

**Data Modernization Initiative**

Request for Quotes (RFQ) – Shared Services Health Informatics Consultant(s)

Date Issued: December 12, 2022

Date Questions Due: December 19, 2022

Response Due: December 27, 2022

**CDC FOUNDATION Contact**

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, with particular expertise in community-based organizations (CBOs) and shared services. The consultant(s) will conduct and summarize literature and current practice reviews and advise project staff and subcontractors on community-based health informatics considerations that may impact shared services implementation and/or interoperability, review related project materials for accuracy, advise project staff on organizations who are reporters and users of public health data to consider engaging in pilots, and co-moderate partner engagement sessions as directed by project staff. Consultant(s) will need a demonstrated understanding of public health data systems, public health informatics, and the organizations and thought leaders who 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 consultant(s) with expertise in health informatics with expertise in CBOs.

**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 Financial Quote for the scope of services outlined below. Consultant is required to utilize their own equipment (i.e., computer, monitors, etc.).

**Scope of Work**

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| --- |
| **Services to be Provided** |
| 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. |
| Gather information to help inform informatics solutions. |
| Review project related materials and provide feedback |
| Convene and co-moderate partner engagement sessions |
| Synthesize and disseminate information and resources derived from sessions, meetings, pilots, etc. |
| Advise project staff regarding day-to-day operations and tactics and strategies to assure the success of the project(s). |

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**Minimum Qualifications:**

* Master’s degree in 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, Electronic Health Records, or other health systems.
* 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(s) will produce and/or deliver the following project activity services, work products, and/or deliverables.

* Provide feedback on project materials and advise project staff
* Contribute to the development and testing of tools in real-world settings; support the adoption and implementation of these tools
* Co-moderate partner engagement sessions

**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 27, 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/d0e1169329584113888a243d87896a4e**](https://app.smartsheet.com/b/form/d0e1169329584113888a243d87896a4e)

Please email any submission and/or project-related questions to [**DMI@CDCFoundation.org**](mailto:DMI@CDCFoundation.org)by **December 19, 2022, 4 PM EST.  *Please reference Shared Services 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.

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| --- | --- | --- | --- |
| **Domain** | **Capability Statement** | **Experience** | **Cost Quoted** |
| **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 proposed rate. |
| **Weight** | 30% | 40% | 30% |
| **Weight Criteria Breakdown** | * Capability statement address all aspects of the scope of work **15%** * Capability statement addresses ability to complete all deliverables **15%** | * 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) 40% | * Financial Quote 15% * Reasonableness of Scope of Work to Proposed Rate **15%** |

**References and Virtual Interview:** Following the review of written quotes, up to three finalists will be invited to provide additional 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.

**FUNDING SOURCE**The agreement resulting from this RFQ will be supported by Federal funding under the “Data Modernization Initiative Shared Services” project via Cooperative Agreement Number 6 NU38OT000288-05-01from 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:  
**4:00PM EST on December 27, 2022**

Quotes will not be accepted after this date and time.

**Quotes must be submitted electronically at:** [**https://app.smartsheet.com/b/form/d0e1169329584113888a243d87896a4e**](https://app.smartsheet.com/b/form/d0e1169329584113888a243d87896a4e)

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 19, 2022, 4:00PM EST.**  
  
**Reference Shared Services Health Informatics Consultant in e-mail subject line.**