

State of Illinois
Mass Vaccination Project Management and Consulting Services
Request for Proposals

DUE: November 20, 2020 by 5:00 pm CST

BACKGROUND

The Illinois Department of Public Health (IDPH) is seeking a vendor to provide project management and consulting services for Statewide COVID-19 mass vaccination. The immunization of State residents with a safe and effective COVID-19 vaccine is a critical component of the United States' strategy to reduce COVID-19 related illness, hospitalizations, and deaths and to help restore societal functioning. Illinois is required by the U.S. Centers for Disease Control and Prevention (CDC) to plan for and operationalize a vaccination response to COVID-19 within Illinois in line with their *COVID-19 Vaccination Program Interim Playbook for Jurisdiction Operations*.

Throughout the course of this proposed contract, the selected vendor must remain nimble and responsive, and be able to adjust activities, plans and strategies, as needed. The successful vendor's plans should be based on current known COVID-19 conditions and be scalable given the continued evolution of COVID-19. Respondents should present an all-encompassing budget that includes all expenses, e.g., subcontracting, salaries, supplies, technology and travel (if applicable). The budget must be recorded on the attached Budget Template (see Attachment A).

KEY DATES

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| November 9: | RFP released |
| November 13: | All questions from prospective respondents due by 5:00 PM CST
Submit via email to Vicki.Wilson@illinois.gov |
| November 17: | Answers to questions from prospective respondents released and posted at the following link: http://www.dph.illinois.gov/rfp/mass-vaccination-planning-operations |
| November 20: | Submissions due by 5:00 PM CST via email to Vicki.Wilson@illinois.gov |
| November 30: (estimated): | Contract award and start date for service delivery |

DIRECTIONS

The State is seeking proposals from interested vendors to provide project management and consulting services for Statewide COVID-19 mass vaccination. Proposals should account for an initial contract term of 12 months, renewable thereafter for periods not to exceed six-month increments, for a total possible duration of 24 months. Proposals should account for an immediate commencement of the duties upon contract execution.

Proposals must include a technical program that reflects responses to the scope of work referenced below along with a project budget. However, the budget portion of the proposal must be submitted as a separate, clearly marked attachment, so that the budget portion may be evaluated separately from the

evaluation of the vendor's technical proposal. Budgets must use the attached Budget Template (see Attachment A).

Proposals should include:

- name of vendor, vendor's address, and contact person, including work phone, cellular phone, and e-mail address;
- a description of how the vendor will achieve the individual elements within the scope of work;
- a description of key components and considerations for a successful COVID-19 mass vaccination management plan and related consultation;
- an explanation of how the vendor will ensure the Governor's Office is kept abreast of progress regarding COVID-19 mass vaccination and any issues or barriers encountered in a timely manner;
- an explanation of how the vendor will assist the Governor's Office in high level decision making regarding COVID-19 mass vaccination;
- an explanation of how the vendor will liaison between the Governor's Office, IDPH and other state agencies to ensure coordination of activities regarding COVID-19 mass vaccination planning;
- a minimum of three (3) prior project management and consulting engagements with large government entities (preferably at least one engagement with a health care entity) of the size and breadth of IDPH with a similar scope of work, including a description of the project, project durations, and contact information for those clients;
- a timeline that includes key dates for planning and execution of the scope of work; and
- a detailed narrative that explains the vendor's policies and practices on diversity and inclusion, as well as policies and practices for employing staff and subcontractors from communities most impacted by COVID-19.

Proposals must be submitted via email by 5:00 pm CST on November 20, 2020 to:

Vicki L. Wilson
Deputy Director - Finance and Administration & CFO
Illinois Department of Public Health
Vicki.Wilson@illinois.gov

The State reserves the right to award a contract to the vendor with the best overall proposal within the State's timelines and to issue supplemental solicitations as warranted.

SCOPE OF WORK

- A) **Overview.** Vendor will provide high level management and consulting services for COVID-19 mass vaccination in Illinois. The vendor will provide staffing, technology, subcontractors, and any other tools as necessary to develop, implement and complete the proposed project plan. With regard to COVID-19 mass vaccination in Illinois, the selected vendor will:
- 1) Provide recommendations to the Governor's Office and senior management at IDPH;
 - 2) Make high level decisions in consultation with the Governor's Office and IDPH leadership;

- 3) Develop and implement a comprehensive management plan for strategy relating to COVID-19 mass vaccination in Illinois;
- 4) Lead strategy and coordinate closely with the Logistics Mass Vaccination Planning Committee and vendor(s);
- 5) Oversee development and execution of a COVID-19 mass vaccination plan in compliance with requirements from the U.S. Centers for Disease Control and Prevention (CDC), including the CDC's *COVID-19 Vaccination Program Interim Playbook for Jurisdiction Operations*;
- 6) Provide oversight of the mass vaccination marketing plan;
- 7) Serve as a liaison between the Governor's Office and IDPH for mass vaccination issues;
- 8) Conduct routine briefings for the Governor, key staff in the Governor's Office and IDPH leadership;
- 9) Review, revise, and provide input into key planning and guidance documents;
- 10) Develop and assign tasks for completion and set task deadlines to ensure COVID-19 mass vaccination planning is on track;
- 11) Collaborate with key staff in the Governor's Office and senior management at IDPH, the Illinois Emergency Management Agency and other state agencies regarding COVID-19 mass vaccination operations;
- 12) Engage and communicate with external stakeholders key to facilitating the COVID-19 mass vaccination activities as necessary, including but not limited to local health departments, IDPH COVID-19 contractors, other state and federal agencies and associations; and
- 13) Manage an interagency workgroup with partners integral to the COVID-19 mass vaccination operations to ensure the effective coordination and communication between these entities as necessary. The agencies include, but are not limited to the Illinois Emergency Management Agency (IEMA), Illinois State Board of Education (ISBE), Illinois Department of Financial and Professional Regulations (IDFPR), Illinois Department of Human Services (DHS), Illinois Department of Corrections (IDOC) and Illinois Department on Aging (IDOA).

B) Additional Requirements

- 1) Ongoing Communication with the Governor's Office and IDPH
 - a) Vendor will designate a Project Manager who will be responsible for oversight and management of the agreement with IDPH, including communications related to same. The Project Manager will have a minimum of five (5) years' project management experience, including leading at a minimum one (1) project of similar size to the project described in this RFP.
 - b) Vendor will hold briefings with the Governor, Governor's Office staff, and IDPH leadership initially on at least a weekly basis. Some of these briefings will be held in person in Chicago and some will be held virtually. Frequency is subject to change during the duration of the resulting agreement as determined by the Governor's Office. The vendor will begin planning calls with IDPH immediately, with the first call occurring no later than one week following contract execution. As necessary, the vendor will prepare executive level briefing materials to accompany the briefings. At a minimum, during the briefings, the vendor will provide updates on the following:
 - i. Issues with outstanding decisions to be made
 - ii. Task updates and progress towards deadlines

iii. IDPH COVID-19 contractor activities

- 2) Final Report. Within the timeline and parameters designated by the State, and upon contract completion, within 30 days following the final active engagement date, the vendor will provide the State with a final Illinois COVID-19 mass vaccination report, detailing the vendor's and subcontractor(s)' activities and results. At a minimum, the report will include highlights and achievements, tracking of deliverables and timelines, and a summary of the overall project efforts.
- 3) Diversity and Inclusion and Communities Most Impacted by COVID-19. The State places a high value on diversity and inclusion. A successful vendor will employ a diverse workforce and will operate using policies that encourage and promote diversity and inclusion. Additionally, certain communities in Illinois have been disparately impacted by COVID-19, and have experienced higher hospitalization rates, higher positive test results for COVID-19, higher fatality rates related to COVID-19, and have suffered other negative impacts from COVID-19 at a disproportionate rate as compared to other segments of the population. Vendors must provide with its proposal written policies and practices as it relates to diversity and inclusion, as well as a detailed narrative concerning measures taken to employ staff or utilize subcontractors from communities most impacted by COVID-19.

SELECTION OF VENDOR

The vendor must demonstrate that it understands the federal requirements and needs in Illinois relating to COVID-19 mass vaccination and can effectively provide project management, consulting services, tools and resources necessary for a successful COVID-19 mass vaccination in Illinois. The vendor must have a minimum of three (3) prior project management and consulting services engagements with large government entities (preferably at least one engagement with a health care entity) of the size and breadth of IDPH and include a description of the project, project durations, and contact information for those clients. The State may award to the most responsive and responsible respondent whose proposal best meets the below criteria.

The State determines how well the vendor meets the responsiveness requirements. The State ranks proposals, without consideration of price, from most to least qualified using a point ranking system (unless otherwise specified) as an aid in conducting the evaluation. Respondents who receive fewer than the minimum required points will not be considered for price evaluation and award.

If the State does not consider the price to be fair and reasonable and negotiations fail to meet an acceptable price, the State reserves the right to cancel the award and take appropriate action to meet the needs of the State. The State determines whether the price is fair and reasonable by considering the proposal, including the vendor's qualifications, the vendor's reputation, all prices submitted, other known prices, the project budget, and other relevant factors.

BUSINESS ENTERPRISE FOR MINORITIES, WOMEN, AND PERSONS WITH DISABILITIES ACT PARTICIPATION AND UTILIZATION PLAN: This solicitation request contains a goal to include businesses owned and controlled by minorities, women, and persons with disabilities. The BEP goal for this procurement is 4% of the total anticipated award amount. All questions regarding the subcontracting goal must be

submitted by November 13, 2020 to Vicki.Wilson@illinois.gov with the other questions associated with this solicitation.

The 4% BEP goal is for the total anticipated award amount, including but not limited to payments to subcontractors. Vendor submissions should include all BEP target information through a Utilization Plan. Failure to submit a Utilization Plan shall render the offer non-responsive. Businesses included in Utilization Plans as meeting BEP requirements as prime vendors or subcontractors must be certified by the Illinois Department of Central Management Services as BEP vendors. Go to <https://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx> for complete requirements for BEP certification. Vendors may visit <https://cms.diversitycompliance.com/> to search for certified BEP vendors. The NIGP codes used to calculate the Business Enterprise Goal, and a list of vendors associated with those codes, are attached to this solicitation as Attachment B. This is not an all-encompassing list of vendors that may be used as subcontractors to fulfill this goal. If the vendor has a potential subcontracting opportunity for goods or services that would be considered applicable to this contract, the vendor may use that subcontractor to fulfill the BEP goal, assuming that subcontractor is BEP certified with the State of Illinois.

RESPONSIVENESS ELEMENTS

The chart below shows the elements of responsiveness that the State evaluates. The technical evaluation includes the following elements:

Element 1: Respondent demonstrates their previous experience performing project management and consulting services of similar size and character. The submitted proposals should illustrate the Respondent’s capacity to meet the responsiveness elements listed.

Element 2: Respondent proposes their solution to address the scope of work. The Respondent proposes their customized plan, services and demonstrates their ability to provide effective project management and consulting services to COVID-19 mass vaccination in Illinois.

The chart below describes the elements of responsiveness that IDPH will evaluate in the Offerors’ proposals.

<p>Proposal Specification Checklist Table *Please indicate in your proposal, utilizing the table below, the section and page number where the requested information is located. Respondent must complete the Proposal Specification Checklist Table provided below to identify how their proposal meets the requirements of the solicitation.</p>	
<p>Mandatory Element</p>	<p>Where, in the vendor’s response, is their ability to meet this mandatory element discussed?</p>
<p>Past Experience: The Vendor must have a minimum of three (3) prior project management and consulting services engagements with large government entities (preferably at least one engagement with a health care entity) of the size and breadth of IDPH with a similar scope of work, including a description of the project, project durations, and contact information for those clients.</p>	<p>Section</p> <p>Page(s)</p>

<u>Responsive Category</u> <i>Location in RFP</i>	<u>Program Specifications</u>	<u>Vendor's Proposal Page Ref.*</u>
VENDOR AND STAFF CAPACITY	Vendor's proposal demonstrates its capacity to provide full-service project management and consulting services and adequate staff and resources to provide all elements as described in the scope of work.	Section Page(s)
EXPERIENCE	Vendor provided examples of prior projects that demonstrate their experience providing successful project management and consulting services on projects of a similar scope and magnitude.	Section Page(s)
IMPLEMENTATION	Vendor's plan illustrates knowledge and techniques to provide effective project management and consulting services. Proposal reflects ability to begin working upon contract execution with necessary staff and resources.	Section Page(s)