

**OHIO DEPARTMENT OF HEALTH  
REQUEST FOR QUOTE (RFQ)**

The Ohio Department of Health is soliciting proposals for professional services.

1. PROJECT TITLE.

- 1.1. Project Title. Analysis of Ohio Violent Death Reporting System (OH-VDRS) Data
- 1.2. RFQ Posting Date. May 11, 2016
- 1.3. RFQ Due Date. May 26, 2016
- 1.4. RFQ Inquiry Start Date. May 11, 2016
- 1.5. RFQ Inquiry End Date. May 20, 2016

2. PROJECT BACKGROUND, OBJECTIVE, AND BUDGET.

- 2.1. Project Background. Ohio Violent Death Reporting System (OH-VDRS) collects data on homicides, suicides and deaths of undetermined intent. The program gets this data from death certificates, coroner/medical examiner reports and law enforcement reports. Ohio Department of Health (ODH) publishes an annual report summarizing the data and periodically produces fact sheets on specific violent death related topics.

- 2.2. Project Objective. The purpose of this project is to produce one (1) annual report and two (2) fact sheets for the 2013 OH-VDRS data (examples of previous reports can be found at the ODH website, under "Annual Reports" and "Fact Sheets": <http://www.healthy.ohio.gov/vipp/ohvdrs.aspx>).

OH-VDRS will supply a cleaned, flat data set, and the vendor will conduct comprehensive analysis of the data, including descriptive statistics (as detailed in the examples given above) of all the violent deaths that occurred in the state. Contractor shall also provide two (2) fact sheets on a topic, that is agreed upon with ODH Contract Manager, such as "youth suicide" or "intimate partner violence".

- 2.3. Project Budget. \$17,500.00
- 2.4. Project Award. This solicitation is for one contract award with a maximum contract amount of \$17,500.
- 2.5. Approximate Contract Start Date. 6/1/2016
- 2.6. Approximate Contract End Date. 8/31/2016

3. MINIMUM REQUIREMENTS.

- 3.1. Contractor Experience Requirement. The vendor must demonstrate previous experience of two (2) years in data analysis, managing and summarizing large data sets, and producing statistical reports. Vendor must also have conducted two (2) research projects in the field of public health and/or population-based statistics.
- 3.2. Candidate Expertise Requirement. The vendor's staff must have a minimum of two (2) years of experience in data analysis, statistical training (including population statistics), managing and summarizing large data sets, and producing statistical reports.
- 3.3. Notice of Award Requirements. Acknowledgment of Federal Support: 100% of the total costs of this project will be financed with Federal money.
- 3.4. Licenses &/or Certifications Required. N/A

4. SCOPE OF WORK AND DELIVERABLES.

4.1. Scope of work.

4.1.1.	Analyze the OH-Violent Death Reporting System (VDRS) data, including descriptive and population-based statistics (e.g. age-adjusted rates).
4.1.2.	Update the 2012 OH-VDRS Annual Surveillance Report to include the 2013 OH-VDRS data (available at this link: <a href="http://www.healthy.ohio.gov/~media/HealthyOhio/ASSETS/Files/injury%20prevention/OHVDRS%20Report%202012%20Final%202.pdf">http://www.healthy.ohio.gov/~media/HealthyOhio/ASSETS/Files/injury%20prevention/OHVDRS%20Report%202012%20Final%202.pdf</a> ).  Vendor will take the descriptive statistics compiled in Scope Line 1, and organize the information into a comprehensive report with the following topics: All violent deaths, suicide deaths, homicide deaths, undetermined deaths, and merged incidents.
4.1.3.	Produce two (2) fact sheets on mutually agreed upon topics (e.g. youth suicide, intimate partner violence). Take the analyzed data from Scope Line 1 and limit the facts to the population of interest (e.g. children under 18 who died by suicide; homicides marked as "Intimate Partner Violence Related"). See example fact sheet here:  <a href="http://www.healthy.ohio.gov/~media/HealthyOhio/ASSETS/Files/injury%20prevention/Suicides%20in%20Ohio%20FINAL.pdf">http://www.healthy.ohio.gov/~media/HealthyOhio/ASSETS/Files/injury%20prevention/Suicides%20in%20Ohio%20FINAL.pdf</a>

4.2. Deliverables.

4.2.1.	Conduct analysis of OH-VDRS data.	July 5, 2016
4.2.2.	Produce a surveillance report of the 2013 OH-VDRS data.	August 1, 2016
4.2.3.	Produce two (2) fact sheets.	August 31, 2016

5. PROPOSAL EVALUATION.

5.1. Evaluation criteria.

Criteria	Weight
Contractor Profile (Company Profile)	
Company history, years of relevant experience in the field of violence and injury prevention.	5
Number of years in business, number of employees, financial stability.	5
Capacity to do the work.	5
Previous relevant experience developing and implementing projects of similar scope and size in researching public health impact of violence.	5
Relevant experience within past two (2) years in the field of public health and related violence and injury prevention research projects.	5

Staffing Plan (Personnel Profile)	
Staff qualifications of project personnel assigned to the project.	5
Formal education of assigned project manager and key personnel.	5
Experience of a minimum of two (2) years for project manager and key personnel.	5

(Scope of) Work Plan	
Project plan and process to meet deliverable requirements; i.e. overall quality of technical proposal, methodologies proposed.	20
Timeline proposed is specific, complete and feasible, lists necessary activities to accomplish scope of work and staffing responsible for them.	20
Demonstrates understanding of violence and injury prevention data and technical approach to update data.	20

<b>Total points possible.</b>	<b>100</b>
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Notice: This RFQ is not an offer or an award.

Parties interested in submitting a formal offer must submit a written response on provision of the required services or supplies specified in this RFQ.

## 6. REQUEST FOR PROPOSAL INSTRUCTIONS.

- 6.1. Company Narrative. Responses to the RFQ shall include a short narrative describing the following:
  - 6.1.1. Contractor's profile and experience with projects of similar size and scope.
  - 6.1.2. Contractor's ability to meet minimum requirements.
  - 6.1.3. Contractor's capacity to provide the services required and, the ability and experience of the staff intended to work on the Project.
  - 6.1.4. Contractor's plan for successful execution of the project.
- 6.2. Where Proposals Must Be Delivered. Proposal must be delivered to the following address:  
Ohio Department of Health  
Office of Procurement Services  
Attention: Carol Cook  
246 North High Street  
Columbus, OH 43215
- 6.3. Proposals are a Public Record. Once proposals have been reviewed, they will be forwarded to the ODH Project Manager to begin evaluation and award process. After proposals are opened they are public records as defined in Ohio Revised Code Section 149.43 and are subject to all laws appurtenant thereto. Contractor may request that certain information, such as trade secrets or proprietary data, be designated as confidential and not considered as public records. Pricing is not considered as confidential. The decision as to whether or not such trade secrets or proprietary data shall be disclosed shall rest solely with ODH.
- 6.4. Contractor May Request Clarification. If Contractor discovers an inconsistency, error or omission in this RFQ, the Contractor should request clarification from ODH Office of Procurement Services.
- 6.5. ODH Modifications to the RFQ. When it is necessary to modify an RFQ, ODH does so by written addendum only.
- 6.6. Rejected Proposals. ODH may reject any quote in whole or in part, if any of the following circumstances are true:
  - 6.6.1. Proposals are not in compliance with the requirements stated in the RFQ.
  - 6.6.2. The price is excessive in comparison with market conditions or with the available funds of the Agency.
  - 6.6.3. ODH determines that awarding any item is not in the best interest of the Agency.
- 6.7. Proposal Preparation. ODH assumes no responsibility for costs incurred by the Contractor prior to the award of contract resulting from this RFQ.
- 6.8. Damages Arising from RFQ Specifications. Contractor may not be compensated for damages arising from inaccurate or incomplete information in the RFQ, specifications or from inaccurate assumptions based upon the specifications.
- 6.9. Unit Costs. Contractor shall not insert a unit cost of more than two (2) digits to the right of the decimal point. Digits beyond the two (2) will be dropped and not used in the evaluation of the Proposal.
- 6.10. Responsive Contractor. A Contractor is responsive if its proposal responds to the RFQ completely and contains no irregularities or deviations from the RFQ that would affect the proposal or otherwise give the Contractor an unfair advantage.
- 6.11. Responsible Contractor. ODH will determine if a Contractor is responsible using the following factors:
  - 6.11.1 Experience of the Contractor.
  - 6.11.2 Contractor's financial condition.
  - 6.11.3 Contractor's previous conduct and performance.
  - 6.11.4 Contractor's facilities.
  - 6.11.5 Contractor's management skills.
  - 6.11.6 Contractor's ability to execute the work properly.
  - 6.11.7 Review of Federal and State debarment lists.
- 6.12. Estimated Usage. Unless otherwise stated, the usage indicated for each item(s) are to be considered as estimates only and should be considered as information relative to potential purchases that may be made from the award. ODH makes no representation or guarantee as to the actual amount of the items(s) to be purchased.

- 6.13. Information Requested. ODH may request additional information to evaluate a contractor's responsiveness to the RFQ or to evaluate a contractor's responsibility. If a contractor does not provide the requested information, it may adversely impact ODH evaluation of the Contractor's responsiveness or responsibility.
- 6.14. Samples. ODH may require contractor to provide samples or examples of work, at the Contractor's expense. Samples must be clearly identified by the Contractor, the RFQ number, and the item the sample represents. ODH will return samples that are not destroyed in testing, at the Contractor's expense, upon the Contractor's timely request. ODH may keep the samples of the Contractor awarded until the completion of the agreement.
- 6.15. ODH Withdrawal of the RFQ. ODH reserves the right to withdraw the RFQ at any time prior to the award the agreement.
- 6.16. Contractor Evaluation. The ODH Project Manager will evaluate the proposal(s) received and determine the proposal(s) that fulfill the project in the best interests of ODH. Each proposal will be scored and numerical technical point values will be assigned according to the criteria listed in 5.1. The scale below (0-5) will be used to rate each Proposal response to the RFQ on the technical evaluation sections listed in 5.1.

The Agency will score the responses by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's total technical score. Representative numerical values are defined as follows:

DOES NOT MEET (0): Response does not comply substantially with requirements or is not provided.

WEAK (1): Response was poor related to meeting the objectives.

BELOW AVERAGE (2): Response indicates the objectives will not be completely met or at a level that will be below average.

MEETS (3): Response generally meets the objectives (or expectations).

ABOVE AVERAGE (4): Response indicates the objectives will be exceeded.

STRONG (5): Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

- 6.17. Contractor Negotiation. It is at the discretion of DOH whether to permit negotiations. A contractor must not submit a proposal assuming that there will be an opportunity to negotiate any aspects of the RFQ. When it has been determined that it is in the Agency's best interest to conduct negotiations, ODH may request a submission of a best and final quotation.
- 6.18. Agreement Contents. If this RFQ results in an award, the agreement will consist of this RFQ, along with attachments, addenda, purchase orders, change orders, and terms and conditions. ODH reserves the right to award multiple agreements under this RFQ.
- 6.19. Agreement Award. ODH plans to award the Agreement based on the proposal that is in the best interests of the Agency.
- 6.20. Agreement Start Date. If the Contractor is unable or unwilling to commence work, ODH reserves the right to cancel the award and resume the evaluation process with the next most advantageous proposal.
- 6.21. Non-Collusion Certification. The Contractor certifies that he/she is (sole owner, partner, president, secretary, etc.) of the party making the forgoing proposal, that such proposal is genuine and not collusive or sham; that Contractor has not colluded, conspired or agreed, directly or indirectly, with any contractor or person, to submit a sham proposal; or colluded or conspired to have another not participate; and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the proposal price or any other contractor, or to fix any overhead, profit or cost element of the proposal price, or of that of any other contractor, to secure any advantage against any contractor or any person or persons interested in the proposed award and that all statements contained in the proposal are true; and further, that the contractor has not, directly or indirectly, submitted this proposal, or the contents thereof, or divulged any related information or data to any association or to any member or agent of any association.

6.22. Scope of Work and Specifications. ODH is authorized to prepare scope of work and specifications to obtain supplies and services. The purpose of the scope or work or deliverables is to describe the supplies or services to be purchased and will serve as a basis for comparison of quote responses.