

State of Illinois
Mass Vaccination Planning, Logistical Operations & Quality Improvement Services
Request for Proposals

DUE: August 26, 2022 by 5:00 p.m. CST

BACKGROUND

The Illinois Department of Public Health (IDPH) is seeking a vendor to assist with planning, logistics, communications, and project management services for Statewide Monkeypox Virus (MPV) response, including support with the distribution of vaccines and antiviral treatments. The provision of safe and effective treatment options to State residents is a critical component of IDPH’s strategy to reduce MPV related illness.

Due to the numerous components that are needed to ensure a comprehensive and robust response is mounted and maintained to address MPV, the provision of Incident Command System (ICS) personnel and incident management tools are essential. Public health emergencies are impacting the state concurrently (COVID-19 and MPV). Therefore, staff augmentation for necessary tasks to manage multiple emergencies is needed by IDPH to support the ICS structure within the Public Health Emergency Operations Center (PHEOC) activated for MPV response.

Throughout the course of this proposed contract, the selected vendor must remain nimble and responsive, and be able to adjust management activities, plans and strategies, as needed. The successful vendor’s plans should be based on current known conditions and be scalable given the continued evolution of the MPV outbreak. Respondents should complete budget template (see Attachment A) and submit as a separate document from the proposal response.

KEY DATES

August 18:	RFP released
August 22:	All questions from prospective respondents due by 5:00 PM CST Submit via email to cecil.taylor@illinois.gov
August 24:	Answers to questions from prospective respondents released on IDPH website
August 26:	Submissions due by 5:00 PM CST via email to cecil.taylor@illinois.gov
October 1: (estimated):	Contract award and start date for service delivery

DIRECTIONS

The State is seeking proposals from interested vendors to assist with planning, logistical operations, communications, and project management services for MPV PHEOC response activities. Proposals should account for an initial contract term of 12 months, renewable thereafter for periods not to exceed six-month increments, for a total possible duration of 24 months. Proposals should account for an immediate commencement of services upon contract execution.

Proposals must include a technical program that reflects responses to the scope of work referenced below along with a project budget. However, the budget portion of the proposal must be submitted as a separate, clearly marked attachment, so that the budget portion may be evaluated separately from the evaluation of the vendor's technical proposal. Budgets must use the attached Budget Template (see Attachment A).

Proposals should include:

- name of vendor, vendor's address, and contact person, including work phone, cellular phone, and e-mail address.
- a description of the vendor's capacity to hire staff with the necessary experience and skill set that will enable them to effectively meet the needs of the MPV response.
- a description of the project management tools used for response management.
- demonstrate an understanding of and ability to implement data collection as needed.
- a description of the vendor's knowledge of services to be provided and effective strategies to achieve objectives and effective service delivery.
- a description for the approach and strategy for project oversight and management.
- articulation of the need for, and the ability to implement, a plan for continuous quality improvement; this includes (but is not limited to) reviewing the quality of services provided.
- indicate the proposer's firm has a record of prior successful experience in the implementation of the services sought through this RFP by providing a minimum of three (3) engagements with large government entities (preferably at least one engagement with a health care entity) of the size and breadth of IDPH with a similar scope of work for evaluation, including a description of the project, project durations, and contact information for that client.
- a detailed narrative that explains the vendor's policies and practices on diversity and inclusion, as well as policies and practices for employing staff and subcontractors from communities most impacted by MPV.

Proposals must be submitted via email by 5:00 p.m. CST on **August 26, 2022 to:**

Marcus Taylor
Division Chief Grants and Fiscal -Illinois Department of
Public Health Office of Preparedness and Response
cecil.taylor@illinois.gov

The State reserves the right to award a contract to the vendor with the best overall proposal within the State's timelines and to issue supplemental solicitations as warranted.

SCOPE OF WORK

A) **Overview.** Vendor will assist with planning, logistical operations, communications, and project management services to augment Illinois' PHEOC utilizing the incident management team concept. The provision of personnel to absorb into IDPH's PHEOC will ensure response efforts are well coordinated, redundancy in staffing to avoid burnout, and that activities are on target with key deadlines and milestones met. The vendor will provide staffing, technology, tools, and subcontractors as necessary to develop, implement and complete the proposed project. The selected vendor will:

- 1) Provide staff to coordinate with IDPH's Deputy Director of the Office of Preparedness and Response and/or designee. Contract will provide plans of how the contractor will perform continuous services to provide subject matter expertise for ESF #8 disaster response to MPV and support the core functions within the ICS PHEOC.
- 2) Provide up to 12 support personnel to augment the PHEOC including, 2 Planners, 2 Logisticians, 4 Communication Specialists, 1 Procurement Specialist, and 3 Data Entry Assistants. IDPH reserves the right to negotiate staff above the identified numbers, subject to contractor's resource availability, at the same rates identified in the contract.
- 3) Review and make recommendations for improvement of key planning and guidance documents;
- 4) Utilize Smart Sheets, Health Partner Ordering Portal (HPOP), Microsoft Teams, and other resource and/or project management systems to track activities, assets, and resources during activation.
- 5) Work closely and collaborate with the IDPH personnel that comprise the PHEOC;
- 6) Develop metrics to show progress in the planning as well as progress on MPV vaccination/treatment efforts;
- 7) Schedule, attend, moderate (as necessary) and provide minutes for MPV planning and operations meetings/calls;
- 8) Use project management software to create and maintain a project timeline and milestone task tracking list including description of the task, responsible party, deadline for completion and status;
- 9) Follow up with responsible parties who are behind on milestones to ensure the task is completed, and identify possible additional support needed and other recommendations needed to accomplish the tasks;
- 10) Perform initial and continuous risk/gap analysis throughout the lifecycle of the project;
- 11) Ensure incorporation of all key components needed for successful MPV planning, logistical operations, communications, and project management services including, but not limited to:
 - Planning:**
 - a) Assist in the timely collection of data and reporting.
 - b) Develop tools and products to aid with organization of the PHEOC.
 - c) Provide project management tools and resources to support the Planning Section.
 - d) Chair Planning Section meetings and document follow-up actions.

- e) Perform and manage complex professional planning projects, research, and analysis to plan for future operational periods.

Logistics:

- f) Participate in the ordering, receipt, storage, issuing, delivery, and accounting for vaccines and TPOXX treatment.
- g) Work with local partners to increase the vaccination distribution as vaccine supply increases.
- h) Coordinate need for transportation/courier with Local Health Departments (LHDs), Regional Health Care Coalitions (RHCCs), and providers.

Communications:

- i) Develop, plan, and implement, in collaboration with the IDPH Public Information Officer and the Joint Information Center, state-wide public information and relations.
- j) Provide useful and understandable communications to the public, including diverse stakeholders through a variety of platforms.

Data Management

- k) Perform professional and technical statistical analyses and research.
- l) Assist with vaccine administrative reporting.
- m) Verification and follow-up of TPOXX order requests.
- n) Develop data visualization tools to be shared with key stakeholders.

Procurement

- o) Assist Finance/Administration Section with emergency procurement processes to obtain needed equipment and services.
- p) Manage documentation associated with procurement and contracts.

General:

- q) Strengthen the structure and management of MPV planning and response operations in the Department's Incident Command Structure; and
- r) Ensure tasks are assigned with deadlines, progress is tracked, and deadlines are met or revised as necessary.

B) Recommended Tools and Activities. Selected vendor should recommend additional tools and/or software and activities that support MPV response planning, logistics, communications, and overall operations.

C) Additional Requirements

- 1) Ongoing Communication with IDPH
 - a) Vendor must provide a team of a minimum of twelve persons. Team members should have a background that is relevant to the task assigned within the PHEOC; including, emergency management, planning, public health logistics, risk communications, data management, and management of large complex operations/projects.
 - b) Vendor must designate a Project Leader (can be part of the 12-person team or an additional person), who must be the primary contact designated by the vendor for oversight of the resulting agreement and communications related to same. The Project Leader must have a minimum of five years of project leadership experience including leading at minimum one project of similar size and magnitude to this one.
 - c) Vendor must initiate planning meetings/calls on a weekly basis with IDPH and other designated partners, led by the vendor's designated Project Leader. The frequency of the meetings/calls are subject to change during the duration of resulting agreement as determined by IDPH. The planning meetings/calls will begin immediately, with the first call occurring no later than one week following contract execution. The vendor must provide updates on the following:
 - i. Task updates and progress towards deadlines
 - ii. Plan revisions
 - iii. Metrics
 - iv. Subcontractor activities
- 2) Final Report. Within the timeline and parameters designated by the State, and upon contract completion, within 30 days following the final active engagement date, the vendor will provide the State with a final report, detailing the vendor's and subcontractor(s)' activities and results. At a minimum, the report will include highlights and achievements, summary, and timeline of overall efforts.
- 3) Diversity and Inclusion and Communities Most Impacted by MPV. The State places a high value on diversity and inclusion. A successful vendor will employ a diverse workforce and will operate using policies that encourage and promote diversity and inclusion. Vendor must provide with its proposal written policies and practices as it relates to diversity and inclusion.

SELECTION OF VENDOR

The vendor must demonstrate that they understand the MPV response needs in Illinois and can effectively provide planning, logistical operations, communications, and project management staffing, tools, and resources necessary for success. The vendor must have public health emergency experience and must provide evidence that it has implemented successful projects that are similar with large government entities. The State may award to the most responsive and responsible respondent whose proposal best meets the below criteria.

The State determines how well the vendor meets the responsiveness requirements. The State ranks proposals, without consideration of price, from best to least qualified using a point ranking system (unless otherwise specified) as an aid in conducting the evaluation. Respondents who receive fewer than the minimum required points will not be considered for price evaluation and award.

If the State does not consider the price to be fair and reasonable and negotiations fail to meet an acceptable price, the State reserves the right to cancel the award and take appropriate action to meet the needs of the State. The State determines whether the price is fair and reasonable by considering the proposal, including the vendor's qualifications, the vendor's reputation, all prices submitted, other known prices, the project budget, and other relevant factors.

RESPONSIVENESS ELEMENTS

The chart below shows the elements of responsiveness that the State evaluates. The technical evaluation includes the following elements:

Element 1: Respondent demonstrates their previous experience performing project planning, logistical operations, communications, and project management services of similar size and character. The submitted proposals should illustrate the Respondent’s capacity to meet the responsiveness elements listed.

Element 2: Respondent proposes their solution to address the scope of work. The Respondent proposes their customized plan, services, and demonstrates their ability to provide qualified personnel to augment the work of the PHEOC to implement a comprehensive MPV response.

The chart below describes the elements of responsiveness that IDPH will evaluate in the Offerors’ proposals.

Proposal Specification Checklist Table *Please indicate in your proposal, utilizing the table below, the section and page number where the requested information is located. Respondent must complete the Proposal Specification Checklist Table provided below to identify how their proposal meets the requirements of the solicitation.		
Mandatory Element Past Experience: The Vendor must have a minimum of three (3) prior project experiences supporting an Emergency Operations Center, ideally for a public health emergency, with large government entities of the size and breadth of IDPH and must provide evidence of such.		Where, in the vendor’s response, is their ability to meet this mandatory element discussed? Section Page(s)
<u>Responsive Category</u> <i>Location in RFP</i>	<u>Program Specifications</u>	<u>Vendor’s Proposal Page Ref.*</u>
VENDOR AND STAFF CAPACITY	Vendor’s proposal demonstrates its capacity as a full-service emergency management firm with adequate staff and resources to provide all elements as described in the RFP including but not limited to personnel that can support planning, logistics, communications, and project management tasks within the PHEOC.	Section Page(s)

EXPERIENCE	Vendor provides examples of prior projects that demonstrate their experience providing successful project tracking and quality control services on projects of a similar scope and magnitude.	Section Page(s)
PLANNING	Vendor’s proposal includes details for setting, tracking and working with partners to meet critical deadlines. The proposal demonstrates accurate assessment of the needs and resources necessary for achieving a Statewide response meeting all federal requirements.	Section Page(s)
IMPLEMENTATION	Vendor’s plan illustrates its knowledge and techniques to provide effective project tracking and quality control services. Proposal reflects ability to begin working upon contract execution with necessary staff and resources. Vendor explained method for tracking and reporting data and metrics.	Section Page(s)