



Data Modernization Initiative

Request for Quotes (RFQ) – Technical Advisor

Date Issued: November 28, 2022

Date Questions Due: December 2, 2022

Response Due: December 14, 2022, 2022

CDC FOUNDATION CONTACT

DMI@CDCFoundation.org

PURPOSE AND SCOPE

The National Foundation for the Centers for Disease Control and Prevention (CDC Foundation) is seeking to engage the services of an experienced Technical Advisor Consultant with extensive public health informatics expertise for the Strengthened Public Health Systems and Services through National Partnerships to Improve and Protect the Nation's Health (CDC Foundation Data Modernization Initiative Working Groups Project and Data Modernization Shared Services Development, Testing, and Pilots in STLT Environments Project) to support work funded within the CDC's U.S. Data Modernization Initiative, described in Section 2, Program Background. The selected candidate will work closely with CDC Foundation project staff and external partners such as Centers for Disease Control and Prevention (CDC) subject matter experts to provide expert-level support and guidance, acting as a key resource in developing and implementing the Foundation's strategy to support efforts to improve the development, operation, and use of public health information systems. The Technical Advisor Consultant will leverage expertise and experience in public health informatics, information technology standards development, public health information systems development, data exchange and data governance, especially in projects involving multiple organizations or national initiatives. The ideal candidate will have deep knowledge about organizations in the public health informatics landscape, public health agency data operations, and proven experience in informatics-oriented work with national public health associations, healthcare organizations and organizations from other sectors with data relevant to public health. The estimated period of performance is up to 40 hours a week through July 31, 2023.

PROGRAM BACKGROUND

The CDC Foundation has built an extensive network of Community-based Organizations (CBOs), State, Tribal, Local, and Territorial Public Health Agencies (STLT), universities, private sector, non-profit, and philanthropic organizations that serve as implementing partners, consultants, and funders for a variety of CDC Foundation projects and programs. As the only organization Congressionally mandated to build partnerships between CDC and external entities, the CDC Foundation's unique relationship to CDC allows us to navigate nimbly and bring in agency expertise as appropriate to complement and supplement in-house and partners expertise.

For this project, the CDC Foundation will engage with a diverse set of partners to identify priorities, pain points, value positions/creators; establish building blocks for successful pilots; and co-develop viable solutions for data modernization such as shared services models. Collaboration will incorporate listening sessions and working groups that uncover priorities, barriers, and pain points that help assess which initial use cases maximize opportunities to accelerate shared services adoption. These collaborations will consider the necessary governance structures, policy structures, and other non-technical matters required to enable data access and exchanges across partners like CBOs and STLTs. In addition, priority will be given to assuring this effort connects to other salient data modernization activities like those of Helios or aligning with partners like CBOs, Centers for Medicare & Medicaid Services (CMS), Office of the National Coordinator for Health Information Technology (ONC), STLTs, and healthcare systems for a "whole of society" approach to data modernization. As these priorities, building blocks, and potential solutions are built, the CDC Foundation will work alongside other initiatives to ensure a well-coordinated approach to applying the implementation resources developed through listening sessions and working

groups to enable real-world testing and support development of roadmaps that assist broader adoption of data modernization approaches by STLTs.

To maximize health improvements through data- and science-driven practices, communities require access to complete, timely, and user-friendly data. Shared services models offer opportunities to achieve such access through scaled, core data functionality for use by and within communities. The desired future state for shared services requires agile development and real-world testing of solutions for a federated data system. The CDC Foundation is uniquely positioned to ensure Federal investments in Data Modernization Initiatives (DMI) and shared services mature to their full potential by building on learnings and successes of current pilots of innovative standards-based and data systems improvement programs underway at the CDC Foundation, ranging from efforts to unlock electronic health records (EHRs) for public health needs through use of the data interoperability standards set forth in the 21st Century Cures Act and other regulations to strengthening birth and death registration in countries across the globe. Harnessing the momentum of interoperability standards and broad commitment for DMI, shared services can connect people, processes, and technology in powerful ways that transform how diverse – and often disconnected – data systems work more efficiently together to assure health and better decision making in communities across the country.

SERVICES REQUIRED

Through this Request for Quote (RFQ), CDC Foundation seeks an experienced Consultant(s) in accordance with the method of selection specified in section 6. Consultants are invited to submit a financial quote for consultant services required for the assignment in accordance with the scope of work described below. The quote will be the basis for negotiating and ultimately signing the Contract with the selected Consultant. The estimated period of performance is up to 40 hours a week through July 31, 2023. Consultant is required to utilize their own equipment (i.e., computer, monitors, etc.).

Consultant Principal Duties/Scope of Work:

- Assist CDC Foundation staff in defining project deliverables to maximize the project's reach and impact.
- Advise project staff on latest health information exchange/health informatics advances, policies, and technical considerations. Provide recommendations for addressing identified issues.
- Attend project meetings as needed and directed by CDC Foundation staff.
- Coordinate with the Senior Data Entrepreneur and other senior leadership in assuring excellent development and execution of the CDC Foundation's informatics portfolio.
- Lead major areas of data exchange and use within the CDC Foundation's portfolio.
- Advise, coach and support staff working on the CDC Foundation's informatics projects and its grantees or partners.
- Serve as primary liaison with key external partners.
- Represent the CDC Foundation and the project team at partnership events.
- Participate in and/or lead special projects and other duties as assigned.

Minimum Qualifications:

- Required: Master's degree in public health, public administration, health informatics, epidemiology or other related field from an accredited college or university.

- Required: Minimum of 8 years of relevant professional experience with direct experience in epidemiology, informatics or data science related to public health.
- Required: Minimum of 5 years of relevant professional experience collaborating across organizations in informatics development.
- Understanding of information systems development and use, data and system life cycles, requirements development and good practices for developing information systems and processes.
- Understanding of data use within public health, including the advantages and challenges associated with common data sources, systems, and work processes.
- Strong project management skills, ability to meet deadlines, and ability to adapt to changing priorities.
- Ability to engage with, listen to and learn from a broad range of stakeholders, encouraging their meaningful participation.
- Ability to communicate in a clear, positive manner with external partners, as well as clearly communicate to non-technical audiences.
- Strong written and verbal communication skills.
- Superior organizational skills and attention to detail.
- Excellent interpersonal skills, ability to listen well and effectively represent the organization and its mission.
- Creativity, problem solving, demonstrated ability to effectively collaborate with others.

SUBMISSION REQUIREMENTS

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

Expression of Interest Letter (EIO). The EOI shall 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).

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

Quote must be submitted electronically at:

<https://app.smartsheet.com/b/form/dbe9102ad67f4e158275a9da02f911d0>

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

DMI@CDCFoundation.org by **December 2, 2022**

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.

REVIEW 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.

Domain	Capability Statement	Experience	Cost
Application Selection Criteria	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 quoted rate
Weight	35%	45%	20%
Weight Criteria Breakdown	<ul style="list-style-type: none"> • Capability statement address all aspects of the scope of work 20% • Capability statement addresses ability to complete all deliverables 15% 	<ul style="list-style-type: none"> • Resume(s)/CV(s) 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) (45%) 	<ul style="list-style-type: none"> • Detailed Budget & Budget Narrative 15% • Reasonableness of Scope of Work to Proposed Rate 5%

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

Agreements resulting from this RFQ will be supported by Federal funding under the “Data

Modernization Initiative Working Groups” and the “Data Modernization Shared Services Development, Testing, and Pilots in STLT Environments” projects via Cooperative Agreement Number 6 NU38OT000288-05-01 from the Centers for Disease Control and Prevention. The CDC Foundation may execute separate agreements specific to each project.

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 **4:00 PM EST on 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/dbe9102ad67f4e158275a9da02f911d0>

We recommend you begin to submit your quotes 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 by **December 2, 2022.**