

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		TYPE OF MARKET <input checked="" type="checkbox"/> OPEN <input type="checkbox"/> SET-ASIDE <input type="checkbox"/> DCSS <input type="checkbox"/> GSA			PAGE OF PAGES 1 10	
1. REQUEST NO. DCHC-2010-Q-1461	2. DATE ISSUED 2/4/2010	3. REQUEST/PURCHASE REQUEST NO. RQ681461	4. NIGP COMMODITY CODE		CAPTION Public Health Analyst	
5A. ISSUED BY Office of Contracting and Procurement 441 4 th Street, NW, Suite 700S Washington, DC 20001			6. DELIVER BY (Date) See 3.7.10		7. DELIVERY	
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Chris Yi 202-724-5069 or chris.yi@dc.gov			<input type="checkbox"/> FOB DESTINATION		<input type="checkbox"/> OTHER (See Schedule)	
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE Potential Offerors			9. DESTINATION (Delivery Address) Department of Health Health Emergency Preparedness and Response Administration 64 New York Ave, NE, #5000 Washington, DC 20002			
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE (See 5A and 5B above) ON OR BEFORE CLOSE OF BUSINESS (Date and Time) February 10, 2010 @ 2:00pm.		11. BUSINESS CLASSIFICATION (Check appropriate boxes) <input type="checkbox"/> SMALL <input type="checkbox"/> LOCAL <input type="checkbox"/> RESIDENT OWNED <input type="checkbox"/> LONG TIME RESIDENT <input type="checkbox"/> ENTERPRISE ZONE				
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contracts for supplies or invoices. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						
12. SCHEDULE (Include applicable Federal, State and local taxes)						
ITEM NO. (a)	SUPPLIES/SERVICES (b)		QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
0001	Base Year Provide Public Health Analyst services as described in Section 2 – Statement of Work.				See Section 1	
13. DISCOUNT FOR PROMPT PAYMENT		10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %	
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION	
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)	

SECTION 1 PRICE SCHEDULE

1.1 The District contemplates award of a Firm Fixed price contract. The prices stated shall include all items to effectively conduct and complete the required service described in Statement of Work, Section 2.

The period of performance shall be from the date of award through July 30, 2010.

1.2 Base year

Contract Line Item No. (CLIN)	Item Description	Unit	Total Price
0001	Provide Public Health Analyst services as described in Section 2 – Statement of Work.	1 Job	\$ _____

Section 2. STATEMENT OF WORK

2. SCOPE:

The District of Columbia Department of Health (DOH), Health Emergency Preparedness and Response Administration (HEPRA), seeks a qualified contractor to develop the DOH H1N1 After Action Report and Improvement Plan (AAR/ IP). The contractor shall review applicable documents, assess DOH's current capabilities in response to a pandemic influenza, identify capability gaps, and develop recommendations to improve DOH's ability to respond to a pandemic. The AAR/ IP will be used to improve DOH's capabilities to prepare for and respond to a pandemic.

2.1 Applicable Documents

The following documents are applicable to this procurement and incorporated by this reference:

No.	Document Type	Name	Version
1	Centers for Disease Control and Prevention	Public Health Emergency Preparedness Cooperative Agreement (http://emergency.cdc.gov/planning/coop_agreement/pdf/fy07announcement.pdf)	May 2008
2	Department of Homeland Security	Homeland Security Exercise and Evaluation Program (HSEEP) Volumes I-IV (https://hseep.dhs.gov/pages/1001_HSEEP7.aspx)	February 2007
3	District of Columbia Department of Health	Cities Readiness Initiative (CRI) Plan*	2008
4	District of Columbia Department of Health	Pandemic Influenza Plan*	2009
5	District of Columbia Department of Health	Strategic National Stockpile (SNS) Plan*	2008

* The plan will be provided to the contractor after final award.

2.2 Definitions

2.2.1 After Action Report (AAR) – An AAR captures observations of an operation and makes recommendations for post-operation improvements.

2.2.2 Cities Readiness Initiative (CRI) - The Cities Readiness Initiative (CRI) is a pilot program to aid cities in increasing their capacity to deliver medicines and medical supplies during a large-scale public health emergency such as a bioterrorism attack or a nuclear accident.

2.2.3 Homeland Security Exercise and Evaluation Program (HSEEP) – HSEEP is a capabilities and performance-based exercise program which provides a standardized

policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning.

2.2.4 Improvement Plan (IP) – The IP is the means by which the lessons learned from the operation are converted into concrete, measurable steps that will result in improved response capabilities.

2.2.5 Strategic National Stockpile Program – The Centers for Disease Control and Prevention (CDC) Strategic National Stockpile (SNS) has large quantities of medicine and medical supplies to protect the American public if there is a public health emergency (terrorist attack, flu outbreak, and earthquake) severe enough to cause local supplies to run out. Once Federal and local authorities agree that the SNS is needed, medicines will be delivered to any state in the U.S. within 12 hours. Each state has plans to receive and distribute SNS medicine and medical supplies to local communities as quickly as possible.

2.3 BACKGROUND

Currently, DOH is responding to the 2009-2010 H1N1 pandemic. In response to this event, DOH planned for, organized, and implemented H1N1 Vaccination Clinics to mass vaccinate local residents, distribute vaccines to healthcare stakeholders, and perform educational outreach within the District. The clinics were held in various locations throughout the District to include public schools, charter schools, recreation centers, and other locations. Through the CDC Public Health Emergency Response (PHER) Phase II Fund, DOH seeks a qualified contractor to develop the DOH H1N1 AAR/ IP. The AAR/ IP will be used to improve DOH's capabilities to prepare for and respond to a pandemic.

2.3 REQUIREMENTS

2.3.1 The contractor shall develop the DOH H1N1 AAR/ IP. The contractor shall work on and off-site to complete required tasks. It is anticipated the contractor shall be required to attend several meetings per month which may require travel within the National Capital Region. The contractor's attendance at these meetings shall be coordinated with the Bioterrorism Coordinator or the Training and Exercise Coordinator. Any travel completed by the contractor shall be considered within the scope of the contract. The contractor shall be solely responsible for any and all travel completed by the contractor and it shall be reflected in the proposed price. The District will not reimburse the contractor for any travel cost or expense.

2.3.2 The contractor shall develop the DOH H1N1 AAR/ IP in accordance with HSEEP. To develop the AAR/ IP, the contractor shall review current/ proposed public health emergency response plans, assess DOH's current capabilities in response to a pandemic influenza, identify capability gaps, and develop recommendations to improve DOH's ability to respond to a pandemic.

2.3.3 The contractor shall submit a work plan for accomplishing all tasks specified in the SOW. The work plan should be delivered in Microsoft (MS) Project Management 2003.

- 2.3.4 The contractor shall provide weekly progress reports at weekly meetings with DOH.
- 2.3.5 The contractor shall analyze current/ proposed public health emergency response plans for comparison against H1N1 response efforts.
- 2.3.6 The contractor shall reference current/ proposed public health emergency response plans in determining lessons learned. Plans shall include the Pandemic Influenza Plan, SNS Plan, and the CRI Plan.
- 2.3.7 The contractor shall assess DOH's current capabilities in response to the 2009-2010 H1N1 pandemic and identify strengths and gaps in those capabilities and applicable plans.
- 2.3.8 The contractor shall work closely with internal and external partners and contractor personnel during the normal course of their duties to support the emergency public health preparedness function.
- 2.3.9 The contractor shall be required to request information from DOH Administrations regarding H1N1 operations and observe H1N1 Vaccination Clinic operations and/ or the Health Emergency Coordination Center (HECC) operations. This requirement could include in-person, email, and phone conversations and coordination.
- 2.3.10 Perform professional AAR activities to accomplish the public health and emergency preparedness objectives and programmatic goals of the DOH.
- 2.3.11 The contractor shall report to and submit deliverables to the Bioterrorism Coordinator and Training and Exercise Coordinator.
- 2.3.12 The deliverables include:
 - 2.3.12.1 Weekly progress reports
 - 2.3.12.2 Detailed outline of the AAR/ IP to include key observations and draft recommendations
 - 2.3.12.3 Draft DOH H1N1 AAR/ IP with appropriate operational-based annexes/ appendices
 - 2.3.12.4 Revised Draft DOH H1N1 AAR/ IP with appropriate operational-based annexes/ appendices
 - 2.3.12.5 Final Draft DOH H1N1 AAR/ IP with appropriate operational-based annexes/ appendices
 - 2.3.12.6 Work Plan

2.4 DELIVERABLES

Reference	Deliverable	Quantity	Format and Method of Delivery	Due Date	To Whom
2.3.3	Submission of a work plan for accomplishing all tasks. The work plan should be delivered in Microsoft Project Management 2003.	1	1 electronic in MS Project 2003; 1 hard copy	20 weeks prior to end of performance	Bioterrorism Coordinator and Training and Exercise Coordinator
2.3.12.1	Provide progress reports at weekly meetings with DOH	1	1 electronic in MS 2003, 1 hard copy	Weekly during duration of contract	Bioterrorism Coordinator and Training and Exercise Coordinator
2.3.12.2	Detailed outline of the AAR/IP	5	1 electronic in MS Word 2003; 5 hard copies	15 weeks prior to end of performance	Bioterrorism Coordinator and Training and Exercise Coordinator
2.3.12.3	Submission for review 1 st draft DOH Mass Vaccination Clinic AAR, with appropriate operational-based annexes and/or appendices.	5	1 electronic in MS Word 2003; 5 hard copies	10 weeks prior to end of performance period	Bioterrorism Coordinator and Training and Exercise Coordinator
2.3.12.4	Revised Draft DOH H1N1 AAR/ IP with appropriate operational-based annexes/ appendices	5	1 electronic in MS Word 2003; 5 hard copies	6 weeks prior to end of performance period	Bioterrorism Coordinator and Training and Exercise Coordinator
2.3.12.5	Submission for review and approval final draft H1N1 Mass Vaccination Clinic AAR with appropriate operational-based annexes and/or appendices.	5	1 electronic in MS Word 2003; 5 hard copies	2 weeks prior to end of performance period	Bioterrorism Coordinator and Training and Exercise Coordinator

3.0 CONTRACT ADMINISTRATION

3.1 Contracting Officer

Contracts will be entered into and signed on behalf of the District only by contracting officers. The name, address and telephone number of the Contracting Officer is:

James H. Marshall, Contracting Officer
441 4th Street, NW, #700 south
Washington, DC 20001
Telephone: 202-724-4197

3.2 Authorized Changes by the Contracting Officer

3.2.1 The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.

3.2.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer.

3.2.3 In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

3.3 Contracting Officer's Technical Representative (COTR)

3.3.1 The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract is:

Saj Popat
Bioterrorism Coordinator
District of Columbia Department of Health
Health Emergency Preparedness and Response Administration (HEPRA)
(O) (202) 671-0746 (Fax) 202-671-0707
Email: sajeed.popat@dc.gov

3.3.2 The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract.

3.3.3 The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no

additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

4.0 PAYMENT

4.1 INVOICE PAYMENT

4.1.1 The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.

4.1.2 The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

5.0 INSTRUCTIONS TO OFFERORS

5.1 PROPOSAL CONTENT AND ORGANIZATION

5.1.1 Resume – The contractor shall submit a resume to be evaluated for selection. The candidate’s resume should demonstrate the skill sets identified within this SOW.

5.1.2 Work Experience – A written narrative which describes offerors knowledge and understanding of the technical components of this requirement. The contractor shall meet the following experience criteria in addition to the education criteria specified in 5.1.3:

5.1.2.1 A minimum of five (5) years work experience in the public health emergency preparedness field

5.1.2.2 Substantial experience researching, evaluating, integrating, and analyzing health and medical information in the preparation of clear, concise, analytic products, including demonstrated abilities to evaluate real world public health operations

5.1.2.3 Substantial understanding of the Federal requirements for pandemic influenza planning and emergency preparedness

5.1.2.4 Substantial experience in developing AARs/ IPs in accordance with HSEEP

5.1.3 Education Requirements – The Contractor shall meet the minimum education requirement of a Bachelors degree from an accredited college or university. A Masters degree in a public health related field would be preferred. Education completed in foreign colleges or universities may be used to meet the above requirement, if it can be shown that the foreign education is comparable to that received in an accredited educational institution in the United States.

5.1.4 Price Proposal

The information requested in this section shall facilitate evaluation of the Offeror's Price Proposal in response to Section 1. The Offeror's price proposal will be evaluated separately from the Technical Proposal. The offeror shall include in its price proposal the following:

- 5.1.4.1 Complete Price Schedule (Section 1) showing the offeror's total proposed price for project inclusive of all costs and price breakdown by task
- 5.1.4.2 A detailed breakdown of proposed price.

5.2 EVALUATION FOR AWARD

The contract will be awarded to the responsible offeror whose offer is most advantageous to the District, based upon the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide the District in making an intelligent award decision based upon the evaluation criteria.

5.3 TECHNICAL RATING

The Technical Rating Scale is as follows:

Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

For example, if a sub factor has a point evaluation of 0 to 10 points, and (using the Technical Rating Scale) the District evaluates as "good" the part of the proposal applicable to the sub factor, the score for the sub factor is 8 (4/5 of 10). The sub factor scores will be added together to determine the score for the factor level.

5.4 EVALUATION CRITERIA

Proposals will be evaluated based on the following technical evaluation factors listed in descending order of importance.

- 5.4.1 Work Experience 65%
- 5.4.2 Education Requirements 15%
- 5.4.3 Price 20%

The price evaluation will be objective. The offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each offeror's evaluated price score:

$$\frac{\text{Lowest price proposal} \times (20)}{\text{price of proposal being evaluated}} = \text{evaluated price score}$$

5.5 Proposal Submission

Contractor shall provide and submit electronically a price proposal with qualification documents as described in 5.1 to chris.yi@dc.gov no later than **2:00 pm Wednesday, 10, 2010**. The subject line of the e-mail shall state "Proposal in Response to Solicitation No. DCHC-2010-Q-1461 Public Health Analyst."

6. INSURANCE:

A. **GENERAL REQUIREMENTS.** The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the Contracting Officer giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the Contracting Officer. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the Contracting Officer shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the Contracting Officer with ten (10) days prior written notice in the event of non-payment of premium.

1. Commercial General Liability Insurance. The Contractor shall provide evidence satisfactory to the Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with

any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.

2. Automobile Liability Insurance. The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers' Compensation Insurance. The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance. The Contractor shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

- B. **DURATION.** The Contractor shall carry all required insurance until all contract work is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this contract.
- C. **LIABILITY.** These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE, WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**
- D. **CONTRACTOR'S PROPERTY.** Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- E. **MEASURE OF PAYMENT.** The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
- F. **NOTIFICATION.** The Contractor shall immediately provide the Contracting Officer with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the Contracting Officer.
- G. **CERTIFICATES OF INSURANCE.** The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to:

James H. Marshall, Contracting Officer

RFQ DCHC-2010-Q-1461

441 4th Street, NW, #700 south
Washington, DC 20001
Telephone: 202-724-4197