



**REQUEST FOR INFORMAL PROPOSAL (RFIP)**

**Solicitation Number: 0614-112**

**RFIP TITLE:**

Section of Epidemiology Vaccine Assessment

Issued By  
STATE OF ALASKA  
Department of Health & Social Services  
350 Main Street, Room 6  
Juneau, Alaska 99801-1149  
or  
PO Box 110650  
Juneau, Alaska 99811-0650

Issue Date:  
March 17, 2014

Closing Date:  
March 24, 2014  
4:00 PM Alaska Prevailing Time

Shavonne Jordan  
Procurement Officer  
Phone: 907-465-8276  
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Email: [shavonne.jordan@alaska.gov](mailto:shavonne.jordan@alaska.gov)

## **Introduction**

The Alaska Department of Health & Social Services (DHSS), Division of Public Health is seeking professional consultation and technical assistance in planning for a statewide immunization program as described by Senate Bill 169, introduced in the 28th Legislature, which ends April 20, 2014. If passed, SB169 has an effective date of July 1, 2014. In order to implement this program in a timely manner, extensive planning must occur concurrent with the legislative process.

## **Term of Contract**

The term of the contract will be from date of award through December 31, 2014.

Unless otherwise provided in this RFIP, the State and the successful offeror/contractor agree: (1) that any holding over of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) to provide written notice to the other party of the intent to cancel such month-to-month extension at least thirty (30) days before the desired date of cancellation.

## **Contract Budget:**

The total budget for the completion of this project is **\$49,900.00**. Proposals priced at more than **\$49,900.00** will be considered non-responsive and be rejected.

**Cost proposals must be submitted in a separate sealed envelope or be a separate attachment when submitting by email. No portion of the cost proposal shall be included within the body of the proposal.**

## **Issuing Office Address**

The issuing office address for this Request for Informal Proposals (RFIP) is:

Alaska Department of Health & Social Services  
Contract Support Team  
Attention: Janice Neal  
Request for Informal Proposal (RFIP) Number: **0614-112**  
Project name: **Section of Epidemiology Vaccine Assessment**  
350 Main Street, Room 6  
Juneau, Alaska 99801-1149

***Shavonne.Jordan@alaska.gov***

## **Deadline for Receipt of Proposals and Addresses:**

Offerors must submit one (1) email copy of their proposal to the attention of the Procurement Officer and if desired Offeror may also submit one (1) Original

Proposal by mail. Proposals must reference in the address or email subject line the RFIP number and project name. Proposals must be received prior to the date and time indicated on page 1 of this document or the proposal will be considered non-responsive and be rejected.

**Contact Person**

Any technical or procedural questions regarding this RFIP should be addressed to the Procurement Officer using the contact information listed on page 1 and 2 of this document. All questions shall be received in writing and must be received by 4:00pm on March 19, 2014.

**No further questions will be allowed after this date.**

**STANDARD PROPOSAL INFORMATION**

**Required Review**

Offerors shall carefully review this solicitation without delay, for defects and questionable or objectionable matter. Questions, objections, or comments must be brought to the attention of the Procurement Officer. A protest filed based upon any omission, error, or the context of the solicitation will be disallowed if not brought to the attention of the Procurement Officer prior to the scheduled RFIP closing date. Verbal contact must be followed up with written notification.

**Conflict of Interest**

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., employed by the State of Alaska) and, if so, the nature of that conflict. The Commissioner, Department of Health and Social Services, reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. The Commissioner's determination regarding any questions of conflict of interest shall be final.

Current grantees that propose to provide technical assistance to a group of grantees will be precluded from submitting a proposal unless a written statement of refusal of grant funds is attached. All proposals submitted by current grantees must indicate that grant awards will not be accepted for the duration of the contract and/or any quarterly advance that has already been received will be returned upon award of contract. Proposals submitted by current grantees without this statement shall be deemed non-responsive.

**Authorized Signature**

An individual authorized to bind the offeror to the provisions of the RFIP must sign the proposal. By signing their proposal, the offeror certifies that the proposal remains valid for at least ninety (90) days from the proposal receipt deadline.

*By signing the proposal, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States. Failure to comply with this requirement may cause the state to reject the bid or proposal as non-responsive, or cancel the contract.*

### **Aggrieved Respondents**

An interested party shall attempt to informally resolve a dispute with the Procurement Officer. If the attempt is unsuccessful, the interested party may protest the solicitation or the award of a small procurement in accordance with Title 2 of the Alaska Administrative Code (AAC) 12.695.

### **ADA Certification**

The State of Alaska complies with Title II of the Americans with Disabilities Act (ADA) of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to submit a proposal should call the Procurement Officer named above to make necessary arrangements.

By signing their proposal, the offeror certifies compliance with the ADA of 1990 and that program; services and activities provided to the general public on behalf of the state under a contract resulting from this solicitation comply with the ADA of 1990, CFR, Part 35, Subpart B 35.130 of the federal government.

### **Business License**

Offerors must have a valid Alaska Business License (ABL) or application on file for one, by the date of award in order to provide services in the State of Alaska. Offerors should contact the Department of Commerce, Community, and Economic Development, Division of Occupational Licensing, P.O. Box 110806, Juneau, Alaska 99811-0806, for information on these licenses. ABL information may also be accessed at the following website:

<http://www.commerce.state.ak.us/CBP?/>

Note: The Alaska Business License is not required if the vendor is located out of state and performs a service outside the State of Alaska.

### **Insurance Requirements**

The successful offeror must provide proof of workers' compensation insurance prior to contract approval.

The successful offeror must secure the insurance coverage required by the state. The coverage must be satisfactory to the Department of Administration Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

Offerors must review form APPENDIX B1 in the attached EXAMPLE –Standard Agreement, for details on required coverage. No alteration of these requirements will be permitted without prior written approval from the Department of Administration, Division of Risk Management.

### **Subcontractors**

Subcontractors may be used to perform work under this contract. If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

If a proposal with subcontractors is selected, the offeror must provide the following information concerning each prospective subcontractor within five working days from the date of the state's request:

- (a) complete name of the subcontractor;
- (b) complete address of the subcontractor;
- (c) type of work the subcontractor will be performing;
- (d) percentage of work the subcontractor will be providing;
- (e) evidence that the subcontractor holds a valid Alaska business license;  
and
- (f) a written statement, signed by each proposed subcontractor that clearly verifies that the subcontractor is committed to render the services required by the contract.

An offeror's failure to provide this information, within the time set, may cause the state to consider their proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the project director.

### **Federal Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions**

Expenditures from this contract may involve federal funds. The U.S. Department of Labor requires all state agencies that are expending federal funds to have a certification filed in the proposal (by the offeror) that they have not been debarred or suspended from doing business with the federal government. Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions **(included in this document) must be completed and submitted with your proposal.**

<https://www.epls.gov/>

## **STANDARD CONTRACT INFORMATION**

### **Contract Approval**

This RFIP does not obligate the state until a contract is signed and approved by both parties. If approved, it is effective from the date of approval by the DHSS. The state shall not be responsible for work done, even in good faith, prior to DHSS approval of the contract.

### **Contract Additions, Anticipated Amendments**

At the State's sole option and contingent upon available funding, H&SS may invoke a second phase of this contract for additional professional services that fall within the general scope of the original contract. If opted for, work under phase II may not progress until the Procurement Officer of record determines in writing that phase II is necessary and in the State's best interest.

### **Nondisclosure and Confidentiality**

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including administrative, physical and technological security ) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act, the Health Insurance Portability and Accountability Act ("HIPAA"), the Health Information Technology for Economical and Clinical Health Act ("HITECH Act"), and 45 C.F.R. Parts 160 and 164 ("Privacy and Security Rule"). The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

The contractor shall comply with the business associate requirements set forth in HIPAA, the HITECH Act, and the Privacy and Security Rule if the contractor will be using or will have access to the protected health information (as defined in 45 C.F.R. 160.103) of DHSS, as part of the services performed by the contractor. The contractor shall be required to agree to the terms of, and sign, the HIPAA Business Associate Agreement as a condition of this contract if the contractor will be using or will have access to the protected health information of DHSS, as part of the services performed by the contractor.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is protected health information (as defined in 45 C.F.R.

160.103); or classified confidential as defined by State of Alaska classification and categorization guidelines (i) provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or (ii) acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, individually identifiable health information, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc).

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the confidential information after providing the state with written notice of the requested disclosure ( to the extent such notice to the state is permitted by applicable law) and giving the state opportunity to review the request. If the contractor receives no objection from the state, it may release the confidential information within 30 days. Notice of the requested disclosure of confidential information by the contractor must be provided to the state within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of the state, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

### **Payment of Invoices**

Invoices are to be mailed directly to the Contract Administrator at the address on the Standard Agreement Form (contract document). The state will pay all invoices within thirty (30) days of payment approval by the Project Director.

## **BACKGROUND, SCOPE AND LOCATION OF WORK**

### **Background**

For over 30 years, the Alaska Immunization Program had a “universal” vaccine program – distributing recommended childhood and adult vaccines to all Alaskans. However, Federal Section 317 vaccine funding to Alaska has declined from \$4.3 million in 2010 to \$200 thousand in 2014. In 2012, House Bill 310,

passed by the 27th Legislature (Ch. 24 SLA 12), provided \$4.5 million in state general funds each year for 3 years to temporarily reinstate vaccine funds for underinsured children and underinsured or uninsured adults until a long-term vaccine financing solution could be created; the HB310 funding will end on July 1, 2015.

Currently, the state procures about half of the Alaska vaccine supply. The rest is paid for by providers who then seek reimbursement from insurers. The state supplies vaccines for children who are uninsured, underinsured, Medicaid eligible, or Alaska Native/American Indian through the federal Vaccines for Children program. The state provides general funds for selected vaccines for underinsured children, and under- and uninsured adults as a result of House Bill 310. The state also provides a limited quantity of selected vaccine to those who otherwise have no access, using a small amount of existing state general funds. Once the HB310 funding ends June 30, 2015, the state would only supply vaccines under the federal program and a small amount of vaccine for high-risk children and adults with the existing state funds. The state does not currently provide vaccine for fully insured children aged >3 years, insured adults, or Alaska Native adults seen at tribal facilities. Providers must purchase vaccine for this population and seek reimbursement themselves. Providers must maintain separate accounting and storage areas for vaccines received through the state and vaccines bought privately.

The intent of Senate Bill 169 is to preserve universal access to state-distributed vaccines for children and to provide state-distributed vaccines for covered adults through the creation of a vaccine assessment account, which is a self-sustaining vaccine financing solution. Nine other states (ME, NH, VT, CT, RI, MA, NM, ID, and WA) have similar programs. The proposed SB169 legislation would restructure how vaccines are purchased and distributed. It would provide state-distributed vaccine for all children, and for adults who are covered by an assessed payer. Under this program, assessable entities such as insurance companies, third party administrators, and private and public payers are assessed a fee up-front for vaccine purchase. Using collected fees, the state would purchase vaccines through a bulk contract at lower prices than payers could independently.

Participation in the assessment would be mandatory for assessable entities such as health care insurers, health benefit plans, third party administrators, and--to the extent allowed by law--Employee Retirement Income Security Act (ERISA) plans and publicly funded healthcare benefit programs, such as Medicaid, Medicare, the Veteran's Administration, the military's TRICARE, and tribal health. Finally, providers may voluntarily opt-in to the assessment to obtain state-distributed vaccine for adults who are either uninsured or not otherwise covered by an assessed payer. By opting-in, providers receive discounted vaccine pricing and avoid managing multiple vaccine inventories.

The Department of Health and Social Services will maintain a list of recommended vaccines for inclusion in the program; establish the 1<sup>st</sup> year's assessment, and thereafter make annual assessments based on the council's determinations; notify insurers and other program participants of the assessment amount; devise a method for crediting overpayments; coordinate the bulk purchase of vaccine; set procedures for distributing vaccines; and review appeals for errors. The Division of Public Health, Section of Epidemiology, Alaska Immunization Program will be responsible for the Vaccine Assessment Program's implementation and operations related to vaccine procurement and distribution. The Vaccine Assessment Council establishes and implements a plan of operation, submits an annual financial report to the department each July 1st, and monitors compliance with the Program. The Council's plan of operation must include the method for calculating the assessment amount for each covered individual; the method for determining proportional costs to assessable entities/participants; procedures for the collection and deposit of assessment fees; procedures for collecting data which includes at a minimum the number of covered individuals and vaccine usage; and a system for crediting overpayments.

Additional information:

Alaska State Legislature, Senate Bill 169

[http://www.legis.state.ak.us/basis/get\\_bill.asp?bill=SB%20169&session=28](http://www.legis.state.ak.us/basis/get_bill.asp?bill=SB%20169&session=28)

Vaccine Assessment Account Frequently Asked Questions

<http://www.epi.hss.state.ak.us/id/iz/VaccineAssessmentAccountFAQ.pdf>

Section of Epidemiology, Alaska Immunization Program website

<http://www.epi.hss.state.ak.us/id/immune.stm>

RFIP Logic Model (attached)

**Scope of Work**

The Section of Epidemiology, Alaska Immunization Program is responsible for the timely establishment of a vaccine assessment program, supported by the deliverables that are a product of this contract, assuming that the legislation passes and becomes law. The contractor will provide professional consultation and technical assistance for planning the major program startup components of the Statewide Immunization Program created under Senate Bill 169 and assist state staff in coordinating and expediting tasks so that the Immunization Program is able to implement the legislation timely. The contractor will follow the legislative process, research alternatives and make recommendations on policy options, draft documents, develop planning tools, and provide other assistance to support implementation.

The State and contractor will review and finalize the deliverables, completion date and estimated hours required to complete deliverables within the first month of the contract.

The intent is to allow for an estimated 800 hours of technical assistance by the contractor. It is important to note that 800 hours is an estimate only and that

actual hours may vary. The state does not guarantee a minimum, maximum or an actual number of hours that will be required for these services. No travel is anticipated.

The proposal submitted *must* address the activities and outputs in the logic model. It *may* address the outcomes and result. In addition, the work plan should address the deliverables by hours of effort and timeline (i.e. Research other states, 40 hours, 2 weeks)

**Consultant will prepare the following deliverables:**

The contractor will provide at a minimum the following deliverables:

- 1) Participate in at least one meeting per week with the Project Director and key state staff to review project activities and ensure that the established timelines for deliverables are met.
- 2) Follow the legislative process and respond to legislative inquiries as directed by the Project Director.
- 3) Provide a detailed implementation plan with timeline to ensure the program is fully functioning by the legislation's effective date.
- 4) Provide a written report that describes key elements of the other nine states' vaccine assessment programs and recommend the necessary infrastructure as described in legislation.
- 5) Draft a plan of operations for both the covered lives and dosage-based assessment models.
- 6) Identify sources for collecting the information necessary to calculate and monitor the assessment, as described in legislation. Recommend solutions for information gaps.
- 7) Assist with technical development of regulations, policies, procedures, forms, reports, fact sheets, performance metrics and other documents the Immunization Program will implement.
- 8) Facilitate the Immunization Program in organizing the Vaccine Assessment Council from a group of diverse stakeholders.

### **Location of Work**

The location(s) the work is to be performed, completed and managed is at the contractor's work site and at the Alaska Immunization Program offices in - Anchorage, Alaska as necessary to perform the scope of services described in this RFIP.

### **MINIMUM QUALIFICATIONS**

***In order to be deemed responsive, offerors must*** demonstrate a minimum of:

1. Two years within the last five of experience in collaborative health planning and policy development with diverse organizational systems and cultural environments on a regional, statewide, national or international basis;
2. Two years within the last five of experience providing professional consultation and technical assistance on program development, evaluation, and planning to federal, state, or local government agencies;
3. Two years within the last five of experience with health systems analysis and facilitation. Experience with immunization programs in particular is highly desired.
4. The principal consultant should hold a master's degree in public health from an accredited college or university.

Vendor must list the ***page number(s)*** showing that minimum responsiveness has been met. Evidence of meeting minimum prior experience must be shown in the Experience & Qualifications section of the offeror's proposal. **An offeror's failure to meet these minimum prior experience requirements will cause their proposal to be considered non-responsive and their proposal will be rejected.**

**Note: Please provide the start and end dates, including month and year, in which the minimum requirements were satisfied.**

### **EVALUATION CRITERIA**

**The total number of points used to score proposals is 100.** All proposals will be reviewed to determine if they are responsive. They will then be evaluated using the criteria set out below.

**Understanding of the Project (15 POINTS)**

Understanding will be a fifteen percent (15%) evaluation factor. Offerors should provide a concise narrative statement that illustrates their understanding of the requirements of the project and the project schedule.

**Methodology (15 POINTS)**

Methodology will be a fifteen percent (15%) evaluation factor. Offerors should provide a concise narrative statement that sets out the methodology they intend to employ if awarded the contract, illustrating how this methodology will serve to accomplish the work and meet the state's project schedule.

**Management Plan (10 POINTS)**

Management Plan will be a ten percent (10%) evaluation factor. Offerors should provide a concise narrative statement that sets out the management plan they intend to follow, illustrating how this plan will serve to accomplish the work and meet the state's project schedule.

**Experience & Qualifications (10 POINTS)**

Experience and qualifications will be a ten percent (10%) evaluation factor. Proposals should demonstrate the applicable education and experience of the personnel designated to work on the project.

**Cost (40 POINTS)**

Cost will be a forty percent (40%) evaluation factor. The lowest priced proposal will receive the maximum number of points allocated to cost. Other proposals for cost point allocation will be determined by the following formula:

$$\frac{\text{Lowest Cost Proposal} \times \text{Maximum Points for Cost}}{\text{Cost of Each Higher Priced Proposal}} = \text{TOTAL POINTS for cost}$$

**Alaska Offeror's Preference (10 POINTS)**

If an offeror qualifies for the Alaska Bidder Preference, the offeror will also receive the Alaska Offeror's Preference. The preference will be ten percent (10%) of the total available points. This amount will be added to the overall score of each Alaska offeror after evaluation of proposals.

5% Alaskan Bidder Preference

An Alaska Bidder Preference of five percent will be applied prior to evaluation. The preference will be given to a person who:

- (a) holds a current Alaska business license and;
- (b) submits a proposal for goods or services under the name on the Alaska business license and;

- (c) has maintained a place of business within the state staffed by the offeror, or an employee of the offeror, for a period of six months immediately preceding the date of the proposal and;
- (d) is incorporated or qualified to do business under the laws of the state, is a sole proprietorship, and the proprietor is a resident of the state or is a partnership, and all partners are residents of the state and;
- (e) if a joint venture, is composed entirely of entities that qualify under (a)-(d) of this subsection.

#### 5% Alaska Veteran Preference

An Alaska Veteran Preference of five percent will be applied prior to evaluation. The preference will be given to an offeror who qualifies under AS 36.30.170 (b) as an Alaska bidder and is a:

- (a) sole proprietorship owned by an Alaska veteran;
- (b) partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;
- (c) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or
- (d) corporation that is wholly owned by individuals and a majority of the individuals are Alaska veterans.

In order to receive the Alaska Veteran Preference, proposals must include a statement certifying that the offeror is eligible to receive the Alaska Veteran Preference.

### **PROPOSAL FORMAT AND CONTENT**

The Department wishes to discourage unnecessarily lengthy and costly proposal preparation; however, all proposals must contain the following information in the following format. Proposals should be limited to the requested information and shall consist of six parts – Cover Letter, Understanding, Methodology, Management, Experience & Qualifications and Cost. All pages must be consecutively numbered.

#### **Cover Letter**

An individual authorized to bind the offeror to the provisions of the RFIP **must** sign the proposal. The cover letter should contain the offeror's complete name, mailing address, email address, telephone number; a statement confirming that the proposal is valid for ninety (90) days from the closing date for receipt of proposals; a statement confirming that the offeror will comply with all provisions of the RFIP; if applicable, provide notice that the offeror qualifies as an Alaska Bidder; provide an Alaska Business License number or certificate (if applicable); and a statement relating to any perceived or potential conflict of interest.

### **Cost Proposal**

The Cost Proposal must be submitted on the form provided in this document.

**Only one copy of the Cost Proposal need be submitted and must be submitted in a separate, sealed envelope or as a separate e-mail attachment. No portion of the Cost Proposal shall be included within the body of the proposal.**

### COST PROPOSAL

Note: The purpose of the cost formula is to provide a mechanism for offerors to submit costs per hour in a manner that DHSS can evaluate and score and then use to establish billing rates for the resultant contract. **The hours indicated below do not necessarily represent the actual hours the successful contractor will perform.**

Hourly Consultant Rate (\$ \_\_\_\_\_)      x      100 hrs      =      \$ \_\_\_\_\_

**TOTAL PROPOSED COST**      \$ \_\_\_\_\_

**This page must be completed and submitted with all offers and received by the State at the time and date set for receipt of proposals.**

CHECKLIST

**IMPORTANT NOTE TO OFFERORS:** This checklist is provided to assist offerors and the Procurement Officer in addressing and/or locating specific requirements identified in the RFIP for the offeror's proposal. **Offerors must complete and return this form.** Completion of this form does not guarantee a declaration of responsiveness.

Offeror:

1. Evidence that the offeror holds a valid Alaska business license. (**Note:** Proof of business license is not required at time of proposal submission but is required prior to contract award if any of the services will take place in Alaska).

**Evidence is provided on page #\_\_\_\_\_.**

2. Evidence that the budget does not exceed **\$49,900**. (cost plan submitted separately)

**Evidence is provided on page #\_\_\_\_\_.**

3. Evidence that the offeror meets the minimum prior experience requirements.

- a) Two years within the last five of experience in collaborative health planning and policy development with diverse organizational systems and cultural environments on a regional, statewide, national or international basis;

**Evidence is provided on page #\_\_\_\_\_.**

- b) Two years within the last five of experience providing professional consultation and technical assistance on program development, evaluation, and planning to federal, state, or local government agencies;

**Evidence is provided on page #\_\_\_\_\_.**

- c) Two years within the last five of experience with health systems analysis and facilitation. Experience with immunization programs in particular is highly desired.

**Evidence is provided on page #\_\_\_\_\_.**

- d) The principal consultant should hold a master's degree in public health from an accredited college or university.

**Evidence is provided on page #\_\_\_\_\_.**

4. Evidence that the proposal has been signed by an individual authorized to bind the offeror to the provisions of the RFIP.

**Evidence is provided on page #\_\_\_\_\_.**

5. Evidence that the offeror has included a conflict of interest statement in the proposal.

**Evidence is provided on page #\_\_\_\_\_.**

6. Evidence that offeror has signed and returned the *Certification Regarding Debarment Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions* form.

**Evidence is provided on page #\_\_\_\_\_.**

**Request for Informal Proposal Evaluation Sheet**

**RFIP #0614-112  
Section of Epidemiology Vaccine Assessment**

**Total Number of Points = 100**

Evaluator Initials \_\_\_\_\_ Date \_\_\_\_\_

Proposal Company Name \_\_\_\_\_

**Understanding of the Project – 15 Points**

- Did offeror provide a concise narrative statement that illustrates their understanding of the requirements of the project and the project schedule?

Comments:

**Total Points for Understanding:** \_\_\_\_\_

**Methodology – 15 Points**

- Did offeror provide a concise narrative statement that sets out the methodology they intend to employ if awarded the contract, illustrating how this methodology will serve to accomplish the work and meet the State's project schedule?

Comments:

**Total Points for Methodology:** \_\_\_\_\_

**Management Plan – 10 Points**

- Did offeror provide a concise narrative statement that sets out the management plan they intend to follow, illustrating how this plan will serve to accomplish the work and meet the State's project schedule.

Comments:

**Total Points for Management Plan:** \_\_\_\_\_

**Experience and Qualifications – 10 Points**

- Did offeror demonstrate the applicable education and experience of the personnel designated to work on the project?

Comments:

**Total Points Experience:** \_\_\_\_\_

**Grand Total:** \_\_\_\_\_

**Certification Regarding Debarment,  
Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's responsibilities.

The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE FOLLOWING PAGE WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)**

(1) The prospective recipient of Federal assistance funds certifies, by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this Proposal.

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Name and Title of Authorized Representative

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Signature

---

Date

## Instructions for Certification

1. By signing and submitting this Proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this Proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "Proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this Proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this Proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this Proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
  
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment