Michigan Department of Health and Human Services

BIC Program

**Project Management Resources**

Request for Proposals

Appendix A

Administrative Information

Issued By

Michigan Public Health Institute



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# Official Means of Communication

## Solicitation and Publication of Communications

This solicitation referenced on the cover page of this document is issued for the State of Michigan, Department of Health and Human Services (DHHS) by the Michigan Public Health Institute (MPHI) and is posted at <https://www.mphi.org/rfp> .

During this solicitation process, official communication with Bidders will be via the MPHI email address [bids@mphi.org](mailto:bids@mphi.org). Communications may include modifications, addenda, responses to inquiries, and the announcement of the apparent winning Bidder.

## Sole Point of Contact

The Institute’s sole point of contact for this solicitation is:

Kristi Bente

Business Analyst Manager

Michigan Public Health Institute

2436 Woodlake Circle, Suite 300

Okemos, MI 48864

[bids@mphi.org](mailto:bids@mphi.org)

# Schedule of Activities

The schedule of key activities for this solicitation is as follows:

|  |  |
| --- | --- |
| **ACTIVITY** | **DATE** |
| Questions Deadline | February 5, 2018 |
| Questions and Answers Posted | February 9, 2018 |
| Proposal Submission Deadline | February 26, 2018 |
| Bidders’ Presentations | To Be Scheduled |
| Vendor Selection and Notification of Award | March 16, 2018 |
| Start Date (Estimated) | May 1, 2018 |
| **The Institute reserves the right to revise the dates in this schedule.** | |

## Questions

Prospective Bidders’ questions must be received by the Institute by the Questions Deadline. Prospective Bidders must submit all inquiries by electronic mail (email) to [bids@mphi.org](mailto:bids@mphi.org). The email should include the following:

* This solicitation number and title listed in the email subject line.
* The section or line numbering in this solicitation that precedes the text on which the inquiry is based. Follow the numbering with the prospective Bidders’ question(s) pertaining to that text in this solicitation.

Inquiries received by the Institute by the Questions Deadline will be responded to by the Institute via email and posted at <https://www.mphi.org/rfp>. Questions received after the Question Deadline will not be included in the Institute’s response.

## Proposal Submission Deadline

Proposals must be received on or before the Proposal Submission Deadline.

It is the responsibility of the Bidder to ensure that the Department receives the Bidder’s complete proposal package on or before the Proposal Submission Deadline regardless of delivery method used.

Proposals received after the Proposal Submission Deadline will not be considered.

## Bidders’ Presentations

The Institute may invite Bidders to do an in-person presentation during the selection process. Invitations to present will be sent via [bids@mphi.org](mailto:bids@mphi.org).

# General Considerations

## Disclaimer on Information in Solicitation

All statistical and fiscal information contained within this solicitation and its appendices, and any amendments and modifications thereto reflect the best and most accurate information available to the Department and the Institute at the time of solicitation preparation. No inaccuracies in such data shall constitute a basis for legal recovery of damages or protests, either real or punitive, except to the extent that any such inaccuracy was a result of the intentional misrepresentation by the Department.

## Solicitation Cancellation

The Department reserves the right to cancel this entire solicitation or individual phases at any time, without penalty.

## Proposal and Pre-Contract Costs

The Department is not liable for any costs incurred by Bidders prior to issuance of a legally executed contract or procurement document. No property interest of any nature shall occur until a contract is awarded and signed by all concerned parties.

# Proposals

## Solicitation Compliance / Proposal Rejection

Proposals will be accepted only for the entire Statement of Work as described within this solicitation.

Estimated costs/prices will not be accepted. Proposed costs/prices must be firm.

Failure of a Bidder to comply with or meet all requirements or respond to all requests for information within this solicitation may result in Bidder’s proposal being disqualified or determined not acceptable. The Institute reserves the right to reject any or all proposals for non-compliance, to waive informalities and minor irregularities in proposals received, and to accept any portion of a proposal or complete proposals if deemed in the best interest of the Department. Such disqualification or determination may occur at any point following the Proposal Submission Deadline.

Best and final offers may be requested and considered, at the Institute’s option and request.

## General Instructions

Bidders should adhere to the format prescribed and content required for proposal responses. A Bidder’s proposal response and attachments shall:

* Present writing that is responsive, succinct, self-explanatory, and well organized on pages that are consecutively numbered and in a consistent numbering format.
* Be concise but provide complete responses.
* Present attachments that are labeled with wording related to the requirement or topic covered within the attachment.

## Complete Proposal

A complete proposal must include the following three separate documents. A Response, a Cost Proposal, and Financial Information.

1. Response should include:
   1. Table of Contents
   2. Response
      1. The Response must be factual and should cover the core aspects of the Bidder’s staffing, methodologies, and approaches to fulfill the Statement of Work within the solicitation.
   3. Resumes of individuals proposed as Key Personnel.
2. Cost Proposal
   1. Cost proposal that delineates the fixed cost per hour of each proposed Key Personnel.
3. Financial Information
   1. Financial Summary that demonstrates the Bidder has the financial strength to maintain a contract resulting from this solicitation.
   2. One of the following:
      1. An audited financial statement.
      2. A financial statement reviewed by a certified public accountant.
      3. A third-party-prepared financial statement if an audited or reviewed financial statement is not available.

## Proposal Submission

Bids will be accepted via the [bids@mphi.org](mailto:bids@mphi.org) email address as either Word or .pdf documents. Bids submitted in hard copy will not be considered.

## Modification or Withdrawal of Proposals

Proposals may not be modified after the proposal submission date. Bidders may withdraw from consideration at any time during the selection process.

## Binding Offer

A proposal submitted in response to this solicitation shall constitute a binding offer.

# Award and Contract

## Notice of Intent to Award

The winning Bidder will be notified via email and the award will be published on <https://www.mphi.org/rfp>.

## Contract Terms and Conditions

The contracting document resulting from this solicitation will be substantially similar to the sample contracting document included with this solicitation as Appendix B.

By submitting a proposal, the Bidder confirms its willingness to enter into a contracting document containing terms and conditions or substantially similar terms and conditions to the sample contract and the requirements of this solicitation without exception, deletion, qualification, or contingency.

## News Releases

News releases pertaining to this solicitation or intent to award shall not be made prior to the execution of the contract or without prior written approval by the Institute.