



UNIVERSITY
OF KENTUCKY

Purchasing Division

Request for Proposal

UK-0937-10

Proposal Due Date- 11/20/09

Public Health Data Integration Surveys System



UNIVERSITY OF KENTUCKY

Purchasing Division

REQUEST FOR PROPOSAL (RFP)

ATTENTION: This is not an order. Read all instructions, terms and conditions carefully.

| | |
|---|---|
| PROPOSAL NO.: <u>UK-0937-10</u> | RETURN ORIGINAL COPY OF PROPOSAL TO: |
| Issue Date: 10/23/09 | UNIVERSITY OF KENTUCKY |
| Title: Public Health Data Integration Surveys System | PURCHASING DIVISION |
| Purchasing Officer: Rebecca Purcell | 411 S LIMESTONE |
| Phone: 859-257-5479 | ROOM 322 PETERSON SERVICE BLDG. |
| | LEXINGTON, KY 40506-0005 |
| IMPORTANT: PROPOSALS MUST BE RECEIVED BY: 11/20/09 3:00 P.M. Lexington, KY time. | |

NOTICE OF REQUIREMENTS

1. The University's General Terms and Conditions and Instructions to Bidders, viewable at www.uky.edu/Purchasing/terms.htm, apply to this Request for Proposal. When the Request for Proposal includes construction services, the University's General Conditions for Construction and Instructions to Bidders, viewable at www.uky.edu/Purchasing/ccphome.htm, apply to the Request for Proposal.
2. Contracts resulting from this RFP must be governed by and in accordance with the laws of the Commonwealth of Kentucky.
3. Any agreement or collusion among Offerors or prospective Offerors, which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price or to refrain from offering, or otherwise, is prohibited.
4. Any person who violates any provisions of KRS 45A.325 shall be guilty of a felony and shall be punished by a fine of not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year nor more than five years, or both such fine and imprisonment. Any firm, corporation, or association who violates any of the provisions of KRS 45A.325 shall, upon conviction, may be fined not less than ten thousand dollars or more than twenty thousand dollars.

AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 523.040:

1. That I am the offeror (if the offeror is an individual), a partner, (if the offeror is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the offeror is a corporation);
2. That the attached proposal has been arrived at by the offeror independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other Contractor of materials, supplies, equipment or services described in the Request for Proposal, designed to limit independent bidding or competition;
3. That the contents of the proposal have not been communicated by the offeror or its employees or agents to any person not an employee or agent of the offeror or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official closing of the RFP;
4. That the offeror is legally entitled to enter into contracts with the University of Kentucky and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.330 to .340, 164.390, and
5. That the Offeror, and its affiliates, are duly registered with the Kentucky Department of Revenue to collect and remit the sale and use tax imposed by Chapter 139 to the extent required by Kentucky law and will remain registered for the duration of any contract award.
6. That I have fully informed myself regarding the accuracy of the statement made above.

SWORN STATEMENT OF COMPLIANCE WITH CAMPAIGN FINANCE LAWS

In accordance with KRS45A.110 (2), the undersigned hereby swears under penalty of perjury that he/she has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky and that the award of a contract to a bidder will not violate any provision of the campaign finance laws of the Commonwealth of Kentucky.

CONTRACTOR REPORT OF PRIOR VIOLATIONS OF KRS CHAPTERS 136, 139, 141, 337, 338, 341 & 342

The Contractor by signing and submitting a proposal agrees as required by 45A.485 to submit final determinations of any violations of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that have occurred in the previous five (5) years prior to the award of a contract and agrees to remain in continuous compliance with the provisions of the statutes during the duration of any contract that may be established. Final determinations of violations of these statutes must be provided to the University by the successful Contractor prior to the award of a contract.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Contractor, by submitting a proposal, certifies that he/she is in compliance with the Code of Federal Regulations, No. 41 CFR 60-1.8(b) that prohibits the maintaining of segregated facilities.

SIGNATURE REQUIRED: This proposal cannot be considered valid unless signed and dated by an authorized agent of the offeror. Type or print the signatory's name, title, address, phone number and fax number in the spaces provided. Offers signed by an agent are to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to the issuing office.

| | | |
|---|------------------------------------|---------------------|
| DELIVERY TIME: | NAME OF COMPANY: | PHONE: |
| PROPOSAL FIRM THROUGH: | ADDRESS: | FAX: |
| PAYMENT TERMS: | CITY, STATE & ZIP CODE: | E-MAIL: |
| SHIPPING TERMS: F.O.B. DESTINATION - PREPAID AND ALLOWED | TYPED OR PRINTED NAME: | WEB ADDRESS: |
| FEDERAL EMPLOYER ID NO.: | SIGNATURE: | DATE: |

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1.0 **DEFINITIONS**

The term "addenda" means written or graphic instructions issued by the University of Kentucky prior to the receipt of Proposals that modify or interpret the Request for Proposal documents by addition, deletions, clarification, or corrections.

The term "competitive negotiations" means the method authorized in the Kentucky Revised Statutes, Chapter 45A.085.

The terms "offer" or "proposal" means the Offeror(s) response to this Request for Proposal.

The term "Offeror" means the entity or Contractor group submitting proposal.

The term "Contractor" means the entity receiving a contract award.

The term "Purchasing Agency" means the University of Kentucky, Division of Purchasing, Room 322 Peterson Service Building, Lexington, KY 40506-0005.

The term "Purchasing Official" means the University of Kentucky's appointed contracting representative.

The term "Responsible Offeror" means a person, company, or corporation who has the capability in all respects to perform fully the contract requirements and the integrity and reliability that will assure good faith performance.

The term "solicitation" means Request for Proposal (RFP).

The term "University" means University of Kentucky.

2.0 **GENERAL OVERVIEW**

2.1 **Intent and Scope**

This Request for Proposal (RFP) is issued to solicit proposals from qualified, experienced, financially sound, and responsible firms to find a vendor capable of internet surveys administration including generating and administering complex, scalable web-based surveys to state and local health organizations as well as processing and formatting the resulting data sets for analysis by the organizations involved. The University will award one implementation contract to the offeror which demonstrates the best capability to construct, deliver and operate an online surveys system for the next two years.

This RFP has been developed by UK's Center for Public Health Systems and Services Research (CPHSSR) with help from representatives of ASTHO, NACCHO, and NALBOH with funding through the Robert Wood Johnson Foundation (RWJF) to address their collective needs.

This program has a national advisory committee that makes recommendations about contracts to the selection committee.

Review all sections of this request and generate a comprehensive response which details your firm's capability to administer this survey as well as pricing and contract information related to the different components listed herein.

Who: The Association of State and Territorial Health Officials (ASTHO), the National Association of County and City Health Officials (NACCHO), and the National Association of Local Boards of Health (NALBOH) have the mission of assessing and improving our public health system at the local and state level. An integral part of this mission is the administration of surveys to health officials and boards of health across the nation. Through contracts from RWJF, these organizations are partnering together to create a web-based surveys system which eases the burden on respondents as well as ultimately create a uniform database of responses.

What: This surveys system must be able to manage and administer three successive surveys (one from each of the three associations). Each survey will consist of three sections:

- Part A: Demographics (this section will be uniform on all three surveys)
- Part B: Association-specific questions (this section will be different on all three surveys)
- Part C: Over-arching topical questions (this section will largely be the same on all three surveys with modifications for the type of respondents (e.g. state vs. local health departments))

The contractor will receive questionnaire items for each survey from each individual association (ASTHO, NACCHO, and NALBOH). The contractor will also receive a mailing list and associated data for each potential respondent in a spreadsheet format from each individual association.

Timeframe: The target administration dates as follows:

ASTHO: April 2010

NALBOH: Summer/Fall 2010

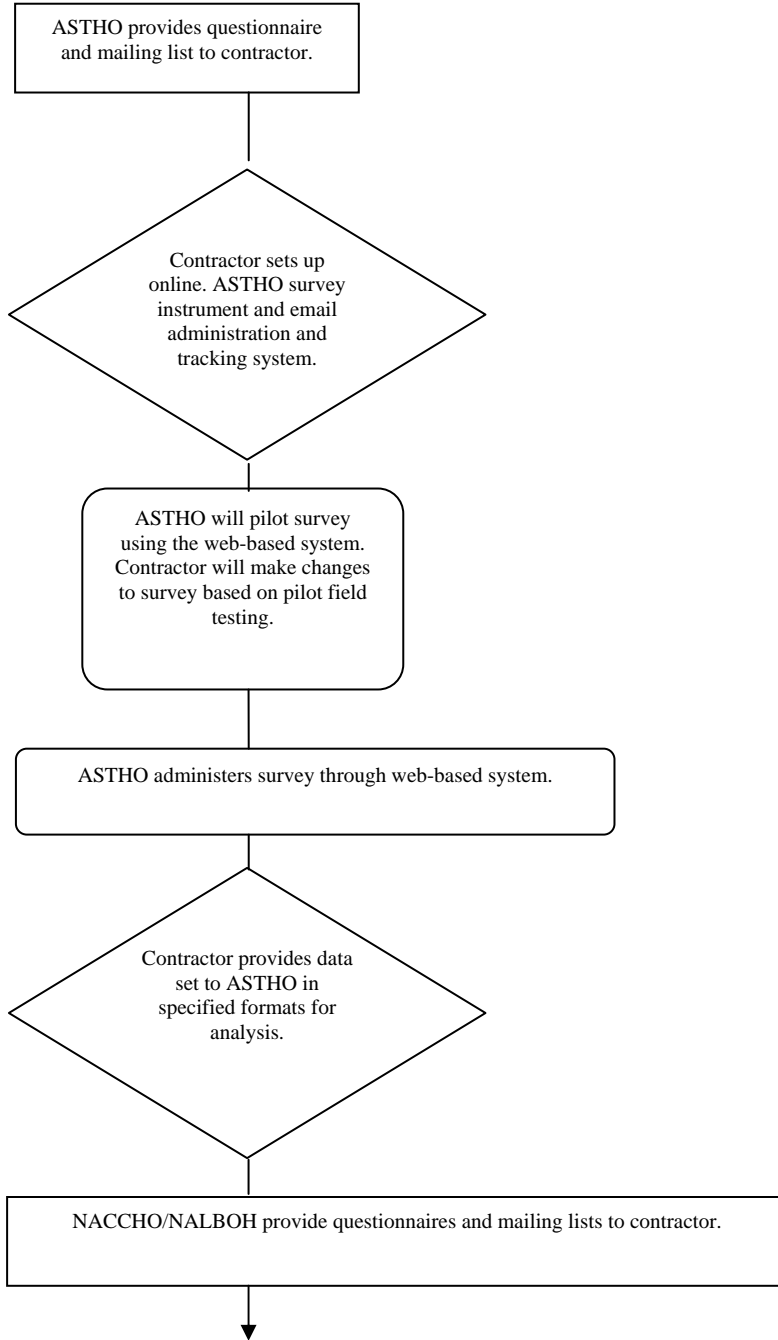
NACCHO: Summer/Fall 2010

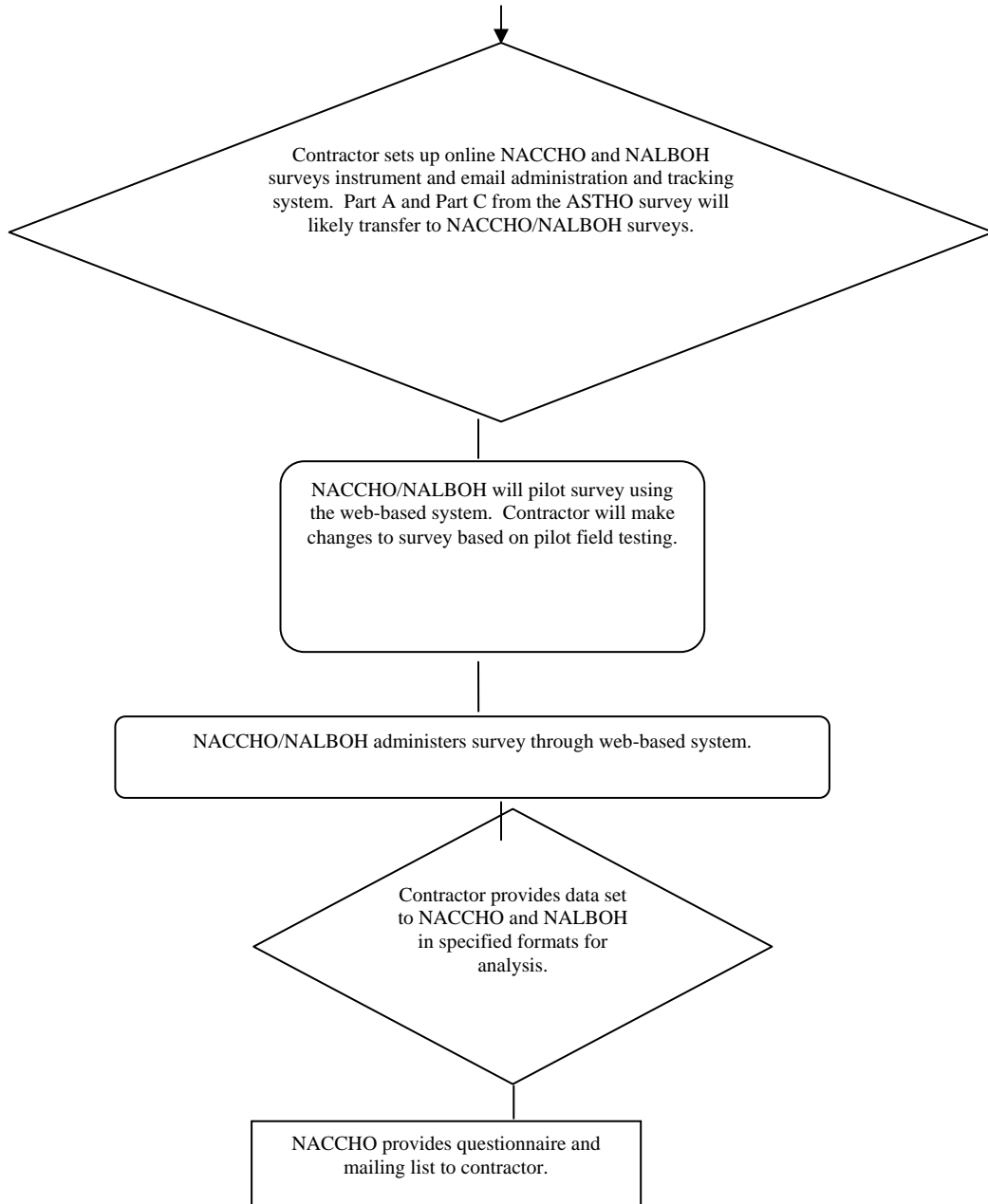
Sampling frames: The surveys will be administered to each state (ASTHO survey) and local health department (NACCHO survey) and local board of health (NALBOH survey) in the United States and its territories. ASTHO's sampling frame consists of 57 states and territories. NALBOH and NACCHO survey between 1500-3500 local health departments and local boards of health.

Survey administration methods: Each association will email a request to complete the survey to the respondents using an email, tracking, and follow-up system set up by and through the contractor. Thus, the administration mechanism and survey system will both be integrated and designed by the contractor.

At least two of the three surveys will involve several hundred questions. Thus, the web-based survey system must allow for each respondent agency to be assigned an ID number and unique login. Respondents must also have the ability to login and complete the survey over a period of time to be determined by the survey administrators/associations (e.g., weeks or months). In other words, respondents must be able to partially complete the survey, save their work, and return later to complete the survey.

Flowchart:





2.2 Background Information

The University of Kentucky College of Public Health (www.ukcph.org) and Center for PHSSR (www.publichealthsystems.org) are assisting the three major practice associations in a collaborative effort to harmonize and integrate surveys. The funds for this effort come from RWJF.

The mission of the Robert Wood Johnson Foundation (www.rwjf.org) and UK CPHSSR are to improve the health and health care of all Americans. Our goal is clear: To help Americans lead healthier lives and get the care they need.

As part of that mission, the Robert Wood Johnson Foundation (RWJF) and UK CPHSSR seek improved information on public health efforts in the United States. To achieve this aim, RWJF currently is funding three national associations of public health organizations to survey their membership and related non-member health agencies. These organizations currently conduct national membership surveys. The Center aims to coordinate and harmonize these surveys to allow for the creation of a single, integrated dataset drawn from the next administration of these three surveys:

ASTHO: Association of State and Territorial Health Officials is the national non-profit organization representing the state and territorial public health agencies of the United States, the U.S. Territories, and the District of Columbia, as well as the 120,000 public health professionals these agencies employ. ASTHO members, the chief health officials of these jurisdictions, are dedicated to formulating and influencing sound public health policy and to assuring excellence in state-based public health practice.

Website: www.astho.org

Prior Survey: <http://www.astho.org/Research/Data-and-Analysis/ASTHO-State-Public-Health-Survey-Instrument/>

Study Funders: RWJF and the US Centers for Disease Control and Prevention (CDC)

NACCHO: National Association of County and City Health Officials is the national organization representing local health departments. NACCHO supports efforts that protect and improve the health of all people and all communities by promoting national policy, developing resources and programs, seeking health equity, and supporting effective local public health practice and systems.

Website: www.naccho.org

Prior Survey: <http://naccho.org/topics/infrastructure/profile/resources/2008reports/index.cfm>

Study Funders: RWJF and CDC

NALBOH: National Association of Local Boards of Health represents the grassroots foundation of public health in America, and is the only organization in America dedicated to preparing and strengthening boards of health, empowering them to promote and protect the health of their communities through education, training, and technical assistance.

Website: www.nalboh.org

Study Funder: RWJF

2.3 University Information

Founded in 1865, the University of Kentucky (UK) is a public, research-extensive, land grant university dedicated to enriching people's lives through excellence in teaching, research, and service. UK's campus covers more than 716 acres and total enrollment is more than 27,000 students representing all Kentucky counties, every state in the nation, and 117 countries. There are more than 13,500 employees.

The University of Kentucky has long embraced its mission to provide excellent education to outstanding resident and non-resident students, recognizing that a knowledgeable populace is the best foundation for a prosperous Commonwealth. This mission has been further enhanced since 1997 when the Kentucky General Assembly mandated that UK become a Top 20 public research university by 2020. President Lee T. Todd Jr. focused the University on achieving this goal through the development of a Top 20 Business Plan in 2005 that gained national prominence for its vision and detail.

UK consists of some 200 major and degree programs in 17 academic and professional colleges. The colleges include: Agriculture, Arts and Sciences, Business and Economics, Communications and Information Studies, Dentistry, Design, Education, Engineering, Fine Arts, Health Sciences, Law, Libraries, Medicine, Nursing, Pharmacy, Public Health, and Social Work. UK boasts over 80 national rankings for academic excellence.

UK operates a nationally recognized research library system, with the capstone being the world-class William T. Young Library. UK's book endowment is the largest among public universities. Its library network and technology provide extraordinary service to students in the colleges of Medicine, Law, Engineering, Fine Arts and other programs. Meanwhile, students, faculty and Kentucky residents can use UK Libraries' advanced technology to access the most up-to-date information from online journals, government publications and private studies.

The UK Chandler Medical Center, which opened in 1960, is considered one of the nation's finest academic medical centers. As one of two Level 1 Trauma Centers in Kentucky, UK Hospital cares for the most critically injured and ill patients in the region. The 473-bed UK Hospital and UK Children's Hospital are supported by more than 500 faculty physicians and dentists, 400 resident physicians, and a staff of 3,200 health professionals committed to high-quality patient care.

In spring 2007, ground was broken for a new \$450 million UK Chandler Hospital. This more than 1-million square foot facility, to be completed in 2011, is the cornerstone of a 20-year, \$2.5 billion plan to construct the Commonwealth Medical Campus of the Future. Among the campus' components are a now-under-construction \$120 million pharmacy building, additional research buildings, a new shared Health Sciences Learning Center, and additional buildings to house programs for the colleges of Medicine, Nursing, Health Sciences, Dentistry and Public Health.

Research at UK is a dynamic enterprise encompassing both traditional scholarship and emerging technologies. For the last five years, the University has consistently exceeded \$200 million in sponsored projects awards. UK faculty recently attracted a record-breaking total of \$290 million in extramural funding for grants and contracts. A recent ranking placed UK at 26th among all public universities for federal expenditures. Meanwhile, the inventiveness of UK faculty continues to earn the University its standing as 17th among land-grant universities, 34th among public universities, and 57th overall in licensing income and patents. Another national ranking recently put UK 19th among public institutions for the scholarly productivity of its faculty.

UK's agenda is to accelerate the movement toward academic excellence and to become known worldwide for the quality of its academic programs, its commitment to undergraduates, its success in building a diverse community, and its engagement with the larger society.

Visit the University of Kentucky Web site at <http://www.uky.edu>.

3.0 **PROPOSAL REQUIREMENTS**

3.1 **Key Event Dates**

| | |
|---|------------------|
| Release of RFP | 10/23/09 |
| Deadline for Written Questions @ 3:00 p.m. on | 11/06/09 |
| RFP Proposals Due Date | 11/20/09 |
| Offeror Presentations * | week of 11/30/09 |
| Contract Award* | 12/11/09 |

* The Potential Offeror Presentations and Contract Award are projected dates.

3.2 **Offeror Communication**

To insure that RFP documentation and subsequent information (modifications, clarifications, addendum, written questions & answers, etc.) is directed to the appropriate persons within the Offeror's firm, each Offeror who intends to participate in this RFP is to provide the following information to the Purchasing Officer. Prompt, thorough compliance is in the best interest of the Offeror. Failure to comply may result in incomplete or delayed communication of addenda or other vital information. Contact information is the responsibility of the Offeror. Without the prompt information, any communication shortfall shall reside with the Offeror.

- Name of primary contact
- Mailing address of primary contact
- Telephone number of primary contact
- Fax number of primary contact
- E-mail address of primary contact
- Additional contact persons with same information provided as primary contact

This information shall be transmitted via fax or e-mail to:

Rebecca Purcell
 Purchasing Division
 University of Kentucky
 322 Peterson Service Building
 Lexington, KY 40506-0005
 Phone: (859) 257-5479
 Fax: (859) 257-1951

E-mail: rpurcell@email.uky.edu

All communication with the University regarding this RFP shall only be directed to the University Purchasing Officer listed above.

3.3 **Offeror Presentations**

All Offerors whose proposals are judged acceptable for award may be required to make an Offeror presentation to the evaluation committee.

3.4 Preparation of Offers

Offeror is expected to follow all specifications, terms, conditions, and instructions in this Request for Proposal.

Offeror will furnish all information required by this solicitation.

Proposals should be prepared simply and economically, providing a description of the Offeror's capabilities to satisfy the requirements of the solicitation. Emphasis should be on completeness and clarity of content. All documentation submitted with the proposal should be bound in the single volume except as otherwise specified.

An electronic version of the RFP is available through the University of Kentucky Division of Purchasing Web site: <http://www.uky.edu/purchasing/>

Click on: **Bid & Proposal Opportunities**

3.5 Proposed Deviations from the Request for Proposal

The stated requirements appearing elsewhere in this RFP shall become a part of the terms and conditions of any resulting contract. Any deviations there from must be specifically defined in accordance with the Transmittal Letter, Section 4.3 (d). If accepted by the University, the deviations shall become part of the contract, but such deviations must not be in conflict with the basic nature of this RFP.

Note: Offerors shall not submit their standard terms and conditions as exceptions to the RFP Terms and Conditions. Each exception to a University term and condition shall be individually addressed.

3.6 Proposal Submission and Deadline

Offeror must provide one (1) electronic copy on compact disk and ten (10) printed copies of each technical proposal under a sealed cover and one (1) electronic copy on compact disk and ten (10) printed copies of financial proposals under separate sealed cover, prior to 3:00 P.M. Lexington, KY time on date as specified in Section 3.1 Key Event Dates and addressed to the Purchasing Officer as listed in Section 3.2 Offeror Communication.

Note: Proposals received after the closing date and time will not be considered. In addition, proposals received via fax or email are not acceptable.

The University of Kentucky accepts deliveries of RFP's Monday through Friday from 8:00 am – 5:00 pm Lexington Kentucky time. However, RFP's must be received by 3:00 pm Lexington Kentucky time on the date specified on the RFP in order to be considered.

Proposals shall be enclosed in sealed envelopes to the above referenced address and shall show the closing time and date specified, the solicitation number, and the name and address of the Offeror on the face of the envelope. **The technical proposal shall be submitted in a sealed envelope under separate cover and the financial proposal shall be submitted in a sealed envelope under separate cover.** Both sealed envelopes shall have identical information on the

cover, with the addition that one will state “**Technical Information**”, and the other, “**Financial Proposal**”.

Note: In accordance with the Kentucky Revised Statute 45A.085, there will be no public opening.

3.7 Addenda

Any addenda or instructions issued by the Purchasing Agency prior to the time for receiving proposals shall become a part of this RFP. Such addenda shall be acknowledged in the proposal. No instructions or changes shall be binding unless documented by a proper and duly issued addendum.

3.8 Disclosure of Offeror’s Response

The Request for Proposal specifies the format, required information, and general content of proposals submitted in response to this RFP. The Purchasing Agency will not disclose any portions of the proposals prior to contract award to anyone outside the Purchasing Division, the University’s administrative staff, representatives of the State or Federal Government, if required, and the members of the committee evaluating the proposals. After a contract is awarded in whole or in part, the University shall have the right to duplicate, use, or disclose all Proposal data submitted by Offerors in response to this RFP as a matter of public record.

Any submitted proposal shall remain a valid proposal for six (6) months after the proposal due date.

The University shall have the right to use all system ideas, or adaptations of those ideas, contained in any proposal received in response to this RFP. Selection or rejection of the proposal will not affect this right.

3.9 Restrictions on Communications with University Staff

From the issue date of this RFP until a Contractor is selected and a contract award is made, Offerors are not allowed to communicate about the subject of the RFP with any University administrator, faculty, staff, or members of the Board of Trustees except:

- The Purchasing Office representative, any University Purchasing Official representing the University administration, or others authorized in writing by the Purchasing Office and
- University representatives during Offeror presentations.

If violation of this provision occurs, the University reserves the right to reject the Offeror’s proposal.

3.10 Cost of Preparing Proposal

Costs for developing the proposals and any subsequent activities prior to contract award are solely the responsibility of the Offerors. The University of Kentucky will provide no reimbursement for such costs.

3.11 Disposition of Proposals

All proposals become the property of the University. The successful proposal will be incorporated into the resulting contract by reference.

3.12 Alternate Proposals

Offerors may submit alternate proposals. If more than one proposal is submitted, all must be complete (separate) and comply with the instructions set forth within this document. Each proposal will be evaluated on its own merits.

3.13 Questions

All questions should be submitted by either fax or e-mail to the Purchasing Officer listed in Section 3.2 no later than dated listed in Section 3.1.

3.14 Section Titles in the RFP

Titles of paragraphs used herein are for the purpose of facilitating ease of reference only and shall not be construed to infer the construction of contractual language.

3.15 No Contingent Fees

No person or selling agency shall be employed or retained or given anything of monetary value to solicit or secure this contract, except bona fide employees of the Offeror or bona fide established commercial or selling agencies maintained by the Offeror for the purpose of securing business. For breach or violation of this provision, the University shall have the right to reject the proposal, annul the contract without liability, or, at its discretion, deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee or other benefit.

3.16 Proposal Addenda and Rules for Withdrawal

Prior to the date specified for receipt of offers, a submitted proposal may be withdrawn by submitting a written request for its withdrawal to the University Purchasing Office, signed by the Offeror. Unless requested by the University, the University will not accept revisions, or alterations to proposals after the proposal due date.

4.0 PROPOSAL FORMAT AND CONTENT

4.1 Proposal Information and Criteria

The following list specifies the items to be addressed in the proposal. Offerors should read it carefully and address it completely and in the order listed to facilitate the University's review of the proposal.

Proposals shall be organized into the sections identified below. The content of each section is detailed in the following pages. It is strongly suggested that Offerors use the same numbers for the following content as are used in the RFP.

- Signed Authentication of Proposal and Statement of Non-Collusion and Non-Conflict of Interest Form.
- Transmittal Letter
- Executive Summary and Proposal Overview
- Criteria 1 - Offeror Qualifications
- Criteria 2 - Services Defined
- Criteria 3 - Financial Proposal
- Criteria 4 - Evidence of Successful Performance and Implementation Schedule
- Criteria 5 - Other Additional Information

4.2 Signed Authentication of Proposal and Statements of Non-Collusion and Non- Conflict of Interest Form

The Offeror will sign and return the proposal cover sheet and print or type her/his name, firm, address, telephone number and date. The person signing the offer must initial erasures or other changes. An offer signed by an agent is to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to the Purchasing Agency. The signer shall further certify that the proposal is made without collusion with any other person, persons, company or parties submitting a proposal; that it is in all respects fair and in good faith without collusion or fraud, and that the signer is authorized to bind the principal Offeror.

4.3 Transmittal Letter

The Transmittal Letter accompanying the RFP shall be in the form of a standard business letter and shall be signed by an individual authorized to legally bind the Offeror. It shall include:

- a) A statement referencing all addenda and written questions, the answers and any clarifications to this RFP issued by the University and received by the Offeror. If no addenda have been received, a statement to that effect should be included.
- b) A statement that the Offeror's proposal shall remain valid for six (6) months after the closing date of the receipt of the proposals.

- c) A statement that the Offeror will accept financial responsibility for all travel expenses incurred for oral presentations (if required) and candidate interviews.
- d) A statement that summarizes any deviations or exceptions to the RFP requirements and includes a detailed justification for the deviation or exception.
- e) A statement that identifies the Confidential Information as described in Section 6.23 Confidentiality.

Note: Offerors shall not submit your standard terms and conditions as exceptions to the RFP Terms and Conditions. Each exception to a University term and condition shall be individually addressed.

4.4 Executive Summary and Proposal Overview

The Executive Summary and Proposal Overview shall condense and highlight the contents of the technical proposal in such a way as to provide the evaluation committee with a broad understanding of the entire proposal.

Confine your submission to those matters sufficient to define your proposal and to provide an adequate basis for RWJF, UK, ASTHO, NACCHO & NALBOH's evaluation of the proposal. The proposal in response to this RFP will be incorporated into the final agreement with UK, RWJF and the Contractor.

4.5 Criteria 1 - Offeror Qualifications

The purpose of the Offeror Qualifications section is to determine the ability of the Offeror to respond to this Request for Proposal. Offerors must describe and offer evidence of their ability to meet each of the qualifications listed below.

1. Provide your company's official registered name (Corporate, D.B.A., Partnership, etc.), Dun & Bradstreet Number, Primary and secondary SIC numbers, address, main telephone number, toll-free numbers, and facsimile numbers.
2. Provide a brief narrative describing the history of your company, including the year established, and number of years offering online surveys. Identify the number of employees in your company and the ownership. Has the company ever filed for bankruptcy, been in loan default, or are there any pending liens, claims or lawsuits against the company. If so, please describe.
3. Provide biographies and relevant experience of key staff and management personnel. Describe the qualifications and relevant experience of the types of staff that would be assigned to this project by providing biographies for those staff members. Describe bonding process and coverage levels of employees. Affirm that no employees working on the engagement have ever been convicted of a felony.

4. Provide an organizational chart indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the company. This chart must also show lines of authority to the next senior level of management.
5. Provide certified audited financial statements including a full set of footnotes as follows:
 - a. For the past three (3) fiscal years, include at a minimum, income statements, balance sheets, and statements of changes in financial position or cash flows. If three (3) years of financial statements are not available, this information shall be provided to the fullest extent possible or the reasons why, if they are not available.
 - b. For a privately held company, when certified audited financial statements are not prepared; a written statement from the company's certified public accountant stating the financial condition, debt-to-asset ratio for the past three (3) years and any pending actions.
6. If the Offeror has had a contract terminated for default in the last five years, describe such incident. Submit full details for the default including the other parties' name, address, and phone number. Present the Offeror's position on the matter. The University will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If the Offeror has experienced no such termination for the default in the past five years, so indicate.

4.6 Criteria 2 – Services Defined

1. Describe your ability and the methodology used to develop and organize multi-faceted online survey questionnaires.
2. Explain, in detail, your method and capability of securely storing and transmitting survey data.
3. List and describe the analytic tools you will provide for evaluating survey responses.
4. Outline the time and personnel needed to work with all three national public health organizations to insure their needs are met through this program.
5. List the reporting and tracking tools you will use to report to the University of Kentucky and RWJ Foundation on the vendor's timely progress and/or issues on this project.
6. Include the method and approach used to manage the overall project and client correspondence. Briefly describe how the engagement proceeds from beginning to end.
7. Provide information on your ability to complete the following phases of this project by the implementation dates given below:

- March 1, 2010: ASTHO web-based survey and email-based administration/tracking system will be online and ready for pilot testing.
- April 15, 2010: ASTHO survey agencies to participate will go live. Initial emails inviting state health be sent through email-based system designed by vendor. System must also track if surveys have been partially and fully completed. System must also be capable of sending out follow-up reminder emails.

- July 1, 2010: NACCHO and NALBOH web-based surveys and email-based administration/tracking systems will be online and ready for pilot testing.

July 15, 2010: ASTHO survey period to end.

- August 15, 2010: ASTHO data are sent to ASTHO in Excel 2007 (.xlsx), SPSS and comma-delimited (.csv) formats.
- September 1, 2010: NACCHO survey to go live. NALBOH survey will be ready to go live from September 1 but administration date still to be decided.

December 1, 2010: NACCHO and NALBOH survey periods end.

- January 31, 2011: NACCHO data are sent to NACCHO in Excel 2007 (.xlsx), SPSS and comma-delimited (.csv) formats. NALBOH data are sent to NALBOH in Excel 2007 (.xlsx), SPSS and comma-delimited (.csv) formats.
- Contractor will provide follow-up customer service through July 15, 2011.

8. Include a detailed schedule and description of the process for each phase of development, including testing procedures, quality control, technical expertise and cost by phase (**put cost in section 8.0**). This section should include a description of each major type of work being requested as outlined in the requirements listed below and when each milestone will be accomplished. The proposal should reflect each of the sections listed below:

A. CONSTRUCTION OF QUESTIONNAIRE

- The survey questions and response options will be provided by the associations.

- Ability to preload existing data from current sources or previous surveys conducted by ASTHO, NACCHO and NALBOH (NACCHO ID, identifying information, possibly information from prior survey) – some will be visible to respondents; some will not.
- Accommodate complex question types including large matrices (see prior questionnaires online at associations' websites for examples).
- Provide for numeric, nonnumeric, date and text fields, with no truncation of text fields.
- Provide sophisticated skip logic capacity.
- Respondents will be allowed to not respond to any questions and still continue with the survey.
- Respondents must be allowed to go back and change answers before hitting the final submission button.
- Respondents must have the ability to partially complete the survey and return over a period of weeks or months to complete.
- Ability to generate a “table of contents” that helps respondents to locate sections of the survey without “flipping” through and ideally have a “status” notation that shows whether they have completed the section, not started, or are in progress.
- Administrative ability to assign certain sections of the survey to a subset of the respondents. (E.g., the ability to send a shortened form of a questionnaire to some respondents and/or to have a subset of respondents complete a specialized module along with the base questionnaire)
- Ability to perform validation on data that are entered and generate warning messages when potential problems are flagged. For example, if there is a “check all that apply” question, we want to flag responses that include one or more of the choices and “none of the above”. We also want to flag numbers that appear to be “out of range”, e.g., by comparing the number to a number from a previous survey that is linked to this one. Because of both the complexity of the questions and the fact that multiple staff members contribute data to the Profile questionnaire, the system must provide some way of moving forward in cases where complete data cannot be provided at a particular sitting.

B.

RESPONDENT EXPERIENCE

- Respondent ability to print a copy of the “blank” questionnaire on letter size paper.
- Respondent ability to go back to the survey and change responses in any section up until the time that they click the final “submit my responses” button.
- Respondent ability to include multiple staff members in completing questionnaire.
- Respondent ability to check status of each section of the questionnaire.
- Respondent ability to click on links to each topic area listed in the table of contents.
- System to generate a confirmation e-mail to let respondents know that they have successfully submitted their responses.
- Respondent ability to save or print (preferably both) an attractively formatted copy of their survey responses upon completing the survey and, preferably, at any time during survey completion.
- Respondent virus protection.

C.

SURVEY ADMINISTRATION

Each of the three organizations needs capacity to administer its own survey, including the ability to:

- Generate a unique survey for each respondent. Should be able to generate a “one-click” link that can be individually referenced in e-mails. A log-in page with a generated ID and password should also be available for each respondent if also mailed to the respondent rather than emailed. This log-in page and log-in information will also be necessary for follow-up contacts via e-mail, mail, or both.
- Readily generate “personalized” e-mails that include the name of the respondent & LHD, etc. It must be able to both send e-mails to all non-respondents and easily send a single message and link to someone who requests one.
- Export information about completion status in a form that can be converted to an Excel spreadsheet for follow up as needed.
- Easily update the survey administration system. (e.g., need to change an e-mail address for a respondent or delete a respondent from the sample).
- Can confirm if an e-mail message had been received by the respondent. At a minimum, would be able to tell if the respondent had clicked on the url in the message.
- Generate a record of e-mail messages that were undeliverable.
- Provide the survey administrator with a copy of the submitted responses.

D. EXPORT OF SURVEY DATA

- Ability to export a LARGE number of fields (up to 4,000) into a standard “spreadsheet” format (each field is a column; each respondent is a row) for use in statistical analysis programs.
- Reporting of interim data should be available
- Exports responses to multiple choice, yes/no, and scale questions in numeric format.
- In the case of “select all that apply” questions, each possible selection must appear in the file as a dichotomous variable. Thus “select all that apply” questions will produce multiple variables to indicate which of the options were selected (numerically coded to indicate ‘yes’, ‘no’ or missing).
- Ability to distinguish a negative response (i.e., one choice unchecked) from a question that was skipped entirely. Coding: 1= “Yes”, 2= “No”, 9= no response, 8= blank
- Data must be made available in Excel (.xls), SPSS, and comma-delimited (.csv) formats.
- So as to make importation to statistical software possible, each respondent’s responses must constitute a single row of data.

E. TECHNICAL SUPPORT

- Describe your technical support available during regular business hours. List what hours for your time zone the contractor will be available for technical support.
- Describe the ability to purchase programmer services for complex questions or special features such as response validation.

F. DETAILED TECHNICAL REPORT

- Describe, in detail, the technical report document developed for the use of Offeror’s technical staff which discusses: the methodology employed, positive security aspects identified, detailed technical vulnerability findings, an assignment of a risk rating for each vulnerability, supporting detailed exhibits for vulnerabilities when appropriate, and detailed technical remediation steps.

G. COMPLETION OF DELIVERABLES

- Include descriptions of the types of reports to be made available to summarize and provide detailed information on security risk, vulnerabilities, and the necessary countermeasures and recommended corrective actions. Include sample reports as attachments to the proposal to provide an example of the types of reports that will be provided for this engagement.
- Describe your ability, at the conclusion of the assessment, to provide a dataset in Excel 2007, .csv, and SPSS formats.

H.

INSTRUCTION MANUAL

- Include an instruction manual for guidance on how the survey administrators can use the web-based system.

4.7 Criteria 3 – Financial Proposal

The Financial Summary Form shall contain the complete financial offer made to the University using the format contained in Section 8.0. **All financial information must be submitted in a sealed envelope under separate cover.**

4.8 Criteria 4- Evidence of Successful Performance and Implementation Schedule

Provide three (3) current corporate references for who you have conducted similar work and samples of this work. The Offeror must grant permission to the University to contact the references.

4.9 Criteria 5-Other Additional Information

Please provide any additional information that the Offeror feels should be considered when evaluating their proposal.

The Offeror may present any creative approaches that might be appropriate. The Offeror may also provide supporting documentation that would be pertinent to this RFP.

5.0 **EVALUATION CRITERIA PROCESS**

The evaluation of responsive proposals shall be completed by an evaluation team, which will determine the ranking of proposals. Proposals will be evaluated strictly in accordance with the requirements set forth in this solicitation, including any addenda that are issued. The University will award the Contract to the responsible Offeror whose proposal is determined to be the most advantageous to the University, RWJF, and the associations, taking into consideration the evaluation factors set forth in this RFP. The evaluation will be based upon the information provided in the proposal, additional information requested by the University for clarification, information obtained from references and independent sources, and oral presentations, if requested.

The evaluation of proposals will include consideration of responses to the list of criteria in Section 4.0. Offerors must specifically address all criteria in their response. Any deviations or exceptions to the specifications or requirements must be described and justified in a transmittal letter. Failure to list such exceptions or deviations in the transmittal letter may be considered sufficient reason to reject the proposal.

The relative importance of the criteria is defined below:

Primary Criteria

- Offeror Qualifications
- Services Defined
- Financial Proposal
- Evidence of Successful Performance and Implementation

Secondary Criteria

- Other Additional Services

The University will evaluate proposals as submitted and may not notify Offerors of deficiencies in their responses.

Proposals must contain responses to each of the criteria, listed in Section 4 even if Offeror's response cannot satisfy those criteria. A proposal may be rejected if it is conditional or incomplete in the judgment of the University.

6.0 SPECIAL CONDITIONS

The Center for Public Health Systems and Services Research, through wishes by the RWJF may, at their discretion and without explanation to the prospective Offerors, at any time choose to discontinue this RFP without obligation to such prospective Offerors.

Contract funds may be used for project staff salaries, consultant fees, data collection and analysis, meetings, supplies, project-related travel, and other direct project expenses, including a limited amount of equipment essential to the project. In keeping with RWJF policy, contract funds may *not* be used to subsidize individuals for the costs of their health care, to support clinical trials of unapproved drugs or devices, to construct or renovate facilities, for lobbying, or as a substitute for funds currently being used to support similar activities.

RWJF monitors the contractor's efforts and careful stewardship of contract funds to assure accountability. Contractor will be required to submit periodic narrative and financial reports.

6.1 Contract Term

The contract resulting from this RFP shall be from the effective date of the contract through July 15, 2011.

6.2 Effective Date

The effective date of the contract shall be the date upon which the Parties execute it and all appropriate approvals have been received.

6.3 Competitive Negotiation

It is the intent of the Request for Proposal (RFP) to enter into competitive negotiation as authorized by KRS 45A.085.

The University will review all proposals properly submitted. However, the University reserves the right to request necessary modifications, reject all proposals, reject any proposal that does not meet mandatory requirement(s) or cancel this RFP, according to the best interests of the University.

Offeror(s) selected to participate in negotiations may be given an opportunity to submit a Best and Final offer to the Purchasing Agency. All information-received prior to the cut-off time will be considered part of the Offeror's Best and Final offer.

The University also reserves the right to waive minor technicalities or irregularities in proposals providing such action is in the best interest of the University. Such waiver shall in no way modify the RFP requirements or excuse the Offeror from full compliance with the RFP specifications and other contract requirements if the Offeror is awarded the contract.

6.4 Appearance Before Committee

Any, all or no Offerors may be requested to appear before the evaluation committee to explain their proposal and/or to respond to questions from the committee concerning the proposal. Offerors are prohibited from electronically recording these meetings. The committee reserves the right to request additional information.

6.5 Acceptance or Rejection and Award of Proposal

The University reserves the right to accept or reject any or all proposals, or part of proposals, to waive any informalities, technicalities, clarify any ambiguities in proposals, and unless otherwise specified to accept any item in the proposal. In case of error in extension of prices or other errors in calculation, the unit price shall govern. Further, the University reserves the right to make a single award, split awards, and make multiple awards or no award, whichever is in the best interest of the University.

6.6 Additions, Deletions or Contract Changes

The University reserves the right to add, delete, or change related items or services to the contract established from this Request for Proposal. No modification or change of any provision in the resulting contract shall be made, unless such modification is mutually agreed to in writing by the Contractor and the Director of Purchasing, and incorporated as a written modification to the contract. Memoranda of understanding and correspondence shall not be interpreted as a modification to the contract.

6.7 Contractor Cooperation in Related Efforts

The University reserves the right to undertake or award other contracts for additional or related work to other entities. The Contractor shall fully cooperate with such other Contractors and University employees and carefully fit its work to such additional work. The Contractor shall not commit or permit any act, which will interfere with the performance of work by any other Contractor or by University employees. This clause shall be included in the contracts of all Contractors with whom this Contractor will be required to cooperate. The University shall equitably enforce this clause to all Contractors, to prevent the imposition of unreasonable burdens on any Contractor.

6.8 Entire Agreement

The Request for Proposal (RFP) shall be incorporated into any resulting Contract. The resulting contract, including the RFP and those portions of the Offeror's response accepted by the University shall be the entire agreement between the parties.

6.9 Governing Law

Contractor shall conform to and observe all laws, ordinances, rules and regulations of the United States of America, Commonwealth of Kentucky, and all other local governments, public authorities, boards or offices relating to the Property or the improvements upon same, or the use thereof, and will not permit the same to be used for any illegal or immoral purposes, business or occupation. The

resulting contract shall be governed by Kentucky Law and any claim relating to this contract shall only be brought in the Franklin Circuit Court in Accordance with KRS 45A-245.

6.10 Termination for Convenience

The University of Kentucky, Division of Purchasing, reserves the right to terminate the resulting contract without cause with a thirty (30) day written notice. Upon receipt by the Contractor of "notice of termination", the Contractor shall discontinue all services with respect to the applicable contract. The cost of any agreed upon services provided by the Contractor will be calculated at the agreed upon rate prior to "notice of termination" and a fixed fee contract will be pro-rated (as appropriate).

6.11 Termination for Non-Performance

Default

The Director of Purchasing may terminate the resulting contract for non-performance, as determined by the University for such causes as:

- Failure to provide satisfactory quality of service, including, failure to maintain adequate personnel, whether arising from labor disputes, or otherwise any substantial change in ownership or proprietorship of the Contractor, which in the opinion of the University is not in its best interest, or failure to comply with the terms of this contract
- Failure to keep or perform, within the time period set forth herein, or violation of, any of the covenants, conditions, provisions or agreements herein contained.
- Adjudication as a voluntarily bankrupt, making a transfer in fraud of its creditors, filing a petition under any section from time to time, or under any similar law or statute of the United States or any state thereof, or if an order for relief shall be entered against the Contractor in any proceeding filed by or against contractor there under. In the event of any such involuntary bankruptcy proceeding being instituted against the Contractor, the fact of such an involuntary petition being filed shall not be considered an event of default until sixty (60) days after filing of said petition in order that Contractor might during that sixty (60) days period have the opportunity to seek dismissal of the involuntary petition or otherwise cure said potential default.
- Making a general assignment for the benefit of its creditors, or taking the benefit of any insolvency act, or if a permanent receiver or trustee in bankruptcy shall be appointed for the Contractor.

Notification

The University will provide ten (10) calendar days written notice of default. Unless arrangements are made to correct the non-performance issues to the University's satisfaction within ten (10) calendar days, the Director of Purchasing may terminate the contract by giving forty-five (45) days notice, by registered or certified mail, of its intent to cancel this contract.

6.12 Modification or Withdrawal of Offer

An offer and/or modification of offer received at the office designated in the solicitation after the exact hour and date specified for receipt will not be considered.

An offer may be modified or withdrawn by written notice before the exact hour and date specified for receipt of offers. An offer also may be withdrawn in person by an Offeror or an authorized representative, provided the identity of the person is made known and the person signs a receipt for the offer, but only if the withdrawal is made prior to the exact hour and date set for receipt of offers.

6.13 Rejection

Grounds for the rejection of proposals include, but shall not be limited to:

- Failure of a proposal to conform to the essential requirements of the Request for Proposal.
- Imposition of conditions that would significantly modify the terms and conditions of the solicitation or limit the Offeror's liability to the University on the contract awarded on the basis of such solicitation.
- Failure of the Offeror to sign the University Request for Proposal, as part of the proposal. This includes the Authentication of Proposal and Statement of Non-collusion and Non-conflict of Interest statements.
- Receipt of proposal received after the closing date and time specified in the RFP.

6.14 Prime Contractor Responsibility

Any contracts that may result from the RFP shall specify that the Contractor or Contractors is (are) solely responsible for fulfillment of the contract with the University.

6.15 Assignment

The Contractor(s) shall not assign the contract in whole or in part without the prior written consent of the University. Any attempted assignment shall be void.

6.16 Permits, Licenses, Taxes and Commonwealth Registration

The Contractor shall procure all necessary permits and licenses and abide by all applicable laws, regulations and ordinances of all federal, state, and local governments in which work under this contract is performed.

The Contractor must furnish certification of authority to conduct business in the Commonwealth of Kentucky as a condition of contract award. Such registration is obtained from the Secretary of

State, who will also provide the certification thereof. However, the Contractor need not be registered as a prerequisite for responding to the RFP.

The Contractor shall pay any sales, use, personal property and other taxes arising out of this contract and the transaction contemplated hereby. Any other taxes levied upon this contract, the transaction, or the equipment or services delivered pursuant hereto shall be the responsibility of the Contractor.

The Contractor will be required to accept liability for payment of all payroll taxes or deductions required by local and federal law, including, but not limited to old age pension, social security or annuities.

6.17 Attorneys' Fees

In the event that either party deems it necessary to take legal action to enforce any provision of the contract, and in the event the University prevails, the Contractor agrees to pay all expenses of such action, including attorneys' fees and costs at all stages of litigation.

6.18 Patents, Copyrights and Trademarks

The Contractor shall protect the University from any and all damages or liability arising from alleged infringements of patents, copyrights or trademarks.

6.19 Indemnification

The Contractor shall indemnify, hold and save harmless the University, its affiliates and subsidiaries and their officers, agents and employees from losses, claims, suits, actions, expenses, damages, costs (including attorney fees of attorneys of the University's choice and court costs) expenses, all liability of any nature or kind arising out of or relating to the Contractor's response to this Request for Proposal or its performance or failure to perform under the contract awarded from this RFP. This clause shall survive termination for as long as necessary to protect the University.

6.20 Insurance

The successful Contractor shall procure and maintain, at its expense, the following minimum insurance coverages insuring all services, work activities and contractual obligations undertaken in this contract. These insurance policies must be with insurers acceptable to the University.

COVERAGES

Workers' Compensation

Employer's Liability

Commercial General Liability, including operations/ completed operations, products, and contractual liability (including defense and investigation costs) including this contract.

LIMITS

Statutory Requirements (Kentucky)

\$500,000/\$500,000/\$500,000

\$1,000,000 each occurrence (BI & PD combined) \$2,000,000 Products and Completed Operations Aggregate

The successful Contractor agrees to furnish Certificates of Insurance for the above described coverages and limits to the University of Kentucky Division of Purchasing. The University, its trustees and employees must be added as Additional Insured on the Commercial General Liability policy with regards to the scope of this RFP/contract. Any deductibles or self-insured retention in the above-described policies must be paid and are the sole responsibility of the Contractor. Coverage is to be primary and non-contributory with other coverage, if any, purchased by the University. All of these required policies must include a Waiver of Subrogation, except Workers' Compensation, in favor of the University, its trustees and employees.

6.21 Method of Award

It is the intent of the University to award a contract to the qualified Offeror whose offer, conforming to the conditions and requirements of the RFP, is determined to be the most advantageous to the University, cost and other factors considered.

Notwithstanding the above, this RFP does not commit the University to contract for any requirements detailed in this document. The University reserves the right to reject any or all offers and to waive formalities and minor irregularities in the proposal received.

6.22 Confidentiality

- a) Unless an exception in accordance with (C) below, and until the Effective Date of an agreement pursuant to this Request for Proposal, this RFP, any responses to the RFP, and other related documents, including but not limited to attachments, appendices, and exhibits, shall be marked and treated as CONFIDENTIAL, as provided for preliminary correspondence under KRS 61.878(1)(i).
- b) On and after the Effective Date of the agreement pursuant to this RFP, all documents associated with this RFP, unless an exception in accordance with (C) below, are NOT treated as CONFIDENTIAL documents and will be released upon receipt of a valid request under Kentucky Open Records law.
- c) Any material or information, in whole or in part, that is submitted whether before or after the Effective Date and that the party believes is confidential or proprietary shall be submitted separately in a document/format clearly marked CONFIDENTIAL. If a party submitting a response to a proposal believes that any document, before or after the Effective Date of the agreement, in whole or in part, pursuant to the RFP is confidential or contains confidential or proprietary information, the party shall identify the specific information and shall submit a listing of the information and the rationale for its being confidential or proprietary. University Office of General Counsel shall review the submitted material/information, consulting with officials of the submitting company, if needed, and make a final determination as to the confidential or proprietary nature of the submitted material.

6.23 Conflict of Interest

This Request for Proposal and any resulting contract is subject to provisions of the Kentucky Revised Statutes regarding conflict of interest and the University of Kentucky's Ethical Principles and Code of Conduct (<http://www.uky.edu/Legal/ethicscode.htm>). When submitting and signing a proposal, an Offeror is certifying that no actual, apparent or potential conflict of interest exists between the interests of the University and the interests of the Offeror.

A conflict of interest (whether contractual, financial, organizational or otherwise) exists when any individual, contractor, or subcontractor has a direct or indirect interest because of a financial or pecuniary interest, gift, or other activities or relationships with other persons (including business, familial or household relationships) and is thus unable to render or is impeded from rendering impartial assistance or advice, has impaired objectivity in performing the proposed work, or has an unfair competitive advantage.

Questions concerning this section or interpretation of this section should be directed to the University Purchasing Officer identified in this Request for Proposal.

6.24 Extending Contract

The Offeror's response to this RFP must state whether or not the offeror will permit the use of this contract by other Universities, state agencies, public and private institutions in the Commonwealth of Kentucky. An answer to this issue must be submitted within the response.

6.25 Copyright Ownership and Title to Designs and Copy

Contractor and University intend this RFP to result in a contract for services, and both consider the products and results of the services to be rendered by Contractor hereunder to be a work made for hire. Contractor acknowledges and agrees that the work and all rights therein, including, without limitation, copyright, belongs to, and shall be the sole and exclusive property of RWJF. For any work that is not considered a work made for hire under applicable law, title and copyright ownership shall be assigned to RWJF.

Title to all dies, type, cuts, artwork, negatives, positives, color separations, progressive proofs, plates, copy, and any other requirement not stated herein required for completion of the finished product for use in connection with any RWJF job shall be the property of and owned by the RWJF. Such items shall be returned to the appropriate department upon completion and/or delivery of work unless otherwise authorized by RWJF. In the event that time of return is not specified, Contractor shall return all such items to RWJF within one week of delivery.

6.26 University Graphic Standards

The Contractor must adhere to all University of Kentucky Graphics Standards. University Graphics Standards are maintained by the University Public Relations office and can be viewed at <http://www.uky.edu/regs/graphics/>. Non-adherence to the standards can have a penalty up to and including contract cancellation. Only the UKPR Director or designee can approve exceptions to the University standards.

6.27 Printing Statutes

The Purchase of Printing Services for all state agencies is governed by Chapter 57 of the Kentucky Revised Statutes. Specifically all Printing must be awarded to the lowest responsive bidder and approved by the Governor of Kentucky. In compliance with these statutes, all printing must be provided by a contract established by the Purchasing Division.

6.28 Damaged or Inferior Material

When services are not delivered on the agreed date between the contractor and the University, or if inferior or incomplete work is found, the Purchasing Division in concurrence with the using department reserves the right to reject such materials and request replacement as stated above or authorize the contractor to issue a credit based on the University's cost for all material found unacceptable.

7.0 Scope of Services

An independent research group selected by RWJF and UK CPHSSR may conduct an evaluation of the program. As a condition of accepting RWJF funds, contractor will be required to participate in the evaluation.

Contractor's are expected to meet RWJF requirements for the submission of narrative and financial reports, as well as periodic information needed for overall project performance monitoring and management. We may ask the contractor's project directors to participate in periodic meetings and give progress reports on their contracts. At the close of each contract, the Center is expected to provide a written report on the project and its findings suitable for wide dissemination.

The purpose of evaluation at RWJF is learning rather than accountability. An independent research group selected and funded by RWJF will conduct an evaluation of the program. RWJF intends for this project to contribute to national efforts to consolidate information gathered on the capabilities of Public Health Agencies in the U.S. Therefore, the program will publicly release results from this evaluation. The evaluation team will study efficacy of the Contractor with regard to the informational needs of NACCHO, NALBOH, and ASTHO. As a condition of accepting RWJF funds, contractor's must participate in the evaluation. Contractor's participation includes assisting with necessary data collection to accomplish the evaluation objectives.

7.1 Optional Services

There are no optional services being requested through this RPF. If the Vendor believes there may be services they can offer that will enhance the product and its deliverables, please identify them and explain reasoning for their possible inclusion.

8.0 Financial Offer Summary

Offerors are to provide a fixed price for the services offered. Also include a fee breakdown by project phase as well as terms and conditions of payment.

| | |
|--|-----------------|
| --Construction of Questionnaire with requested Respondent Experience | \$ _____ |
| --Survey Administration | \$ _____ |
| --Export of Survey Data | \$ _____ |
| --Technical Support through July 15, 2011 | \$ _____ |
| --Detailed Technical Report | \$ _____ |
| --Completion of Deliverables | \$ _____ |
| --Instruction Manual | \$ _____ |
| --Any additional phase not outlined above | \$ _____ |
| TOTAL: | \$ _____ |

8.1 Optional Services (Section 7.1)

Offerors must provide a bid on the optional services detailed in Section 7.1. The University shall, in its sole discretion, make the determination as to whether the optional service will be undertaken.

Please submit your bid on optional services by completing Section 7.1.

8.2 Alternate Pricing

In addition to the above financial offer, Offeror may submit alternative financial proposals, however the information requested above must be supplied and will be used for proposal evaluation purposes.