

Request for Bid Proposal

Cumberland Pediatric Foundation

Department of Health

I. Statement of Intent and Description of Services Requested:

Cumberland Pediatric Foundation hereinafter referred to as “CPF” is soliciting bids for Data Collection, Analysis, and Implementation as further described below. The purpose of this Request for Bid Proposal (RFBP) is to define CPF’s minimum requirements, solicit bid proposals, and gain adequate information from which CPF can evaluate the services you propose to provide.

CPF intends to enter into one (1) subcontract for a period of twenty-four (26) months with an expected effective period from May 1, 2024 to June 20, 2026 and with a maximum contract amount of **\$500,000**.

A. Detailed Description of Services Requested:

The intent of the Data Collection, Analysis, and Implementation is to assist CPF-selected pediatric and or family medicine primary care medical clinics in TN with utilizing clinic data for identifying operational constraints and bottlenecks, proposing data-based interventions towards improvement, and assisting with implementation of data-based improvements for rural and underserved patient populations. The initiative is designed to help clinics discover implementable strategies that increase clinic patient capacity, increase geographic footprint, improve patient access to care through uncovering opportunities for coordination of care with medical specialties, and other various efficiency-based improvements, or a combination of these strategies. Services include data mining/collection, data analysis, visualization, analytics training, manuscript writing, and other services necessary in meeting the initiative’s goals as detailed further in this RFBP. Key components and products of this initiative will include data collection through direct database, custom HL7, or API connections, and or manual reports directly from multiple and competing electronic health records; use of ECHO model training and implementation; implementation of clinical and sociological research methodologies; individual and correlated metricized data points; and graphical results, analysis, and sustainable data processes.

II. GENERAL INSTRUCTIONS AND REQUIREMENTS

This Request for Bid Proposal (RFBP) is issued by Cumberland Pediatric Foundation, in connection with HRP Practice Transformation and Extension (ACCESS) grant # SLFRP5534. The Competitive Procurement coordinator shall be the sole point of contact for this RFBP. All correspondence **must** be sent to:

Michael Hook, MBA
Research Director
Cumberland Pediatric Foundation
5141 Virginia Way, Suite 230
Brentwood, TN 37027
Phone: 615-936-6053
Email: Michael.Hook@vumc.org

A. Schedule of Events:

The following is an anticipated timetable for the procurement process. CPF reserves the right to adjust the schedule as it deems necessary.

EVENT	TIME (central time zone)	DATE (all dates are CPF business days)
1. RFBP Issued		March 26, 2024
2. Notice of Intent to Bid Deadline	2:00 p.m.	April 10, 2024
3. Bid Deadline	5:00 p.m.	April 25, 2024
4. CPF Completion of Organizational and Technical Bid Proposal Evaluations	12:00 p.m.	April 26, 2024
5. CPF Scoring of Bid Budgets	5:00 p.m.	April 26, 2024
6. Evaluation Notice Released	10:00 a.m.	April 29, 2024
7. Contractor Contract Signature Deadline		May 1, 2024
8. Effective Start Date of Contract		May 1, 2024

Potential bidders with a disability may receive accommodation relating to the communication of the RFBP and participating in the RFBP process. Potential bidders may contact the Competitive Procurement Coordinator in Section II to request such reasonable accommodation.

B. Notice of Intent to Bid:

Before the Notice of Intent to Bid Deadline detailed in the RFBP Section II, Part A, Schedule of Events, potential bidders should submit to the Competitive Procurement Coordinator a Notice of Intent to Bid (in the form of a simple email or other written communication). Such notice should include the following information:

- the business or individual's name (as appropriate)
- a contact person's name and title
- the contact person's mailing address, telephone number, and email address

A Notice of Intent to Bid creates no obligation and is not a prerequisite for making a bid; however, it is necessary to ensure receipt of any RFBP amendments or other notices and communications relating to this RFBP.

C. Submission of Bids

The bidder must submit a bid via email to the Competitive Procurement Coordinator no later than the deadline specified in the RFBP Section II, Part A, Schedule of Events in the form and detail specified in this RFBP. Please contact the Competitive Procurement Coordinator at the address as specified in Section II with any issues or concerns with email submission.

It is the sole responsibility of the bidder to ensure that its bid is delivered by the date and time specified in this RFBP in Section II, Part A, Schedule of Events. A late bid shall not be accepted for review and evaluation by CPF.

The bid filing deadline is important. If bids are submitted late, they are deemed to be late. The clock-in time shall be determined by the time of the email delivery to CPF. No other clock or watch shall have any bearing on the time of bid submission. Bidders are advised to avoid waiting until the last minute to submit bids.

Each Bidder shall assume the risk of the method of dispatching any communication or bid to CPF. CPF assumes no responsibility for delays or delivery failures resulting from the method of dispatch.

D. Bid Amendment and Rules for Withdrawal:

A bid may be withdrawn prior to the bid due date by submitting a written request for its withdrawal to CPF, signed by the Bidder and mailed to the Competitive Procurement Coordinator shown in Section II.

CPF shall not accept any amendments, revisions, or alterations to bids after the bid due date, unless formally requested in writing by CPF prior to that time.

Any submitted bid shall remain a valid bid for thirty (30) days after the bid due date.

E. Acceptance of Bids:

All bids properly submitted shall be accepted for evaluation. However, CPF reserves the right to request clarification or corrections to bids, reject any or all bids received, cancel or withdraw this RFBP, according to the best interests of CPF.

Requests for clarification or corrections by CPF may be in writing or may be oral. Requests for clarifications or corrections by CPF shall not allow the bidder to alter its technical bid or price contained in the bid budget, if any. Bidders' responses to CPF requests for clarifications or corrections shall be in writing and signed by an individual authorized to commit the bidder. Written responses to CPF shall be received by the Competitive Procurement Coordinator shown in Section II, pursuant to time frames set forth in CPF's request for clarification or corrections.

CPF reserves the right to waive variances in bids provided such action is in the best interest of CPF.

Where CPF may waive variances, such waiver shall not modify other RFBP requirements or excuse the bidder from full compliance with the remainder of RDBP specifications and other bid requirements if the bidder is awarded a contract.

F. Right to Further Negotiate:

CPF can, at its sole discretion, further clarify or negotiate with the best evaluated bid(s) subsequent to Notice of Intent to Award.

G. Assignment and Subcontracting:

The bidder is prohibited from subcontracting any or all parts of the scope of work to be contracted. The bidder shall be responsible to perform all work indicated in its scope of work under which the bid was placed, pursuant to this RFBP.

H. Incurring Costs:

All costs incurred by the bidder in preparing its bid shall be borne by the bidder.

I. Disclosure of Bid Contents:

All bids and other materials submitted in response to this RFBP become the property of CPF. Selection or rejection of a bid does not affect this right. All bid information, including detailed budget information, shall be held in confidence during the evaluation process. Only upon the completion of the evaluation of bids, indicated by public release of a notice of Intent to Award, shall the bids and associated materials be open for review. By submitting a bid, the Bidder acknowledges and accepts that the full contents of the bid and associated documents shall become open to public inspection.

III. BIDDER ASSURANCES AND REQUIREMENTS:

All bidders must submit the Letter of Transmittal and Competitive Requirements for the Request for Bid Proposal, which are signed by an individual legally authorized to bind the proposer regarding compliance with the assurances and submission requirements. If a bidder fails to submit a letter of Transmittal and competitive Requirements or to comply with any of the requirements contained in the Letter of Transmittal and Competitive Requirements, CPF may consider the bid to be non-responsive and reject the bid.

IV. PROPOSAL FORMAT AND CONTENT:

Your bid shall address at least Sections IV. A, B, and C as follows. These sections shall be evaluated by CPF and awarded points based upon the appropriateness, completeness and quality of the bid.

Bidder must provide a detailed description of organizational capacity and experience, program scope and approach to service delivery, and program evaluation process to describe how they shall achieve the requirements of the initiative. Proposer must address each segment of the project separately for the relevant section of your bid.

A. Organizational Capacity: Organization, Experience, and Staff: **(30 TOTAL POINTS)**

This section shall contain pertinent information relating to your organization, staffing and experience that would substantiate your credentials to perform the services required by CPF. The following information should be included, at a minimum:

Describe your organization's experience as it relates to this initiative

- a. Describe your organization's demonstrated capacity with similar projects and populations or practice types. If your organization is requesting "continuation" of previously funded activities, these should be described, and indicators of program success should be included.
- b. If your organization is, or has been, in a contractual relationship with CPF, please provide the following information:
 - State agency name
 - Time period of the contract

- Services provided
 - Name of main contact at state agency
- c. Describe staff qualifications for the bid. Include job descriptions, resumes, or other description of staffing pattern and other resources for implementing the project.

B. Technical Bid for Scope of Services: **(60 Total Points)**

This section should describe your plans and approach for providing the services requested. The information should be in sufficient detail to enable CPF to ascertain your understanding of the services to be accomplished. The following information should be included, at a minimum:

a. Project Description/Understanding **(20 Sub-Points)**

You must provide a comprehensive narrative captioned, “Project Description/Understanding” that illustrates your organization's understanding of CPF’s requirements. The section must include the following information:

- Describe the target population and the geographic areas to be served.
- Describe the minimum numbers to be served, and an estimate of other persons to be impacted by your bid.
- Describe how your program shall focus on and meet the identified needs of the target initiative.
- Describe any gaps in services to be addressed by your project.
- Describe when, where and how often services shall be delivered.

b. Project Approach **(20 Sub-Points)**

You must provide a comprehensive narrative captioned “Project Approach” that illustrates how your organization shall provide the scope of services and meet CPF’s service needs. The section must include the following information:

- Describe the overall services and specific activities to be provided by the project.
- Describe how the target population shall be identified, recruited and retained.
- Describe innovative approaches to provision of services. Explain the benefits of those approaches and how they shall support sustainability for the providers in selected clinics.
- Describe partnerships and involvement with other community agencies for the project.
- Describe any special program issues such as confidentiality, clinic safety, transportation, etc.

c. Project Management and Evaluation **(20 Sub-Points)**

The “Project Management and Evaluation” section must provide a description of the goals and objectives to be established to measure the project’s success, as well as how your organization shall determine it has accomplished its goals in terms of impact upon project participants. The “Project Management and Evaluation” section must include the following:

- Identify the goals and objectives for the project to establish how the project shall impact the target population.
- Identify the performance indicators to be used to measure the project’s success.
- Identify the data sources to be used to capture both benchmark and periodic outcome measures.
- Identify any potential barriers to the project’s success and describe how your agency shall address each anticipated barrier.

C. Project Budget:

(10 TOTAL POINTS)

This section shall contain all information relating to cost, based on a line-item budget. Complete the Project Budget form and attached line-item details. A position description should be provided with the expected qualifications for each position listed on the attached Salaries Detail. Indicate the percentage (%) of time a person's salary is to be charged to the proposed contract. A description of how dollars shall be used must be provided for each line item completed with a superscript 2 on the end.

Note: Each expense object line-item is defined by the U.S. OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E Cost Principles (posted on the Internet at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>) and CPO Policy 2013-007 (posted online at <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-.html>).

V. PROPOSAL EVALUATION

An evaluation committee made up of at least three (3) representatives of CPF will be established to judge the merit of eligible bids. Bids are not judged solely on consideration of price or solely on consideration of technical factors.

- A. Any Bid or Budget that is incomplete or contains significant inconsistencies or inaccuracies shall be rejected. CPF reserves the right to waive minor variances or reject any or all bids. CPF reserves the right to request clarifications from all bidders.
- B. The committee shall analyze Organizational and Technical bids on the basis of factors pertinent to the services requested in this RFBP. The specifications within this RFBP represent the minimum performance necessary for response.
- C. The Competitive Procurement Coordinator shown in Section II, shall meet with the evaluation committee to summarize and record their point awards on the Organizational and Technical sections of the bid.
- D. The committee shall open proposed Budgets and review the costs and determine if they have any significant impact on the Organizational and Technical scores. Adjustments may be made accordingly.
- E. Once total scores for Organizational and Technical sections and Budgets are finalized, CPF shall make its determination of the best evaluated bid(s). Subsequently, CPF shall send out the Notice of Intent to Award.

VI. GENERAL INFORMATION REGARDING BID CONTRACT

A. Bid Contract:

All contracts will be required to include the following provisions:

- Provisions for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, including sanctions and penalties as appropriate **[2 CFR Appendix II to Part 200(A)]**.

- Provisions for termination for cause and for convenience, including the manner by which it will be effected and the basis for settlement [**2 CFR Appendix II to Part 200(B)**].
- Compliance with the Clean Air Act and Federal Water Pollution Control Act. [**2 CFR Appendix II to Part 200(G)**].
- Compliance with the debarment and suspension requirements. [**2 CFR Appendix II to Part 200(H)**].
- Compliance with the Byrd Anit-Lobbying Amendment [**2 CFR Appendix II to Part 200(I)**].
- Compliance with prohibition on contracting for covered telecommunications equipment or services [**2 CFR Appendix II to Part 200(K)**].
- Compliance with domestic preferences for procurements [**2 CFR Appendix II to Part 200(L)**].