

REQUEST FOR QUOTATION <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input type="checkbox"/> IS NOT SET ASIDE FOR LSDBE FIRMS ONLY.		PAGE OF PAGES	
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1. REQUEST NO. POHC-2008-Q-406450A	2. DATE ISSUED 05/2708	3. REQUISITION/PURCH. REQUEST NO.	4. COMMODITY GROUP AND CLASS Group VI →	CODE	
5A. ISSUED Office Of Contracting And Procurement Simplified Acquisition Group VI 441 4 th Street, NW. 700 South Washington, DC 20001			6. DELIVER BY (Date)		
5B. FOR INFORMATION CALL: (Name and telephone no.)(No Collects) Franklin Poole/ email –franklin.poole@dc.gov TEL: 202-724-2122 Fax: 202-727-0245			7. DELIVERY <input checked="" type="checkbox"/> FOB Destination <input type="checkbox"/> OTHER (See Schedule)		
8. TO: NAME AND ADDRESS: Prospective Bidders TEL: 571-643-2902 Fax: 202-478-5190 Attn: Kendall			Destination: Department of Health EHMSA (Emergency Medical Services) 64 New York Avenue, NE 5 th Fl Rm 5000 Washington, DC 200012 Attn: Sean O'Donnell		
10. PLE78SE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE COB (Date) June, 06/05/08 by 2:00pm		11. BUSINESS CLASSIFICATION (Check appropriate boxes) DISADVANTAGED <input type="checkbox"/> SMALL <input type="checkbox"/> RESIDENT-OWNED <input type="checkbox"/> WOMEN-OWNED <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)
	<p>Contractor shall provide Firm Fixed price proposal for technical knowledge in the field of public health emergency preparedness and mass prophylaxis to develop operational protocols and collect initial roll-out data for the District's Cities Readiness Initiative (CRI) program to pre-position and dispense medications for designated critical responders (Biopack program), in accordance with the attach Scope of Work.</p> <p>Bidder shall include in their proposal a listing of any primary and supporting project staff along with resumes highlighting relevant experience and technical expertise and project workload for each member.</p> <p>Bidder shall state Project Manager hourly cost:</p> <p>Bidder shall state Technical Writer hourly cost:</p> <p>Bidder shall state Planner hourly cost:</p> <p>Bidder shall state Material cost:_____</p> <p>Bidder shall state Travel cost:_____</p>	250	HRS		
		250	HRS		
		250	HRS		

Bidder shall include detailed experience of primary staff relevant to the technical areas of the Strategic National Stockpile program, the Cities Readiness Initiative program, and operational protocol development.

Bidder shall provide the following Technical Evaluation Factors documents:

Technical Expertise and Experience total points (65%)

Public Health Emergency Planning: (15 Points)

Bidder shall submit document experience with Public Health emergency preparedness, including plan development, response participation, training, and exercise.

Operational Protocol Development: (10 Points)

Bidder shall submit document experience with operational protocol development, including plan development, response participation, training, and exercises.

Strategic National Stockpile (SNS) program (20 Points)

Bidder shall submit document experience with SNS, including plan development, response participation, training, and exercises.

Cities Readiness Initiative (CRI) program (20 Points)

Bidder shall submit document experience with CRI, including plan development, response participation, training and exercises.

Previous Performance total points (20%)

Bidder shall submit three (3) previous Performance Evaluations related to subject matter.

Price (15%)

Bidder shall be able to provide all deliverables and meet requirements as stated in the Scope of Work.

District of Columbia Department of Health Cities Readiness Initiative Plan is hereby made part of this Request for Quotation.

Wage Determination No.: 2005-2103; Revision No.: 4; Date of Revision: 07/05/2007 is hereby made part of this Request for Quotation.

Bidder shall state TAX ID No.: _____

District of Columbia Supply Schedule _____ GSA Schedule _____ Open Market Solicitation with Preference Points given to Small Local Business Development Enterprise.) Period of Performance/Delivery Date: _____ Award Basis: Lowest Price <u>FAX ALL REQUEST FOR QUOTATION TO – 202-727-0245 ON OR BEFORE 06-05-08 BY 2:00 PM.</u> Notice, The district government requires all vendors to have an approved contract or purchase order in place prior to providing goods or services. Entering into contracts verbally or without appropriate authorization is prohibited. Any vendor who delivers services or goods to the District without a proper contract is doing so entirely at their own risk. The District does not pay for goods or services that were provided without the benefit of a properly executed contract.							
13. DISCOUNT FOR PROMPT PAYMENT 		10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %		
14. NAME AND ADDRESS OF QUOTER (<i>Street, city, county, State and ZIP Code</i>)			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION		
			17. NAME AND TITLE OF SIGNER (<i>Type or print</i>)		18. TELEPHONE NO. (<i>Include area code</i>)		

District of Columbia Department of Health
Health Emergency Preparedness and Response Administration

**CRI – Biopack Protocol Development
Scope of Work**

C.1 SCOPE

The Government of the District of Columbia, Department of Health (DOH), Health Emergency Preparedness and Response Administration (HEPRA) is seeking a contractor with technical knowledge in the field of public health emergency preparedness and mass prophylaxis to develop operational protocols and collect initial roll-out data for the District’s Cities Readiness Initiative (CRI) program to pre-position and dispense medications for designated critical responders (Biopack program). A CRI response requires 100% of the regions population to be provided prophylaxis in 48 hours. Due to this scope, the use of non-traditional methods of dispensing, and the current status of existing resources; operational procedures and protocols must be developed that are concise, thorough, and consistent.

The period of performance shall be from date of award through August 9, 2008.

C.1.1 Applicable Documents

<i>Type</i>	<i>Title</i>	<i>Date</i>	<i>Location</i>
Guidance	Public Health Emergency Preparedness Cooperative Agreement	September 2007	Centers for Disease Control and Prevention
Plan	DOH Cities Readiness Initiative Operations Plan	May 2007	attached

C.1.2 Definitions

- Biopack District program to pre-position antibiotic prophylaxis with specific groups of critical responders.

- CDC Centers for Disease Control and Prevention Agency charged with managing the Strategic National Stockpile.

- CRI Cities Readiness Initiative, component of SNS program that focuses on response to a widespread aerial release of anthrax. Requires prophylaxis of 100% population within 48 hours of decision to do so. Response coordinated with National Capital Region.

- DOH District of Columbia Department of Health.

HEPRA	Health Emergency Preparedness & Response Administration; DOH. Located at 64 New York Ave, NE; Washington, DC 20003
POD	Point of Dispensing Center, a medically staffed Medication Center run by DOH which provides emergency distribution of prophylactic medications and vaccines.
QDC	Quick Delivery Center, a non-medically staffed Medication Center run by DOH which provides emergency distribution of prophylactic medications. QDCs are designed for short term delivery to a high or full percentage of the population.
SDL	Site Distribution Leader; individual responsible for BioPack management and oversight of distribution at each critical responder pre-positioning site.
SNS	Strategic National Stockpile. Federal, State, and local programs that utilize a repository of medications and medical supplies for use during a public health emergency.

C.2 BACKGROUND

The mission of the Health Emergency Preparedness and Response Administration (HEPRA) is to coordinate the delivery of emergency medical services and trauma care to residents, workers, and visitors in the District of Columbia. HEPRA assists in the District's planned response to emergency health and medical crises through planning, preparedness, training, and operational programs. The Administration's responsibilities also include emergency planning, training for emergency response, and operation of Department of Health Medical Command Posts during citywide emergencies.

CDC's 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, materials will be delivered to any state in the U.S. within 12 hours. Each state must have plans to receive and distribute SNS materials to local communities as quickly as possible.

Under the Cities Readiness Initiative (CRI), the DOH and the National Capital Region is preparing to distribute medications to 100% of the region's population within 48 hours. Following a CRI event, DOH has planned for 40 medication centers to open for the first 24 hours. Household representatives will be directed to walk to centers and pick up medications for their households. Medications will also be "pushed" out to sheltered-in populations who either have restrictions on movement or are critical personnel.

The DC Biopack program will pre-position antibiotic prophylaxis with specific critical responder groups. Initially, protocols, planning logistics, and inter-agency agreements must be developed to support roll out.

The DOH has developed a base SNS plan, which includes sections on mass vaccination and mass antibiotic distribution responses. The DOH has developed a draft operational

plan to describe a District-wide response to CRI. Concise and detailed operational protocols, reflective of existing plans, resources, and agreements, are necessary to facilitate a timely response.

C.3 REQUIREMENTS

It is estimated that project personnel would include a Project Manager (250 hours) and two Planners/Technical Writers (250 hours each). Other staffing configurations will be considered. The contractor's application shall demonstrate that project personnel have extensive experience in and technical knowledge of each of the following: Public Health emergency response, the Strategic National Stockpile program, the Cities Readiness Initiative program, and operational protocol development.

The contractor shall be available to attend meetings in-person at DOH HEPRA's offices or other DC critical responder agencies as necessary to develop Biopack planning and collect baseline data.

Operational protocols shall be aligned with DOH SNS Plan and DOH CRI Plan. Protocols must also be consistent with National Response Framework and the National Incident Management System.

C.3.1 Develop Biopack Plans and Procedures

Antibiotics (doxycycline and ciprofloxacin) and secure cases have been procured to pre-position prophylaxis at critical responder facilities for quick availability during a large scale bio-event. The contractor shall develop operational procedures to: enable placement, ensure reliability, support deployment during event, and direct recovery post-event.

Within one week of award, the COTR will host a kickoff meeting to supply any additional restricted dissemination documents and any updates to documents and to discuss specific deliverables.

C.3.1.1 The contractor shall be in attendance at a briefing meeting held no later than thirty days from the date of contract award to review the existing materials, including guidances, plans, and priorities.

C.3.1.2 Develop draft of Biopack procedures and protocols and collect and document baseline information for COTR review. Brief COTR on all drafts and receive feedback. Protocols shall include:

C.3.1.2.1 Determine program rollout / implementation steps for phase one of District critical responders;

C.3.1.2.2 DOH/HEPRA program maintenance activities (site review, communication testing, etc);

- C.3.1.2.3 Planning, storage and maintenance requirements for receiving localities;
- C.3.1.2.4 Event notification procedures with emphasis on: security, timeliness, redundant capabilities, and limited burden upon staff resources during an event;
- C.3.1.2.5 Event distribution protocols inclusive of: any modifications to existing CRI antibiotic distribution materials; dispensing model for shift emergency workers; consent procedures; standing medical orders and allowable dispensers; resupply and household distribution;
- C.3.1.2.6 Documentation of baseline data, with direction from DOH and critical responder agency leadership, of all phase one (e.g. MPD, F/EMS, HSEMA, PSD, and DOH/HEPRA) sites, their Site Distribution Leaders (SDLs) and backups, storage locations within each site, and their site's 24/7 notification information. There will be less than 50 phase one sites.
- C.3.1.2.7 Stand down and recovery procedures
- C.3.1.2.8 All forms and documents necessary to operationalize program and complete C.3.1.2.1 through C.3.1.2.7.
- C.3.1.3 Develop final BioPack protocols based on feedback provided from HEPRA. It is *estimated* that total protocols, not including phase one data tables will be 20 pages.
- C.3.1.4 Develop Powerpoint briefing reviewing all procedures and protocols to be used for training of SDLs;
- C.3.1.5 Provide a written report evaluating the project, including coverage of key planning elements and ability to pre-position Biopacks; and recommended tasks to improve or sustain the DC Biopack program.

CLIN	Deliverable	Quantity	Format and Method of Delivery	Due Date
C.3.1.1	Receive briefing on existing guidances, plans, materials, and priorities related to BioPack program.	1	Attendance of principal members of project team in DOH briefing	No later than 30 days after contract awarded
C.3.1.2	Provide draft BioPack protocols and begin collecting baseline information	1 Electronic copy 6 hard copies	Monthly briefings with COTR on progress and draft protocols, held at DOH. Electronic copies in a Microsoft Word 2003 file, unprotected, free of grammatical	Monthly, final drafts no later than July 1, 2008

			and spelling errors, and follow a standard consistent format. Data may be submitted in Microsoft Excel 2003 electronic copy.	
C.3.1.3	Provide final BioPack Protocols and baseline data collection, following feedback from COTR. Documents should include all items described in C.3.1.2.1 to C.3.1.2.8	1 Electronic copy 3 hard copies	Electronic copies in a Microsoft Word 2003 file, unprotected, free of grammatical and spelling errors, and follow a standard consistent format. Data may be submitted in Microsoft Excel 2003 electronic copy. All proprietary rights of produced materials shall rest in DOH.	No later than August 1, 2008
C.3.1.4	Develop Powerpoint briefing reviewing all procedures and protocols to be used for training of SDLs;	1 Electronic copy 80 hard copies	Electronic copies in a Microsoft Powerpoint 2003 file, unprotected, free of grammatical and spelling errors, and follow a standard consistent format. All proprietary rights of produced materials shall rest in DOH.	No later than August 5, 2008
C.3.1.5	Written Evaluation Report	1 Electronic copy 3 hard copies	Electronic copies in a Microsoft Word 2003 file, unprotected, free of grammatical and spelling errors, and follow a standard consistent format.	15 days after completion of C.3.1.3, but no later than August 9, 2008

C.4 Contracting Officer's Technical Representative (COTR)

The Contracting Officer's Technical Representative (COTR) for this project will be:

Sean O'Donnell
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