
- Juneau:
 - DHSS IT Office;
 - BVS Office
 - Anchorage:
 - BVS Office
 - Funeral Homes
 - Hospitals
 - Courts
 - Medical Examiner's Office
 - Birthing center / midwifery's
 - Bethel:
 - Hospital
 - Local Court
- C.** In the course of this work, perceived weaknesses with current application systems shall be recorded and investigated to determine if the perceived weaknesses are within the scope of the current system, the design of the current system, or in the implementation of the current system.
- D.** Identify all current BVS data systems used (example: spreadsheets, databases or scheduling systems), any related manuals or documentation, and the technologies and infrastructure supporting these systems.
- E.** Critical to the success of this project is a realistic assessment of technological issues – including connectivity and band width issues – that directly impact the State's capacity to implement a replacement EVRS.
- F.** Also in the course of this work, the Successful offeror shall document issues related to the State's organizational structure, regulations, policies, procedures or other situations not part of application

systems that have a major impact on the design or implementation of application systems. This will include but not limited to the BVS work flow for the current environment (death, birth, fetal death, amendments/corrections, issuance, marriage, divorce, imports/exports, reports and VS)

- G.** Assess redundancies and the interface relationships between application systems.
- H.** Similarly, "lessons learned" in the scope, design, or implementation of applications systems shall be documented, for potential use in capitalizing on institutional knowledge or avoidance of known problems in the remainder of the project.
- L.** During the site visits, conduct the Business Process Review, assess the computer readiness of BVS staff, evaluate the capacity of existing equipment and technologies to accommodate a new EVRS, and gather feedback from staff about functionality desired in a replacement EVRS. A record of interviews that ensures respondent confidentiality will be maintained. A written BPR report will be issued to the BVS Project Director electronically.

BPR: A written report detailing findings of the Business Process Review. At a minimum, the report will address the following focus areas:

- 1) Issuance
- 2) Registration
- 3) Amendments
- 4) Imaging
- 5) Data extracts
- 6) Audit Trails
- 7) Accounting

For each focus areas, the report will identify:

- 8) Current processes and procedures, including manual and automated functions, and the technologies and infrastructure supporting these processes
- 9) Current decision-making and approvals
- 10) Current documentation needs

The report will also include:

- 11) A summary of interview findings from State and local BVS agency staff and from BVS business partners.
- 12) A summary of the information requirements and business rules that currently define the BVS Section.
- 13) A discussion of technological issues that will impact the State's ability to implement a replacement EVRS.
- 14) A set of flowcharts which maps the BVS Section at all levels, i.e. the global system, subsystems and procedures needed to operate the program.
- 15) A thorough description of the flow of information through the BVS Section that leads to decisions and action, with recommendations for opportunities to streamline processes through automation.
- 16) Recommendations for changes to practices, policies and procedures that will enhance performance and resource utilization. When recommending changes to existing business practices, the report will, when feasible, estimate the financial costs (including personnel costs), and identify relevant technological issues.

Task #2 - Products to be Delivered
Inventory Current "As Is" Baseline Functions
A. Federal Requirements Review
B. Key Staff Interviews
C. Record/Investigate System Application Weaknesses
D. ID All Current BVS Systems
E. Technological Systems Assessment
F. Issues Documentation
G. Assess Application Systems
H. Document "Lessons Learned"
I. Business Process Review Report

Task #3: Develop Requirements for EVRS Replacement.

The BPR will have facilitated new insights into how the BVS Section conducts its business activities. Based on these insights and the NAPHSIS Use Case Model, identify and develop mandatory and optional system requirements for a new EVRS and identify the impact of this scope on the various groups of State system users. The following fundamental concepts will guide the successful offeror in developing these requirements:

- A.** Information needs of line workers are different from information needs of administration and policy makers. Line workers, who originate and maintain data, must have their needs met first.
- B.** Quality - Security, Performance, Availability, Scalability, Backup and Disaster Recovery
- C.** Technical - Hardware, Software
- D.** Functional – Process, Data, System Interfaces
- E.** Information needs of administrative staff are met by effective summary and display of the same data needed by line workers in case-specific form.
- F.** For a system to be useful, it must be easily accessed and available to the user at those times and locations where users perform their job functions.
- G.** An EVRS should satisfy all minimum State and federal reporting requirements. System reports needed to satisfy these requirements should be uncomplicated and straightforward, and should be readily accessible to staff who are responsible for meeting such requirements.
- H.** The policies, procedures and practices of the agency are not static. The information system must be capable of rapid and easy modification to conform to the changing information needs of the agency.
- I.** BVS data is highly confidential and access and control of data must be restricted to appropriate users.

All system requirements must conform to the DHSS IT established standards and guidelines for the management and use of information systems and as directed by the State. This shall include identification of alternatives, sequencing, and prioritization of functions, for use by State management in making the decision on the scope of the subsequent phases of the project that will create the new System for the State. This shall include a list of organizations supported as direct systems

users or by interface with the System, at the major system module level; user interface requirements and opportunities; and interface and integration requirements and opportunities. At a minimum, system requirements shall include: export and import with STEVE, and EVVE and the ability to edit items for statistical purposes must be included in this system, as well as the ability to track any edits made; edits to the Statistical Extract file will not be allowed; and all data checking and data quality review must be within this system.

<u>Task #3 - Products to be Delivered</u>
Develop Requirements for EVRS Replacement

Task #4: Write a Report Detailing Minimum EVRS Requirements

Based upon Task #3, a written report, will be incorporated into the Business Process Review (BPR) report, which details minimum requirements for a replacement EVRS. The report will include the following:

- A. Minimum requirements that will help determine the proper structure, key elements and optimal design for a replacement EVRS. When possible, the requirements will be organized by the focus areas of bureau operations, such as registration, issuance, imaging, amendments and corrections, data extracts, a statistical reporting database, data quality, data security, and the EVRS reporting module.
- B. A physical model of the BVS Section which incorporates State agency, and business partners.
- C. A discussion and representation of how minimum requirements are related to and integrated with the physical model of the BVS Section.
- D. A discussion of various deployment strategies for a replacement EVRS, with accompanying documentation and justification.
- E. A discussion of technological challenges facing a statewide deployment of a replacement EVRS with suggested solutions for Phase II design/development successful offeror s to meet these challenges.
- F. A discussion of a security model that will adequately protect BVS data and that will ensure that access to the system is restricted to authorized individuals only. The security model must be based on the State of Alaska Security Framework provided by the Department Security Officer.

<u>Task #4 - Products to be Delivered</u>
Write EVRS Requirements Report

Task #5: Review Current or Planned EVRS Associated with Other BVS State Agencies for Possible Transfer to the State and Submit Report

The Alaska State BVS Section imagines that other states operate existing or planned Information Systems which, with few changes, could meet the minimum requirements of a replacement system. These systems might be prospective candidates for transfer to Alaska.

Review and identify other state EVRS systems whose components and software:

1. Could satisfy federal requirements and Alaska's minimum requirements for a replacement system.
2. Could be transferred to Alaska with a minimum of changes.
3. Are proven to function with minimal complications.
4. Coding is in the public domain.

When the review and identification has been completed, the successful offeror will travel with State BVS Office staff to no more than two (2) other states to examine information systems identified as prospective candidates for transfer to Alaska.

A report will be written which identifies existing or planned EVRS of other states, that might be prospective candidates for transfer to Alaska. The report will include, but is not limited to:

- A. An analysis of other EVRS, or modules of such systems. The analysis will include a description of the EVRS business processes and practices of the state to which the system is associated.
- B. An evaluation of whether prospective transfer systems can be modified to meet technological challenges. If technological modifications are required, the report should identify whether modifications can be made without degrading system performance.
- C. A description of the technical constraints to implementing a replacement EVRS, particularly the transfer of a prospective candidate to Alaska
- D. Improvements in technology, infrastructure or systems functions that would allow for deployment of a transfer system.
- E. If possible, a discussion of users' perceived reliability of a prospective transfer system.
- F. If possible, a discussion of known problems associated with a prospective transfer system. It would be highly desirable to include as appendices to this report, prior published reports that assess and evaluate the prospective transfer system in question.

Task #5- Products to be Delivered
Review Other State BVS EVRS Systems and Submit Report

Task #6: Conduct a Cost-benefit Analysis of Potential Replacement EVRS and Submit Report

A cost-benefit analysis supports better decision-making to ensure that resources are effectively allocated to support the BVS mission. The analysis will examine the costs and benefits associated with the existing EVRS and any prospective transfer Information Systems identified in task #5.

Write a cost-benefit analysis report to include:

- A. **Cost Data.** Cost data must be collected to estimate costs associated with each project alternative. All projected costs for the full system life cycle for each alternative must be included.
- B. **Estimated Benefits.** Benefits are the services, capabilities, and qualities of each alternative System. Benefits should be identified for clients, BVS State and Local Agencies, and BVS vendors. The value of these benefits – either monetarily or qualitatively -- will be estimated.

- C. **Evaluate Alternatives.** When the costs and benefits for the various alternatives have been assessed, the report will evaluate which systems might be best suited for transfer to Alaska. Critical to this evaluation will be an assessment – in light of budget constraints -- of the economic viability of transferring any one of the systems to Alaska.

Task #6 - Products to be Delivered
Conduct an EVRS Cost-benefit Analysis and Submit Report

Task #7: Develop Project Plan and RFP Documents.

The RFP that the Phase I successful offeror develops will result in the hire of a Phase II successful offeror to design, develop and implement a new EVRS. The Phase I successful offeror will already have identified other current or planned EVRS that would be prospective candidates for transfer to Alaska. The RFP developed in Phase I will attract vendors associated with these prospective transfer systems to submit proposals for Phase II.

The Phase I successful offeror is not eligible to submit a proposal in response to the Phase II RFP. Using the recommended approach and subsequent input from the State, the Successful offeror shall complete the necessary documents leading to the design, development, and subsequent RFP development for acquisition of the new EVRS system. The Successful offeror is to recommend a best approach to training, data conversion, testing, deployment and implementation of the system for RFP development. These documents shall be prepared as required by the DHSS IT, Enterprise Technology Services and applicable state standards.

A. Project Plan.

The Successful offeror shall develop a Project Plan for the design, development, acquisition, training, data conversion, testing, deployment and implementation of the new System. The Project Plan will:

- 1) Include a report discussing and recommending procurement strategies to encourage vendor submission of proposals in response to a Phase II RFP.
- 2) Incorporate a work plan with task, time, and resource estimates provided by the State for procurement activities, and Successful offerors professional estimates for other tasks.
- 3) Be used as a guide for the subsequent RFP development and State reference/Successful offeror use.

B. Request for Proposals (RFP) Documents, including but not limited to:

- 1) Background and current status of the Alaska EVRS.
- 2) Minimum Requirements for a replacement EVRS.
- 3) Proposed timeline for design, development, deployment and implementation of an EVRS.
- 4) Scope of Work
The Successful offeror shall develop a written Scope of Services document, appropriate for use in a subsequent RFP, for the design, development, acquisition, training, data conversion, testing, deployment and implementation of the System. It will include tasks and deliverables. This document shall be prepared in the format specified by the State for

the Scope of Services and shall reflect State Procurement Law, Rules, Policy, Models and Formats.

- 5) Proposal format and content (to be consistent with State of Alaska standards).
- 6) A testing strategy the Phase II successful offeror will use to ensure that deliverables meet requirements.
- 7) Cost Proposal format.
- 8) Evaluation criteria for use by the State's proposal evaluation committee (PEC).

<u>Task #7 - Products to be Delivered</u>
Develop Project Plan and RFP Documents
A. Project Plan
B. Request for Proposals (RFP) Documents

Task #8: Provide technical assistance to the State BVS Office.

The successful offeror will provide technical assistance (via phone, e-mail or site visit), as needed, after the Phase II RFP has been released, during the evaluation and successful offeror selection process and the award and negotiation process.

- A. Participate in the pre-proposal teleconference in an advisory capacity.
- B. Prepare any RFP amendments, as needed.
- C. Organize vendor demonstrations of prospective transfer systems. This deliverable envisions the opportunity for State agency personnel to view demonstrations of prospective transfer systems. The successful offeror will be responsible for arranging and coordinating these demonstrations. Demonstrations will include:
 - 1) A live display of a prospective transfer system.
 - 2) A presentation by system developers.
 - 3) An opportunity to ask questions of the system developer, staff of the State agency associated with the system, and system users.

(Note: The State of Alaska will assume no responsibility for reimbursing vendors for any costs associated with these demonstrations.)

- D. Train PEC members on how to effectively use criteria when reviewing and scoring proposals.
- E. Participate in the proposal review process in an advisory, non-voting capacity.
- F. Prepare a draft contract and participate in all tasks necessary to negotiate, award and issue a contract to the Phase II successful offeror.

<u>Task #6 - Products to be Delivered</u>
Conduct an EVRS Cost-benefit Analysis and Submit Report
A. Participate in Pre-proposal Conference
B. Prepare RFP Amendments
C. Organize Vendor Demonstrations
D. Train PEC Members
E. Participate in Proposal Review Process
F. Prepare Draft Contract

Phase II

Deliverable: At the direction of the BVSD Project Director, provide project quality assurance oversight (via e-mail and telephone) of the Phase II contractor regarding the design, development, implementation and deployment of the new EVRS.

<u>Phase II - Products to be Delivered</u>
Quality Assurance Oversight

5.03

Phase I Project Completion

Phase I of this project will be completed when a contract has been executed with a vendor to design, develop and implement a replacement EVRS or at the discretion of the State BVS Section.

5.04

Responsibilities of the Alaska State BVS Section

The State BVS Project Director and Procurement Officer will jointly serve as a liaison between the successful offeror, State personnel, clients and other partners and users. The State Project Manager will identify key State personnel or other providers who will be available to answer questions for the successful offeror. The successful offeror will provide travel information and an agenda of any needed meetings or site visits at least 14 days in advance so that arrangements can be made for personnel to be available. Interviews may be held in the respective offices of the required personnel, but additional office space will not be available for the successful offeror in those offices.

The standard State BVS Section responsibilities for all phases of this project are:

- Review, approve or disapprove the proposed format and content of all tasks and deliverables.
- Review and approve all deliverables and provide written comments to the successful offeror within 10 business days of receipt.
- Attend bi-weekly status meetings with the successful offeror to review progress against the work plan, discuss outstanding issues, and address other relevant topics.
- Review written status reports and quarterly Detailed Work Plan Updates.
- Monitor successful offeror's progress against the approved Detailed Work Plan.
- Serve as the final approval authority on scope issues.

5.05

General Approach to Deliverables

- 1) All successful offeror deliverables must meet State approved format and content requirements. To ensure that deliverables contain the required content, the State BVS Section requires written outline(s) which must be approved by the Project Manager. Upon approval of the outline, the State requires the successful offeror to submit a draft of deliverables and subsequently the final version.
- 2) Written deliverables (draft and final) shall be submitted in ten (10) copies.
- 3) All deliverables must be concurrently submitted in electronic format using the Microsoft Suite of Office Products, in a version specified by the State. Electronic format will allow multiple reviewers to affix their comments to the document.
- 4) In its project work plan, the successful offeror must allow a minimum of ten (10) business days per deliverable for State review. The time allotted for State review will necessarily increase if deliverables are more than 100 pages or considered complex, as determined by the State.
- 5) Upon completion of the review of a deliverable, the State may accept, conditionally accept or reject the successful offeror's deliverables. When deliverables are rejected or conditionally accepted, the State will advise the successful offeror of the reason(s) for rejection or conditional acceptance. The successful offeror will then correct and resubmit the deliverables within three (3) business days, or within a time period agreed to by the State Project Manager.
- 6) The State BVS Section will have an additional ten (10) business days to review revised deliverables.
- 7) Deliverables will be reviewed by the State and their acceptance will take the form of a written approval by the Project Manager. A contract payment will only be authorized and made after the Project Manager has provided written approval for the deliverable in question.

The State BVS Section will monitor the successful offeror's performance in terms of adherence to the deliverable completion dates identified in the work plan. Deliverable completion dates may be changed only with State approval. Successful offeror requests for changes to deliverable completion dates may be made in writing, and approval of such changes will only be valid if issued in writing by the State Project Manager. Damages may be assessed or payments withheld by the State in accordance with this RFP if deliverable completion deadlines are not met.

SECTION SIX PROPOSAL FORMAT AND CONTENT

6.01

Proposal Format and Content

The state discourages overly lengthy and costly proposals, however, in order for the state to evaluate proposals fairly and completely, offerors must follow the format set out in this RFP and provide all information requested.

6.02

Introduction

Proposals must include the complete name and address of offeror's firm and the name, mailing address, email address and telephone number of the person the state should contact regarding the proposal.

Proposals must confirm that the offeror will comply with all provisions in this RFP; and, if applicable, provide notice that the firm qualifies as an Alaskan bidder. Proposals must be signed by a company officer empowered to bind the company. An offeror's failure to include these items in the proposals may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

6.03

Understanding of the Project

Offerors must provide comprehensive narrative statements that illustrate their understanding of the requirements of the project and the project schedule.

6.04

Methodology Used for the Project

Offerors must provide comprehensive narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work and meet the state's project schedule.

6.05

Management Plan for the Project

Offerors must provide comprehensive narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work and meet the state's project schedule.

6.06

Experience and Qualifications

Offerors must provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Offerors must provide a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract and provide the following information about each person listed:

- (a) title,
- (b) resume,
- (c) location(s) where work will be performed,
- (d) itemize the total cost and the number of estimated hours for each individual named above.

While the hours for each individual will appear in the proposal, the cost associated with them will not. **No portion of the Cost Proposal shall be included within the body of the proposal. Submit only one Cost Proposal in a separate, sealed envelope.**

Offerors must provide evidence within their proposal that they meet the minimum requirements specified in **Section 2.08 Prior Experience**, or their proposal will be found non-responsive and will be rejected.

6.07

Cost Proposal

Cost proposals must include an itemized list of all direct and indirect costs associated with the performance of the contract, including, but not limited to, total number of hours at various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit.

6.08

Evaluation Criteria

All proposals will be reviewed to determine if they are responsive. They will then be evaluated using the criterion that is set out in Section SEVEN.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

A proposal shall be evaluated to determine whether the offeror responds to the provisions, including goals and financial incentives, established in the request for proposals in order to eliminate and prevent discrimination in state contracting because of race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, or disability.

SECTION SEVEN EVALUATION CRITERIA AND CONTRACTOR SELECTION

THE TOTAL NUMBER OF POINTS USED
TO SCORE THIS PROPOSAL IS 100

7.01

Understanding of the Project (5 Percent)

Proposals will be evaluated against the questions set out below:

- [a] How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?
- [b] How well has the offeror identified pertinent issues and potential problems related to the project?
- [c] To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?
- [d] Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

7.02

Methodology Used for the Project (5 Percent)

Proposals will be evaluated against the questions set out below:

- [a] How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?
- [b] How well does the methodology match and achieve the objectives set out in the RFP?
- [c] Does the methodology interface with the time schedule in the RFP?

7.03

Management Plan for the Project (20 Percent)

Proposals will be evaluated against the questions set out below:

- [a] How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?
- [b] How well is accountability completely and clearly defined?
- [c] Is the organization of the project team clear?
- [d] How well does the management plan illustrate the lines of authority and communication?
- [e] To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?
- [f] Does it appear that the offeror can meet the schedule set out in the RFP?
- [g] Has the offeror gone beyond the minimum tasks necessary to meet the objectives of the RFP?
- [h] To what degree is the proposal practical and feasible?
- [i] To what extent has the offeror identified potential problems?

7.04

Experience and Qualifications (20 Percent)

Proposals will be evaluated against the questions set out below:

Questions regarding the personnel:

- [a] Do the individuals assigned to the project have experience on similar projects?
- [b] Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- [c] How extensive is the applicable education and experience of the personnel designated to work on the project?

Questions regarding the firm:

- [d] How successful is the general history of the firm regarding timely and successful completion of projects?
- [e] Does the firm have at least two (2) years of experience working as a consultant with a state-wide vital records system and the regulatory environment in which it operates?
- [f] Did the firm provide written documentation that they completed an RFP to procure an electronic Vital Records system within the last 24 months?
- [g] Did the firm provide written documentation that they have a record of prior successful experience in the development of proposals to procure electronic vital record systems?
- [h] Did the firm provide written documentation that they have experience with using and applying the national model use cases and artifacts for electronic vital records systems as specified on the National Association for Public Health Statistics and Information Systems (NAPHSIS)?
- [i] If a subcontractor will perform work on the contract, how well do they measure up to the evaluation used for the offeror?

7.05

Contract Cost (40 Percent)

Overall, a minimum of 40% of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under Section 2.13.

Converting Cost to Points

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 2.15.

7.06

Alaskan Offeror's Preference (10 Percent)

If an offeror qualifies for the Alaskan Bidder Preference, the offeror will receive an Alaskan Offeror's Preference. The preference will be 10 percent of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

SECTION EIGHT ATTACHMENTS

8.01

Attachments

Attachments (separate from RFP)

1. Standard Agreement Form-EXAMPLE
Appendix A
Appendix B1
2. Notice of Intent to Award-EXAMPLE
3. HIPPA Agreement-EXAMPLE

PROPOSAL EVALUATION FORM

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

Person or Firm Name _____

Name of Proposal Evaluation (PEC) Member _____

Date of Review _____

RFP Number _____

EVALUATION CRITERIA AND SCORING

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS CONTRACT IS 100

7.01 Understanding of the Project—5 Percent

Maximum Point Value for this Section - 5 Points
100 Points x 5 Percent = 5 Points

Proposals will be evaluated against the questions set out below.

[a] How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project?

EVALUATOR'S NOTES _____

[b] How well has the offeror identified pertinent issues and potential problems related to the project?

EVALUATOR'S NOTES _____

[c] To what degree has the offeror demonstrated an understanding of the deliverables the state expects it to provide?

EVALUATOR'S NOTES _____

[d] Has the offeror demonstrated an understanding of the state's time schedule and can meet it?

EVALUATOR'S NOTES _____

EVALUATOR'S POINT TOTAL FOR 7.01

7.02 Methodology Used for the Project—5 Percent

Maximum Point Value for this Section - 5 Points
100 Points x 5 Percent = 5 Points

Proposals will be evaluated against the questions set out below.

[a] How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?

EVALUATOR'S NOTES _____

[b] How well does the methodology match and achieve the objectives set out in the RFP?

EVALUATOR'S NOTES _____

[c] Does the methodology interface with the time schedule in the proposal?

EVALUATOR'S NOTES _____

EVALUATOR'S POINT TOTAL FOR 7.02 _____

7.03 Management Plan for the Project—20 Percent

Maximum Point Value for this Section - 20 Points
100 Points x 20 Percent = 20 Points

Proposals will be evaluated against the questions set out below.

[a] How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?

EVALUATOR'S NOTES _____

[b] How well is accountability completely and clearly defined?

EVALUATOR'S NOTES _____

[c] Is the organization of the project team clear?

EVALUATOR'S NOTES _____

[d] How well does the management plan illustrate the lines of authority and communication?

EVALUATOR'S NOTES _____

[e] To what extent does the offeror already have the hardware, software, equipment, and licenses necessary to perform the contract?

EVALUATOR'S NOTES _____

[f] Does it appear that offeror can meet the schedule set out in the RFP?

EVALUATOR'S NOTES _____

[g] Has the contractor gone beyond the minimum tasks necessary to meet the objectives of the RFP?

EVALUATOR'S NOTES _____

[h] To what degree is the proposal practical and feasible?

EVALUATOR'S NOTES _____

[i] To what extent has the offeror identified potential problems?

EVALUATOR'S NOTES _____

EVALUATOR'S POINT TOTAL FOR 7.03 _____

7.04 Experience and Qualifications—20 Percent

Maximum Point Value for this Section - 20 Points
100 Points x 20 Percent = 20 Points

Proposals will be evaluated against the questions set out below.

Questions regarding the personnel.

[a] Do the individuals assigned to the project have experience on similar projects?

EVALUATOR'S NOTES _____

[b] Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the RFP requires?

EVALUATOR'S NOTES _____

[c] How extensive is the applicable education and experience of the personnel designated to work on the project?

EVALUATOR'S NOTES _____

Questions regarding the firm.

[d] How successful is the general history of the firm regarding timely and successful completion of projects]?

EVALUATOR'S NOTES _____

[e] Does the firm have at least two (2) years of experience working as a consultant with a state-wide vital records system and the regulatory environment in which it operates?

EVALUATOR'S NOTES _____

[f] Did the firm provide written documentation that they completed an RFP to procure an electronic Vital Records system within the last 24 months?

EVALUATOR'S NOTES _____

[g] Did the firm provide written documentation that they have a record of prior successful experience in the development of proposals to procure electronic vital record systems?

EVALUATOR'S NOTES _____

[h] Did the firm provide written documentation that they have experience with using and applying the national model use cases and artifacts for electronic vital records systems as specified on the National Association for Public Health Statistics and Information Systems (NAPHSIS)?

EVALUATOR'S NOTES _____

[i] If a subcontractor will perform work on the project, how well do they measure up to the evaluation used for the offeror?

EVALUATOR'S NOTES _____

EVALUATOR'S POINT TOTAL FOR 7.04 _____

7.05 Contract Cost — 40 Percent

Maximum Point Value for this Section - 40 Points

100 Points x 40 Percent = 40 Points

Overall, a minimum of 40 percent of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more of the preferences referenced under Section 2.13.

Converting Cost to Points

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in Section 2.15.

EVALUATOR'S POINT TOTAL FOR 7.05 _____

7.06 Alaska Preference — 10 Percent

Alaskan Bidders receive a 10 Percent overall evaluation point preference.

Point Value for Alaskan Bidders in this Section -- 10 Points

100 Points x 10 Percent = 10 Points

If an offeror qualifies for the Alaskan Bidder Preference, the offeror will receive an Alaskan Offeror's Preference. The preference will be 10 percent of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

EVALUATOR'S POINT TOTAL FOR 7.06 (either 0 or 10) _____

EVALUATOR'S COMBINED POINT TOTAL FOR ALL SECTIONS _____

CHECKLIST

IMPORTANT NOTE TO OFFERORS: This checklist is provided to assist offerors and the Procurement Officer in addressing and/or locating specific requirements identified in the RFP for the offeror's proposal. **Offerors are to complete and return this form.** Completion of this form does not guarantee a declaration of responsiveness.

Offeror:

1. Per section 2.12, evidence that the offeror holds a valid Alaska business license.

Evidence is provided on page #_____.

2. Per section 1.04, the budget does not exceed \$400,000

Evidence is provided on page #_____.

3. Per section 2.08, evidence that the offeror meets the minimum prior experience requirements.

Does the offeror provide written documentation that they have a minimum of at least two (2) years prior work experience working as a consultant with a state-wide vital records system and the regulatory environment in which it operates?

Evidence is provided on page #_____.

Does the offeror provide written documentation that within the past twenty-four (24) months, they have completed a RFP to procure an electronic vital records system?

Evidence is provided on page #_____.

Does the offeror provide written documentation that they have a record of prior successful experience in the development of proposals to procure electronic vital record systems?

Evidence is provided on page # _____.

Does the offeror provide written documentation that they have experience with using and applying the national model use cases and artifacts for electronic vital records systems as specified on the National Association for Public Health Statistics and Information Systems (NAPHSIS) web site (<http://www.naphsis.org/index.asp?bid=1061>)?

Evidence is provided on page # _____.

Cost Proposal

Note: The purpose of the cost formula is to provide a mechanism for offerors to submit costs per each deliverable in a manner that DHSS can evaluate and score and then use to establish billing rates for the resultant contract. Please enter your cost in the spaces provided below for completing each deliverable.

Description	Price
PHASE I	
Task #1 Deliverables	
Task #2 Deliverables	
Task #3 Deliverables	
Task #4 Deliverables	
Task #5 Deliverables	
Task #6 Deliverables	
Task #7 Deliverables	
Task #8 Deliverables	
SUB TOTAL COST	
PHASE II	
Quality Assurance Oversight Deliverable	
TOTAL COST	

The successful offeror must provide a cost proposal that is inclusive of **ALL COSTS** to provide the services outlined in this RFP. Offerors must complete and submit all portions of this fixed fee price summary cost proposal for the purpose of proposal evaluation. Failure to do so will result in the proposal being declared non-responsive and rejected.