



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: May 20, 2011

HSS 11 092

A VALIDATION STUDY OF DATA REPORTED TO THE
NATIONAL HEALTHCARE SAFETY NETWORK (NHSN)

FOR

DIVISION OF PUBLIC HEALTH

Date Due: December 8, 2011
11:00AM

ADDENDUM # 2

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE
MENTIONED BID.

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RFP HSS 11 092 Pre-bid meeting questions

November 7, 2011

1. **Does the vendor have to get data from Hospitals or does the State have access to that data submitted by Hospital to CDC? How will access be given to data submitted by Hospital?** Answer: The vendor will request reported and non-reported data directly from the hospitals.
2. **RFP says data is from one ICU, why not across all ICU's?** Answer: So far, only one ICU per hospital reports to NHSN.
3. **Is participation by hospitals mandatory?** Answer: Vendor should anticipate participation by all the eight facilities.
4. **Will DPH identify ICU's?** Answer: Reporting ICU from each hospital will be identified.
5. **Sample size. Is there a preference? Is there a minimum or maximum? Does the state want the vendor to develop sampling plan? Will State provide the minimum?** Answer: The larger the sample size the more reliable the results. Part of the methodology submitted will need to include a sampling plan and power analysis. The State does not plan to provide a minimum sample size.
6. **How can alternate proposals to be handled?** Answer: Only one bid per bidder, but can submit tiered proposal based on cost.
7. **Variables – Number of lines inserted, number of infections, number of ICU procedures in hospital.** Answer: This information is available at <http://dhss.delaware.gov/dph/epi/dehospinfrpts.html>.
8. **Can you provide the total funds available to help bidders focus on best way to propose services?** Answer: The maximum contract amount shall not exceed \$60,000.
9. **Does DPH have access to administrative data?** Answer: No.
10. **Business Associate Agreement (BAA) – are we to use a BAA?** Answer: Yes
11. **Is an individual (rather than a company or organization) considered a subcontractor?** Answer: Yes
12. **Have any of the hospitals had objections to auditing of this information? If so, can you tell us what they were?** Answer: Providers often have reservations on data validation, but historically, Delaware hospitals have both cooperated on validation of other data and shown interest in accurate and timely data reports.
13. **RFP says the proposal is to be submitted in both PDF and Microsoft Word, is that correct?** Answer: Yes.
14. **RFP also says proposals are to be submitted on CDs, can they be submitted on zip drives?** Answer: no.
15. **What Microsoft Word version is the state using?** Answer: It varies between 2003 and 2007, definitely not 2010. It would be advisable to submit in 2003.
16. **What PDF version?** Answer: Does not matter.

- 17. Section VI. O. says the terms and conditions contained in this proposal will remain fixed and valid for three and a half years after proposal due date, is that correct?**
Answer: No, it should be 1 year from proposal due date.
- 18. Are we bidding on 2 years of data audit now?** Answer: Yes.
- 19. What is the funding source for this RFP?** Answer: Centers for Disease Control and Prevention's (CDC's) Epidemiology & Laboratory Capacity Building (ELC)-Affordable Care Act (ACA) grant.
- 20. Is this the first time validating this data?** Answer: Yes.
- 21. Regarding interactions with the Hospitals, will there be flexibility with on-site record review?** Answer: This will depend on each hospital's policy. **Is on-site record review required?** Answer: Yes. **Will Hospitals allow other than on-site record review?** Answer: Not sure.
- 22. What, if anything, makes the Hospitals participate in this validation of data? Will the Hospitals be willing to allow this to happen?** Answer: Data validation project was talked about at the Hospital Acquired Infections Advisory Committee (HAIAC) where a representative (ICP) from each hospital is a member. We anticipate a good cooperation by each hospital in this project.
- 23. If there is a person or organization representative that sits on the Advisory Board and they submit a bid for this project, is that a conflict of interest?** Answer: We don't think so because DPH and not the advisory committee will select the contractor.
- 24. Will the Advisory Board have input or be involved in the RFP proposal reviews?**
Answer: No.
- 25. How will the correspondence to the Hospitals be handled? Will it be on DPH letterhead or the vendor?** Answer: Most of the official correspondence will be generated by DPH. A single point of contact will be identified for both a given hospital and the vendor for routine communications.
- 26. Can DPH identify/provide the ICU's subject to audit? This will help vendors tailor proposals.** Answer: DPH in collaboration with the hospitals will identify the ICUs subject to audit.
- 27. What are the guidelines for definition of infectious occurrence?** Answer: CDC (NHSN) definition.
- 28. Is there any weight or preference given to Minority or Women owned businesses?**
Answer: No
- 29. Will vendor need to provide validation of line days and patient days?** Answer: Yes.
- 30. Has Delaware done public reporting of CLABSIs?** Answer: Yes. The 2008, 2009, & 2010 reports are currently online and we anticipate having the 2011 report and data for the first three quarters posted by December 2011.
- 31. How do Hospitals retain data?** Answer: DPH does not know.
- 32. If there are changes made to the RFP, how will they be done?** Answer: Through addendum to the RFP and posted on the RFP website.
- 33. When will the work being asked for in this RFP be required to be completed?** Answer: July 31, 2012.

34. If there is a loss of funding for this project, will State pay for work completed?

Answer: Yes

35. What type of contract will this be, fixed price, cost plus, or other form? Answer: Bidder should propose a deliverable plan with a payment schedule associated with that plan.

36. RFP Section II, Scope of Services , p.8

RFP states: “Validation of data reported to the National Health Care Safety Network (NHSN), to include central line bloodstream infections (CLABSIs) reporting from 1 (one) Intensive Care Unit (ICU) per hospital.

Question: If any hospitals have more than 1 ICU, e.g., NICU and ICU, does the contractor select the single ICU to be sampled, does the state specify which ICU is to be sampled, or has the state reconsidered this requirement and actually wants all ICUs to be included in the sample and not just a single ICU per hospital? Answer: The State would prefer data from ICUs that report CLABSI data to NHSN validated.

37. RFP Section II, Scope of Services, first bullet, p.8

RFP states: “Establish requisite relationship with each facility; e.g., business associate paperwork.”

Question: It has been our experience in other States that when a contract is with the State and work requires validation of data at hospitals in the State that a business associate’s agreement with each hospital is not required because the vendor is not a business associate of the hospital. Generally, the vendor gets a Non-disclosure Agreement or Data Use Agreement from the State since the contract is between the State and the vendor. Please clarify if a business associate’s agreement is to be generated between each hospital and the vendor. Answer: DPH will be requiring a non-disclosure agreement which the vendor will be required to enter into. In addition, individual hospitals may require the vendor to enter into a non-disclosure agreement which they must also be willing to do.

38. RFP Section II, Scope of Services, fourth bullet, p.8 RFP states: “Identify those for whom NHSN reports were submitted, and those for whom reports were not submitted.”

Question: Must the vendor obtain the reported information from the hospital directly or will the State provide the data that was reported by each hospital to NHSN? If there is some other mechanism by which the State desires the vendor to get the NHSN information for each hospital, please explain. Answer: DPH can provide some reported information. The remaining information would need to be obtained from the hospitals.

39. RFP Section III, B. Subcontractors, p 9

Question: For the purpose of this contract, are independent contractors or consultants engaged by the prime contractor considered subcontractors? Answer: Yes.

40. RFP Section IV, I. Standard Contract, p 14

RFP states: “If a bidder has an objection to any contract provisions or the RFP and its procurement provisions, objections shall be stated in the transmittal letter of the bidder’s proposal.”

Question: If the bidder states objections in the transmittal letter, do you want the bidder to propose the alternative language in the standard contract section of the proposal as well or are any actual changes to the standard contract to be addressed during negotiations? (We see that there is language in the RFP indicating that the government does not expect a contract to be provided with the proposal and that the standard contract is provided for information purposes.) Answer: No, as stated in the RFP the contract is included for informational purposes, we do not want alternative language to be included in the standard contract section of the proposal. You may make it part of your transmittal letter if you wish, however, actual changes to the standard contract will be addressed during negotiations.

41. RFP Section VI, General Instructions for Submission of Proposals, A. Number of Copies Required, p 15 RFP states: “All CD files shall be in PDF and Microsoft Word Formats.”

Question: Does each CD need to have files in both PDF and Microsoft Word, or can it be in PDF or Microsoft Word? Answer: Each CD needs to have files in both PDF **and** Microsoft Word. Answer: This is to ensure that the information you provide can be read when we receive it. If for some reason Microsoft Word cannot be read, hopefully the PDF version can be.

42. RFP Appendix A, Budget Summary, beginning on p 23.

Question: The budget requires submission of costs by cost element. Is it the State’s intent to award a cost plus fixed fee contract, a fixed price contract, or some other form of contract? Answer: Bidder should propose a deliverable plan with a payment schedule associated with that plan.

43. RFP Appendix F, Office of Minority and Women Business Enterprise Self-Certification Tracking Form, p37

Question: Is there a minority or women business subcontracting goal? Answer: No.

Question: Is there any weighting given to a minority or woman owned business in the evaluation of proposals? Answer: No.

44. RFP Appendix G, Contract Boilerplate, B Administrative Requirements, 6. p 42

Question: Does the required certificate of insurance need to be provided as part of the bidder’s response or is it required upon execution of the final contract? Answer: It does not have to be provided as part of the bidder’s response, it is required at the time of contract execution.

45. Is this the first time Delaware is giving a contract for validation of data reported to NHSN? If there is a predecessor contract, please provide the dollar value of that contract and the name of the awardee. Answer: This is the first time.

46. Identify the type of ICUs being validated. i.e. NICU, CCU, ICU. Answer: Adult, Pediatric & Neonatal.