

FLORIDA
DEPARTMENT OF HEALTH (DOH)
DOH 17-004



10-2016

INVITATION TO BID (ITB)
FOR
**Region V Medical Countermeasure
Exercises**

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SECTION 1.0: INTRODUCTORY MATERIALS

1.1 Statement of Purpose

The purpose of this Invitation to Bid (ITB) is for the Department of Health to obtain competitive prices for the planning and implementation of a Point of Dispensing (POD) Functional Exercise for the Florida Department of Health in the nine counties of Region V.

1.2 Scope of Services

Detailed scope of services for this solicitation are provided as **Attachment A** in this ITB.

1.3 Definitions

After-Action Report (AAR): After the evaluation phase of the exercise concludes, organizations should reach a consensus regarding identified strengths and areas for improvement, and develop a set of improvements that directly addresses core capability gaps. This information is recorded in an After-Action Report.

Bid: The complete written response of the Provider to this ITB, including properly completed forms, supporting documents, and attachments.

Business days: Monday through Friday, excluding state holidays.

Business hours: 8 a.m. to 5 p.m., Eastern Time on all business days.

Calendar days: All days, including weekends and holidays.

Certified Master Exercise Practitioner: An individual who has met all the requirements to be designated and recognized as a Certified Master Exercise Practitioner as established by the Emergency Management Institute, FEMA.

Cities Readiness Initiative (CRI): CRI is a federally funded project that focuses on enhancing preparedness in counties and major metropolitan statistical areas. The project works to enhance community resilience by ensuring that large metropolitan county health departments are ready to respond and are best prepared to provide medical countermeasures such as pharmaceuticals, vaccines, and diagnostics that may be needed to lessen the effects of a public health emergency.

Contract: The formal agreement or order that will be awarded to the successful Provider under this ITB, unless indicated otherwise.

Controller: In operations-based and some complex discussion-based exercises, controllers plan and manage exercise play, set up and operate the exercise incident site, and possibly take the roles of individuals and agencies not actually participating in the exercise. Controllers direct the pace of exercise play, provide key data to players, and may prompt or initiate certain player actions and injects to the players as described in the MSEL to ensure exercise continuity. Controllers issue exercise materials to players as

required, monitor the exercise timeline, and supervise the safety of all exercise participants. Controllers are the only participants who should provide information or direction to players. All controllers should be accountable to one senior controller.

Department: The Department of Health; may be used interchangeably with DOH.

Evaluators: Evaluators, selected from participating agencies, are chosen based on their expertise in the functional areas they will observe. Evaluators use EEGs to measure and assess performance, capture unresolved issues, and analyze exercise results. Evaluators passively assess and document players' performance against established emergency plans and exercise evaluation criteria, in accordance with HSEEP standards and without interfering with exercise flow.

Exercise Evaluation Guide (EEG): EEGs provide a template for observing and collecting exercise data in relation to objectives and associated core capabilities. EEGs typically identify targets and critical tasks for exercise objectives and core capabilities and enable evaluators to capture structured and unstructured data regarding exercise performance. Evaluators should develop and customize EEGs to meet the unique objectives of their exercise and to reflect jurisdiction-specific capability targets.

Final Planning Meeting (FPM): The FPM is the final forum for reviewing exercise processes and procedures. An FPM should be conducted for all exercises to ensure that all elements of the exercise are ready for conduct. Prior to the FPM, the exercise planning team receives final drafts of all exercise materials. No major changes to exercise's design, scope, or supporting documentation should take place at or following the FPM. The FPM ensures that all logistical requirements have been met, outstanding issues have been identified and resolved, and exercise products are ready for printing.

Full Scale Exercise (FSE): FSEs are typically the most complex and resource-intensive type of exercise. They involve multiple agencies, organizations, and jurisdictions and validate many facets of preparedness. FSEs often include many players operating under cooperative systems such as the Incident Command System (ICS) or Unified Command.

Functional Exercise (FE): FEs are designed to validate and evaluate capabilities, multiple functions and/or sub-functions, or interdependent groups of functions.

Homeland Security Exercise and Evaluation Program (HSEEP): A federal entity that provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.

Hotwash: A Hotwash is a facilitated discussion held immediately after an exercise among exercise players. It captures feedback about any issues, concerns, or proposed improvements players may have about the exercise. The Hotwash is an opportunity for players to voice their opinions on the exercise and their own performance.

Improvement Plan (IP): The IP identifies specific corrective actions, assigns them to responsible parties, and establishes target dates for their completion. The IP is developed in conjunction with the After-Action Report.

Initial Planning Meeting (IPM): The IPM marks the beginning of the exercise development phase. An IPM's purpose is to determine exercise scope by gathering input from the exercise planning team; design requirements and conditions (e.g., assumptions and artificialities); objectives; extent of play; and scenario variables (e.g., time, location, hazard selection). The IPM is also used to develop exercise documentation by obtaining the planning team's input on exercise location, schedule, duration, and other relevant details.

Medical Countermeasures (MCM): Antibiotics or vaccines given to the public as a result of a possible public health threat.

Midterm Planning Meeting (MPM): The MPM is a planning meeting for exercises. It is used to discuss exercise organization and staffing concepts; scenario and timeline development; and scheduling, logistics, and administrative requirements. It is also a session to review draft documentation.

Minor Irregularity: As used in the context of this solicitation, indicates a variation from the ITB terms and conditions which does not affect the price of the Bid, or give the Provider an advantage or benefit not enjoyed by other Providers, or does not adversely impact the interests of the Department.

Order: As used in the context of this solicitation refers to a Purchase Order or a Direct Order.

Point of Dispensing: A location that is used to provide Medical counter measures to the general public.

Provider: The business entity that submits a Bid. This term also may refer to the entity awarded a contract by the Department in accordance with the terms of this ITB.

Region V: Term used to describe the 9 counties that comprise the Region V area. These counties include: Brevard, Indian River, Lake, Martin, Osceola, Orange, Seminole, St. Lucie, and Volusia.

Vendor Bid System (VBS): Refers to the State of Florida internet-based vendor information system at: http://myflorida.com/apps/vbs/vbs_www.main_menu.

SECTION 2.0: PROCUREMENT PROCESS, SCHEDULE & CONSTRAINTS

2.1 Procurement Officer

The Procurement Officer assigned to this solicitation is:

Florida Department of Health
Attention: **Tamara Harrington**
4052 Bald Cypress Way, Bin B07
Tallahassee, FL 32399-1749
Email: Tamara.Harrington@flhealth.gov

2.2 Restriction on Communications

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response. Section 287.057(23), Florida Statutes.

2.3 Term

It is anticipated that the Contract resulting from this ITB will be for one year from September 15, 2017 or the Contract execution date whichever is later. The Contract resulting from this ITB is contingent upon availability of funds.

2.4 Timeline

<u>EVENT</u>	<u>DUE DATE</u>	<u>LOCATION</u>
ITB Advertised / Released	<u>8/22/17</u>	<u>Posted to the Vendor Bid System at:</u> http://vbs.dms.state.fl.us/vbs/main_menu
Questions Submitted in Writing	Must be received PRIOR TO: <u>8/30/17 3:00pm</u>	Submit to: Florida Department of Health Central Purchasing Office Attention: Tamara Harrington Suite 310 4052 Bald Cypress Way, Bin B07 Tallahassee, FL 32399-1749 E-mail: <u>Tamara.Harrington@flhealth.gov</u>

Answers to Questions (Anticipated Date)	9/1/17	Posted to Vendor Bid System at: http://vbs.dms.state.fl.us/vbs/main_menu
Sealed Bids Due and Opened	Must be received PRIOR TO: <u>9/13/17</u> 3:00pm	<u>PUBLIC MEETING</u> Submit to: Florida Department of Health Central Purchasing Office Attention: Tamara Harrington ITB DOH17-004 Suite 310 4052 Bald Cypress Way, Bin B07 Tallahassee, FL 32399-1749
Anticipated Posting of Intent to Award	<u>9/18/17</u>	Posted to the Vendor Bid System at: http://vbs.dms.state.fl.us/vbs/main_menu

2.5 Addenda

If the Department finds it necessary to supplement, modify, or interpret any portion of the solicitation during the procurement process, a written addendum will be posted on the MyFlorida.com Vendor Bid System, http://vbs.dms.state.fl.us/vbs/main_menu. If the addendum alters the scope or specifications of the solicitation, the Provider will be required to sign the addendum acknowledging the changes and return it with the bid submittal. It is the responsibility of the Provider to be aware of any addenda that might affect their Bid.

2.6 Questions

This provision takes precedence over General Instruction #5 in PUR1001.

Questions related to this solicitation must be received, in writing (either via U.S. Mail, courier, e-mail, fax, or hand-delivery), by the Procurement Officer identified in **Section 2.4**, within the time indicated in the Timeline. Verbal questions or those submitted after the period specified in the Timeline will not be addressed.

2.7 Basis of Award

A single award will be made to the responsive, responsible Provider offering the lowest grand total price for the services requested in this ITB.

2.8 Identical Tie Bids

Where there is identical pricing from multiple Providers, the Department will determine the order of award in accordance with Florida Administrative Code, Rule 60A-1.011.

2.9 Federal Excluded Parties List

In order to comply with Federal grant requirements, and/or determining vendor responsibility in accordance with sections 287.057(1), (2) and (3), Florida Statutes, and Florida Administrative Code, Rule 60A-1.006(1), a Provider or subcontractor(s) that, at the time of submitting a Bid for a new Contract or renewal of an existing Contract is on the Federal Excluded Parties List, is ineligible for, may not submit a Bid for, or enter into or renew a Contract with an agency for goods or services, if any federal funds are being utilized.

SECTION 3.0: INSTRUCTIONS FOR BID SUBMITTAL

3.1 General Instructions to Respondents (PUR 1001)

This section explains the General Instructions to Providers (PUR 1001) of the solicitation process, and is a downloadable document incorporated into this solicitation by reference. This document should not be returned with the Bid. <http://dms.myflorida.com/content/download/2934/11780>

The terms of this solicitation will control over any conflicting terms of the PUR1001.

3.2 Instructions for Submittal

1. Providers are required to complete, sign, and return the “Price Page” with the Bid submittal. **(Mandatory Requirement)**
2. Providers must submit all technical and pricing data in the formats specified in the ITB.
3. Submit one original Bid and one electronic copy of the Bid on CD or thumb drive. The electronic copy should contain the entire Bid as submitted, including all supporting and signed documents. Refer to **Section 3.4** for information on redacting confidential information, if applicable.
4. Bids may be sent by U.S. Mail, Courier, or Hand Delivered to the location indicated in the Timeline.
5. Bids submitted electronically will **not** be considered.
6. Bids must be submitted in a sealed envelope/package with the solicitation number and the date and time of the Bid opening clearly marked on the outside.
7. The Department is not responsible for improperly marked Bids.
8. It is the Provider’s responsibility to ensure its Bid is submitted at the proper place and time indicated in the ITB Timeline.
9. The Department’s clocks will provide the official time for Bid receipt.

Materials submitted will become the property of the State of Florida and accordingly, the State reserves the right to use any concepts or ideas contained in the response.

3.3 Cost of Preparation

Neither the Department of Health nor the State is liable for any costs incurred by a Provider in responding to this solicitation.

3.4 Public Records and Trade Secrets

Notwithstanding any provisions to the contrary, public records must be made available pursuant to the provisions of the Public Records Act. If the Provider considers any portion of its Bid to this solicitation to be confidential, exempt, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, the Provider must segregate and clearly mark the document(s) as “**CONFIDENTIAL**”.

Simultaneously, the Provider will provide the Department with a separate redacted paper and electronic copy of its Bid and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy must contain the solicitation name, number, and the name of the Provider on the cover, and must be clearly titled “**REDACTED COPY**”.

The redacted copy must be provided to the Department at the same time the Provider submits its Bid and must only exclude or obliterate those exact portions which are claimed confidential, proprietary, or trade secret. The Provider will be responsible for defending its determination that the redacted portions of its Bid are confidential, trade secret or otherwise not subject to disclosure. Further, the Provider must protect, defend, and indemnify the Department for any and all claims arising from or relating to the determination that the redacted portions of its Bid are confidential, proprietary, trade secret or otherwise not subject to disclosure. If the Provider fails to submit a redacted copy with its Bid, the Department is authorized to produce the entire documents, data or records submitted by the Provider in answer to a public records request for these records.

3.5 Price Page (Mandatory Requirement)

The Price Page is **Attachment B** of this ITB. Providers must fill out the Price Page as indicated, sign it, and return it with their Bid.

3.6 Documentation

Providers must complete and submit the following information or documentation as part of their Bid:

3.6.1 References

Providers must provide contact information for three entities the Provider has provided commodities or services of a similar size and nature of those requested in this solicitation. Providers must use **Attachment C**, Reference Form of this ITB to provide the required information. The Department reserves the right to contact any and all entities in the course of this solicitation in order to verify experience. Information received may be considered in the Department’s determination of the Provider’s responsibility. The Department’s determination is not subject to review or challenge.

3.6.2. Statement of Non-Collusion

Providers must sign and return with their Bid the **Statement of Non-Collusion** form, **Attachment D**.

3.6.3. Certifications

The Provider must be certified as a Master Exercise Practitioner.

3.7 Special Accommodations

Any person requiring special accommodations at DOH Purchasing because of a disability should call DOH Purchasing at (850) 245-4199 at least five (5) work days prior to any pre-Bid conference, Bid opening, or meeting. If hearing or speech impaired, please contact Purchasing by using the Florida Relay Service, at 1-800-955-8771 (TDD).

3.8 Responsive and Responsible (Mandatory Requirements)

Providers must complete and submit the following mandatory information or documentation as part of their Bid. Any Bid which does not contain the information below will be deemed non-responsive.

- Bids must be received by the time specified (**Section 2.4**).
- **Attachment B**: Price Page (as specified in **Section 3.5**).

3.9 Late Bids

The Procurement Officer must receive Bids pursuant to this ITB no later than the date and time shown in the Timeline (Refer to **Section 2.4**). Bids that are not received by the time specified will not be considered.

SECTION 4.0: SPECIAL CONDITIONS

4.1 **General Contract Conditions (PUR 1000)**

The General Contract Conditions (PUR 1000) form is a downloadable document incorporated in this solicitation by reference, that contains general Contract terms and conditions that will apply to any Contract resulting from this ITB, to the extent they are not otherwise modified. This document should not be returned with the Bid. <http://dms.myflorida.com/content/download/2933/11777>

The terms of this solicitation will control over any conflicting terms of the PUR1000. Paragraph 31 of PUR 1000 does NOT apply to this solicitation or any resulting contract.

4.2 **Conflict of Interest**

Section 287.057(17)(c), Florida Statutes, provides “A person who receives a Contract that has not been procured pursuant to subsections (1)-(3) to perform a feasibility study of the potential implementation of a subsequent Contract, who participates in the drafting of a solicitation or who develops a program for future implementation, is not eligible to Contract with the agency for any other contracts dealing with that specific subject matter, and any firm in which such person has any interest is not eligible to receive such Contract. However, this prohibition does not prevent a vendor who responds to a request for information from being eligible to Contract with an agency.”

The Department of Health considers participation through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, or auditing or any other advisory capacity to constitute participation in drafting of the solicitation.

Refer to Statement of Non-Collusion, **Section 3.6.2**

4.3 **Certificate of Authority**

All limited liability companies, corporations, corporations not for profit, and partnerships seeking to do business with the State must be registered with the Florida Department of State in accordance with the provisions of Chapters 605, 607, 617, and 620, Florida Statutes, respectively prior to Contract execution. The Department retains the right to ask for verification of compliance before Contract execution. Failure of the selected contractor to have appropriate registration may result in withdrawal of Contract award.

4.4 Provider Registration

Each Provider doing business with the State of Florida for the sale of commodities or contractual services as defined in section 287.012, Florida Statutes must register in the MyFloridaMarketPlace system, unless exempted under Florida Administrative Code Rule 60A-1.030. State agencies must not enter into an agreement for the sale of commodities or contractual services as defined in section 287.012, Florida Statutes, with any Provider not registered in the MyFloridaMarketPlace system, unless exempted by rule. The successful Provider must be registered in the MyFloridaMarketPlace system within 5 days after posting of intent to award.

Registration may be completed at:

<https://vendor.myfloridamarketplace.com/vms-web/spring/login?execution=e2s1>

Providers lacking internet access may request assistance from MyFloridaMarketPlace Customer Service at 866-352-3776 or from State Purchasing, 4050 Esplanade Drive, Suite 300, Tallahassee, FL 32399.

4.5 Minority and Service-Disabled Veteran Business-Participation

The Department encourages Minority, Women, Service-Disabled Veteran, and Veteran-Owned Business Enterprise participation in all its solicitations.

4.6 Subcontractors

The Provider may enter into written subcontracts for performance of specific services under the Contract resulting from this solicitation. Anticipated subcontract agreements known at the time of Bid submission and the amount of the subcontract must be identified in the Bid. If a subcontract has been identified at the time of Bid submission, a copy of the proposed subcontract must be submitted to the Department. No subcontract that the Provider enters into with respect to performance under the Contract will in any way relieve the Provider of any responsibility for performance of its Contract responsibilities with the Department. The Department reserves the right to request and review information in conjunction with its determination regarding a subcontract request.

4.7 Performance Measures

Pursuant to section 287.058, Florida Statutes, the resulting Contract must contain performance measures which specify the required minimum level of acceptable service to be performed. These will be established based on final determination of tasks and deliverables.

4.8 Financial Consequences

Pursuant to section 287.058, Florida Statutes, the resulting Contract must contain financial consequences that will apply if the Provider fails to perform in accordance with the Contract terms. The financial consequences will be established based on final determination of the performance measures and Contract amount.

4.9 Order

Providers must become familiar with the Department's Order which contains administrative, financial and non-programmatic terms and conditions mandated by federal laws, state statutes, administrative code rules, and directive of the Chief Financial Officer.

Use of the Order is mandatory for Department Direct Orders issued in MFMP as they contain the basic clauses required by law. The terms and conditions contained in the Order Terms and Conditions are non-negotiable. The State of Florida, Department of Health, Order Terms and Conditions are located at:

http://www.floridahealth.gov/about-the-department-of-health/about-us/administrative-functions/purchasing/_documents/DOH-Terms-and-Conditions.pdf

4.10 Conflict of Law and Controlling Provisions

Any Contract resulting from this ITB, and any conflict of law issue, will be governed by the laws of the state of Florida. Venue must be Orange County, Florida.

4.11 Agency Inspectors General

It is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to section 20.055, Florida Statutes.

4.12 Records and Documentation

To the extent that information is used in the performance of the resulting Contract or generated as a result of it, and to the extent that information meets the definition of "public record" as defined in Section 119.011(12), Florida Statutes, said information is hereby declared to be and is hereby recognized by the parties to be a public record and absent a provision of law or administrative rule or regulation requiring otherwise, Provider must make the public records available for inspection or copying upon request of the Department's custodian of public records at cost that does not exceed the costs provided in Chapter 119, Florida Statutes, or otherwise, and must comply with Chapter 119 at all times as specified therein. It is expressly understood that the Provider's refusal to comply with Chapter 119, Florida Statutes, will constitute an immediate breach of the Contract resulting from this ITB and entitles the Department to unilaterally cancel the Contract agreement.

Unless a greater retention period is required by state or federal law, all documents pertaining to the program contemplated by this ITB must be retained by the Provider for a period of six years after the termination of the resulting Contract or longer as may be required by any renewal or extension of the Contract. During the records retention period, the Provider agrees to furnish, when requested to do so, all documents required to be retained. Submission of such documents must be in the Department's standard word processing format. If this standard should change, it will be at no cost incurred to the Department. Data files will be provided in a format readable by the Department.

The Provider must maintain all records required to be maintained pursuant to the resulting Contract in such manner as to be accessible by the Department upon demand. Where permitted under applicable law, access by the public must be permitted without delay.

4.13 Protests

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post a 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.

Only documents delivered by the U.S. Postal Service, a private delivery service, in person, or by facsimile during Business hours (Monday-Friday, 8:00 a.m. - 5:00 p.m., Eastern Standard Time) will be accepted. Documents received after hours will be filed the following business day.

No filings may be made by email or any other electronic means. All filings must be made with the Agency Clerk ONLY and are only considered "filed" when stamped by the official stamp of the Agency Clerk. It is the responsibility of the filing party to meet all filing deadlines.

Do not send Bids to the Agency Clerk's Office. Send all Bids to the Procurement Officer and address listed in the Timeline.

The Agency Clerk's mailing address is:

Agency Clerk
Florida Department of Health
4052 Bald Cypress Way, BIN A-02
Tallahassee, Florida 32399-1703
Telephone No. (850) 245-4005

The Agency Clerk's physical address for hand deliveries is:

Agency Clerk, Department of Health
2585 Merchants Row Blvd.
Tallahassee, Florida 32399
Fax No. (850) 413-8743

4.14 Data Security and Confidentiality

The Provider, its employees, subcontractors, and agents must comply with all cyber security procedures of the Department of Health in performance of the contract resulting from this solicitation as specified in **Attachment E**.

ATTACHMENT A

Scope of Services

A. Background

Region V is in need of an agency to provide professional planning and execution, to include the necessary personnel, materials and services, to provide assistance in the development and execution of a Point of Dispensing (POD) Full-Scale Exercise (FSE). The exercise must occur across all nine counties the compose of the Regional Domestic Security Task Force (RDSTF) in Region V. The counties included in Region V are: Brevard, Indian River, Lake, Martin, Osceola, Orange, Seminole, St. Lucie, and Volusia.

B. Scope of Work

The Vendor shall perform the following tasks:

- A. Develop and execute HSEEP compliant Full Scale Exercise to be conducted no later than April 5, 2018 for the Florida Department of Health (FDOH) Region V Planners based upon current applicable response plans, protocols, and CDC Dispensing Data Elements and Associated Target Metric by a Certified Master Exercise Practitioner.

Tasks:

1. Conduct Initial Planning, Midterm Planning, Final Planning Meetings and additional meetings as determined to meet the planning needs. Provide agendas, sign-in sheets and meeting minutes of Initial Planning, Midterm Planning, Final Planning and any other meetings related to the exercise planning for each Region V county within the assigned timeframe.
2. Ensure all exercise logistical support is provided such as staff and participant identification materials, safety supplies, and equipment including but not limited to clipboards, office supplies, exercise signage, vests, safety equipment and supplies, communication needs, etc.
3. Volunteer management to include recruitment and vetting of volunteers to meet the age, agency affiliation requirements and quantities required for each Region V county. Coordinate the collection of volunteer forms such as photo release and under age parental approval forms. Provide volunteer briefing, transportation to the exercise site, track volunteer movement through the exercise, debrief volunteers immediately after the exercise.
4. Create all exercise documentation within the HSEEP Guidelines and timelines. For each county participating in the Full-Scale Exercise, develop, print, and provide exercise documents including:
 - a. Exercise Plan
 - b. Situational Manual
 - c. Master Scenario Exercise List
 - d. Exercise Participant Sign-in Sheets
 - e. Evaluator Handbook
 - f. Controller & Evaluator Handbook
 - g. Exercise Evaluation Guides

Solicitation Number: DOH17-004

Invitation to Bid

Title: Region V Medical Countermeasure Exercises

ATTACHMENT A
Scope of Services

- h. Participant Exercise Evaluation Form
5. Coordinate and finalize Full Scale Exercise documents with the Region V Planners for each of the participating counties 14 days prior to the first scheduled county Full Scale Exercise.
 6. Coordinate and provide Controllers, Evaluators, Dispensing Throughput Timers for counties participating in the full-scale exercises as directed and approved by the Region V Planners. The number of Controllers, Evaluators, and Dispensing Throughput Timers will be determined based on the needs of each county with a minimum of 2 Controllers, 2 Evaluators, and 2 Dispensing Throughput Timers per exercise site within each of the Region V counties.
 7. Conduct Participant hotwash immediately after each of the Region V County Full Scale Exercises. Conduct the Controller hotwash within 14 days following each exercise as arranged by the Region V Planners.
 8. Conduct After-Action Conference within 30 days from the conclusion of each county's Full Scale Exercise. Provide agendas, sign-in sheets and meeting minutes.
 9. Provide an After-Action Report and Improvement Plan, Dispensing Throughput Reports per site based on a minimum of 60 participants per site including all the counties in Region V no later than May 24, 2018. Documentation should also include any data collected during the exercise such as patient registration forms, volunteer related forms, throughput timing sheets showing individual times, evaluator and controller notes. Documentation shall be rolled into one report as needed to submit to CDC per requirements.
 10. During the Full Scale Exercise, document the activities using photographic and video media for each of the participating counties. Provide the video and photographic documentation of Full Scale Exercise across all counties at the time of the final report submission.

**ATTACHMENT B
PRICE PAGE**

A single award will be made to the responsive, responsible Provider offering the lowest grand total price for the services requested in this ITB. In case of math error or conflict, the unit price will control. No alterations to this price sheet are permitted, other than filling in the blanks provided for prices.

Description	Price
Phase A, Task 1 as indicated in the task list	\$ _____
Phase A, Task 2-6 as indicated in the task list.	\$ _____
Phase A, Task 7-10 as indicated in the task list	\$ _____

= \$ _____
GRAND TOTAL

**ATTACHMENT B
PRICE PAGE**

Provider Name: _____

Provider Mailing Address: _____

City-State-Zip: _____

Telephone Number: _____

Email Address: _____

Federal Employer Identification Number (FEID): _____

BY AFFIXING MY SIGNATURE ON THIS BID, I HEREBY STATE THAT I HAVE READ THE ENTIRE ITB TERMS, CONDITIONS, PROVISIONS AND SPECIFICATIONS AND ALL ITS ATTACHMENTS, INCLUDING THE REFERENCED PUR 1000 AND PUR 1001. I hereby certify that my company, its employees, and its principals agree to abide to all of the terms, conditions, provisions and specifications during the competitive solicitation and any resulting Contract including those contained in the **Order**.

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.

**ATTACHMENT C
REFERENCE FORM**

Provider's Name:

Providers must provide contact information for three references evidencing five years of experience in the last 10 years in exercise development and execution as a Certified Master Practitioner. Providers may use this reference form to provide the required information. The Department of Health will not be accepted as a reference for this solicitation. The Department reserves the right to contact any and all entities in the course of this solicitation in order to verify experience. Information received may be considered in the Department's determination of the Provider's responsibility. The Department's determination is not subject to review or challenge.

1.	Company/Agency Name:	
	Address:	
	City, State, Zip:	
	Contact Name:	
	Contact Phone:	
	Contact Email Address:	
	General Description of Work:	
	Service Dates:	
	Approximate Contract Value:	\$
2.	Company/Agency Name:	
	Address:	
	City, State, Zip:	
	Contact Name:	
	Contact Phone:	
	Contact Email Address:	
	General Description of Work:	
	Service Dates:	
	Approximate Contract Value:	\$

**ATTACHMENT C
REFERENCE FORM**

3.	Company/Agency Name:	
	Address:	
	City, State, Zip:	
	Contact Name:	
	Contact Phone:	
	Contact Email Address:	
	General Description of Work:	
	Service Dates:	
	Approximate Contract Value:	\$

**ATTACHMENT D
STATEMENT OF NON-COLLUSION**

I hereby certify that my company, its employees, and its principals, had no involvement in performing a feasibility study of the implementation of the subject Contract, in the drafting of this solicitation document, or in developing the subject program. Further, my company, its employees, and principals, engaged in no collusion in the development of the instant Bid, proposal or reply. This Bid, proposal or reply is made in good faith and there has been no violation of the provisions of Chapter 287, Florida Statutes, the Administrative Code Rules promulgated pursuant thereto, or any procurement policy of the Department of Health. I certify I have full authority to legally bind the Provider, Respondent, or Vendor to the provisions of this Bid, proposal or reply.

Signature of Authorized Representative*

Date

*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.

ATTACHMENT E
DATA SECURITY AND CONFIDENTIALITY

1. Data Security and Confidentiality:

- a. Provider, its employees, subcontractors, and agents will comply with all security procedures of the Department in performance of this contract. Provider will provide immediate notice to the Department's Information Security Manager (ISM), or their designee, in the event it becomes aware of any security breach and any unauthorized transmission of State Data as described below or of any allegation or suspected violation of security procedures of the Department. Except as required by law or legal process and after notice to the Department, Provider will not divulge to third parties any confidential information obtained by Provider or its agents, distributors, resellers, subcontractors, officers or employees in the course of performing contract work, including, but not limited to, Florida Administrative Code Chapter 74-2, security procedures, business operations information, or commercial proprietary information in the possession of the state or the Department. At the request of the Department the Provider will obtain a current American Institute of Certified Public Accountants (AICPA) "Standards for Attestation Engagements no. 16" (SSAE 16). The Department may review the Provider's SSAE 16 in lieu of the Department conducting a test.

- b. **Loss of Data:** In the event of loss of any State Data or record(s) where such loss is due to the negligence of Provider or any of its subcontractors or agents, Provider will be responsible for recreating such lost data in the manner and on the schedule set by the Department at Provider's sole expense, in addition to any other damages the Department may be entitled to by law or the Contract. Failure to maintain security that results in certain data release will subject Provider to administrative sanctions for failure to comply with section 501.171, Florida Statutes, together with any costs to the Department of such breach of security caused by Provider. If State Data will reside in Provider's system, the Department may conduct, or request Provider conduct at Provider's expense, annual network penetration test, or security audit of Provider systems on which State Data resides. Provider will:
 - 1) Copies: At contract termination or expiration--submit copies of all finished or unfinished documents, data, studies, correspondence, reports and other products prepared by or for the Contractor under the Contract; submit copies of all State Data to the Department in a format to be designated by the Department in accordance with section 119.0701, Florida Statutes,; shred or erase parts of any retained duplicates containing personal information of all copies to make any personal information unreadable.

 - 2) Originals: At contract termination or expiration--retain its original records, and maintain, in confidence to the extent required by law, Provider's original records in unredacted form, until the records retention schedule expires and to reasonably protect such documents and data during any pending investigation or audit;

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DATA SECURITY AND CONFIDENTIALITY

- 3) Both Copies and Originals: Upon expiration of all retention schedules and audits or investigations and upon notice to the Department, destroy all State Data from Provider's systems including, but not limited to, electronic data and documents containing personal information or other data that is confidential and exempt under Florida public records law.

- c. Data Protection: No State Data or information will be stored in, processed in, or shipped to offshore locations or outside of the United States of America, regardless of method, except as required by law. Access to State Data will only be available to approved and authorized staff, including offshore Provider personnel, that have a legitimate business need. Requests for offshore access will be submitted in accordance with the Department established processes and will only be allowed with express written approval from the Deputy Secretary of Administration. Third parties may be granted time-limited terminal service access to IT resources as necessary for fulfillment of related responsibilities with prior written approval by the ISM. Third parties will not be granted remote access via VPN, private line, or firewall holes, without an approved exemption. Requests for exceptions to this provision must be submitted to the ISM for approval. When remote access needs to be changed, the ISM will be promptly notified. Provider will abide by all Department and State data encryption standards regarding the transmission of confidential or confidential and exempt information. Offshore data access must be provided via a trusted method such as SSL, TLS, SSH, VPN, IPsec or a comparable protocol approved by the ISM. Confidential information must be encrypted using an approved encryption technology when transmitted outside of the network or over a medium not entirely owned or managed by the Department. Provider agrees to protect, indemnify, defend, and hold harmless the Department and State from and against any and all costs, claims, demands, damages, losses and liabilities arising from or in any way related to Provider's breach of data security or the negligent acts or omissions of Provider related to this subsection.

- d. All employees, subcontractors, or agents performing work under the contract must comply with all security and administrative requirements of the Department. Provider will not divulge to third parties any confidential information obtained by Provider or its agents, distributors, resellers, subcontractors, officers or employees in the course of performing Contract work, including, but not limited to, security procedures, business operations information, or commercial proprietary information in the possession of the state or the Department.

2. Notice Requirement: Provider will notify the Department upon detection of anomalous or malicious traffic within the scope of contracted services. To the extent applicable, failure to notify the Department of events or incidents that result in breach will subject Provider to administrative sanctions, together with any costs to the Department of such breach of security.