



**State of Florida
Department of Children and Families**

**Charlie Crist
Governor**

**George Sheldon
Secretary**

**Request for Information (RFI)
On**

**WEB-BASED APPLICATION FOR COLLECTING, ANALYZING AND REPORTING
THE RECOVERY ORIENTED SYSTEM INDICATORS (ROSI) SURVEY DATA**

Begin Date: May 15, 2009
End Date: June 30, 2009
Commodity Code: 252-030
252-150

This is a Request for Information (RFI) as defined in Section 287.012(21), Florida Statutes.

Scope of the Work and Deliverables

The Florida Department of Children and Families herein referred to as the “department” or “DCF”, is seeking a qualified college or university that can design and implement a web-based application to collect, analyze and report survey data pertaining to Recovery Oriented System Indicators (ROSI). For better integration of the ROSI data into other departmental database systems, DCF desires a solution that uses the Qualtrics software system to design and develop the ROSI web-based application, which users can access via the Internet for online data entry and for data retrieval as needed. DCF also desires a Qualtrics software solution that meets HIPAA security and confidentiality/privacy standards, including parameters that restrict users to access only the information they need to perform their job responsibilities.

DCF expects the vendor to create the structure and process to collect state-wide ROSI survey data from mental health consumers at service provider agencies using the Qualtrics software. In general, DCF desires a college or university, which is capable to complete the following deliverables pertaining to this project by June 30, 2009:

1. Use the Qualtrics software to design and develop a web based application, including the structure and process needed to collect, analyze and report statewide data pertaining to ROSI survey instrument. Attachment I describes the ROSI survey questions and domains. Attachment II provides the file layout pertaining to ROSI questions and answers. Attachment III shows the ROSI questions and answers pertaining to socio-demographic characteristics of the consumers.
2. Develop written instructions for service provider agencies that will support the data collection of the ROSI survey.
3. Develop written instructions for consumers who will take the ROSI survey.

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

4. Consulting with DCF staff, provide recommendations for imbedded data fields, or password protection procedures that will allow survey results to be linked with other DCF data and allow data results to be aggregated by Region, Circuit and/or service provider agency. To be most helpful in this regard, DCF will provide the vendor with an EXCEL file of Florida provider agency names and identifying information, including email address if available.
5. Assist DCF to configure and install the Qualtrics application from the vendor-licensed environment into the DCF-licensed environment
6. Provide DCF with several sample reports (PDF files) produced by the Qualtrics software. After receiving feedback from DCF regarding the reports needed, provide detailed written instructions on how to run reports and consult with DCF as requested.

Vendor Information/Qualifications

If you are interested in providing information regarding the development of the ROSI Survey application, please provide a brief description of your organization's capability to complete the deliverables stated above by June 30, 2009, and (b) meet the following need:

1. A brief overview and history of the vendor organization and team;
2. Relevant experience providing software that meets the basic business functions described in this RFI, e.g., experience using the Qualtrics software
3. Related experience with other governmental agencies providing services to successfully implement a fully integrated solution that meets the basic business functions described in this RFI;
4. The complete description of the software and its capabilities that could be provided;
5. A list of software currently available to carry out the general requirements described in this RFI;
6. Services recommended to effectively implement requirements of this RFI; and
7. Any standard pricing information currently available for the software and/or services desired.

It is the Department's policy that the following restrictions shall apply to the purchase of services from colleges and universities:

1. Each bid should be accompanied by a line item budget and budget narrative. The budget will include at a minimum; all line items identified as allowable under the terms of the intended contract with a projected (budgeted) dollar amount for each line item including the amount of indirect or overhead budgeted. The budget shall also include a detailed narrative supporting the budget as to allowability, reasonableness and necessity for the outcomes being procured. Budget line items such as "Miscellaneous" or "Other" are unacceptable in a detailed project budget. Any indirect cost line item that proposes a percentage of allocated overhead may not exceed 10% unless the provider submits a detailed cost allocation plan.

2. If the college or university intends to subcontract for any part of the work, they must use competitive procurement procedures to select the subcontractor.
3. College or universities must perform at least 51% of the work required rather than use subcontractors.
4. The principal investigator must be a tenured member of the faculty, or comparable status, if contracting with a university, and a staff member in continuing contract status, or comparable position, if the Department is contracting with a college. Any changes in the principal investigator shall require approval by the Department.

The Secretary of the Department can waive the restrictions levied by this policy if the determination is made that a waiver to the restrictions of this policy is necessary.

If you are interested in providing the services indicated in this request, please provide a description of your organization's ability to perform the functions as outlined in the Required Tasks section (below). Also include samples of developed online and instructor-based curriculum (preferably related to child care/child development), evidence of the organization's ability to produce reliable and valid competency exams, and preliminary budget information for providing these services (see the Required Information for additional instructions).

All responses to this RFI are due by 5:00 p.m. EST on May 5, 2009. Please direct responses to:

B.J. Buccini, Procurement Manager
M.B.A., HRD, FCCN, FCCM
Substance Abuse and Mental Health Contract Unit
1317 Winewood Blvd. Bldg. 6 Room 258
Tallahassee, FL 32399-0700
(850) 410-0723/FAX (850) 487-1307
Bj_buccini@dcf.state.fl.us

The requested information must be sent electronically to the Contact Person listed above at the electronic mail address supplied.

As part of this RFI, DCF may request the Vendor(s) to provide a demonstration of the Qualtrics software described in the RFI at the DCF site at no cost to the department to develop a "proof of concept". Using the information received from Vendors in the RFI, any demonstration and any proof of concept, the department will make a decision regarding the type of procurement that will be used to acquire the software and/or services desired. The department may not issue any procurement for this software and/or services.

Contract Amount

The maximum contract amount for this project is \$20,000.00