

Pursuant to 60A-1.042, an agency may request information by issuing a written Request for Information. Agencies may use Requests for Information in circumstances including, but not limited to, determining whether or not to competitively procure a commodity or contractual services, determining what solicitation process to use for a particular need, or researching general, special, and/or technical specifications for a solicitation.

**State of Florida**  
**Department of Health**  
**Request for Information (RFI)**  
**DOH19-040**

Peer to Peer Learning Network

**I. REQUEST FOR INFORMATION**

The State of Florida, Department of Health (DOH), Broward County, is requesting information regarding Opioid Peer to Peer Learning Network.

**II. BACKGROUND**

DOH Broward is the recipient of a Centers for Disease Control (CDC) Overdose Data to Action (OD2A) grant. As part of the OD2A grant, DOH-Broward received funds for Peer-to-Peer Learning Coordinators.

**III. GOALS**

Develop curriculum to build capacity and implement to healthcare providers, college students, pharmacies and other stakeholders on surveillance, early warning systems, opioid morbidity and mortality data, information about the prescription drug monitoring program, prescribing practices, prevention and linkages to care.

**IV. OBJECTIVES**

Develop and integrate curriculum on local Drug Epidemiology Networks (DEN) with Early Warning Systems (EWS); Conduct a Broward County needs assessment to select 5 cities/municipalities or other targeted populations with highest incidence of opioid overdoses; Conduct specific need/capacity inventory in selected cities or targeted groups; Engage necessary sectors to establish information to action networks; Train members on surveillance systems/early warning systems; Recruit at least 5 members from different sectors indicated within the Surveillance Manual for each city/municipality; Provide On-Going Technical Assistance 8 hours per month x 5 cities 40 hours; Provide Trainings/Coordination sessions 8 hours per month in x 5 cities 40 hours; Develop a local annual action and evaluation plan inclusive of 2 community prevention activities for each city/municipality; Develop a summary report for 5 cities/municipalities or targeted populations on Quarterly Basis; Train members on SPF (Strategic Prevention Framework) and Conduct SAMSHAs Substance Abuse Prevention Skills Training: 4 Days (in-person) plus 5 hours online. 31 hours in each selected city.

**V. PROCESS**

Responses to this RFI will be reviewed by the Department for informational purposes only and will not result in the award of a contract.

The Florida Program Office will review the responses received from this RFI to determine the feasibility of issuing a competitive solicitation for these services.

Any request for cost information is for budgetary purposes only.

Vendors submitting answers to an agency's Request for Information are not prohibited from responding to any related subsequent solicitation.

## **VI. RESPONSE FORMAT**

The Department of Health, Broward County's intent is to identify potential vendors that can fulfill the functional requirements listed in section IV. Potential vendors should address all the needs listed above in a statement of work, addressing the following sections at a minimum:

- a. introduction
- b. background
- c. goals
- d. objectives
- e. deliverables
- f. technical details
- g. personnel assigned and contact information (company name, phone, email)
- h. proposed budget

## **VII. RESPONSE DATE**

Responses should address each objective/functional requirements point by point. Please provide the requested information no later than **March 4, 2020**. Responses should be sent, via e-mail to: [Renee.Podolsky@flhealth.gov](mailto:Renee.Podolsky@flhealth.gov). Additional information that cannot be transmitted electronically must also be submitted by **5:00p ET on March 4, 2020**, to the following address:

DEPARTMENT OF HEALTH- Broward  
Community Health  
**ATTN: Renee Podolsky**  
780 SW 24<sup>th</sup> Street  
Fort Lauderdale, FL 33315

## **VIII. QUESTIONS**

Please submit all questions concerning the RFI in writing, via electronic mail or fax by **February 25, 2020**.

E-mail address: [Renee.Podolsky@flhealth.gov](mailto:Renee.Podolsky@flhealth.gov)

Fax#: 954-847-3591

## **IX. PROPRIETARY INFORMATION**

Vendors must indicate which portions, if any of the information being provided are proprietary or confidential by marking each page upon which such information appears. Failure to do so will result in all information submitted being subject to public disclosure in accordance with Florida Statute Chapter 119, Public Records. The information requested may be used to develop specifications for a solicitation.

**X. VENDOR COSTS**

Vendors are responsible for all costs associated with the preparation, submission, and any potential meeting to discuss this Request for Information. The State of Florida, Department of Health, will not be responsible for any vendor related costs associated with responding to this request.

## **GUIDELINES**

### **RFI – REQUEST FOF INFORMATION**

A Request for Information (RFI) is a written solicitation for information to appropriate vendors used when an agency is unable to acquire current or adequate data on state-of-the-art technology.

An RFI can be used when there is a need to seek information from qualified vendors who may be able to assist the Department in exploring the possibilities of a project. Unlike an Invitation to Bid (ITB), Request for Proposal (RFP), or Invitation to Negotiate (ITN), the RFI is not a procurement method used in the competitive bid process. The RFI does not constitute any intent for commitment on the part of the Department and cannot be used to enter into any type of contractual agreement.

The RFI document should contain the following:

- An introductory cover letter which should contain:
  - Brief description of the purpose
  - Due date for response
  - Submittal instructions
- A written solicitation which should include:
  - Background on information sought
  - Goals & Objectives of RFI
  - Language stating that any request for cost information is for budgetary purposes only.
  - Language stating that no contract will result from the RFI and vendors are responsible for all cost associated with their response.
- Statements such as the following should also be part of the cover letter or the goals and objectives of the RFI:
  - “At this stage a decision has not been made to request bids/proposals for a contract. A feasibility study will be done based on the analysis of the Request for Information responses. Further consideration will be given to this project based on the study results.”

“All information submitted will subject to public disclosure in accordance with Chapter 119, FS, unless marked as proprietary information”

The following general guidelines should be followed:

- All information relating to the RFI and the responses should be maintained for preparation of an ITB, RFP, or ITN.
- Advertisement is not required, but may be used to solicit additional vendor response.
- Soliciting general information from the vendor community in the form of an RFI does not constitute a conflict of interest.