



# Data Modernization Initiative

## Request for Quotes (RFQ) – Webinar Support

Date Issued: November 8, 2022

Date Questions Due: November 10, 2022

Response Due: November 16, 2022

### **CDC FOUNDATION CONTACT**

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## **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. Community-based organizations - reporters and users of public health data - often play a vital role in health improvement, providing or supporting human services central to prevention and control measures. 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 seeks support for coordination of a webinar/virtual meeting to inform industry stakeholders. This webinar will provide status updates on data modernization initiatives and focus on next steps.

Through this Request for Quotes (RFQ), the CDC Foundation is soliciting proposals from a contracting entity/Contractor with expertise in supporting webinar events.

## **SERVICES REQUIRED**

The CDC Foundation seeks quotes from experienced Contracting entities/Contractors to provide support for a webinar related to data modernization. The contract to work on the scope of services outlined is projected to **begin November 21, 2022, and end December 31, 2022. The webinar is scheduled for December 8, 2022.** Some aspects within the Scope of Work are currently in progress and could be completed prior to November 18, 2022. Scope of work completion will be assessed by regular check-ins with the project team to ensure work is conducted. In your budget and budget narrative submission, please provide a proposed quote for the scope of services outlined below along with approximation of hours and hourly rate.

## **Scope of Work**

<b>Services to be Provided</b>
Coordinate and provide hosting for the webinar including webinar dry run, and all other required work
Develop, with input from partners, an agenda for the webinar, list of invitees, Power Point Presentation, and webinar promotion plan
Provide graphics for all promotions fliers, e-mails and signage for the events; graphics will be based upon partner approval
Offer an agile approach that assures the webinar structure can meet evolving context and needs.
Provide customer service for participants and manage process from start to finish
Provide virtual event planning and personnel to coordinate registration of all participants
Make use of marketing resources to announce the webinar to potential participants
Will be available to meet with partners for updates as needed
Work with security to ensure all protocols and requirements are met

## **Deliverables**

- Agenda for Webinar, List of invitees, and List of attendees
- Webinar hosting and coordination
- Promotion of webinar (graphics, fliers, emails, announcements)
- Webinar artifacts (recording, slides, notes, summary of key information, summary and detail of participant feedback)

## **SUBMISSION REQUIREMENTS**

Kindly submit a proposal packet including an expression of interest letter, capability statement, financial quote, and CVs of all major personnel via the Smartsheet link below by **November 16, 2022.**

**Proposals must be submitted electronically at:**

<https://app.smartsheet.com/b/form/6605273517904160a7758b9f8402eb41>

Please email any submission and/or project-related questions to [DMI@CDCFoundation.org](mailto:DMI@CDCFoundation.org) by **November 10, 2022, 4 PM EST.**

Notification of award(s) is expected to occur by **November 18, 2022.**

Financial quotes for all submissions should not exceed **\$15,000.00.** [Additional activities outside of this cost may be supported when accompanied by a sufficient justification.]

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.

**To limit delays for the selected vendor, you will be asked to submit the following information with your proposal: 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.

Domain	Capability Statement	Experience	Cost Proposal
<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>	25%	25%	50%
<b>Weight Criteria Breakdown</b>	<ul style="list-style-type: none"><li>• Capability statement address all aspects of the scope of work <b>10%</b></li><li>• Capability statement addresses ability to complete all deliverables <b>15%</b></li></ul>	<ul style="list-style-type: none"><li>• Experience managing webinars and/or organizing and facilitating meetings (Past project descriptions). <b>15%</b></li><li>• Relevant experience of project staff <b>10%</b></li></ul>	<ul style="list-style-type: none"><li>• Detailed Budget <b>10%</b></li><li>• Budget Narrative <b>10%</b></li><li>• Reasonableness of Scope of Work to Proposed Rate <b>30%</b></li></ul>

## **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 contractor 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 Proposal***

Application materials should be submitted by **4:00 PM EST on Wednesday, November 16<sup>th</sup>, 2022.**

Proposals will not be accepted after this date and time.

**Proposals must be submitted electronically at:**

<https://app.smartsheet.com/b/form/6605273517904160a7758b9f8402eb41>

**We recommend you begin to submit your proposal 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 **November 10, 2022, 4 PM EST.**