

Mission:
To protect, promote & improve the health
of all people in Florida through integrated
state, county & community efforts.



Rick Scott
Governor

Celeste Philip, MD, MPH
State Surgeon General

Vision: To be the Healthiest State in the Nation

Addendum 2
ITN DOH17-051
Biomedical Research Grant Intake, Peer Review Evaluation,
and Management System

DATE: November 30, 2018

TO: Prospective Vendors

FROM: Sonja German-Jones, Department of Health
Purchasing

SUBJECT: Addendum 2 to DOH17-051

This addendum serves as notice of the following change(s):

Deletions are indicated by "~~strike through~~" or reference. Additions, updates or replacements are indicated by **highlighting**.

A. Responses to Section 2.12, Questions, of the ITN: Please see the Department's responses below.

Questions and Answers

Q1) Grant System - DOH contracted for a new grants management system over two years ago, has that system been implemented? If so why can't it be used for the biomedical research grants requirements?

A1) Yes, the other grant management system has been implemented, but because of expanded requirements the current system cannot be used. Additionally, a new system is needed that can also be configured for researchers to input quarterly and annual research grant reports.

Q2) Budget - Does DOH Biomedical currently have an approved budget for this new Grants Management System?

If yes, please provide the budget information so we can determine if we should provide a proposal.
If no, then please provide the expected budget request level for this procurement

A2) Yes, the estimated annual budget is \$900,000.00 for five years.

Q3) Grant Systems - Has DOH Biomedical previously entertained any system demonstrations and/or presentations from vendors? If so, which systems were seen and when?

A3) No.

Q4) Grant Systems - Did DOH Biomedical utilize any vendor / SME consultants in defining the sought-after functionality and/or scope of work enumerated in the RFP?

A4) No.

Q5) Grant Systems - Given the changing grants regulatory environment, does DOH Biomedical prefer vendors who have experience deploying Grants Management Systems at the Federal level?

A5) No, there is no preference.

Q6) Grant - Can you provide the annual dollar amount of grant funding you receive for the current fiscal year?

A6) \$90 million.

Q7) What volume of these grants are pass-through grants to sub-grantees?

A7) An estimated 5% to 10% of research grants utilize consultants or sub-grantees.

Q8) Audience/Market - What is your estimate of the number individuals/companies that will need access to the new system for application submission and any other functions that require external user access annually?

A8) Approximately 1,000 external users per year, including the individuals submitting grant applications, peer reviewers, researchers, and awarded grantees.

Q9) Internal Users - How many "internal" users will require system access?

A9) An estimated 14 internal users from the Department's Biomedical Research staff.

Q10) Convert Data - Can you provide an estimate of the volume of data to be converted and migrated into the new Grants Management System?

A10) Approximately 1000 files including PDF, excel, and CSV documents will be migrated.

Q11) What is the current format of this grant data?

A11) PDFs, excel, or csv.

Q12) Convert Data - Will the import/export of data into the Grants Management System be achieved via a data loading type capability for xls/csv files or through API/web services? If the later, can DOH provide details on the type and underlying technology of any external agency accounting systems in use today?

A12) The import and export of data will be done via a data loading type capability for xls, csv, and pdf files.

Q13) Financial Management/ERP - What does the DOH Biomedical currently use as the financial management system?

A13) The DOH Biomedical does not currently have a financial management system.

Q14) Can you provide the current names of the systems/modules that are implemented?

A14) Yes, application intake, administrative review, and peer review.

Q15) Also, can you provide the expectation for the type of integration required, e.g., web services, file based, one way or bi-directional data flow?

A15) Yes, we would like a web-based system that allows bi-directional data flow.

Q16) Programs - How many separate grant programs does DOH Biomedical manage?

A16) Refer to Section 3.2., Facts Demonstrating Need, of the ITN; however, legislation can establish new research programs annually.

Q17) Do the business processes (application, pre-award, award, etc.) and associated forms vary with each type of program or are all processes and forms standardized?

A17) Business processes and associated forms for the different research grant programs are standardized. The Cancer Center of Excellence Designation Award is a standalone application process.

Q18) Peer Reviewers - How does DOH currently find qualified reviewers?

A18) The Florida DOH uses a peer review vendor who recruits out of state reviewers who have scientific merit and expertise to review highly technical research grant applications. Additionally, peer reviewers have been provided by the Alzheimer's Association.

Q19) On an annual basis what is the average total amount of reviewers needed?

A19) Three peer reviewers are needed per application. For Fiscal Year 18-19, 360 grant applications were received, and 500 peer reviewers were needed. The respondent should plan for 500-700 peer reviewers annually.

Q20) Security - Does DOH Biomedical require any cloud-based, SaaS solutions to be provisioned on a FISMA moderate infrastructure?

A20) Each respondent must determine what exactly they are required to comply with based on the information and data they maintain; therefore, some provisioning may be necessary.

Q21) Software Upgrades - Does DOH Biomedical require its Grants Management System to be updated annually free of charge to keep pace with changing federal legislation?

A21) No, it isn't expected to be done free of charge.

Q22) Forms - Can you provide an example of your average form and the total number of forms currently used?

A22) Please see the below Forms library link:

<http://www.floridahealth.gov/provider-and-partner-resources/research/grant-programs-resources/forms-library.html>

Q23) Due Date - Can DOH provide a minimum of two-week extension for proposal due date so all answers to vendor questions can be properly incorporated into the proposal?

A23) Please see Addendum 1 and Addendum 2.

Q24) References 4.8.1.2 - This requirement is asking for copies of all vendor contracts of similar nature for the past 10 years. Our contracts are confidential, therefore can DOH remove this requirement?

A24) Please see Section B., Modifications to the ITN, below of this addendum.

Q25) Quarterly Costs - Our COTs grants management solution is SaaS based with the annual license fee assessed and paid at the beginning of each contract year, therefore we request the quarterly costs be changed to an annual cost basis.

A25) The annual license fee can be paid at the beginning of the contract year, but the remaining expenditures will be paid quarterly. DOH Biomedical cannot pay upfront for work that has not been completed.

Q26) Page 8, Section 2.5 - Should the Negotiation Date and Award Date be January 2019?

A26) Yes, please see Addendum 1.

Q27) Page 11, Section 3.1 - Please confirm the services requested in section 3.1 include both development and maintenance of a full grants management system as well as grants management and peer review management and support services, which would include reviewer identification/recruitment and honoraria reimbursement.

If confirmed, how many grant and progress reports do you anticipate reviewing annually?

A27) The grant management system does include both development and maintenance, peer review management, and support services. See Sections 3.1., Questions Being Explored, and 3.2., Facts Demonstrating Need, regarding peer review requirements. This does include honoraria reimbursement. DOH Biomedical receives about 360 grant applications annually. It is estimated that by June 30, there will be about 450 active research grants.

Q28) Page 11, Section 3.1 - What is the average honoraria you anticipate paying reviewers?

A28) DOH Biomedical pays \$500 per peer review for initial grant applications and \$100 per peer review for comprehensive annual reports.

Q29) Page 11, Section 3.1.2 (d) - Please specify which records are included in "all records." Also, will the awardee or Florida DOH manage access control to these records?

A29) Records include the volume of the awarded grants, grant applications, quarterly reports, comprehensive annual reports, peer reviewer reports, and invoices. The awarded vendor will manage access to records and will receive instruction from Florida DOH.

Q30) Page 12, Section 3.1.2 (f) - Please define "researchers" and differentiate researchers from Principal Investigators and awarded grantees.

A30) Please see Section B., Modifications to the ITN, below of this addendum.

Q31) Page 11, Section 3.1.2 (h & n) - Is the 24/7 support service negotiable? Can alternative options be proposed if it will result in an overall cost savings?

A31) No, the ITN requirement to provide 24 hours, 7 day a week support services is not negotiable.

Q32) Page 11, Section 3.1.2 (i) - Regarding the grant folder – would the idea be that the new application would make the "grant folder" accessible to other external applications (i.e., share this data with applications outside of the new grants management system)?

A32) The grant folder would be the folder for each individual grant. The folder would contain the application, peer review results and feedback, award letter, executed grant, quarterly grant reports, expenditure reports, and annual cumulative grant reports. Each grant folder would be accessible to the Department Biomedical grant manager and the grantee or their designee.

Q33) Page 11, Section 3.1.2 - What users require access to the grant folder within the new application?

A33) Each grant folder would be accessible to the Department Biomedical grant manager and the grantee contact person or their designee.

Q34) Page 12, Section 3.1.2 (o) - What format will the existing data, forms, processes, and requirements be in to import into the grants management system? Will the awardee be responsible for importing the documents or will Florida DOH staff import?

A34) The awardee will work with Florida DOH staff to import the documents, which are in xls, csv, or pdf format.

Q35) Page 12, Section 3.1.2 (p) - Are the “required reports” to be generated by the Department external to the new system, or are these reports to reside within the system? If so, what level of automated report generation is required?

A35) Internal to the system. The Department should have the capability to run ad hoc reports on any component within any completed report. This is needed because Department staff are required to provide research progress to the legislature on a regular basis.

Q36) Page 12, Section 3.1.2 (p) - What are some examples of “Electronic forms?”

A36) Please refer to Q22, above.

Q37) Page 12, Section 3.1.2 (p) - Is the electronic repository just a repository for uploaded documents or does it need to host forms and templates for Principal Investigators to complete online?

A37) It needs to host forms and templates for awarded grantees (Principal Investigators) to complete online.

Q38) Page 12, Section 3.1.3 - The integration of the grant management requirements into one system is a large multi-faceted issue. Would the Department consider optional proposals to implement the majority of the system functionality within the 6 month period and to complete the integration within 1 year?

A38) Yes, the Department would consider optional proposals to implement the majority of the system functionality. However, priority will be given to proposals that demonstrate the capacity and experience to complete the integrated system in a timely manner.

Q39) Page 12, Section 3.1.3 - Please confirm the awardee will host and own the grants management system

A39) The Department will own the data, the awardee hosts and owns the grants management system.

Q40) Page 12, Section 3.2 - Is it expected this contract award will replace any current Department contracts?

A40) Yes.

Q41) Page 12, Section 3.1.3 - Please confirm the 6-month implementation window begins after Florida DOH provides final detailed system requirements?

A41) Yes, confirmed.

Q42) Page 12, Section 3.2 - Please define the contents of the quarterly, progress, and annual reports submitted by principal investigators?

A42) Please refer to Q22, above.

Q43) Page 12, Section 3.2 - Are the principal investigators required to submit scanned copies of these reports with hand written signatures, or can they be automated and collected electronically?

A43) No, the reports should be automated and collected electronically.

Q44) Page 12, Section 3.2 - Do templates currently exist for these submissions?

A44) Yes.

Q45) Page 12, Section 3.2 - Assuming program reports are to be generated from within the system, what level of detail is required?

A45) Please refer to Q22, above.

Q46) Page 12, Section 3.2. - What level of detail is required for reports at the Department level (across programs)?

A46) Please refer to Q22, above.

Q47) Page 12, Section 3.2 - Do all awardees submit quarterly reports or does the interval vary by grant type?

A47) Quarterly reports for all grants are on the same timeframe:

July 1 – September 30, October 1– December 31, January 1–March 31, and April 1–June 30.

Q48) Page 12, Section 3.2 - Are progress reviews grant specific? At what interval do they occur?

A48) Yes, Progress Reviews are grant specific and occur 4/year, after each quarter, scheduled in Terms and Conditions.

Q49) Page 12, Section 3.2 - What communications are sent by the Department to applicants and awardees?

A49) Award letters, reminders about upcoming report deadlines, additional requirements needed, and other feedback.

Q50) Page 12, Section 3.2 - What communications would be automated and sent by the new system?

A50) Refer to Q49, above.

Q51) Page 12, Section 3.2 - Are quarterly reports reviewed in the new system upon receipt?

A51) Yes, reports are reviewed and processed within five calendar days of receipt.

Q52) Page 12, Section 3.2 - What actions are required within the system after review?

A52) The reports will be downloaded by Florida DOH and submitted for payment. Files must become public record within the system for five years after the grant closes.

Q53) Page 12, Section 3.2 - How are progress reports collected from principal investigators in the current system?

A53) Reports are received via email.

Q54) Page 17, Section 4.1.8.2 - Large Federal contracts can consist of hundreds of pages. Is it acceptable to provide a link to these contracts?

A54) No, please see Section B., Modifications to the ITN, below of this addendum.

Q55) Page 17, Section 4.1.8.2 - Alternatively, can the provided hard copies be limited to the contract cover page, list of deliverables, and statement of work?

A55) No, please see Section B., Modifications to the ITN, below of this addendum.

Q56) Whether companies from Outside USA can apply for this?
(like, from India or Canada)

A56) Yes, as long as you can complete the tasks as specified in this ITN in Eastern Time.

Q57) Whether we need to come over there for meetings?

A57) Conference calls would be acceptable.

Q58) Can we perform the tasks (related to RFP) outside USA?
(like, from India or Canada)

A58) Please see A56, above.

Q59) Can we submit the proposals via email?

A59) No, please see Section 4.7, Instructions for Submittal, of the ITN.

B. Modifications to the ITN

This addendum serves as notice of the following modifications to the ITN: Subsection 1.2., Definitions; Section 2.5, Timeline; Subsection 3.1, Questions Being Explored; Subsection 4.8.1. References; Subsection 4.8.3, Scrutinized Companies; Section 5.2, Evaluation Criteria.

Deletions are indicated by “~~strikethrough~~” or reference. Additions, updates or replacements are indicated by **highlighting**.

1. Subsection 1.2 **Definitions**

Awarded grantees: An entity that employs the Principal Investigator and researcher full-time.

Principal Investigator (PI): The lead researcher.

Researcher: An individual who may be the PI or serve as a member of the research team. A Researcher must be in good standing with training, level of authority, and responsibility to either direct the research project or serve as a team member on a research project with a defined role.

2. Section 2.5 **Timeline**

<u>EVENT</u>	<u>DUE DATE</u>	<u>LOCATION</u>
ITN Advertised / Released	October 24, 2018	Posted to the Vendor Bid System at: http://vbs.dms.state.fl.us/vbs/main_menu
Questions Submitted in Writing	Must be received PRIOR TO: November 6, 2018 @ 4:00pm	Submit to: Florida Department of Health Central Purchasing Office Attention: Sonja German-Jones Suite 310 4052 Bald Cypress Way, Bin B07 Tallahassee, FL 32399-1749 Email: sonja.german@flhealth.gov
Answers to Questions (Anticipated Date)	November 26th, 2018 November 30, 2018	Posted to Vendor Bid System at: http://vbs.dms.state.fl.us/vbs/main_menu

Sealed Technical and Cost Replies Due	Must be received PRIOR to: December 6, 2018 December 10th, 2018 at 2:30 p.m. eastern time	Submit to: Florida Department of Health Central Purchasing Office Attention: Sonja German-Jones Suite 310 4052 Bald Cypress Way, Bin B07 Tallahassee, FL 32399-1749
Technical Replies Opened	December 6, 2018 December 10th, 2018 at 2:30 p.m. eastern time (ET)	PUBLIC OPENING Florida Department of Health 4052 Bald Cypress Way Suite 310 Tallahassee, FL 32399
Evaluation of Replies (Anticipated Date)	December 13 th , 2018	Evaluation Team Members to begin evaluations individually.
Cost Replies Opened	December 12 th , 2018 at 2:30 p.m., eastern time (ET)	PUBLIC OPENING Florida Department of Health 4052 Bald Cypress Way Suite 310 Tallahassee, FL 32399
Respondent Negotiation Notification (Anticipated Date)	December 24th, 2018 December 26th, 2018	The Procurement Officer will notify the Respondents with whom the Department intends to negotiate with.
Beginning of Negotiations (Anticipated Date)	January 7 th , 2019	Negotiations are not public meetings; however, they are recorded.
Posting of Intent to Award (Anticipated Date)	January 21, 2019	Posted to the Vendor Bid System at: http://vbs.dms.state.fl.us/vbs/main_menu

3. **Subsection 3.1., Questions Being Explored, paragraph 2 (i), is modified as follows:**

- i. **Be capable of accepting and maintaining a combined total of 2000 grant applications and awarded grant folders at any given time.**

4. **Section 5.2, Evaluation Criteria**

5.2.1 Scoring of Technical Replies

Technical Replies will be scored by the Evaluation Team in the areas indicated below. The raw scores in each evaluation area from each team member will be averaged together. These average scores will be added to determine each Respondent's Technical Reply score.

Evaluation Criteria	Section	Maximum Points
Demonstrates Ability to Execute and Manage Peer Review Process with a Pool of Peer Reviewers	3.1.2. s	40
Approach to Questions Being Explored, Fact Demonstrating Need, and Specific Goals	3.1.1, 3.1.2.a through 3.1.2.r, 3.2, and 3.3.	40
Implementation Plan	3.1.3	20
Cost Reply	5.3	30
TOTAL MAXIMUM POINTS POSSIBLE		130-100

5.35.2.2 Cost Reply Opening

5.2.2.1. Cost replies will be opened in a public meeting after scoring and ranking of technical replies.

5.3-15.2.2.2. Cost Reply Scoring

The Department's cost evaluation will be based upon the respondent's proposed cost, as prescribed in **Section 5.2** of this ITN. The proposed cost will be scored in accordance with the below formula:

$$\text{Maximum Cost Reply Points} \times (\text{Lowest Reply Cost} / \text{Respondent's Reply Cost}) = \text{COST SCORE}$$

5. Subsection 4.8.1 References

Paragraph 4.8.1.2 is modified as follows:

4.8.1.2 Respondent must ~~submit copies of and disclose~~ **provide a list of** all contracts of similar -nature held by the Respondent in the last 10 years with a state, federal, or government agency. Provide such details as any corrective action, financial penalties, or liquidated damages imposed, and whether the contract was terminated for cause or for any reason prior to completion. Detail any litigation concerning disclosed contracts and the outcomes of such litigation.

6. **4.8.3 Scrutinized Companies:**

Respondents must sign and return with their reply the **Respondent Certification Regarding Scrutinized Companies Lists** form (**Attachment F**).

7. **Attachment F, Respondent Certification Regarding Scrutinized Companies Lists form**

**ATTACHMENT F
PROVIDER CERTIFICATION REGARDING SCRUTINIZED COMPANIES LIST**

Respondent Name: _____

Respondent Mailing Address: _____

City-State-Zip: _____

Telephone Number: _____

Email Address: _____

Federal Employer Identification Number (FEID): _____

Section 287.135, Florida Statutes prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135, Florida Statutes, also prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of \$1,000,000 or more, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which were created pursuant to section 215.473, Florida Statutes.

As the person authorized to sign on behalf of the Respondent, I hereby certify that the company identified above in the section entitled "Provider Name" is not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

Signature of Authorized Representative*: _____

Printed (Typed) Name and Title: _____

*An authorized representative is an officer of the Provider's organization who has legal authority to bind the organization to the provisions of the Bids. This usually is the President, Chairman of the Board, or owner of the entity. A document establishing delegated authority must be included with the Bid if signed by other than the President, Chairman or owner.

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.