



Florida Maternal, Infant and Early Childhood Home Visiting Initiative (Florida MIECHV Initiative)

Request for Proposal: Data Linking/Matching Project RFP #2022-01

Proposal Deadline: **March 31, 2022**

Florida Association of Healthy Start Coalitions, Inc.
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REQUEST FOR PROPOSAL

Data Linking/Matching Project

Section I: Purpose

The Florida Association of Healthy Start Coalitions, Inc. (FAHSC) is requesting proposals to support the Florida MIECHV Initiative. The purpose of the Florida MIECHV Initiative is to implement selected Health Resources Services Administration (HRSA)-approved, evidence-based home visiting programs with the intent of strengthening and improving the health and well-being of Florida MIECHV Initiative eligible families within the framework of life course development and a social ecological perspective. FAHSC contracts with 15 local implementing agencies to provide evidence-based home visiting services. Local MIECHV Programs collect, and report data related to 19 HRSA/Florida MIECHV Initiative Federal Legislatively Mandated Performance Measures. Florida MIECHV Initiative is required to report annually on the outcomes related to these performance measures. This Request for Proposal supports the Florida MIECHV Initiative's Annual Performance Measures Report requirements.

A. Objective

Florida MIECHV is required to conduct an annual data match to meet Annual Performance Report requirements for HRSA's Federal Legislatively Mandated Performance Measurement System. For Measure 9: Child Maltreatment, Florida MIECHV is required to report to HRSA the number of active, enrolled MIECHV children during the period of July 1 to June 30, who had an investigated report of child maltreatment and the number who had an investigated report substantiated for maltreatment. The maltreatment information is obtained from Florida's Department of Children and Families (DCF) Florida Safe Families Network (FSFN) data system.

FAHSC is seeking professional services to support Florida MIECHV Initiative's compliance with HRSA's Federal Legislatively Mandated MIECHV Performance Measurement reporting requirements. This Request for Proposal **includes three data set linkage/match projects**. These projects and timelines are outlined below. Responder's proposal may address any or all data set linkage/match projects.

- 1) **Project #1: July 2021 – June 2022 Data Maltreatment Match Report.** Complete a match between MIECHV provided client SSNs (if reported) and other MIECHV data system data points and clients in the DCF FSFN data system. Deliver the linked data set for children active in MIECHV during the reporting period of July 2021 – June 2022 by providing the maltreatment report date and whether

the report resulted in an investigation. Additionally, report the children who had any substantiated investigated report for maltreatment.

- 2) **Project #2: July 2020 – June 2021 Data Maltreatment Match Report.** Complete a match between MIECHV provided SSN (if reported) and other MIECHV data system data points and DCF FSFN data system. Deliver the linked data set for children active in MIECHV during the reporting period of July 2020 – June 2021 by providing the maltreatment report date and whether the report resulted in an investigation. Additionally, report the children who had any substantiated investigated report for maltreatment.
- 3) **Project #3: July 2020 – June 2021 Data Maltreatment Alternative Match Report.** Draft, propose, and complete a match between MIECHV provided data points and DCF FSFN data system using alternative data variables that do not rely on the MIECHV child’s SSN. The output needed is the same as Project #2, but does not rely on SSNs for the match. We anticipate the match rate will be lower and would like to identify the impact of no longer using SSNs in the future.

Project #	Data Period	Match Method	Data Availability	Match Results Due
#1	July 1, 2021, to June 30, 2022	SSN (if reported) with other MIECHV data system data points	MIECHV Data Available: October 10, 2022	October 24, 2022
			DCF FSFN Data Available: September 30, 2022	
#2	July 1, 2020, to June 30, 2021	SSN (if reported) with other MIECHV data system data points	MIECHV Data Available: Currently Available	September 29, 2022, or earlier
			DCF FSFN Data Available: Upon executed DUA with DCF	
#3	July 1, 2020, to June 30, 2021	Alternative data variables that do not rely solely on the SSN	MIECHV Data Available: Currently Available	September 29, 2022, or earlier
			DCF FSFN Data Available: Upon executed DUA with DCF	

Section II. Evaluation and Selection/Rejection Process

A. Evaluation and Selection Criteria

In order for an RFP Respondent to be considered for a FAHSC Florida MIECHV Initiative data match contract, the Respondent must clearly demonstrate prior successful experience with data research/matching/linking (i.e., percentage of match attained with other projects); data use agreements; adherence to report completion timelines; and HIPAA security compliance. Preference will be given to Respondents with demonstrated, successful prior experience accessing and conducting data matching with the DCF FSFN data system. The table below outlines selection criteria and response scoring.

The specific details shown herein shall be considered minimum unless otherwise indicated. The specifications, terms and conditions included with this RFP shall govern in any resulting contract(s) unless approved otherwise in writing individually by FAHSC.

1. Research, Data Collection and Analysis Experience (Max Score = 15.00)									
a. Experience collecting, analyzing, and compiling data analysis report/results.									
2. Prior Data Use Agreement Experience (Max Score = 15.00)									
a. Ability to request and successfully execute data use agreements in a timely manner.									
3. Data Match Results (Max Score = 15.00)									
a. Evidence of past successful projects linking/matching data sets. Include the % of records successfully linked with a description of challenges and solutions to achieving match results.									
4. Performance Related to Due Dates (Max Score = 20.00)									
a. Experience and success in meeting reporting timelines/due dates.									
5. Prior experience accessing/linking/matching DCF FSN data system. (Max Score = 10.00)									
a. Experience accessing and conducting research/linkage using DCF FSN data system.									

B. Request for Additional Information

FAHSC reserves the right to conduct personal interviews, require presentations or request additional information prior to selection. FAHSC is not responsible for expenses which Respondents may incur in connection with a request for additional information.

The Respondent shall furnish such additional information as FAHSC may reasonably require. This includes information, which indicates resources as well as ability to provide the services. FAHSC reserves the right to investigate the qualifications of the Respondent as it deems appropriate, including but not limited to, background investigations at the entity level, and that of officers, directors, executives, and any individuals identified to be involved in providing RFP related services to FAHSC. Failure to provide additional information requested may result in disqualification of the proposal.

C. Selection Process

Submissions will be reviewed and scored by reviewers with expertise in data collection, research, and analysis.

D. Proposal Rejection

FAHSC reserves the right to reject proposals with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive proposals may be rejected by FAHSC as non-responsive or irregular. FAHSC reserves the right to reject any proposal for any reason, including, but without limitation, if the Respondent fails to submit any required documentation; if the Respondent is in arrears or in default upon any debt or contract to FAHSC; or has failed to perform faithfully any previous contract with FAHSC or with other organizations. All information required by this RFP must be supplied to constitute a proposal.

Proposals will NOT be accepted unless cost proposals and all required attachments are included. Since terminology may vary, Respondents are required to conform to the RFP Response Template. Exceptions to the proposal specifications should be listed separately and defined, or they will be invalid.

FAHSC reserves the right to award, at its sole discretion, all, or part of the required service(s) to one or more qualified Respondents. A Respondent is not required to submit on all requested services to be considered for award.

Late submittals, additions, or changes will not be accepted and will be returned to the respondent unopened.

Section III: Terms and Conditions

A. Use of Grant Funds

Allowable and unallowable expenditures are delineated in Federal Public Laws, Catalog of Federal Domestic Assistance (CFDA), and Code of Federal Regulations (CFR). See also the [HRSA Grants Policy Statement](#).

B. Proposals Binding

All proposals submitted shall be binding for at least one hundred twenty (120) calendar days following opening. FAHSC may desire to accept a proposal after this time. In such case, Respondents may choose whether or not to continue to honor the proposal terms.

C. Representations and Warranties

In submitting a proposal, Respondent warrants and represents that:

1. Respondent has examined and carefully studied all information provided, and any applicable addenda; receipt of which is hereby acknowledged.
2. Respondent is familiar with and compliant with all federal, state, and local laws and regulations that may affect cost, progress, and performance of the goods and/or services in their proposal.
3. Respondent has given FAHSC written notice of all conflicts, errors, ambiguities, or discrepancies that the Respondent has discovered in this RFP and any addenda thereto, and the written resolution thereof by the FAHSC is acceptable to Respondent.
4. The RFP is generally sufficient in detail and clarity to indicate and convey understanding of all terms and conditions for the performance of the proposal that is submitted.
5. No person has been employed or retained to solicit or secure award of the contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, and no employee or officer of FAHSC has any interest, financially or otherwise, in the RFP or contract.

D. Contracting

1. The terms, specifications and conditions of this proposal constitute the total agreement and no further conditions will be accepted.
2. The successful Respondent shall be awarded a contract effective from the date of the contract. This contract may be renewable by mutual agreement of the parties. Option for renewal will only be exercised upon mutual written agreement and with the original terms, conditions and unit prices adhered to with no deviations. Any renewal will be subject to appropriation of funds by the FAHSC. FAHSC, in its sole discretion, reserves the right to negotiate terms and conditions with the successful Respondent.

3. FAHSC shall retain the right to cancel the contract at any time for cause. Such cause for cancellation may include the failure of the contracted Respondent to complete or provide the specified services. If the Respondent is not performing within the terms and conditions set forth by FAHSC, FAHSC will notify the Respondent that the contract will be terminated within ten (10) calendar days for cause from the date of the notification letter. If the contract is canceled, FAHSC may elect to award the contract to the next ranked Respondent or reissue the RFP, whichever is in the best interest of FAHSC. The contract may be canceled in whole or in part by either party by giving a thirty (30) calendar day prior notice in writing to the other party. Any such notice or demand hereunder by either party to the other shall be affected by registered or certified mail, return receipt requested and shall be deemed communicated forty-eight hours after mailing, or by email with read receipt requested and confirmed. The obligations of FAHSC under this award are subject to the terms and conditions established by HRSA.
4. Any and all costs associated with the preparation of a response to this RFP are the responsibility of the Respondent and are not to be passed on to FAHSC.

Section IV: Instructions and Timeline

A. Questions

Questions concerning this RFP shall be directed to Karen Chang, Chief Operations Officer, at e-mail address kchang@fahsc.org, and to no other person or department at the FAHSC. Questions and requests must be sent by e-mail and must be received no later than **March 16, 2022**. All questions should contain the following information: RFP #2022-01, Respondent name, address, phone number, email address, and specific questions or comments. Questions and answers will be posted to the FAHSC website at www.HealthyStartFlorida.com

B. Submission and Deadline for Submission and Withdrawal

The deadline for submission of proposals is **March 31, 2022**. All proposals should be submitted electronically in pdf format to Monya Newmyer, Director of Contracts and Grants Administration at MNewmyer@fahsc.org. Please include "FAHSC MIECHV RFP RESPONSE" in the subject line of your email submission. Email must be sent with read receipt requested.

Respondents may withdraw their proposals by notifying Karen Chang, at e-mail address kchang@fahsc.org in writing at any time prior to the opening.

Proposals, once opened, become property of FAHSC and will not be returned.

C. Technical Assistance Zoom Meeting

A technical assistance Zoom meeting will be held on **March 9 at 10:30am Eastern time** to review this proposal and respond to questions. A Q&A document will be posted on the FAHSC website after the webinar at <https://www.HealthyStartFlorida.com/>

To join the TA Zoom meeting:

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZltc-igqDkjH9dSaczaKkDEx0sY-jR7prCT>

After registering, you will receive a confirmation email containing information about joining the meeting.

D. Format

In order to ensure a uniform review process and to obtain the maximum degree of comparability, it is required that the proposals be organized and include a Table of Contents, Timeline, and clear Scope of Work. All information submitted by the Respondent shall be printed, typewritten, or competed in ink. Proposals shall be signed in ink.

All proposals shall be submitted as specified in this RFP. Any attachments shall be clearly identified. If publications are supplied by a Respondent to answer to a requirement, the response should include reference to the document number and page number.

Respondents shall prepare their proposals using the format provided in Attachment I.

E. Timeline

February 28, 2022	RFP posted at www.HealthyStartFlorida.com and https://www.flmiechv.com/
March 9, 2022 @ 10:30am	Technical assistance Zoom meeting
March 31, 2022	Proposals due
April 8, 2022	Award announcement posted at www.HealthyStartFlorida.com
April 18, 2022	Anticipated project start

ATTACHMENT I: RFP RESPONSE FORMAT

COVER PAGE

This Cover Page shall be completed, signed, and included in the Respondent's submission.

**FLORIDA ASSOCIATION OF HEALTHY START COALITIONS, INC.
Florida MIECHV Initiative
REQUEST FOR PROPOSAL (RFP) #2022-01**

Entity's Legal Name: _____

Entity's Mailing Address: _____

City, State, Zip: _____

Telephone Number(s): (Including area code) _____

Email Address: _____

Website Address, if any: _____

Federal Employer Identification Number (FEIN): _____

DUNS Number, if any: _____

Amount Requested: _____

Entity's Fiscal Year End Date: _____

Contact Person for Application: _____

Authorized Signature: _____

Printed Name of Authorized Signature: _____

Title: _____

Date: _____

Indicate the data linkage/match project(s) included in this proposal.

Project #/Description	Included
Project #1: July 2021 – June 2022 Data Maltreatment Match Report	<input type="checkbox"/>
Project #2: July 2020 – June 2021 Data Maltreatment Match Report	<input type="checkbox"/>
Project #3: July 2020 – June 2021 Data Maltreatment Alternative Match Report	<input type="checkbox"/>

1. Letter of Transmittal

This letter will summarize in a brief and concise manner, the Respondent's understanding of the scope of services and make a positive commitment to provide its services on behalf of FAHSC. The letter must name all persons authorized to make representations for or on behalf of the Respondent, and must include their titles, addresses, and telephone numbers. An official authorized to negotiate and execute a contract on behalf of the Respondent must sign the letter of transmittal.

2. Table of Contents

Include a clear identification of the material by section and by page number.

3. Respondent Organization Profile and Qualifications

This section of the proposal must describe the Respondent, including the size, range of activities, and experience providing similar services.

Each Respondent must include:

Documentation indicating that it is authorized to do business in the State of Florida and, if a corporation, is incorporated under the laws of one of the States of the United States.

Resumes and professional qualifications of all primary individuals and identify the person(s) who will be the Respondent Organization's primary contact and provide the person(s) background, training, experience, qualifications, and authority.

Disclosure of any officer, director, or agent who is related to or is an employee or director of FAHSC or the Healthy Start MomCare Network, Inc.

4. Experience

The Respondent must describe its expertise in and experience with providing services similar to those required by this RFP. Describe previous experience relating to the services requested in this RFP. Respondent should also include three references that FAHSC may contact.

5. Cost Detail

Respondent must include a complete breakdown of all costs and description of services presented within the proposal.

6. Timeline

Respondent must include a general proposed timeline of events to be completed at each stage of the project(s).

7. Additional Information

Any additional information which the Respondent considers pertinent for consideration should be included in a separate section of the proposal.