



## Data Modernization Initiative

### Request for Quotes (RFQ) – Data Modernization Initiative Working Groups Health Informatics Consultant(s)

Date Issued: December 1, 2022

Date Questions Due: December 7, 2022

Response Due: December 14, 2022

**CDC FOUNDATION CONTACT**

[DMI@CDCFoundation.org](mailto:DMI@CDCFoundation.org)

**PURPOSE**

Centers for Disease Control and Prevention’s (CDC’s) Public Health Data Modernization Initiative (DMI) works in multiple priority areas to assure sustained improvements to data systems in service to the public’s health. To maximize health improvements through data- and science-driven practices, communities require access to complete, timely and user-friendly data. The CDC Foundation supports this critically important work through a variety of activities.

The CDC Foundation is seeking consultants with expertise in public health informatics. The consultant(s) will conduct and summarize literature and current-practice reviews in preparation for follow-up to activities of topical working groups and will advise project staff about relevant participants and audiences for working groups and related communications. Working groups may focus on developing or identifying resources related to data release standards, data usage agreements, data governance and other matters relevant to developing shared services and salient tools for Public Health agencies, other Community-based Organizations, and other partners. Working Groups and activities will occur throughout the project timeline (from award through July 31, 2023). Consultant(s) will need a demonstrated understanding of public health data systems, public health informatics and the organizations that influence the development of US public health informatics. Consultant(s) will also need demonstrated skill in gathering, organizing, and disseminating information.

Through this Request for Quotes (RFQ), the CDC Foundation is soliciting quotes from a consultant with expertise in health informatics.

**SERVICES REQUIRED**

The CDC Foundation seeks quotes from experienced Consultant entities/Consultants to provide support for health informatics expertise. The contract to work on the scope of services outlined is projected to be up to 250 hours of work from award of contract to July 31, 2023. Hours will be sporadic and flexible, dependent on meetings and other activities. Some aspects within the Scope of Work are currently in progress and could be completed prior to engagement of the Consultant(s). Scope of work completion will be assessed by regular check-ins with the project team to ensure work is conducted. Please provide a proposed quote for the scope of services outlined below along with approximation of hours and hourly rate. **Consultant is required to utilize their own equipment (i.e., computer, monitors, etc.).**

**Scope of Work**

<b>Services to be Provided</b>
Attend meetings directly related to the projects as directed by the CDC Foundation.
Convene key partners and subject matter experts that identify topics areas, conduct reviews, and perform analyses.
Provide scientific advice and consultation on critical health informatics problems.
Develop objectives and goals for working groups.
Gather information to help inform informatics solutions.
Synthesize and disseminate information and resources derived from working groups.
Conduct communication with stakeholders and working group members.

### **Minimum Qualifications:**

- Master's degree in health informatics or relevant field; PhD preferred.
- At least 10 years of experience in informatics in health care and/or public health.
- Recognized expert in health informatics as evidenced by track record of peer-reviewed publications and/or conference presentations in the health informatics field.
- Extensive knowledge of the current data interoperability/data modernization environment including key stakeholders.
- Prior consulting experience.
- Experience working with Electronic Medical Records or Electronic Health Records.
- Strong written and oral communication skills, including the ability to clearly communicate complex technical concepts to audiences with low to moderate levels of health informatics experience

### **Deliverables**

- The Consultant will produce and/or deliver project activity services, work products and/or deliverables.
- Provide examples of existing research and debates relevant to identified topics, information in the form of summaries and other resources.
- Facilitation of workgroup discussions.
- Contacts with working group members to stimulate preparation and follow-up outside of workgroup meetings.
- Resources developed may include but not be limited to transcripts, summaries, guides, detailed notes and other communications. Please note that resources developed will become the intellectual property of the CDC Foundation.

### **SUBMISSION REQUIREMENTS**

Kindly submit a packet including an expression of interest letter, capability statement, financial quote, at least two references and CVs of all major personnel via the Smartsheet link below by **December 14, 2022.**

We reserve the right to deem incomplete submissions ineligible for review.

**Expression of Interest Letter (EOI).** The EOI shall give a background on the individual/organization's background and experience with public health and engagement work (page limit: 1 pages).

**Capability Statement.** Demonstrate the individual's/organization's capability to successfully deliver on the scope of services outlined above (page limit: 2 pages).

**Financial Quote.** Quote must include a fully loaded hourly rate, inclusive of all costs.

**References.** Names and contact information for 2 references.

**Curriculum Vitae (CV)** or resume for key project personnel (page limit: 2 pages per CV/resume).

**Quotes must be submitted electronically at:**

**<https://app.smartsheet.com/b/form/a9c79347902c4c078ac7eca2cd81dae6>**

Please email any submission and/or project-related questions to **[DMI@CDCFoundation.org](mailto:DMI@CDCFoundation.org)** by **December 7, 2022, 4 PM EST. Please reference DMI Health Informatics Consultant in the subject line.**

**To limit delays for the selected vendor, you will be asked to submit the following**

**information with your quote: EIN/TIN #, DUNS #, SAM Registration Number, Income Statement and Balance Sheet and/or IRS 990 Tax form.**

**EVALUATION AND SELECTION CRITERIA**

Submissions will be evaluated on vendors’ qualifications, expertise, and reasonableness of cost. The following outlines the criteria that reviewers will use to guide their evaluation of each application.

<b>Domain</b>	<b>Capability Statement</b>	<b>Experience</b>	<b>Cost Quoted</b>
<b>Application Selection Criteria</b>	Capability statement that demonstrates your ability to deliver services as requested in this RFQ (Qualifications)	Organizational reference to all related experience, including CVs for all project staff which reflect tenure and/or education	Reasonableness of proposed rate.
<b>Weight</b>	30%	40%	30%
<b>Weight Criteria Breakdown</b>	<ul style="list-style-type: none"> <li>• Capability statement address all aspects of the scope of work <b>15%</b></li> <li>• Capability statement addresses ability to complete all deliverables <b>15%</b></li> </ul>	<ul style="list-style-type: none"> <li>• Resume/CV clearly show tenure, professional experience and/or education that reflects the minimum qualifications outlined in the RFP as well as the knowledge and ability in content expertise (limit 2 pages) <b>40%</b></li> </ul>	<ul style="list-style-type: none"> <li>• Financial Quote <b>15%</b></li> <li>• Reasonableness of Scope of Work to Proposed Rate <b>15%</b></li> </ul>

**References and Virtual Interview:** Following the review of written quotes, up to three finalists will be invited to provide three to five references and to attend one or more virtual interview with a cumulative duration of up to 120-minutes. The references will be contacted to confirm that the finalist has a skill and knowledge level appropriate for the work. The interview(s) will provide an opportunity for finalists to verbally present their quotes and CDC Foundation to pose any follow-up or clarifying questions. Content of the interview may be used to inform final award decisions.

**PRE-AWARD RISK ASSESSMENT**

The CDC Foundation reserves the right to conduct financial and due diligence reviews. As a public entity, the CDC Foundation has a responsibility to the public to ensure that the organizations that receive grant funds are financially stable and to evaluate each applicant’s risk of noncompliance with Federal statutes, regulations and the terms and conditions of the subaward for purposes of determining the appropriate method of monitoring.

**MAXIMUM PAYABLE AMOUNT (MPA)**

CDC Foundation will pay the consultant a fee not to exceed a Maximum Payable Amount (MPA) or ceiling price. The MPA will be based on the fee proposed and awarded and will be negotiated as part

of the resulting contract. CDC Foundation requests bidders include a cost-reimbursable budget, utilizing the attached budget template.

### **FUNDING SOURCE**

The agreement resulting from this RFQ will be supported by Federal funding under the “Data Modernization Initiative Working Groups” project via Cooperative Agreement Number 6 NU38OT000288-05-01 from the Centers for Disease Control and Prevention.

The CDC Foundation anticipates that award(s) resulting from this solicitation will meet the criteria of “contractor” as defined by 2 CFR 200.331; a final determination will be made at the time of the award. The contractor must comply with the following federal regulatory requirements:

- Uniform Administrative Requirements, Cost Principles and Audit Requirements for Health and Human Services (HHS) Awards (45 CFR Part 75)
- Uniform Administrative Requirements, Cost Principles and Audit Requirements and Audit Requirements for Federal Awards (2 CFR Part 200).

### ***Submitting a Quote***

Application materials should be submitted by:

**December 14, 2022**

Quotes will not be accepted after this date and time.

**Quotes must be submitted electronically at:**

<https://app.smartsheet.com/b/form/a9c79347902c4c078ac7eca2cd81dae6>

We recommend you begin to submit your quote by 11:00 AM EST to allow sufficient time to address any unexpected technical issues.

**Please email any submission and/or project-related questions to:**

[DMI@CDCFoundation.org](mailto:DMI@CDCFoundation.org) by December 7, 2022.

**Reference DMI Health Informatics Consultant in e-mail subject line.**