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

Vision: To be the **Healthiest State** in the Nation

Ron DeSantis
Governor

Addendum #1
RFP DOH18-040
Inventory Management System (IMS)

DATE: April 15, 2019

TO: Prospective Respondents

FROM: Allegra Small, Procurement Officer
Florida Department of Health
Central Purchasing Office

SUBJECT: Addendum #1

The purpose of this addendum is to answer questions received in accordance with Section 2.7, Questions, of the Request for Proposal (RFP). Please see the Department's response to questions below.

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PHAB **Accredited Health Department**
Public Health Accreditation Board

#	Question	Answer
1	Kindly confirm if this is an international bid or limited to USA registered companies only?	This Request for Proposal (RFP) is open to all Respondents (i.e., International and United States); however, all hosted applications or solutions and data storage must be within the United States.
2	We wanted to confirm if the DOH18-040 is a new requirement or was DOH18-001cancelled and replaced by DOH18-040.	Yes, RFP DOH18-040 replaces RFP DOH18-001. However, RFP DOH18-040 is a new solicitation, therefore Respondents must meet all requirements specified in this RFP to be considered.
3	Whether companies from Outside USA can apply for this? (like,from India or Canada)	See Answer to Question #1.
4	Whether we need to come over there for meetings?	Respondents will be required to attend the product demonstrations in-person as outlined in the Timeline of the RFP. Upon Contract award, all meeting requirements (via in-person or teleconference) will be at the discretion of the Department.
5	Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	See Answer to Question #1.
6	Can we submit the proposals via email?	No. All Proposals must be submitted in accordance with Section 4.5 of this RFP.
7	RFP Page 11, Section 3.2.1.1.1 Remain compatible with existing Department approved systems and share information between users and other systems. Please provide details of the existing Department approved systems with specifics regarding the data characteristics e.g., data description, data format(s), frequency of sharing data, quantity of data shared, approach for sharing data	The Department's current contract is utilizing IRMS360 Emergency Management System by Aptean. The following link has been provided: https://www.irms360.com/

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8	RFP Page 11, Section 3.2.1.1.5 Enable Department staff to track and report key ESF8 assets, and the SNS available during disasters on a county, RDSTF, region (as established under section 943.0312, Florida Statutes), and statewide basis. Does the Department currently have a reporting capability it desires to integrate with the IMS? Does the Department desire IMS reporting capabilities to be an integral function of IMS or does the Department prefer a data warehouse approach from which reporting can be derived using reporting tools external to IMS?	Reporting capability is built into the current IMS. The Department desires the IMS reporting capabilities be an integral function of the IMS.
9	RFP Page 12, Section 3.2.1.1.15 Submit a User Guide to the Contract Manager upon contract execution. The IMS User guide upon contract execution will be based on existing IMS functionality. Does the Department expect an updated final user guide based on the 'as-built' IMS later during the term of contract?	Yes. The Department must have a current user guide for all functionality of the IMS at all times.
10	RFP Page 13, Section 3.2.1.4.7 Upload data into the IMS according to the Plan. Please provide a brief description of typical use case for uploading data to IMS.	Typical use of the data upload feature would be for the initial startup of the IMS, receipt of the Strategic National Stockpile, and anytime large quantities of like items are received, and it would be cumbersome to receive each item in individually.
11	RFP Page 15, Section 3.2.1.5.3 Ensure that Department Administrators have the ability to identify additional must enter fields in the IMS at any given time. Please clarify if Administrator initiated field additions are subject to Governance. How will changes to IMS be instantiated without impacting the system's integrity?	Potential Respondents should look at this as it relates to labels for a particular item. Currently the Department has six blank fields (Labels) available for each unique item. By doing this the Department can designate additional fields for that particular item.

#	Question	Answer
12	RFP Page 22, Section 3.2.1.9.2 The IMS must be compatible with all vendors that the Department works with, which includes the Department's prime wholesale vendors and carriers. Please provide details of the existing vendors for the Department with specifics regarding the compatibility expected.	Integrating directly with vendor systems is not required. The IMS should be able to report out in a format that can be uploaded to other systems, i.e. delimited file (CSV). Centers for Disease Control require XML encoded format or delimited text format for reporting.
13	RFP Page 22, Section 3.2.1.9.3 The IMS must upload federally requested report criteria, create a report, and export data to fulfill any federally supported program requirements. Please provide specifics regarding the data export requirements e.g., report description and data format(s) currently known.	See Answer to Question #12.
14	RFP Page 23, Section 3.2.1.14 Execute data conversion to upload all existing data into the IMS within 30 days from the date of contract execution. Perform all edits during conversion. Please provide details of the existing data characteristics e.g., data description, data format(s), quantity of data, quality of data.	Data format would be exported in Excel from the current system. Data description would include all elements defined in Section 3.2.1.5.1. of the RFP. Currently there are approximately 20,000 individual inventory records. This amount fluctuates daily.
15	RFP Page 24, Section 3.2.1.15.1.6 Provide technical support for Department bar code printers, scanners, and phone applications Monday through Friday, 8:00 a.m. to 5:00 p.m., Eastern Standard Time, including state holidays. Please clarify if technical support is expected to be onsite or remote. If onsite, please provide expected locations.	Technical support for scanning capability can be done remotely.

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16	RFP Page 24, Section 3.2.1.16 Create documents that describe the requirements, capabilities, limitations, design, operation, and maintenance of the IMS. Submit these documents to the Contract Manager within 30 days of contract execution. Supporting documentation within 30 days of contract execution will be based on existing IMS functionality. Does the Department expect updated final documentation based on the 'as-built' IMS later during the term of contract?	Yes, the Department would expect these documents to stay updated to reflect current requirements, capabilities, limitations, design, operation, and maintenance of the IMS.
17	RFP Page 24, Section 3.2.1.15.1.1 Provide two-day trainings each contract year as specified by the Department. No more than ten, two-day trainings will be requested by the Department each contract year. Where are training sessions to be located?	The locations are subject to change each year but will be within the State of Florida.
18	RFP Page 24, Section 3.2.1.15.1.2 Provide two days of onsite technical support each contract year as specified by the Department for its yearly Strategic National Stockpile Receipt, Stage and Store exercise training. Where is onsite technical support to be located?	See Answer to Question #17.
19	Is it possible for vendors to schedule a one day appointment to better understand what the existing systems and workflows to facilitate a preliminary gap analysis?	No, however, please see Answer to Question #7.
20	Will the hosting requirement be for fully managed, HIPAA hosting?	No.

#	Question	Answer
21	Is there expected to be a mobile application component to this inventory system? For example, would you like your responders, in vehicles, to use mobile devices to automatically check into vehicles, receive notifications, etc. and have mobile data automatically interface with the IMS? If yes, will the mobile application be in both Android and iOS?	No.
22	Is the IMS expected to directly interface with HMS?	No, the IMS will not directly interface with HMS.
23	Is the IMS expected to have a direct interface with FLAIR (i.e. for daily updated ORG Codes, FIDS, EOs, OCAs, etc.)	No, this is not a current requirement.
24	In section 3.2.1.14, the RFP mentions uploading all existing data. Can DOH provide an estimate as to how many systems this includes? Is it just your IRMS system? Also, what is the database foundation of these other systems (i.e. SQL Server, Access, etc.)	This will include the current IMS system and the database foundation is SQL Server.
25	In regard to question #6, do you have an ERD you can share with vendors?	No.
26	(General question) Can the state provide any comments on the results, or rationale, for the cancellation of the recently conducted solicitation for this project?	The Department reserves the right to reject any and all proposals, if the Department determines that doing so will serve the State's best interests, in accordance with Section 6.1 of the RFP.

#	Question	Answer
27	(3.2.1.1.9) Can the state confirm if hardware is required for this project, including both RFID and Barcode readers? If hardware is required, what quantities of hardware is within the scope of this project? Can the state confirm if any RFID hardware, or if only barcode hardware, is currently in place? How many and what types/models of barcode printers are currently in place?	The Department is not requesting hardware or equipment for this RFP. In accordance to Section 1.1, Statement of Purpose, the Department is requesting proposals for the implementation, maintenance, training, and oversight of an Inventory Management System. The Department has approximately 20 hand held RF scanners. However, only approximately 5 warehouses have this capability and it is rarely used. The Department has approximately 10 barcode printers statewide. The Department currently uses scanner model Intermec CK3x handheld with 2d Imager RFID, and Zebra brand printers.
28	(3.2.1.6.5) Can the state confirm that the intent of these requirements is to also procure and implement a complete disaster/POD patient tracking system, which is HIPAA and NEMSIS compliant, or simply that the proposed IMS is capable of being integrated with patient tracking system(s)?	Section 3.2.1.6.5.1. must be HIPPA and Nemsis compliant.
29	(4.9.3.1) Can the state provide details regarding the current IMS system in place, and the scope of services within that contract related to current vendor obligations for migration or separation of data at time of current contract termination?	The current vendor has no obligations for data migration under the current contract. All data will be extracted by the Department to an excel format.
30	Can you elaborate as to why Florida Department of Health rejected all responses for the Request for Proposal (RFP) DOH18-001 Inventory Management System (IMS) and resolicited for these services through DOH18-040?	See Answer to Question #26.
31	If a respondent is unable to sign the title page of the RFP because they cannot comply with the terms and conditions listed in Section 5.0 Contract Special Terms and Conditions, will that respondent be eliminated from consideration? NOTE: The terms and conditions in the current RFP/Contract do not address software licensing. Can the respondent's contract be included to address how the software licensing will work?	Yes, if the Respondent cannot comply with all terms and conditions of this RFP, their Proposal will be deemed non-responsive.

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32	If the respondent cannot comply with Attachment D "Application Data Security & Confidentiality", will that respondent be eliminated from consideration?	See Answer to Question #31.
33	If a respondent cannot comply with Attachment D, but the respondent will NOT be eliminated from consideration, what is the process for allowing the respondent to explain why the requirements cannot be met?	See Answer to Question #31.
34	Is the Florida Department of Health ("the Department") only interested in a hosted and/or SAAS solution, or is the Department also open to an on-premises solution where the State of Florida hosts the IMS?	The Department is only interested in a hosted or SAAS solution.
35	Can multiple cost proposals be submitted?	Yes. However, the Respondent must submit a separate submittal, in accordance with Section 4.0 of the RFP, as they will be evaluated independently and separately of each other.
36	If a respondent has one price for an on-premises installation and a second price for a hosted installation, what is the process for pricing out both?	See Answer to Question #35.
37	Does the Florida Department of Health deem it sufficient that the hosting solution (e.g. Microsoft Azur or Amazon Web Services) is SSAE-18 certified, or is there a requirement that the application is SSAE-18 certified as well?	Yes, SSAE 18 certification is required. See Attachment D, Application, Data Security, and Confidentiality, of this RFP.
38	Is the respondent required to execute the Attachment J: HIPPA Business Associate Agreement if the application DOES NOT store or access HIPPA related information?	No.

#	Question	Answer
39	Would the Florida Department of Health be willing to negotiate the cost and requirements of the stand-alone version of the application (Section 3.2.1.3.2) in a separate Statement of Work (SOW)?	No. The RFP process does not allow for negotiations, unless the Department receives less than two responsive proposals in accordance with Section 287.057 (5), Florida Statutes.
40	Does the Florida Department of Health intend to host the stand-alone version on-premises?	No.
41	Does the Florida Department of Health have any technical requirements for synchronizing data to a stand-alone system?	No.
42	Does the Florida Department of Health plan to procure hardware for the stand-alone system?	No.
43	Does the Florida Department of Health plan to procure licensing such as DB licensing for the stand-alone system?	No.
44	Should onsite rates include travel costs?	Yes.
45	Section 4.b. of the General Contract Conditions requires respondents to provide a price reduction in the event "Customer becomes aware of better pricing." However, each of respondent's customers have different needs and is offered a unique solution so there is no way to make a direct comparison on pricing. How will the determination of best pricing be made?	Section 4 of the General Conditions only apply to Term Contracts as defined in Section 287.012, Florida Statutes. The Department does not consider this solicitation to be for a Term Contract.

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46	Does Section 4.e. of the General Contract Conditions (Equitable Adjustment) apply to a software contract?	See Answer to Question #45.
47	Does Section 5 of the General Contract Conditions (Additional Quantities) apply to a software contract?	See Answer to Question #45.
48	Section 23 of the General Contract Conditions provides Customer with a right to terminate the contract for cause. Will respondent have a right to terminate for cause (i.e., nonpayment of license fees or misuse of software)?	See Section 5.1., General Contract Conditions (PUR1001), of this RFP which states: The terms of this solicitation will control over any conflicting terms of the PUR1000. Therefore, see Section III, Provider Contract Term, Paragraph B, of the Department's Standard Contract, which allows the Provider to terminate at will.
49	Section 26 of the General Contract Conditions (Renewal) provides for a three-year term. Does this mean Customer's license to use the software terminates at the end of the term?	Yes, unless its renewed in accordance with Section 2.4, Renewal, of this RFP.
50	Section 29 (Assignment) prohibits respondent from assigning the contract without the Customer's consent. Would the State be willing to make this provision mutual so respondent can control who uses its software?	No.
51	The General Contract Conditions does not contain language related to the support and maintenance for the software (technical support, upgrades, etc.). Where will the scope of the support and maintenance be addressed?	The Respondent will need to define this within their Response to this RFP.

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.