REQUEST FOR PROPOSALS (RFP)

HEALTH DATA WEB PORTAL AND MAINTENANCE

Solicitation #: OCMP 23-19745/BPM037161

Questions and Answers (Q& A)

Issue Date: May 30, 2023

Questions	Answers
1. 2.2.2 Description of Website Features, Page 3 Health Topic, Question: For "Health Topic" website feature – will MDH provide the text that "summarizes applicable research and provides an overview of data related to the health topic" and will MDH provide the links to "other related resources (i.e., link to the Center for Chronic Disease Prevention and Control diabetes webpage)"? Or is MDH expecting the vendor to research and draft all of the "Health Topic" website content?	1. MDH will assist in the topic information for all the reports and will be responsible for a bulk of the content development/narrative.
2. 2.2.3 Description of Data Files, Page 5, Question: Please provide more details on how the BRFSS call-back survey data is related to annual and multiyear BRFSS. Can the question code be used to associate questions across the annual, multiyear and call-back data files?	2. When the asthma call back surveys are to be included, the state will be able to associate the files with given years.
3. 2.2.3 Description of Data Files, Page 5,Question:Please provide more details on expectations for how BRFSS call-back survey data should be displayed in queries and data visualizations.	3. The data from the asthma call back will be displayed similarly to the other data on the portal.
4. 2.2.3 Description of Data Files, Page 6, Item C.1), Question: Please elaborate more on the desired functionality for "custom age groups."	4. We provide the custom age groups in distinct variables.

5. 2.2.3 Description of Data Files, Pages 4-7, Question: Please confirm that MDH is providing the respective survey weights for single year and multiyear BRFSS and YBRFS data files?	5. Yes, MDH provides all the survey weights.
6. 2.2.5 State Staff and Roles, Page 8, Question: What single sign on authentication system does MDH use? Is the same authentication system used by all the roles listed in this section of the RFP?	6. SecureAuth and/or Active Direct. This is just for IT/development side of things, users are public access.
7. 2.3.3 Contractor-Supplied Hardware, Software, and Materials, Page 12. Item I, Question: SaaS solution annual subscription fees include hardware and software but also hosting, maintenance, technical support/defect fixes, and annual upgrades. How does MDH view the 49% limit on hardware and software with respect to a broader more encompassing SaaS subscription fee?	7. Given that a SaaS subscription fee includes goods/services outside of just hardware/software, the subscription fee would be permissable to go beyond the 49%. This would need to be indicated in the technical proposal that you would go over the 49%.
8. 2.3.6 Maintenance and Support, Page 14, Question: Please provide instructions for how and where to include price proposal for maintenance and support in the Financial Proposal Form.	8. These are included under 'miscellaneous' as part of the ongoing expenses.
9. 2.3.6.1 Technical Support, Pages 14-15, Question: Please provide instructions for how and where to include price proposal for technical support in the Financial Proposal Form.	9. These are included under 'miscellaneous' as part of the ongoing expenses.
10. Attachment B, Instructions and B-1 Financial Proposal Form, Question: The instructions say to "Separately indicate any bundled offerings and associated pricing," but the B1 Financial Proposal Form worksheet does not allow proposers to add rows or the change the Item Descriptions in Column B. Please provide guidance on how to adhere to the instructions that proposers "separately indicate bundled offerings."	10. The financial proposal form is meant to give an estimated cost to complete the tasks if the given hours were amount of hours that were around the estimation. The technical proposal can further outline things such as bundled offerings or offerors specific time estimates that differ from what is on the pricing sheet.
11. Attachment B, Financial Proposal Form, Question: Please provide guidance on how proposers can include price proposal information for responsibilities/activities listed in the RFP document such as contractor's proprietary software, proprietary software maintenance and proprietary software technical support, which are not specifically listed in the Financial Proposal Form.	11. These would be further explained in the technical proposal.

12. 2.3.6.1 Technical Support, Page 14, Items B and C. Question: On page 14, the support requirements in B and C conflict with each other. 2.3.6.1.B. says, "Technical Support shall be available during Normal State Business Hours." Normal State Business Hours is defined as 8 am – 5 pm Monday through Friday, except State holidays. 2.3.6.1.C. says Technical Support will be available 24/7/365. Considering other references to Normal State Business Hours, will MDH delete 2.3.6.1.C to remove the conflict?	12. 2.3.6.1 Technical Support, Page 14, Items B and C. Question: On page 14, the support requirements in B and C conflict with each other. 2.3.6.1.B. says, "Technical Support shall be available during Normal State Business Hours." Normal State Business Hours is defined as 8 am – 5 pm Monday through Friday, except State holidays. 2.3.6.1.C. says Technical Support will be available 24/7/365. Considering other references to Normal State Business Hours, will MDH delete 2.3.6.1.C to remove the conflict?
13. 3.15.7 Electronic Transaction Fee, Page 43, Question: The RFP says the Contractor shall pay an electronic transaction fee of 1% of the total sales transacted under the contract. What is considered a sale transacted under the contract?	13. See Addendum #2 issued on May 22,2023
14. 2.4.4 Deliverable Descriptions/Acceptance Criteria & Attachment B, Deliverables Summary Table & Financial Proposal Form, Question: The Deliverables Summary Table says the YRBS Biennial Dataset and Multi-Year Dataset will be delivered annually by the end of contract years 1 and 3. Should the pricing spreadsheet be updated to remove estimated hours and cost in the year(s) when this survey is not published?	14. The pricing sheet has been amended to remove the estimated hours from year 2 and option year 1 for these items.
15. Attachment B, Ongoing Expenses, Financial Proposal Form, Question: Up-front annual subscription fees are typical for SaaS solutions. Would MDH consider this payment structure?	15. MDH is open to cloud hosting services.
16. Key Information Summary Sheet, Page 3, Question: Will MDH extend the proposal due date? Questions are due on May 17th. Proposals are due on May 24th. One week does not leave enough time for contractors to consider MDH's answers to questions and incorporate the answers into the proposal.	16. The proposal due date has been extended. See Addendum #3 issued on May 24,2023.
17. What are the challenges or pain points with the current solution/portal which you want to address in the new solution? Kindly elaborate	17. We do not have many major challenges with the current solution. I have seen other solutions that have a more streamlined experience for the user which would be welcomed. The work that goes into the data preparation using our current solution is somewhat extensive and we would like to see this cut down, but is ultimately not a major issue.

18. Where do you have the current datasets for BRFSS and YRBS stored/hosted? Are they stored in some databases on premise, If yes, then provide details around the same?	18. The current datasets are obtained by MDH via a web portal provided by the CDC and stored locally. We then do some data preparation and send a modified dataset to our current vendor.
19. What will be the formats for BRFSS and YRBSS datasets/survey? (eg. csv,xslx or any document processing needs to happen to extract data)	19. The datasets are currently provided in sas file formats (.sas7bdat).
20. Kindly provide following details for data sources for each surveillance system (BRFSS, YRBS). Please refer to Data Sources Details- Sample tab for an example- - PRIORITY of the source to be integrated in the solution - Source Details (AWS,On-Premise, API Based ,File based, 3rd party integration etc.) - Current Database version - Data Structure (Structured, Unstructured, Semi-Structured etc) & File Formats (CSV, TSV, JSON, etc.) - Volume of data for one-time Migration of historic data - No. of years worth of data - Incremental Ingestion volume - Ingestion Frequency(Hourly,Daily,Weekly etc) - Application trigger(Event based or on Fixed Schedules) - Data Processing - Batch or Real time - Incremental Ingestion mechanism (eg: File-based uploads, API, database extracts, etc.) - Expected data growth in the next 2 years	20. The datasets are described in detail within the RFP. The BRFSS and YRBS data sources are of highest priority. They are currently file based and sent directly to the vendor as SAS files. It is a one time annual ingestion of a dataset every new year we receive data from the CDC. We have data files dating back to 2011. Please see section '2.2.3 Description of Data Files.
21. Please clarify if the following is required from the solution and provide additional details if so needed: functionality to ingest datasets into a centralized Data Lake, ability to query the data and perform analytics using various tools and generate reports out of it?	21. It is not required to have a centralized data lake at this time. We do require the ability to query the data and perform some basic analytics.
22. Please clarify if the following is required from the solution and provide additional details if so needed: Functionality to integrate the data lake with the SAS analytics tool hosted on Premise VM machines, so that the reports can be generated with the data	22. The data files are SAS files and we currently have a SAS server license so the site can run the queries through SAS.

23. Can we consider following to be the different modules/screens in the web application that we will be developing - Indicator module for BRFSS and YRBS - Datasets Query Page - Indicator Reporting page - Summarize Health Topic - Population Reports - BRFSS and YRBS Published Reports"	23. These should have their own page on the site, yes.
24. Is there a need/request for building features like query history or saved queries as part of data querying/analysis tool?	24. We do not currently use a history feature or saved queries.
25.. Is there need to facilitate collaboration by allowing users to share queries, snippets with team members, provide options for commenting and versioning the queries?	25. We are interested primarily in ways to export the results of the queries, not on sharing of web pages for modifiable queries between collaborating parties.
26. Are the user technical or non technical? Do they need a SQL based query option or an interactive way to slice and dice the dataset	26. The users are generally non technical. An interactive way that is user friendly to slice the data is required.
27. The output response for the queries fired from the web application should always be a visualization graph/chart/pie chart etc? How will this differ from query to query to which visualization mode should be turned on?	27. In general a visualization should be present if it is applicable. The vendor will work with MDH to decide on default visualization modes for various data, but the user should have the ability to customize the visualization for their needs.
28. Are you looking for certain type of charts/visuals which needs to be part of this tool? Please mention any specific requirements which are other than basic chart types like Bar, dounut, pie, maps, etc	28. Generally the basics such as maps, histograms, and bar charts, vertical vs horizontal bar, stacked bar, pie, and line as examples. The ability for the user to choose would be best.
29. For other data sources like vital statistics data etc, is there a roadmap in terms of the format of this data sources and number of data sources that can be added in the near future?	29. We do not currently have a roadmap for this. Our department does not work with vital statistics data and we don't have a complete understanding of their data. Our focus will primarily be BRFSS and YRBS for the time being.
30. Using SAS software for underlying data query / analysis is a must or there is openness to try for other options as well?	30. We only receive the files from CDC in SAS files. If a solution is able to utilize files that SAS is capable of exporting, that could work. However, on our side, we are only able to work with SAS files.
31. In terms of Query builder, options such as selecting tables, column, filtering conditions,sorting,grouping can be provided for slicing and dicing the datasets. Are we also looking for complex data querying capabilities as well like any analytical functions etc?	31. We are primarily interested in the simpler functions for user options to view the data. We are not opposed to more complex analytical functions, but this is not a priority.

32. What is the maximum expected latency for the query response from a business standpoint?	32. A majority of the queries are simple and should take no more than a few seconds.
33. What will be the maximum data scanned In terms of a look back window or the date range? eg (date range between 2023-01-01 to 2023-03-01)	33. In general, we have a single dataset for a year. The data is not updated real time. The data ranges from 2011 onward.
34. 2.4.4 Deliverable Descriptions/Acceptance Criteria & Attachment B, Deliverables Summary Table & Financial Proposal Form Question: The Deliverables Summary Table says the Indicator Reports, Health Topics, and Population Reports will be delivered annually for Contract Years 2-3. The Financial Proposal Form has a cost for those items in Year 1. If the indicator reports, health topics and population reports will be in scope for Year 1, will DOHMH amend the Deliverables Summary Table to be inclusive of Year 1 for those deliverables?	34. Amended the pricing sheet to remove the hours from Year 1. See Addendum 4 issued on May 30,2023.
35. 2.4.4 Deliverable Descriptions/Acceptance Criteria & Attachment B, Deliverables Summary Table & Financial Proposal Form, Question: Would MDH consider amending the Financial Proposal to include a unit price per report for Indicator Reports, Health Topics, and Population Reports? Using Indicator Reports as an example, the Financial Proposal has one proposed cost for 2-4 Indicator Reports per year. The cost to produce 4 reports is different from 2 reports. Moreover, as currently written, the contractor would not be paid for Indicator Reports until the end of the contract year, even if reports were prepared throughout the year. It's unfair for a contractor perform work, have it accepted by MDH, and not be paid until months later. If the Financial Proposal Form uses a unit price for each report, then the Contractor can invoice and be paid upon the acceptance of each report. If MDH makes this change, we ask that the Deliverables Summary Table acceptance criteria and due date / frequency be updated accordingly.	35. No, we are not considering amending the financial proposal to include price per reports. The reports are meant to differ in amount of detail and scope on the topic of interest. The cost is meant to reflect the estimated hours for the task, not the report itself. We are not billing for the deliverable, but for time spent to build the reports. Please see section 3.3 'Invoicing'.
36. 3.3 Invoicing & Attachment B Page 25 & Financial Proposal Form, Question: For the Ongoing Expenses in the Financial Proposal Form, does MDH expect one invoice for an annual price (in accordance with RFP	36. We are accepting invoices based on hours spent during an invoice period (i.e. the month), not necessarily for a deliverable or line item. Please see section 3.3 'Invoicing'.

3.3.2.B) or an invoice for each line item / deliverable (in accordance with RFP 3.3.3.)?	
37. 3.3 Invoicing & Attachment Page 25 & Financial Proposal Form, Question: If MDH expects an invoice for each line item / deliverable in accordance with RFP 3.3.3., what is the acceptance criteria for Item Number 12 Miscellaneous?	37. We are accepting invoices based on hours spent during an invoice period (i.e. the month), not necessarily for a deliverable or invoice item. Please see section 3.3 'Invoicing'.
38. 2.2.3, Page 61, Question: What format should resumes be provided in for the up to 4 Key Personnel?	38. No real preference, .pdf format is acceptable.