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## **Request for Proposal Standard Terms and Conditions**

### **1. Authority**

Division 4 of the Department of Finance Administrative Code (Chapters 355-4-1 through 355-4-6), effective October 1, 2022, is incorporated by reference and made a part of this document. To view the relevant provisions of the Administrative Code, visit our website <https://purchasing.alabama.gov/>

### **2. Prohibited Contacts; Inquiries regarding this RFP**

From the Release Date of this Request for Proposal (hereafter referred to as RFP) until a contract is awarded, parties that intend to submit, or have submitted, a Proposal are prohibited from communicating with any members of the Soliciting Party's Team for this transaction who may be identified herein or after the Release Date, or other employees or representatives of the Soliciting Party regarding this RFP or the underlying transaction except the designated contact(s).

### **3. Nonresponsive Proposals**

Any Proposal that does not satisfy requirements of the RFP may be deemed non-responsive and may be disregarded without evaluation. Supplemental information, including information necessary to clarify a proposal, may be required from any Proposer.

### **4. Changes to RFP; Changes to Schedule**

The Soliciting Party reserves the right to change or interpret the RFP prior to the Proposal Due Date. Changes will be communicated to those parties receiving the RFP who have not informed the Soliciting Party's designated contact that a Proposal will not be submitted. Changes to the deadline or other scheduled events may be made by the Soliciting Party as it deems to be in its best interest.

### **5. Expenses of Proposal**

A Proposer will not be reimbursed for any expenses incurred in preparation of a proposal.

### **6. Rejection of Proposals**

The State reserves the right to reject any and all proposals and cancel this Request if, in its sole discretion, it deems such action to be in its best interest.

### **7. The Final Terms of the Engagement**

Issuance of this RFP in no way constitutes a commitment by the State to award a contract. The final terms of engagement for the service provider will be set out in a contract which will be effective upon its

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acceptance by the State as evidenced by the signature thereon of its authorized representative. Provisions of this RFP and the accepted Proposal may be incorporated into the terms of the engagement should the State so dictate. Notice is hereby given that there are certain terms standard to commercial contracts in private sector use which the State is prevented by law or policy from accepting, including indemnification and holding harmless a party to a contract or third parties, consent to choice of law and venue other than the State of Alabama, methods of dispute resolution other than negotiation and mediation, waivers of subrogation and other rights against third parties, agreement to pay attorney's fees and expenses of litigation, and some provisions limiting damages payable by a vendor, including those limiting damages to the cost of goods or services.

## **8. Choice of Law; Venue**

This Contract will be governed by laws of the State of Alabama and the sole venue for litigation and alternative dispute resolution activities will be the City of Montgomery in the State of Alabama. No other court shall have jurisdiction.

## **9. Not to Constitute a Debt of the State**

The terms and commitments contained in the solicitation, or any contract resulting from this solicitation, shall not constitute a debt of the State of Alabama, the incurring of which is prohibited by Section 213 of the Official Recompilation of the Constitution of Alabama, 1901, as amended.

## **10. Proration**

Any provision of a contract resulting from this bid to the contrary notwithstanding, in the event of failure of the State to make payment hereunder as a result of partial unavailability, at the time such payment is due, of such sufficient revenues of the State to make such payment (proration of appropriated funds for the State having been declared by the governor pursuant to Section 41-4-90 of the Code of Alabama 1975), the supplier shall have the option, in addition to the other remedies of the contract, of renegotiating the contract (extending or changing payment terms or amounts) or terminating the contract.

## **11. Non-appropriation of funds**

Section 41-4-144(c) of the Code of Alabama 1975 states: "(c) When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be cancelled, and the supplier shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract. The cost of cancellation may be paid from any appropriations available for that purpose."

## **12. Open Trade/No Boycott**

For the term of this contract, supplier represents that it is not currently engaged in, and agrees not to engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this State can enjoy open trade.

## **13. Dispute Resolution**

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In the event of any dispute between the parties arising from this solicitation and any agreement relating to purchases or leases resulting therefrom, senior officials of both parties shall meet and engage in a good faith attempt to resolve the dispute. Should that effort fail and the dispute involves the payment of money, supplier's sole remedy is the filing of a claim with the Board of Adjustment of the State of Alabama. For any and all other disputes arising under the terms of this contract which are not resolved by negotiation, the parties agree to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation. Such dispute resolution shall occur in Montgomery, Alabama, utilizing where appropriate, mediators selected from the roster of mediators maintained by the Center for Dispute Resolution of the Alabama State Bar Association.

#### **14. Cancellation**

A contract for supplies may be canceled by the Chief Procurement Officer, for justifiable cause, by giving the supplier thirty (30) days written notice. A supplier may request cancellation and the Chief Procurement Officer may grant the request, in his or her sole discretion, if performance is prevented by an act of God, act of War, order of legal authority, or other unavoidable circumstances not attributable to the fault or negligence of the supplier. Contracts for services may be cancelled for justifiable cause by the Chief Procurement Officer by giving the vendor at least 72 hours' written notice. The burden of proof for such relief rests with the supplier. All correspondence pertaining to cancellation of a contract must be addressed to the Chief Procurement Officer with a copy to the using agency.

#### **15. Sales Tax Exemption**

Pursuant to Section 40-23-4 (a)(11) of the Code of Alabama 1975, the State of Alabama is exempt from paying sales tax. An exemption letter will be furnished upon request.

#### **16. No Indemnification**

Supplier acknowledges and agrees that, under the terms of this solicitation and agreements relating to purchases or leases resulting therefrom, the State is prohibited from indemnifying the supplier. The State does not agree to and will not indemnify the supplier for any reason. The State of Alabama does not release or waive, expressly or implied, the State of Alabama's right to assert sovereign immunity or any other affirmative defense right it may have under law. The State of Alabama shall control the defense and settlement of any legal proceeding on behalf of the State, including the selection of attorneys.

#### **17. Foreign Corporation – Alabama Secretary of State Registration**

Section 10A-1-7.01 to -7.14 of the Code of Alabama 1975 require a foreign entity (an out-of-state company/firm) to register with the Alabama Secretary of State's Office before transacting business in the State.

#### **18. Beason-Hammon Alabama Taxpayer and Citizen Protection Act**

A contract resulting from this RFP will include provisions for compliance with certain requirements of the Beason-Hammon Alabama taxpayer and Citizen Protection Act, Sections 31-13-1 through 35, Code of Alabama 1975 as follows:

E- VERIFY ENROLLMENT DOCUMENTATION AND PARTICIPATION. As required by Section 31-13-9(b), Code of Alabama 1975 Contractor that is a "business entity" or "employer" as defined in

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Section 31-13-3, will enroll in the E-Verify Program administered by the United States Department of Homeland Security, will provide a copy of its Memorandum of Agreement with the United States Department of Homeland Security that program and will use that program for the duration of this contract.

As required by Section 31-13-9(k) of the Code of Alabama 1975, the supplier agrees to the following: “By signing this contract, the contracting parties affirm, for the duration of any agreement that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.”

To enroll in the E-Verify program visit <https://www.e-verify.gov/>

## **19. Conflict of Law**

If any provision of this solicitation and any subsequent award shall contravene any statute or Constitutional provision or amendment, either now in effect or which may, during the course of this agreement, be enacted, then that conflicting provision shall be deemed null and void.

## **20. Disclosure Statement**

A Proposal must include one original Disclosure Statement as required by Code Section 41-16-82, et seq., of the Code of Alabama 1975. The Disclosure Statement, and information, may be downloaded from the State of Alabama Attorney General’s web site at <https://www.alabamaag.gov/Forms>

## **21. Certification Pursuant to Act No. 2006-557**

Section 41-4-142 of the Code of Alabama 1975 (Act No. 2006-557) provides that every bid submitted and contract executed shall contain a certification that the supplier, supplier, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama State and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid or proposal, the supplier is hereby certifying that they are in full compliance with Section 41-4-142, they are not barred from bidding or entering into a contract as a result and acknowledges that the awarding authority may declare the contract void if the certification is false.

## **22. Supplier Qualifications**

After bid opening, the State reserves the right to request written proof of qualifications including, but not limited to, manufacturer’s reseller authorization, professional licenses, certificates of insurance, etc.

## **23. Pricing**

The State of Alabama reserves the right to conduct analysis based on cost realism and/or price reasonableness for any or all bids as determined necessary in the sole discretion of the Chief Procurement Officer. Such analysis may include requests pursuant to Section 41-4-141 of the Code of Alabama 1975.

## **24. Product Delivery, Receiving and Acceptance:**

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In accordance with the Uniform Commerce Code (Title 7 of the Code of Alabama 1975), after delivery, the State of Alabama shall have the right to inspect all products before accepting. The State will inspect products in a reasonable timeframe. Signature on a delivery document does not constitute acceptance by the State. The State will accept products only after satisfactory inspection.

## **25. Invoices**

Inquiries concerning invoice payments are to be directed to the receiving agency.

## **26. Late Payments**

Penalty for agencies paying invoices late may not exceed the rate charged by State of Alabama Comptroller's Office per Section 41-16-3 of the Code of Alabama 1975 and as established by the Secretary of the Treasury under the authority of 26 U.S.C. §6621.

## **27. Electronic Payments**

Vendors must accept multiple forms of electronic payment at no additional cost to the State. Payment forms include but are not limited to state issued credit cards, P-cards, EFT or other forms of electronic payment.

## **28. Supplier Registration**

Suppliers may receive bid notices by registering for commodities at the Alabama Buys supplier portal, <https://alabamabuys.gov>

## **29. Internet Website Links**

Internet and/or website links will not be accepted in bid responses as a means to supply any requirements stated in this solicitation.

## **30. Solicitation Responses and Results**

The complete bid file will be made available for review as provided by (or as outlined) in Section 41-4-115 of the Code of Alabama 1975 and Rule 355-4-1-.04 of the Department of Finance Administrative Code.

## **31. Exception to Terms and Conditions**

Suppliers may place any qualifications, exceptions, conditions, reservations, limitations, or substitutions in their bid or proposal concerning the contract terms and conditions. However, the State is not obligated to accept any changes to the published terms and conditions of the solicitation.

## **32. Intent to Award**

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The State of Alabama Office of the Chief Procurement Officer will issue an 'Intent to Award' before a final award is made. The 'Intent to Award' will continue for a period of fourteen (14) calendar days, after which the award will be final provided there are no protests. A detailed explanation of this process may be reviewed in the Alabama Administrative Code – Chapter 355-4-6-.01. All protest communications filed via email must be sent to: [protests@purchasing.alabama.gov](mailto:protests@purchasing.alabama.gov)

### **33. Confidentiality**

Procurement information is a public record to the extent provided by state law and shall be available to the public. Section 41-4-115 of the Code of Alabama 1975 defines what is exempt from disclosure. Additional rules are included in Rules 355-4-1-.03(4) and 355-4-1-.04 of the Alabama Department of Finance Administrative Code.

### **34. Click Wrap**

The State of Alabama acknowledges that additional terms between the supplier and the State or third-party terms may apply but does not agree to be bound by them unless provided for review and separately agreed to in writing by an authorized official of the State of Alabama. If the purchase or use of the supplies or services provided utilizes a computer interface, no State of Alabama end user shall be deemed to have agreed to any clause by virtue of it appearing in an "I agree" click box or other comparable mechanism ("click-wrap" or "browse-wrap"); rather the terms and conditions, such as End User License Agreements, may only be accepted by inclusion in an agreement and signature by an authorized official of the State of Alabama. If the terms and conditions or any other third-party terms and conditions are invoked through click wrap, execution by any unauthorized individual shall not bind the end user or the State of Alabama to such clause. Any clause which requires the State of Alabama to indemnify another party or clause which assigns jurisdiction to any state other than Alabama which is contained in such click-wrap is deemed to be stricken from the terms and conditions unless expressly agreed in writing and under the signature of an authorized individual.

### **35. Assignment**

Any contract which results from this solicitation shall not be assignable by supplier without written consent of the State of Alabama. Any assignment or other transfer in violation of this provision will be null and void.

### **36. Debarment and Suspension**

Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any governmental department or agency. If supplier cannot certify this statement, supplier must attach a written explanation for review by the Chief Procurement Officer.

### **37. Merit System Exclusion**

It is understood and agreed that supplier is an independent supplier and as such all services rendered by supplier and its agents and employees thereof shall be as an independent supplier and not as an employee, Merit or otherwise, of the State of Alabama, and supplier or its agents and employees thereof shall not be entitled to or receive Merit System benefits.

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### **38. Severability**

In the event any provision of this solicitation or resulting contract shall not be enforceable, the remaining provisions shall continue in full force and effect.

### **39. Volume of Business**

Except as otherwise stated in this solicitation, the State of Alabama cannot and does not guarantee any volume of business.

### **40. Waiver**

The failure of the State of Alabama to require performance of any provisions of this solicitation or resulting contract shall not affect the State's right to require performance at any time thereafter, nor shall a waiver of any breach or default constitute a waiver of any subsequent breach or default nor constitute a waiver of the provision itself.

### **41. Legislative Contract Review Committee**

Personal and professional services contracts with the State may be subject to review by the Contract Review Permanent Legislative Oversight Committee in accordance with Section 29-2-40, et seq. of the Code of Alabama 1975. The vendor is required to be knowledgeable of the provisions of that statute and the rules of the committee. These rules can be found at <https://alison.legislature.state.al.us/contract-review>. If a contract resulting from this RFP is to be submitted for review the service provider must provide the forms and documentation required for that process.

### **42. Compliance with Ala. Act No. 2023-409.**

In compliance with Ala. Act No. 2023-409, by signing this contract, Supplier provides written verification that Supplier, without violating controlling law or regulation, does not and will not, during the term of the contract engage in economic boycotts as the term "economic boycott" is defined in Section 1 of the Act. Under Section 2 of the Act, the written verification may be waived if the contracting governmental entity determines based on cost and quality factors that such a waiver is clearly in the best interest of the public.

By submitting a response, I hereby affirm the following:

I acknowledge receipt of the solicitation and all amendments (new rounds). I have read the solicitation and agree to furnish each item or service offered at the price quoted. I will comply with all terms and conditions contained within this solicitation. I have not been in any agreement of collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding. I further certify that I am not barred from bidding or entering into a contract and acknowledge that the State may declare the contract void if this certification is false.

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**Alabama Department of Public Health  
Office of Informatics & Data Analytics**

**Request for Proposals (RFP)  
for  
info savvy health department assessment**

**Release Date:  
June 6, 2025**

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## Overview and Purpose

This Request for Proposals (RFP) is intended to identify a Contractor capable of evaluating the existing data and surveillance systems within the Department, along with the workforce's capacity, deficiencies, and potential enhancements for modernizing data and health information. The Contractor must utilize the assessment findings to formulate a comprehensive modernization strategy for public health data and informatics infrastructure and provide a workforce development plan that outlines the methods for addressing current gaps and supporting data modernization initiatives.

## Eligible Applicants

The ideal consultant will meet the following requirements:

### 1. Technical Expertise in Public Health Informatics

- Extensive knowledge and experience in public health informatics.
- Proven ability to translate data insights into actionable public health strategies.

### 2. Experience with Assessment Tool:

- At least 5 years of experience facilitating health departments through the informatics-savvy health department assessment tool
- Demonstrated familiarity with informatics assessment methodologies and the unique challenges faced by health departments.

### 3. Facilitation and Training Skills:

- Strong facilitation skills to engage department staff and leadership throughout the assessment process across various disciplines.
- Experience designing and delivering informatics and data management training for public health professionals.

### 4. Strategic Planning Capabilities:

- Expertise in developing public health informatics strategies, including vision setting, workforce development, and information system improvement.
- Ability to collaborate with leadership to align informatics initiatives with the department's broader public health goals.

### 5. Knowledge of Public Health Workforce and Information Systems:

- In-depth understanding of the competencies required for an informatics-savvy workforce and the structure of interoperable information systems.
- Experience advising on workforce development plans and technology investments for health departments.

### 6. Project Management:

- Proven track record of managing similar assessment projects, including timeline and resource management.

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- Excellent communication and reporting skills to ensure regular updates and final deliverables meet department needs.

7. Fully registered in Alabama Buys.

### **Funding Available**

This contract will be open/competitive. However, applicants must be registered with the State of Alabama and the Accounting Resource System (STAARS) (<https://procurement.staars.alabama.gov>) to conduct business with the State of Alabama. The award will be contingent upon submitting a detailed application and budget proposal. A proposal will be approved by the Office of Informatics and Data Analytics (OIDA) based on the availability of funds. The anticipated funding period is July 1, 2025 – March 31, 2026. The awardee will enter into a contractual agreement with ADPH.

This initiative will receive funding from the Centers for Disease Control and Prevention's (CDC) Public Health Infrastructure Grant (PHIG). The contract must provide in-person training services with ongoing support. Funds awarded to contractors under this announcement are subject to the laws, regulations, and policies governing the Public Health Infrastructure Grant award. All payments are on a reimbursement basis pending satisfactory completion of work and approval of submitted invoices and supporting documentation.

### **Project Description**

This RFP supports the Federal Data Modernization Initiative. This initiative seeks to utilize data analysis, information technology, and data visualization tools to enhance understanding of population health trends, pinpoint significant health challenges, and create focused interventions to boost community well-being. It focuses on efficiently collecting, managing, and interpreting extensive datasets concerning health factors and disease patterns within a defined population.

### **Scope of Work or Required Activities**

The consultant will be responsible for:

1. Facilitating the Public Health Informatics Institute's Informatics Savvy Health Department Self-Assessment:

- Leading preparatory sessions to familiarize department staff with the informatics-savvy health department assessment tool.
- Conducting informatics-savvy health department assessment activities using the facilitator companion guide tailored to the Alabama Department of Health.

2. Data Analysis and Reporting:

- Compiling and analyzing the informatics savvy assessment results to identify the Department of Health's informatics strengths, weaknesses, and priorities.
- Developing a report summarizing findings from the informatics-savvy health department assessment and recommended actions.

3. Strategic Planning Support

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- Leading the Department of Health's leadership in interpreting the informatics savvy health department assessment outcomes to create a forward-looking informatics strategy and roadmap.
- Providing guidance on workforce development and system improvements based on identified needs.

### **Contract Terms and Conditions**

State of Alabama laws, rules, and regulations specifically govern the format and requirements of contracts between state agencies and offerors. A pro forma contract and business associate agreement (BAA) is included in Attachment A. The offeror agrees to meet all State of Alabama required clauses in the contract and BAA if awarded. The Department intends to enter into a contract for twelve months from the date of the Governor's signature with an option to renew for up to another twelve months.

### **Budget**

The applicant must provide a comprehensive budget outlining all expenses associated with this RFP. This budget must be thorough and encompass both direct and indirect costs. Please submit your budget proposal using the budget template at [www.alabamapublichealth.gov/legal/contracts.html](http://www.alabamapublichealth.gov/legal/contracts.html).

ADPH will not reimburse a respondent for the cost of developing or presenting a proposal in response to this RFP.

### **Proposal Format**

1. Executive Summary
2. Relevant Experience
  - a. Differentiated Experience (what makes you best/different)
3. Approach for completing the inventory, gap analysis, and Data Modernization Workplan
  - a. Workplan/timeline
  - b. How do we work together?
  - c. How do we maintain the pace?
4. Approach for developing a structure for external and internal data user groups
  - a. How would you analyze potential user groups?
  - b. How would you assist us in evaluating options and finalizing a decision?
5. Cost of the engagement as well as the budget narrative
6. Appendix A Resumes of assigned resources, not representative resources
7. Appendix B Client References (provide three references including contact information)

### **Proposal Submission**

All proposals must be submitted by 5:00 p.m. CT on July 08, 2025. Proposals received after this time will not be considered for award. Applicants should provide one signed original proposal. Applications must be submitted by email to [FinanceRFP@adph.state.al.us](mailto:FinanceRFP@adph.state.al.us)

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Discussions may be conducted with offerors who submit proposals deemed sufficient for being selected for the award, but proposals may be accepted without such discussions. If additional information or discussions are needed with any offerors, the offeror(s) will be notified.

## Proposal Evaluation

The state's objective in soliciting and evaluating proposals is to ensure the selection of a firm or individual that will produce the best possible results for the funds expended.

The ADPH Office of Informatic Data and Analytics will evaluate all proposals based on the following criteria:

1. Executive Summary - 5 points
2. Relevant Experience- 20 points
  - a. Differentiated Experience (what makes you best/different)
3. Approach for completing the inventory, gap analysis, and Data Modernization Workplan – 40 points
  - a. Workplan/timeline
  - b. How do we work together?
  - c. How do we maintain the pace?
4. Approach for developing a structure for external and internal data user groups– 10 points
  - a. How would you analyze potential user groups?
  - b. How would you assist us in evaluating options and finalizing a decision?
5. Cost of the engagement as well as the budget narrative – 10 points
6. Appendix A Resumes of assigned resources, not representative resources – 10 points
7. Appendix B Client References (provide three references including contact information) - 5

Complete and eligible applications will be evaluated for the appropriateness of services offered. A review panel of ADPH staff will score submitted applications. Based on the review panel scores, the proposal to be funded will be selected. Considering price and evaluation factors, the award will go to the proposal that conforms to the solicitation and is the most advantageous to the state.

## Contact Information and Technical Assistance

Questions may be submitted by June 13, 2025, to [FinanceRFP@adph.state.al.us](mailto:FinanceRFP@adph.state.al.us). Answer will be provided to those questions as an amendment in STAARS on June 18, 2025.