

GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

Request for Proposal - Negotiation
PROFESSIONAL SERVICES

To: Date July 6, 2015
..... RFP-017-2015 (Professional)

Pursuant to 31 V. I. C. § 239 (a) (4) and the Rules and Regulations thereunder issued, the Government of the Virgin Islands, Property and Procurement, will receive proposals for the work described below. Proposals will be received until **Thursday, July 30, 2015 @ 4:00 P.M.**

DESCRIPTION OF WORK

The Government of the Virgin Islands, Department of Property and Procurement is requesting proposals from qualified contractors for the following services: **RFP-017-2015 (P) Implementation of a Behavioral Risk Surveillance Survey, St. Croix.**

SCOPE OF SERVICES: SEE ATTACHED

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly, current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals, the Committee will select for discussions from the firm/s or person/s considered not less than three (3), in order of preference, **deemed to be the most highly qualified to provide the services herein required.** Discussions will be conducted successively and severally with the firms or persons so selected regarding the anticipated concepts and the relative utility of alternative methods of approach for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS:

Selection criteria will include (i.) Professional qualifications, registration and general reputation of the principals of the firm; (ii) the extent to which the firm or person specialized in or has designed project of a type and scope similar to that hereunder; (iii) familiarity with the area in which the project is to be located; (iv) capability of meeting design schedules; and (v) quality of performances on other projects.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or persons with whom a contract shall be negotiated.** The Commissioner, with the assistance of the Selection Committee shall negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated? Negotiations will then be commenced with the second most qualified, the third most qualified or additional firms, in order of preference and their competence and qualification, and shall continue until an agreement is reached.

Randolph N. Bennett
Commissioner Designee of
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

This project is for, the following services: **RFP-017-2015 (P) Implementation of a Behavioral Risk Surveillance Survey, St. Croix.**

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work with care, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, hereinafter referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall be considered.

Applicants are requested to submit proposals based on the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to **Chief of Procurement & Contracts, Lloyd T. Bough Jr. at lloyd.bough@dpp.vi.gov.**

B. STATEMENT OF PURPOSE

This project has been addressed to assist the Government of the Virgin Islands in meeting The need for the following services: **RFP-017-2015 (P) Implementation of a Behavioral Risk Surveillance Survey, St. Croix.**

C. PROPOSED SCOPE OF WORK

SEE ATTACHED SCOPE OF WORK

D. TIMETABLE.

1. Proposals will be accepted at the Department of Property and Procurement, no later than **Thursday, July 30, 2015 at 4:00 PM**
2. Last Day for Questions: **Wednesday, July 22, 2015 at 4:00 p.m.**

E. SUBMISSION OF PROPOSAL

All interested parties shall submit seven (7) sets of proposals, which are to be delivered to the Department of Property and Procurement during normal business hours, no later than **Thursday, July 30, 2015 at 4:00 P.M**

They shall be addressed to:

Honorable Randolph N. Bennett
Commissioner Designee
Department of Property and Procurement
#3274 Estate Richmond, Christiansted
St. Croix, U.S. Virgin Islands 00820-4200

The sealed envelope containing the proposal must have the following information written on the outside of the envelope:

SEALED PROPOSALS - DO NOT OPEN

RFP-017-2015 (P)
(Name of Offeror)
(Mailing Address of Offeror)
(Telephone Number of Offeror)
(Fax Number of Offeror)

Where proposals are sent by mail, the bidder shall be responsible for their delivery to the Department of Property and Procurement before the date and time set for the closing of acceptance of proposals.

F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw or cancel or modify his proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Chief of Procurement and Contracts, Lloyd T. Bough Jr.** GVI will not respond to questions received after the above-established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se, but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the vendor's proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined may disqualify the applicant.

1. Introductory letter about the applicant:
 - a. Firm Name, address, fax and telephone
 - b. Type of service for which Firm is qualified.
2. Organization:
 - a. Names of Principals of Firm
 - b. Names of key personnel with experience of each and length of time in organization.
 - c. Number of staff available for assignment. (Local & Off-Territory)
 - d. Copy of Article of Incorporation
 - e. Copy of Certificate of Resolution
 - f. Copy of Valid Business License
 - g. Copy of Certificate of Good Standing
3. O outside consultants that will be retained for this project and percentage of work to be sub-contracted.
4. Project experience:
 - a. List of completed projects of similar type and estimated cost of each.
 - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
5. Project References: (including a notarized written consent from the authorized representative which must include: name; telephone number; email address and facsimile number).
6. Project Approach:
 - a. Describe how you will approach this project and availability to perform the services requested.
7. **Cost:** The Cost Proposal must be submitted in a separate sealed envelope.

K. CONFLICT OF INTEREST

A bidder filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of

GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection, with, or obligation to, any undisclosed person or firm.

L. LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Government of the Virgin Islands until evidence is submitted that the said firm or individual has a valid V. I. Business License to do similar business in the Virgin Islands. Bidders must submit hard copy of a valid V. I. Business license within ten (10) working days after award.

All Bidders bidding as Joint Ventures that do business in the Virgin Islands must be licensed as a Joint Venture in the Virgin Islands.

M. REQUIRED DOCUMENTS

1. **PUBLIC LIABILITY:** The successful bidder will be required to obtain and have in place public liability insurance and other insurance necessary as requested in this proposal package. Insurance policy(ies) shall name the Government of the Virgin Islands as “**Additional insured.**” The public liability insurance shall have a minimum limit of not less than **one hundred thousand (\$100,000.00) dollars** for any one occurrence for death or personal injury and **one hundred thousand (\$100,000.00) dollars** for any one occurrence for property damage. Offeror must provide public liability insurance with ten (10) working days after award.
2. **WORKERS’ COMPENSATION:** Within ten (10) working days after award of project the successful offeror must submit a copy of their certificate providing that his firm and his agents are covered by Workers Compensation Employee’s Liability.

FAILURE TO PROVIDE THE CERTIFICATES WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED AS NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDED OF THE CONTRACT.

N. REQUIREMENTS FOR CORPORATIONS:

1. ARTICLES OF INCORPORATION
2. CERTIFICATE OF CORPORATE RESOLUTION
3. CERTIFICATE OF GOOD STANDING

THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.

ATTACHMENT ONE

SCOPE OF WORK TO BE PERFORMED

INTRODUCTION: The Contractor will begin interviews during the month of July, 2015.

QUESTIONNAIRE INSTRUMENT: The costs estimates should assume that the Virgin Islands Department of Health (VI DOH) will design the BRFSS questionnaire and that it will be composed of the Centers for Disease Control and Prevention (CDC) core questionnaire for the initial survey period. Optional modules and state-added questions may be added in survey years 2016-2019. The cost estimates shall assume the average length will be as shown in Table 1 and there are no open ended questions. Contractor will program the questionnaire for their computer-aided telephone interviewing (CATI) software. The Contractor's project team and programmers will conduct multiple reviews of the questionnaire for meaning, comprehensibility, flow, and context.

The cost estimates shall include offering the survey in both English and Spanish; the Contractor will use the CDC's Spanish translations of the core questions and optional modules and provide translation to the state-added questions, if any exist. The Spanish version will also be programmed for the CATI software.

SAMPLE SPECIFICATIONS:

Contractor will consult with CDC to design an acceptable sampling plan for the Virgin Islands BRFSS. A stratified random sample (DSS) design will be employed if it is deemed appropriate. BRFSS samples are often stratified by telephone bank and by area, and they may involve proportionate or disproportionate stratification. If stratification is not desired, a simple random approach will be used.

Contractor will be sampling the three major islands, St. Croix, St. Thomas, and St. John. Water Island shall be considered part of St. Thomas.

The number and length of interviews is shown in Table 1.

In all contract years, Contractor and the Government will jointly determine the number of interviews for each island/island grouping.

Cell phone interviews should constitute 30% of all interviews.

DATA COLLECTION: Contractor shall conduct the required number of interviews with non-institutionalized adults over the age of 18, as shown in Table 1. All interviews will be conducted using computer-aided telephone interviewing (CATI) software to manage and monitor calling, control distribution of sample, consolidate data, and track interviewer activity and productivity.

TABLE 1 – SUMMARY OF INTERVIEW REQUIREMENTS

Beginning Month	Average Quarterly Interviews	Average Interview Duration
07/2015	500	20 min

01/2016	375	25 min
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DATA ANALYSIS AND REPORTING: The monthly data sets will be edited, prepared and delivered to the Virgin Islands Department of Health and CDC following completion of all interviews according to the timeline specified under Procedures and Deliverables. The data set will be delivered electronically in an agreed upon format.

PROCEDURES AND DELIVERABLES:

Set up and test the survey questionnaire to be conducted using contractor supplied Computer Assisted Telephone Interviewing (CATI) application software methods in both English and Spanish, and describe procedures that will be used for conducting Spanish speaking interviews; Train interviewers and conduct briefings

Maintain the current methodology for using list-assisted random digit dialing telephone survey procedures identified through CDC protocol to select a statewide probability sample of the non-institutionalized, civilian adult population aged 18 years and over; Develop procedures which minimize both sampling and non-sampling error while maximizing the sample size achievable with the funding available; Prepare and load sample for use in CATI application software.

Collect questionnaire data in either English or Spanish from adult respondents by trained interviewers using CATI application software, and methodology adhering to the BRFSS protocols for landline and cell phone data collection. The contractor’s responsibilities will include all aspects of data collection using CATI application software including computerization of the questionnaire, interviewer training, interview administration, and CATI application software data management;

Employ widely recognized quality control indicators, disposition codes and response rate measures common to telephone survey methodologies and in accordance with BRFSS protocol;

Produce clean monthly data files and a final year-end data file for submission to CDC and VI DOH according to the timeline provided by the CDC and CDC BRFSS specifications in the BRFSS Data Users Guide. The monthly files should be delivered to the VI DOH within ten (10) working days after the end of the month.

Year-end deliverables: Following completion of the 2015 BRFSS survey, the Contractor will provide the VI DOH with the following products by March 30, 2016:

- (a) Final Data Set in ASCII fixed-column format and associated layout file indicating the column location of each data item. Also, a SPSS and a SAS data set will be provided.
- (b) A Final Report, which includes annual summaries of quality control measures provided in monthly reports.

TIMELINE FROM START OF CONTRACT

Project approval	Week 1
Sample design, questionnaire design, and programming	Week 2

Training of interviewers, preparation for data collection

Weeks 2-4

Data collection

Beginning Week 5

Data preparation and submission

Monthly