**STATE OF MAINE**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*



**RFP# 202410192**

**Maine Immunization Information System, including**

**Electronic Reporting of Blood Lead Tests**

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| --- | --- | --- | --- | --- | --- |
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| *All communication regarding the RFP must be made through the RFP Coordinator.* | | | | | |
|  | | | | | |
| **Submitted Questions Due Date** | | | December 6, 2024, no later than 11:59 p.m., local time | | |
| *All questions must be received by the RFP Coordinator by the date and time listed above.* | | | | | |
|  | | | | | |
| **Proposal Submission Deadline** | | **DATE:** | | January 8, 2025, no later than 11:59 p.m., local time. | |
| **TO:** | | [Proposals@maine.gov](mailto:Proposals@maine.gov) | |
| *Proposals must be received electronically by the Office of State Procurement Services by the date and time listed above.* | | | | | |

TABLE OF CONTENTS

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Page** | | |
|  |  | | |
| **PUBLIC NOTICE** | **3** | | |
|  |  | | |
| **RFP DEFINITIONS/ACRONYMS** | **4** | | |
|  |  | | |
| **PART I INTRODUCTION** | **6** | | |
| 1. PURPOSE AND BACKGROUND |  | | |
| 1. GENERAL PROVISIONS |  | | |
| 1. ELIGIBILITY TO SUBMIT A BID |  | | |
| 1. CONTRACT TERM |  | | |
| 1. NUMBER OF AWARDS |  | | |
|  |  | | |
| **PART II SCOPE OF SERVICES TO BE PROVIDED** | **9** | | |
|  |  | | |
| **PART III KEY RFP EVENTS** | **14** | | |
| 1. QUESTIONS |  | | |
| 1. AMENDMENTS |  | | |
| 1. PROPOSAL SUBMISSION |  | | |
|  |  | | |
| **PART IV PROPOSAL SUBMISSION REQUIREMENTS** | **16** | | |
|  |  | | |
| **PART V PROPOSAL EVALUATION AND SELECTION** | **19** | | |
| 1. EVALUATION PROCESS – GENERAL INFORMATION |  | | |
| 1. SCORING WEIGHTS AND PROCESS |  | | |
| 1. SELECTION AND AWARD |  | | |
| 1. APPEAL OF CONTRACT AWARDS |  | | |
|  |  | | |
| **PART VI CONTRACT ADMINISTRATION AND CONDITIONS** | **22** | | |
| 1. CONTRACT DOCUMENT |  | | |
| 1. STANDARD STATE CONTRACT PROVISIONS |  | | |
|  |  | | |
| **PART VII RFP APPENDICES AND RELATED DOCUMENTS** | **25** | | |
| **APPENDIX A** – PROPOSAL COVER PAGE | |  |
| **APPENDIX B** – RESPONSIBLE BIDDER CERTIFICATION | |  |
| **APPENDIX C** – ELIGIBILITY TO SUBMIT A BID | |  |
| **APPENDIX D** – QUALIFICATIONS and EXPERIENCE FORM | |  |
| **APPENDIX E** – SUBCONTRACTOR FORM | |  |
| **APPENDIX F** – LITIGATION FORM | |  |
| **APPENDIX G** – TECHNICAL ASSESSMENT FORM | |  |
| **APPENDIX H** – RESPONSE TO PROPOSED SERVICES | |  |
| **APPENDIX I** – MAINE IIS REQUIREMENTS TRACEABILITY MATRIX | |  |
| **APPENDIX J** – COST PROPOSAL | |  |
| **APPENDIX K** – MAINE IIS CORE DATA ELEMENTS | |  |
| **APPENDIX L** – DEMONSTRATION INSTRUCTIONS AND REQUIREMENTS | |  |
| **APPENDIX M** – SUBMITTED QUESTIONS FORM | |  |

PUBLIC NOTICE

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**State of Maine**

**Department of Health and Human Services**

**RFP# 202410192**

**Maine Immunization Information System, including**

**Electronic Reporting of Blood Lead Tests**

The State of Maine is seeking proposals for the replacement of its current immunization and lead testing information system to a comprehensive, configurable, COTS-SaaS Immunization Information System (IIS) solution, which includes electronic reporting of blood lead tests.

A copy of the RFP and all related documents can be obtained at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps>

Proposals must be submitted to the Office of State Procurement Services, via e-mail, at: [Proposals@maine.gov](mailto:Proposals@maine.gov). Proposal submissions must be received no later than 11:59 p.m., local time, on January 8, 2025. Proposals will be opened the following business day.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**RFP TERMS/ACRONYMS with DEFINITIONS**

The following terms and acronyms, as referenced in the RFP, have the meanings indicated below:

| **Term/Acronym** | **Definition** |
| --- | --- |
| **Admin** | Refers to jurisdictional or organizational administrator Immunization Information System (IIS) User role. |
| **Change Management Plan (Plan)** | A guide on how to handle necessary changes through a controlled process. |
| **Confidentiality** | Preserving authorized restrictions on information access and disclosure, including means for protecting confidential or sensitive information. A loss of Confidentiality is the unauthorized disclosure of information. |
| **COTS** | Commercial off the Shelf |
| **CVX** | A coding system for Maine CDC vaccine administration. |
| **Data Classification** | The process of risk assessment of data. See **Appendix G** (Technical Assessment Form) for the Data Classification process (see also “PII Confidentiality Impact Level”). |
| **Department** | Department of Health and Human Services |
| **Health Level 7 (HL7)** | A range of global standards for the transfer of clinical and administrative health data between applications. |
| **HIPAA** | [Health Insurance and Portability Accountability Act of 1996](https://www.hhs.gov/hipaa/index.html) |
| **HITECH** | [Health Information Technology for Economic and Clinical Health](https://www.hhs.gov/hipaa/for-professionals/special-topics/hitech-act-enforcement-interim-final-rule/index.html) |
| **Immunization Information System (IIS)** | Helps providers, families, and public health officials by consolidating immunization information into one reliable source. Immunization information can then be used to guide patient care, improve vaccination rates, and ultimately reduce vaccine-preventable disease. In addition to collecting immunization data, the IIS will provide electronic reporting of blood lead tests. |
| [**MaineIT**](https://www.maine.gov/oit/) | Maine’s Office of Information Technology |
| **Personally Identifiable Information (PII)** | Data maintained by an agency that could potentially identify a specific individual and needs to be protected in accordance with state and/or federal law, including:   * any information that can be used to distinguish or trace an individual‘s identity, such as name, social security number, date and place of birth, mother‘s maiden name, or biometric records; and * any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information. |
| **PII Confidentiality Impact Level** | Includes low, moderate, or high levels and indicates the potential harm that could result to the subject individuals and/or the organization if PII were inappropriately accessed, used, or disclosed. (NIST SP 800-122). See **Appendix G** (Technical Assessment Form). PII is evaluated to determine its Confidentiality impact levels, so that appropriate safeguards can be applied to the PII. |
| **RFP** | Request for Proposals |
| **SaaS** | Software as a Solution |
| **State** | State of Maine |
| **State Data** | Any information originating with the State, regardless of form or medium of disclosure (e.g., verbal, observed, hard copy, or electronic) or source of information. State Data includes any information:   * Concerning the State’s information technology infrastructure, systems and software and procedures; and * Originating with the State in the course of using and configuring the services provided.   State Data includes any sensitive information held by the State that may be protected from disclosure pursuant to a federal or State statutory or regulatory scheme intended to protect that information, or pursuant to an order, resolution or determination of a court or administrative board or other administrative body. |
| **User** | Any person or entity that logs into the IIS and uses the functionality. |

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

**RFP# 202410192**

**Maine Immunization Information System, including**

**Electronic Reporting of Blood Lead Tests**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Health and Human Services (Department) is seeking the replacement of its current Immunization Information System (IIS), known as ImmPact, to a comprehensive, configurable, COTS-SaaS IIS solution, as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder.

The Department is dedicated to promoting health, safety, resiliency, and opportunity to all Maine Residents. The Department’s Maine Center for Disease Control and Prevention (Maine CDC) provides the leadership, expertise, information, and tools to assure conditions in which all Maine residents and visitors can be healthy. Maine CDC’s Maine Immunization Program (MIP) strives to ensure full protection of all Maine children and adults from vaccine-preventable disease. Through cooperative partnerships with public and private health practitioners and community members, the MIP provides vaccine, comprehensive education and technical assistance, vaccine-preventable disease tracking and outbreak control, accessible population-based management tools, and compassionate support services that link individuals into comprehensive health care systems.

As a result of this RFP, the Department intends to procure a comprehensive, configurable, off-the-shelf Immunization Information System (IIS) in order to provide electronic tracking of immunizations and blood lead tests for children, adolescents, and adults who are seen in a variety of public and private healthcare sites throughout the State.

The MIP currently uses a vendor-hosted system that was developed by the State of Wisconsin, the [Wisconsin Immunization Registry](https://www.dhfswir.org/PR/clientSearch.do?language=en).

ImmPact is Maine’s current IIS managed by the MIP. Under [22 M.R.S.A §1064](https://legislature.maine.gov/legis/statutes/22/title22sec1064.pdf), Maine’s IIS is intended to be a repository for accurate and up to date immunization records for all persons born, residing, or receiving vaccine in the State. The primary purpose of the IIS is to collect data related to vaccine administration, and to promote effective and cost-efficient prevention of vaccine preventable diseases.

In 2017, the MIP partnered with Maine CDC’s Childhood Lead Poisoning Prevention Unit to incorporate blood lead testing into ImmPact through an integrated blood lead module. The blood lead module supports:

1. [22 M.R.S. § 1317-D](https://legislature.maine.gov/statutes/22/title22sec1317-D.pdf) requiring all children to be tested for lead poisoning at ages one (1) and two (2) years; and
2. [22 M.R.S. § 1319-D(2)](https://legislature.maine.gov/statutes/22/title22sec1319-D.pdf) the electronic reporting of certain blood lead tests performed in the State.

Through the blood lead module, healthcare providers electronically report blood lead test results and view patient test results. Integrating blood lead testing into the IIS has allowed for a single sign on for providers who administer vaccines and conduct blood lead testing resulting in a shared client system to support both important public health functions.

Healthcare providers throughout the State rely on ImmPact for the current vaccine history of their patients and blood lead results. Participating providers include hospitals, private practice clinics, Indian health services, federally qualified health departments, pharmacies, schools, State agencies, health plans, and local public health departments. ImmPact supports many providers via data exchange, submitting real-time data and direct query through bidirectional functionality. ImmPact currently includes approximately twenty (20) million immunizations, two point one (2.1) million patient records, and five thousand (5,000) users.

1. **General Provisions**
   1. From the time the RFP is issued until award notification is made, all contact with the State regarding the RFP must be made through the RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
   2. Issuance of the RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
   3. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of the RFP.
   4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
   5. The proposal must be signed by a person authorized to legally bind the Bidder and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
   6. The RFP and the awarded Bidder’s proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Department.
   7. Following announcement of an award decision, all submissions in response to this RFP will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.).
   8. In the event that a Bidder believes any information that it submits in response to this RFP is confidential, it must mark that information accordingly, and include citation to legal authority in support of the Bidder’s claim of confidentiality. In the event that the Department receives a FOAA request that includes submissions marked as confidential, the Department shall evaluate the information and any legal authority from the Bidder to determine whether the information is an exception to FOAA’s definition of public record. If the Department determines to release information that a Bidder has marked confidential, it shall provide advance notice to the Bidder to allow for them to seek legal relief.
   9. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
   10. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
2. **Eligibility to Submit a Bid**

All interested parties who can provide a configurable COTS-SaaS IIS solution, that has been implemented within the past five (5) years and is currently in production use, and has been operational for a minimum of three (3) years in at least one (1) Federal, state, or local public sector governmental agency within the Continental United States, are invited to submit bids in response to this Request for Proposal.

1. **Contract Term**

The Department is seeking cost-efficient proposals to provide services, as defined in this RFP, for the anticipated contract period defined in the table below. The dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with the RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Department may opt to renew the contract for four (4) renewal periods, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

The term of the anticipated contract, resulting from the RFP, is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | 7/1/2025 | 6/30/2027 |
| Renewal Period #1 | 7/1/2027 | 6/30/2029 |
| Renewal Period #2 | 7/1/2029 | 6/30/2031 |
| Renewal Period #3 | 7/1/2031 | 6/30/2033 |
| Renewal Period #4 | 7/1/2033 | 6/30/2035 |

1. **Number of Awards**

The Department anticipates making one (1) award as a result of this RFP process.

**PART II SCOPE OF SERVICES TO BE PROVIDED**

**Specific instructions for the Bidder to provide a narrative response to the Scope of Services may be found in Part IV, Section III, Proposed Services.**

1. **Business Requirements**
2. Provide a COTS-SaaS Immunization Information System (IIS) solution that includes functionality for collecting data related to vaccine administration, and electronic reporting and viewing of patient blood lead test results.
3. Ensure the proposed IIS solution meets the detailed business requirements outlined in **Appendix I** (Maine IIS Requirements Traceability Matrix) and includes functionality, including at a minimum:
   * + - 1. Administer System;
         2. Manage Organizations and Facilities;
         3. Manage Users;
         4. Support Interoperability;
         5. Data Quality;
         6. Evaluate and Forecast;
         7. Manage Patient and Immunization Records;
         8. Manage Vaccine Inventory;
         9. Data Access;
         10. Non-functional – Technical requirements across key attributes; and
         11. Manage Blood Lead Tests.
4. Provide an IIS that supports **Appendix K** (Maine IIS Core Data Elements).
5. Provide an IIS that provides flexibility for future enhancements and adaptations, where new data and/or modules can be configured to meet changing business needs.
6. **Information Technology Requirements and Security Requirements**
7. Comply with the entire suite of [MaineIT Policies and Standards](https://www.maine.gov/oit/policies-standards), ensuring special attention is paid to:
   1. [General Architecture Principles](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Fgeneral-architecture-principles_1.pdf&data=05%7C01%7CPeter.Lewis%40maine.gov%7C8104b55761da4095e87108db352f7f9b%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C638162250336396623%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=A%2FF33EDQhGjSHL17w7KiMGxJm4a%2FDp3Cda5FzQdR4VU%3D&reserved=0)
   2. [System and Services Acquisition Policy and Procedures (SA-1)](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Fsystem-services-acquisition-policy.pdf&data=05%7C01%7CPeter.Lewis%40maine.gov%7C8104b55761da4095e87108db352f7f9b%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C638162250336396623%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ctG1NriTCr583VeCddNadeCmmiiCjCOfWyJW98Isynw%3D&reserved=0)
   3. [Application Deployment Certification Policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Fapplication-deployment-certification_0.pdf&data=05%7C01%7CPeter.Lewis%40maine.gov%7C8104b55761da4095e87108db352f7f9b%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C638162250336396623%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=i0Qw%2BQa9EsT66qPqls5Ku0tQf%2BQ3%2F7pg31BgEByZ1pA%3D&reserved=0)
   4. [Digital Accessibility and Usability Policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Fdigital-accessibility-policy.pdf&data=05%7C01%7CPeter.Lewis%40maine.gov%7C8104b55761da4095e87108db352f7f9b%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C638162250336396623%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=TinoDjn%2FZ%2BGxVPkphHmTCPXF%2F5iM4zlY6uUgHw0GTU0%3D&reserved=0)
   5. [Remote Hosting Policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Fremote-hosting-policy.pdf&data=05%7C01%7CPeter.Lewis%40maine.gov%7C8104b55761da4095e87108db352f7f9b%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C638162250336396623%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=6FrMpQYaPk9sPHCZzbzAF%2B98JNyptS5EPu2xcsuzI28%3D&reserved=0)
   6. [Data Exchange Policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Fdata-exchange-policy.pdf&data=05%7C01%7CPeter.Lewis%40maine.gov%7C8104b55761da4095e87108db352f7f9b%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C638162250336552895%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=HhCWu%2B8%2BBYXd77kzFMXEjVJSfJfGbBRwfW5agpWjndg%3D&reserved=0)
   7. [Information Security Policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Finformation-security-policy.pdf&data=05%7C01%7CPeter.Lewis%40maine.gov%7C8104b55761da4095e87108db352f7f9b%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C638162250336552895%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=GrAqzbPyyr3wQgKC2EE04q32Y%2F2PWxZvB4d1vkgtjwM%3D&reserved=0)
   8. [Access Control Policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Faccess-control-policy.pdf&data=05%7C01%7CPeter.Lewis%40maine.gov%7C8104b55761da4095e87108db352f7f9b%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C638162250336552895%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=H66lLkOoTo%2BBuOAqSEYkViIKUbXh1HMMDNBMqpirwRU%3D&reserved=0)
   9. [Access Control Procedures for Users](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Faccess-control-procedures-for-users.pdf&data=05%7C01%7CPeter.Lewis%40maine.gov%7C8104b55761da4095e87108db352f7f9b%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C638162250336552895%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=nTLSXzLSZHRWIavNBqMLrTVPY9vehvdd8V8q6aGNazM%3D&reserved=0)
   10. [Risk Assessment Policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Frisk-assessment-policy-procedure.pdf&data=05%7C01%7CPeter.Lewis%40maine.gov%7C8104b55761da4095e87108db352f7f9b%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C638162250336552895%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=1LxUodJE7HkyIzKSM9n0bB7%2F9yHuEQT4yqOuxSfdYiY%3D&reserved=0)
   11. [Vulnerability Scanning Procedure](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Fvulnerablity-scanning-procedure.pdf&data=05%7C01%7CPeter.Lewis%40maine.gov%7C8104b55761da4095e87108db352f7f9b%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C638162250336552895%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=6R5X2brJyaqLP6Abx1XoYPEyeJwtCvv8vPzkJ5p0EzE%3D&reserved=0)
   12. [Security Assessment and Authorization Policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2FSecurityAssessmentAuthorizationPolicy.pdf&data=05%7C01%7CPeter.Lewis%40maine.gov%7C8104b55761da4095e87108db352f7f9b%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C638162250336552895%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=jLXyhJppTOAV9WoHmhMdGqioKR1xY08vVxC6tf7ahLI%3D&reserved=0)
   13. [System and Information Integrity Policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Fsystem-information-integrity-policy.pdf&data=05%7C01%7CPeter.Lewis%40maine.gov%7C8104b55761da4095e87108db352f7f9b%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C638162250336552895%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=esdEu4wwWAGZ0QyYpH9Y%2B7lkkN25LvllWzngrKWK3M0%3D&reserved=0)
   14. [Configuration Management Policy](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.maine.gov%2Foit%2Fsites%2Fmaine.gov.oit%2Ffiles%2Finline-files%2Fconfiguration-management-policy.pdf&data=05%7C01%7CPeter.Lewis%40maine.gov%7C8104b55761da4095e87108db352f7f9b%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C638162250336552895%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=SonYJqdCUwld6BbX9CPhf9VelEDHjtlamZgAVpbl3gM%3D&reserved=0)
   15. [Business Continuity and Disaster Recovery Policy](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/BusinessContinuityDisasterRecoveryPolicy.pdf)
8. Ensure the COTS-SaaS solution achieves the [NIST 800-53 Rev 5](https://csrc.nist.gov/publications/detail/sp/800-53/rev-5/final) for the remaining security and privacy control families to a security baseline appropriate to the impact level of the data as determined by the Department, including:
   1. Physical and Environmental Protection;
   2. Awareness and Training;
   3. Planning;
   4. Audit and Accountability;
   5. Assessment, Authorization, and Monitoring;
   6. Personnel Security;
   7. PII Processing and Transparency;
   8. Contingency Planning;
   9. Identification and Authentication;
   10. Incident Response;
   11. System and Communications Protection;
   12. Maintenance;
   13. Media Protection; and
   14. Supply Chain Risk Management to a security baseline appropriate to the impact level of the data as determined by the agency.
9. Ensure the proposed COTS-SaaS IIS solution provides disaster recovery and back up, including:
   1. Procedures to ensure that, in the event of data loss, at any scale, for any reason, the lost data is recoverable with a minimum required recovery point objective of twenty-four (24) hours (i.e., maximum data loss cannot exceed twenty-four (24) hours).
   2. Mechanisms to reconstruct the affected data in the case of a system crash, data destruction, or disaster.
   3. A data recovery program which clearly defines all related responsibilities and objective of twenty-four (24) hours (i.e., maximum time to recover the system cannot exceed twenty-four (24) hours) and the proposed assignments of the awarded Bidder and/or State staff.
10. Work with MaineIT to submit required information to the Department in compliance with MaineIT policies.
11. Any configuration and/or customization of the baseline platform must comply with relevant State and Federal security policies and compliance mandates.
12. Comply with the Health Insurance and Portability Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH).
13. Store all data within the Continental U.S.
    1. All data shall remain the property of the Department throughout the contract term(s) and shall be provided to the Department at the end of the resulting contract, or when requested, at no additional cost. In addition, at the end of the resulting contract, the awarded Bidder shall have no rights or ability to retain or use the Department data.
    2. Ensure there will be no ability to view or access the Department’s confidential data from any location outside of the Continental U.S.
    3. Ensure all data is isolated from other State’s/customer’s assets.
14. Conduct a full SSAE-18 SOC 2 Type 2 Annual Audit, which includes testing the Five (5) Trust Services Criteria (Security, Availability, Processing Integrity, Confidentiality and Privacy).
    1. Provide a copy of the audit and plan of action for remediation of any deficiencies to the Department and/or MaineIT.
15. Sign a MaineIT [Non-Disclosure Agreement](https://stateofmaine.sharepoint.com/:w:/r/sites/DAFS-Procurement-Services-Intranet/Shared%20Documents/Public%20to%20intranet/FORMS/Contract%20Documents/IT%20Service%20Contract%20(IT-SC)%20Template_REV%208.9.24%20(locked).docx?&d=1), as requested and required by MaineIT.
16. All internal (State) users must consume authentication from the State Executive Branch Office 365 Active Directory.
17. Maintain a technical architecture diagram and narrative and provide to the Department and/or MaineIT upon request.

Ensure the narrative text describes the proposed software’s technical architecture and summarizes its technical capabilities and strategic benefits, as well as any technical limitations or strategic shortcomings, including at a minimum:

System design and functional capabilities.

Security models including authentication, authorization, data protection, auditing, and physical and network infrastructure.

Data model; and

Technical assumptions.

1. **Document Repository Requirements**
   1. Manage all documents within a designated document repository (network folder or online repository such as Microsoft SharePoint).
      1. The format, structure, and location of the document repository shall be mutually agreed upon by the Department, MaineIT, and awarded Bidder.
      2. Ensure the repository is available to the State without requiring any incremental per user cost.
      3. Ensure the environment complies with applicable MaineIT Policies, Standards, and Procedures, including but not limited to:
         1. Remote Hosting; and
         2. Security.
      4. Updates shall be installed and applied to the documents repository.
      5. The Department and MaineIT shall be granted access to the files at any point during and upon request.
      6. An electronic copy of the repository shall be provided to the Department and MaineIT prior to the termination of the contract resulting from this RFP.
      7. The format, delivery frequency, and transfer mechanisms shall be identified and mutually agreed-upon between the Department, MaineIT, and awarded Bidder.
      8. The proposed document repository must be approved by the Department prior to execution.
2. **Operations and Maintenance Requirements**
   1. Provide a COTS-SaaS technical solution and system support model, that includes:
      1. Operations support both before and after go-live.
         1. Ensure operational support activities comply with the MaineIT Policies, Standards, and Procedures.
      2. Producing and delivering an operations and maintenance plan that describes the steps and procedures in operating the system, standard service-level agreements for system performance and issue resolution, and the change management process, including, but not be limited to:
         1. Maintaining an availability metric of ninety-nine-point five percent (99.9%) of uptime in a calendar month, as measured by the number of actual hours available as a percentage of total hours in the month.
         2. Providing the Department and MaineIT at least thirty (30) days’ advance written notice of any planned material change in network operations or architecture.
   2. Ensuring any planned material change in network operations or architecture cannot be made without the prior written consent of the Department and MaineIT.
   3. Hosting the solution in a service-oriented architecture that is scalable, load-balanced, and redundant:
      * 1. Specify baseline metrics that will be provided to the Department; and
        2. Monitor the hosting environment for a real-time viewing and alerting of the solution system’s health.
3. Maintaining an up-to-date security and overall posture of the system with routine, scheduled upgrades that address vulnerabilities and through continuous security and capacity management processes which identify and address issues before they materialize by:
   * + 1. Developing a security plan that will conform to all applicable State and federal law, rules, regulations, and requirements, including HIPAA requirements.
       2. Providing assertion of an ability to meet the MaineIT Security requirements.

Monthly vulnerability scanning of infrastructure and application shall be made available to the Department and MaineIT.

Remediation plan for any findings approved by the Department and MaineIT must be provided within ten (10) business days.

1. Providing a third-party hosting infrastructure and application vulnerability and compliance assessment, to the Department and MaineIT, annually.
2. Ensuring appropriate mechanisms are in place to safeguard security of automated data processing resources, software, data, data exchange between various parties, telecommunications, and personnel for the development and operation of the GA solution; and
3. Ensuring the security plan is reviewed and approved in writing by the appropriate federal agencies, State agencies and MaineIT before being placed into operation.
4. **Technical Support Requirements**
   1. Critical Production Performance Requirements – Ensure the IIS production software environment is available 24/7/365.
      1. Access shall be available for users to update or view client information via the Web-based user interface or data exchange.
   2. Normal System Activity – During periods of system maintenance or application upgrade.
      1. Time periods shall be pre-approved by the Department five business days prior to the scheduled outage.

Notify the Department immediately in the event that hardware or software problems warrant correction within a shorter time period.

Notify the Department immediately when emergency system outages occur.

* 1. Problem Response – Provide system support for normal business hours.
  2. Provide on-call support 24/7/365 to resolve critical and high system defects.
     1. Critical or high system defects that require after hours support shall include any defect that prevents users from accessing the IIS production environment.
  3. Technical Support – Provide a comprehensive User manual designed for an end user to use the product properly and to find solutions to problems that arise through use.
     1. Updated the User manual within twenty (20) business days of each major software release.
     2. Provide appropriate training to the Department as needed to enable Users to provide appropriate support for the system.
  4. Change Management Requirements – Process changes that warrant special processing, including configurations, enhancements, or bug fixes.
     1. Deliver a Change Management Plan (Plan) within ninety (90) calendar days of contract execution for review and approval by the Department.

Update the Plan as agreed upon by both the Department and awarded Bidder.

Ensure the Plan identifies the process, procedures, and tools to be utilized to execute change management for the IIS solution.

Ensure the Plan includes, at a minimum:

Description of business requirement;

Technical specifications required to satisfy a change request;

Estimated timeframe for processing a change; and

Appropriate approval signatures.

# **Reports**

* 1. Track and record all data/information necessary to complete the required reports listed in **Table 1**:

|  |  |  |
| --- | --- | --- |
| **Table 1 – Required Reports** | | |
| **Name of Report** | | **Description** |
| **a.** | Software Setup and Configuration Progress Report | Details the progress and status of software set up |
| **b.** | Performance Report | Details downtime, amount of data processed, server metrics, and patches or updates deployed |

# Submit all the required reports to the Department in accordance with the timelines established in **Table 2**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 2 – Required Reports Timelines** | | | |
| **Name of Report** | | **Period Captured by Report** | **Due Date** |
| **a.** | Software Setup and Configuration Progress Report | Monthly for the duration of the installation, training, and implementation period. | Fifteen (15) calendar days after the last day of the previous month |
| **b.** | Performance Report | Monthly | Fifteen (15) calendar days after the last day of the month |

**PART III KEY RFP EVENTS**

1. **Questions**
   1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
      1. Bidders and other interested parties should use **Appendix M** (Submitted Questions Form) for submission of questions. If used, the form is to be submitted as a WORD document.
      2. Questions must be submitted, by e-mail, and received by the RFP Coordinator identified on the cover page of the RFP as soon as possible but no later than the date and time specified on the RFP cover page.
      3. The RFP Number and Title must be included in the subject line of the e-mail containing the submitted questions. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
   2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website no later than seven (7) calendar days prior to the proposal due date: [Office of State Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.
2. **Amendments**

All amendments released in regard to the RFP will also be posted on the following website: [Office of State Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

1. **Proposal Submission**
   1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFP.
      1. Any e-mails containing original proposal submissions or any additional or revised proposal files, received after the 11:59 p.m. deadline, will be rejected without exception.
   2. **Delivery Instructions:** E-mail proposal submissions must be submitted to the Office of State Procurement Services at [Proposals@maine.gov](mailto:Proposals@maine.gov).
      1. Only proposal submissions received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
         1. Proposal submission e-mails that are successfully received by the [proposals@maine.gov](mailto:proposals@maine.gov) inbox will receive an automatic reply stating as such.
      2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
      3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Bidders should work with their Information Technology team to ensure that the proposal submission will not be encrypted due to any security settings.
      4. File size limits are 25MB per e-mail. Bidders may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
   3. **Submission Format:**
      1. Bidders are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202410192 Proposal Submission – [Bidder’s Name]”**
      2. Bidder’s proposal submissions are to be broken down into multiple files, with each file named as it is titled in bold below, and include:

* **File 1 [Bidder’s Name] – Preliminary Information:**

*PDF format preferred*

**Appendix A** (Proposal Cover Page)

**Appendix B** (Responsible Bidder Certification)

**Appendix C** (Eligibility to Submit a Bid)

All required eligibility documentation stated in PART IV, Section I.

* **File 2 [Bidder’s Name] – Organization Qualifications and Experience:**

*PDF format preferred*

**Appendix D** (Organization Qualifications and Experience Form)

**Appendix E** (Subcontractor Form), if applicable

**Appendix F** (Litigation Form)

All required information and attachments stated in PART IV, Section II.

* **File 3 [Bidder’s Name] – Proposed Services:**

*PDF format preferred*

**Appendix G** (Technical Assessment Form)

**Appendix H** (Response to Proposed Services)

**Appendix I** (Maine IIS Requirements Traceability Matrix)

All required information and attachments stated in PART IV, Section III.

* **File 4 [Bidder’s Name] – Cost Proposal:**

*PDF format preferred*

**Appendix J** (Cost Proposal)

All required information and attachments stated in PART IV, Section IV.

**PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Department seeks detailed yet succinct responses that demonstrate the Bidder’s qualifications, experience, and ability to perform the requirements specified throughout the RFP.

Bidder proposals must follow the outline used below, including the numbering, section, and sub-section headings. Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team, has sole discretion to determine whether a variance from the RFP specifications will result either in disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in the RFP will, at best, be considered minimally responsive.

Bidders are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated. Bidders must include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFP.

**Proposal Format and Contents**

**Section I Preliminary Information** (File #1)

* 1. **Proposal Cover Page**

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Responsible Bidder Certification**

Bidders must complete **Appendix B** (Responsible Bidder Certification). The Responsible Bidder Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Eligibility Requirements**

Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes:

1. **Appendix C** (Eligibility to Submit a Bid)

**Section II Organization Qualifications and Experience** (File #2)

* 1. **Overview of the Organization**

Bidders must complete **Appendix D** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three (3) examples of projects within the last five (5) years, which demonstrate their experience and expertise in performing these services, as well as highlighting the Bidder’s stated qualifications and skills.

* 1. **Letters of Reference**

Bidders must provide three (3) letters of reference from current or previous customers or clients knowledgeable of the Bidder’s performance in providing goods and/or services similar to the goods and/or services described in this RFP and a contact person and telephone number for each reference.

* 1. **Subcontractor**

If subcontractors are to be used, including consultants, Bidders must complete **Appendix E** (Subcontractor Form) providing a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications.

* 1. **Organizational Chart**

Bidders must provide an enterprise-wide organization chart showing officers, major organization components, and the project team proposed to meet the requirements of this RFP. This chart must indicate to whom the project team reports. Note: individual project team positions are to be identified in the job description and staffing plan requirements of **Appendix H** (Response to Proposed Services).

* 1. **Litigation**

Bidders must complete **Appendix F** (Litigation Form) providing a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree.  For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome. If no litigation has occurred, write “none” on **Appendix F** (Litigation Form).

* 1. **Financial Viability**

Bidders must provide the three (3) most recent years of Financial Statements audited or reviewed by a Certified Public Accountant.

* 1. **Certificate of Insurance**

Bidders must provide a valid certificate of insurance on a standard ACORD form (or the equivalent) evidencing the Bidder’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

|  |  |
| --- | --- |
| **Required Attachments Related to Organization Qualifications and Experience** | |
| **Attachment #:** | **Attachment Name:** |
| One (1) | Qualifications and Experience Form |
| Two (2) | Letters of Reference |
| Three (3) | Subcontractor Form |
| Four (4) | Organizational Chart |
| Five (5) | Litigation |
| Six (6) | Financial Viability |
| Seven (7) | Certificate of Insurance |

Attachments 1 – 7 must be included in numerical order, as part of File 2, as outlined in PART III “Submitting the Proposal” of this RFP. Attachments 1 – 7 will be reviewed and evaluated by the Department’s evaluation team under the Organization Qualifications and Experience section of this RFP.

**Section III Proposed Services** (File #3)

1. Bidders must complete **Appendix G** (Technical Assessment Form) to describe the Bidder’s capability to meet the stated requirements and policies identified in this RFP.
2. Bidders must complete **Appendix H** (Response to Proposed Services) by providing a detailed response to the requirements outlined in this RFP.
3. Bidders must complete **Appendix I** (Maine IIS Requirements Traceability Matrix) following the instructions listed in the form.

|  |  |
| --- | --- |
| **Required Attachments Related to Proposed Services** | |
| **Attachment #:** | **Attachment Name:** |
| Eight (8) | Job Descriptions |
| Nine (9) | Staffing plan |
| Ten (10) | Implementation – High-Level Road Map |
| Eleven (11) | Implementation – Detailed Work plan |

Attachments 8 – 11 must be included in numerical order, as part of File 3, as outlined in PART III “Submitting the Proposal” of this RFP. Attachments 8 – 11 will be reviewed and evaluated by the Department’s evaluation team under the Proposed Services section of this RFP.

**Section IV Cost Proposal** (File #4)

* 1. **General Instructions**
     1. Bidders must submit a cost proposal that covers the period starting 7/1/2025 and ending on 6/30/2035.
     2. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
     3. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the Department, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.
  2. **Cost Proposal Form Instructions**

Bidders must fill out **Appendix J** (Cost Proposal), following the instructions detailed here and in the form. Failure to provide the requested information, and to follow the required cost proposal format provided, may result in disqualification or reduction in scoring of the cost proposal, at the discretion of the Department.

**PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals will be accomplished as follows:

1. **Evaluation Process – General Information**
   1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
   2. Officials responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.
   3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations.
   4. Changes to proposals, including updating or adding information, will not be permitted during any interview/presentation process and, therefore, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.
2. **Scoring Weights and Process**
   1. **Scoring Weights:** Proposal scores will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria:

|  |  |  |
| --- | --- | --- |
| **Section I.** | **Preliminary Information**  Proposal materials to be evaluated in this section: all elements addressed in Part IV, Section I of the RFP. | **(No Points – Eligibility Requirements)** |
| **Section II.** | **Organization Qualifications and Experience** Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section II of the RFP. | **(25 points)** |
| **Section III.** | **Proposed Services**  Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section III of the RFP. | **(50 points)** |
| **Section IV.** | **Cost Proposal**  Proposal materials to be evaluated in this section:all elements addressed above in Part IV, Section IV of the RFP. | **(25 points)** |

* 1. **Scoring Process:** The evaluation and scoring of proposals will be conducted using a staged approach.  Proposals will be required to meet or exceed the stated minimum scoring requirements of the stage in which the proposal is being evaluated to move onto the next stage of evaluation.  Any proposal not meeting the stated minimum scoring requirements of a stage will be ineligible for award consideration and, at that point, be removed from the evaluation process.

**Stage One - Eligibility**: Proposals must meet the requirements of Part I.C. “Eligibility to Submit a Bid.”  The Bidder must complete **Appendix C** (Eligibility to Submit a Bid). Proposals which do not include **Appendix C** or do not meet Part I.C. “Eligibility to Submit a Bid” requirements will be ineligible for award consideration.  Proposals meeting the eligibility requirements will move on to Stage Two of the evaluation and scoring process.

**Stage Two - Qualifications and Experience**: Proposals meeting the eligibility requirements in Stage One will move on to be evaluated for Part IV, Section II “Organization Qualifications and Experience” and will be scored by the evaluation team using the consensus approach. Members of the evaluation team will not score this section individually but, instead, arrive at a consensus as to assignment of points for this section.  Proposals will be able to earn up to a maximum of **25** points for this section with the minimum score of **15** being required for a proposal to move onto Stage Three.

**Stage Three – Proposed Services**: Proposals with a score of **15** or higher in Stage Two will move on to be evaluated for Part IV, Section III “Proposed Services” and will be scored by the evaluation team using the consensus approach. Members of the evaluation team will not score this section individually but, instead, arrive at a consensus as to assignment of points for this section.  Proposals will be able to earn up to a maximum of **50** points for this section with a minimum score of **30** being required for a proposal to move onto Stage Four.

**Stage Four - Demonstrations**: Proposals with a score of **30** or higher in Stage Three will move on to provide a demonstration to the evaluation team. The RFP Coordinator will contact Bidders who meet the minimum scoring requirement in Stage Two and Three to request, at their own expense, a webinar demonstration and to arrange the details of the demonstration. Demonstrations will be limited to ninety (90) minutes and will include a demonstration of the solutions functions outlined in Part II of the RFP and will allow for the evaluation team to ask questions and receive answers. Demonstrations are anticipated to occur the week of **February 3,** **2025**, between 8:00 a.m. and 4:00 p.m. Eastern Time.

During the demonstrations, Bidders must follow the instructions outlined in **Appendix L** (Demonstration Instructions and Requirements).

Members of the evaluation team will arrive at a consensus regarding the degree to which the proposed solution meets the requirements of this RFP. Based on this consensus, the post-demonstration Proposed Services score may be adjusted (upward or downward) based on the demonstrations and according to the scoring weights described in Part V.B. of the RFP. Proposals that maintain the minimum score of **30** points outlined in Stage Three will move onto Stage Five.

**Stage Five – Scoring the Cost Proposal**:Proposals which maintain the minimum score of **30** points outlined Part IV, Section III “Proposed Services” after Stage Four Demonstrations will move on to be evaluated for PART IV, Section IV “Cost Proposal.” The total cost proposed for conducting all the functions specified in this RFP will be assigned a score according to a mathematical formula. The lowest bid will be awarded **25** points. Proposals with higher bid values will be awarded fewer points calculated in comparison with the lowest bid.

The scoring formula is:

(Lowest submitted cost proposal / Cost of proposal being scored) 25 = pro-rated score

No Best and Final Offers: The State of Maine will not seek or accept a best and final offer (BAFO) from any Bidder in this procurement process.  All Bidders are expected to provide their best value pricing with the submission of their proposal.

* 1. **Negotiations:** The Department reserves the right to negotiate with the awarded Bidder to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposal to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with an awarded Bidder who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.

1. **Selection and Award**
   1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
   2. Notification of conditional award selection or non-selection will be made in writing by the Department.
   3. Issuance of the RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to the RFP, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
   4. The Department reserves the right to reject any and all proposals or to make multiple awards.
2. **Appeal of Contract Awards**

Any person aggrieved by the award decision that results from the RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120).  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of conditional contract award.

**PART VI CONTRACT ADMINISTRATION AND CONDITIONS**

1. **Contract Document**
   1. The awarded Bidder will be required to execute a State of Maine [[IT Service Contract (IT-SC)](https://stateofmaine.sharepoint.com/:w:/r/sites/DAFS-Procurement-Services-Intranet/Shared%20Documents/Public%20to%20intranet/FORMS/Contract%20Documents/IT%20Service%20Contract%20(IT-SC)%20Template_REV%208.9.24%20(locked).docx?&d=1) with Confidentiality and Non-Disclosure Agreement (ND)](https://stateofmaine.sharepoint.com/:w:/r/sites/DAFS-Procurement-Services-Intranet/Shared%20Documents/Public%20to%20intranet/FORMS/Contract%20Documents/IT%20Service%20Contract%20(IT-SC)%20Template_REV%208.9.24%20(locked).docx?&d=1), including appropriate riders as determined by the issuing department. Bidders shall carefully review the IT-SC.

*All exceptions will be negotiated between the awarded Bidder(s) and the State. The State will not accept any proposed exceptions as part of this RFP process. The State is not obligated to accept, negotiate, or compromise of any proposed exceptions.*

The complete set of standard State of Maine Service Contract documents, along with other forms and contract documents commonly used by the State, may be found on the [Office of State Procurement Services Forms](https://www.maine.gov/dafs/bbm/procurementservices/forms) website.

Forms and contract documents commonly used by the Department can be found on the Department’s [Division of Contract Management website](https://www.maine.gov/dhhs/about/financial-management/contract-management).

* 1. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, [Chapter 110, § 3(B)(i)](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-110).)

This provision means that a contract cannot be effective until at least 14 calendar days after award notification.

* 1. The State recognizes that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Procurement Review Committee. Any appeals to the Department’s award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date listed in the RFP may need to be adjusted, if necessary, to comply with mandated requirements.
  2. In providing services and performing under the contract, the awarded Bidder must act as an independent contractor and not as an agent of the State of Maine.

1. **Standard State Contract Provisions**
   1. Contract Administration

Following the award, a Contract Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the awarded Bidder in the finalization of the contract.

* 1. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from the RFP.

**PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

**Appendix A** – Proposal Cover Page

**Appendix B** – Responsible Bidder Certification

**Appendix C** – Eligibility to Submit a Bid

**Appendix D** – Qualifications and Experience Form

**Appendix E** – Subcontractor Form

**Appendix F** – Litigation Form

**Appendix G** – Technical Assessment Form

**Appendix H** – Response to Proposed Services

**Appendix I** – Maine IIS Requirements Traceability Matrix

**Appendix J** – Cost Proposal

**Appendix K** –Maine IIS Core Data Elements

**Appendix L** –Demonstration Instructions and Requirements

**Appendix M** – Submitted Questions Form

**APPENDIX A**

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

**PROPOSAL COVER PAGE**

**RFP# 202410192**

**Maine Immunization Information System, including**

**Electronic Reporting of Blood Lead Tests**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Bidder’s Organization Name:** | |  | | | | |
| **Vendor Customer Code**  (for current State of Maine vendors)**:** | | | | | VC | |
| **Chief Executive - Name/Title:** | |  | | | | |
| **Tel:** |  | | | **E-mail:** | |  |
| **Headquarters Street Address:** | |  | | | | |
| **Headquarters City/State/Zip:** | |  | | | | |
| ***(Provide information requested below if different from above)*** | | | | | | |
| **Lead Point of Contact for Proposal - Name/Title:** | | |  | | | |
| **Tel:** |  | | | **E-mail:** | |  |
| **Street Address:** | |  | | | | |
| **City/State/Zip:** | |  | | | | |

* This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder’s proposal.
* No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
* The above-named organization is the legal entity entering into the resulting contract with the Department if they are awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX B**

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202410192**

**Maine Immunization Information System, including**

**Electronic Reporting of Blood Lead Tests**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
   1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
   2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.*
4. *Have not within a three (3) year period preceding this proposal had one or more federal, state, or local government transactions terminated for cause or default*.
5. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*
6. *Is not a foreign adversary business entity (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*).*
7. *Is not on the list of prohibited companies (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*) or does not obtain or purchase any information or communications technology or services included on the list of prohibited information and communications technology and services* [*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies) *(Title 5 §2030-B).*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX C**

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

## ELIGIBILITY TO SUBMIT A BID

**RFP# 202410192**

**Maine Immunization Information System, including**

**Electronic Reporting of Blood Lead Tests**

|  |  |  |
| --- | --- | --- |
| **Bidder’s Organization Name:** |  | |
| **Eligibility Certification** | | |
| The Bidder must provide documented evidence which demonstrates meeting the eligibility requirements outlined in PART I, C. of the RFP.  *All interested parties who can provide a configurable off-the-shelf IIS solution, that has been implemented within the past five (5) years and is currently in production use and has been operational for a minimum of three (3) years in at least one (1) Federal, state, or local public sector governmental agency within the Continental United States, are invited to submit bids in response to this Request for Proposal.* | | |
| 1. Is the proposed solution a configurable off-the shelf IIS solution?   Provide a detailed description of how the solutions meets this requirement: | | Yes  No |
|  | | |
| 1. Has the proposed solution been implemented within the past five (5) years?   Provide a detailed description of how the solutions meets this requirement: | | Yes  No |
|  | | |
| 1. Has the proposed solution been operational for a minimum of one (1) year in at least one (1) Federal, state, or local public sector governmental agency within the Continental United States?   Provide a detailed description of how the solutions meets this requirement: | | Yes  No |
|  | | |
| 1. Provide a list of government agencies, including contact information (email and phone number) of each agency, the number of years the system has been fully implemented and in operation with the entity, and the length of time it took to fully implement the system with the entity. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency Name** | **Contact Email and**  **Phone Number** | **Years fully implemented/in operation** | **Length of time to implement** |
|  |  |  |  |
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**APPENDIX D**

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

## QUALIFICATIONS and EXPERIENCE FORM

**RFP# 202410192**

**Maine Immunization Information System, including**

**Electronic Reporting of Blood Lead Tests**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| **Present a brief statement of qualifications and describe the history of the Bidder’s organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. You may expand this form and use additional pages to provide this information.** |
|  |

|  |
| --- |
| **Provide a description of three (3) projects that occurred within the past five (5) years which reflect experience and expertise needed in performing the functions described in Part II – Scope of Services to be Provided of the RFP. Contract history with the State of Maine, whether positive or negative, may be considered in evaluating proposals even if not provided by the Bidder.** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project One** | | | | |
| **Business Reference Name:** | |  | | |
| **Reference Contact Person:** | |  | | |
| **Telephone:** | |  | | |
| **E-Mail:** | |  | | |
| **Description of Project** | | | | |
| **Project Start Date** |  | | **Project End Date** |  |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Two** | | | | |
| **Business Reference Name:** | |  | | |
| **Reference Contact Person:** | |  | | |
| **Telephone:** | |  | | |
| **E-Mail:** | |  | | |
| **Description of Project** | | | | |
| **Project Start Date** |  | | **Project End Date** |  |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Three** | | | | |
| **Business Reference Name:** | |  | | |
| **Reference Contact Person:** | |  | | |
| **Telephone:** | |  | | |
| **E-Mail:** | |  | | |
| **Description of Project** | | | | |
| **Project Start Date** |  | | **Project End Date** |  |
|  | | | | |

**APPENDIX E**

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

## SUBCONTRACTOR FORM

**RFP# 202410192**

**Maine Immunization Information System, including**

**Electronic Reporting of Blood Lead Tests**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| **If subcontractors, including consultants, are to be used, provide each individual subcontractor’s business or consultant’s name, contact person, address, phone number, and a brief description of the subcontractor’s organizational or consultant’s capacity and qualifications. Bidders may add additional Subcontractors/Consultants as needed.** |

|  |  |
| --- | --- |
| **Subcontractor/Consultant** | |
| **Subcontractor Business or Consultant’s Name:** |  |
| **Contact Person:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **E-Mail:** |  |
| **Subcontractor/consultant organizational capacity and qualifications** | |
|  | |

|  |  |
| --- | --- |
| **Subcontractor/Consultant** | |
| **Subcontractor Business or Consultant’s Name:** |  |
| **Contact Person:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **E-Mail:** |  |
| **Subcontractor/consultant organizational capacity and qualifications** | |
|  | |

**APPENDIX F**

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

## LITIGATION FORM

**RFP# 202410192**

**Maine Immunization Information System, including**

**Electronic Reporting of Blood Lead Tests**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| **Provide a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the Bidder paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome. If no litigation has occurred, write “none.”** |

|  |  |
| --- | --- |
|  | |
| **Case #** |  |
| **Entity Filing Suit:** |  |
| **Complaint/Accusation:** |  |
| **Amount:** |  |
| **Outcome** |  |
|  | |
| **Case #** |  |
| **Entity Filing Suit:** |  |
| **Complaint/Accusation:** |  |
| **Amount:** |  |
| **Outcome** |  |
|  | |
| **Case #** |  |
| **Entity Filing Suit:** |  |
| **Complaint/Accusation:** |  |
| **Amount:** |  |
| **Outcome** |  |

**APPENDIX G**

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

**TECHNICAL ASSESSMENT FORM**

**RFP# 202410192**

**Maine Immunization Information System****, including**

**Electronic Reporting of Blood Lead Tests**

**Bidder must complete the Technical Assessment Form.** The Technical Assessment Form may be obtained in an Excel (.xlsx) format by double clicking on the document icon below.

****

**APPENDIX H**

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

## RESPONSE TO PROPOSED SERVICES

**RFP# 202410192**

**Maine Immunization Information System, including**

**Electronic Reporting of Blood Lead Tests**

**The Response to Proposed Services form may be obtained in a Word (.docx) format by double clicking on the document icon below.**

****

**APPENDIX I**

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

**MAINE IIS REQUIREMENTS TRACEABILITY MATRIX**

**RFP# 202410192**

**Maine Immunization Information System, including**

**Electronic Reporting of Blood Lead Tests**

**The Maine IIS Requirements Traceability Matrix may be obtained in an Excel (.xlsx) format by double clicking on the document icon below.**



**APPENDIX J**

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

**COST PROPOSAL**

**RFP# 202410192**

**Maine Immunization Information System, including**

**Electronic Reporting of Blood Lead Tests**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Proposed Cost:** | **$** |

Bidders must submit a cost proposal that includes the cost necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements. The total cost summary amount will be used to score the cost proposal as defined in Part V, B. of the RFP.

**The Cost Proposal form may be obtained in an Excel (.xlsx) format by double clicking on the document icon below.**

****

**APPENDIX K**

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

**MAINE IIS CORE DATA ELEMENTS**

**RFP# 202410192**

**Maine Immunization Information System, including**

**Electronic Reporting of Blood Lead Tests**

|  |
| --- |
| The Maine IIS Core data Elements represent the CDC endorsed data elements that are needed by an IIS to record patient demographics and vaccination events to meet the IIS Functional Standards v4.0. An IIS should store the CDC endorsed data elements listed below if the elements are sent from an external information system and meet the IIS’s data quality criteria. This list does not include all data elements external information systems such as EHRs, vital records, practice management or billing systems are expected to send to an IIS. The list may not include all data elements an IIS produces, stores or sends. Data elements may be derived, and architectural solution may differ among IIS. |

| **Patient Demographic Data Elements** | **Vaccination Event Data Elements** |
| --- | --- |
| * Date of history of vaccine preventable disease * Ethnicity * History of disease/titer * Mother’s name: first * Mother’s name: middle * Mother’s name: last * Mother’s name: maiden last * Patient address: county of residence * Patient address: city * Patient address: country * Patient address: state * Patient address: street * Patient address: zip code * Patient alias name: first * Patient alias name: middle * Patient alias name: last * Patient birth order * Patient birth state * Patient date of birth * Patient e-mail address * Patient gender * Patient ID * Patient ID: type * IIS Patient ID * Patient multiple birth indicator * Patient name: first * Patient name: middle * Patient name: last * Patient primary language * Patient status indicator-provider level * Patient status-jurisdiction level * Patient telephone number * Patient telephone number type * Protection Indicator * Protection indicator effective date * Reminder recall status * Reminder recall status effective date * Race * Responsible person name: first * Responsible person name: middle * Responsible person name: last * Responsible person relationship to patient | * Vaccination Data Elements   + Contraindications/precautions   + Contraindications/precautions observation date   + Dose level eligibility   + Exemptions/refusals date   + Exemptions/refusals reason   + Vaccination administration date   + Vaccine dose volume   + Vaccine dose volume units   + Vaccination event record type (administered/historical)   + Vaccine funding source (dose level public/private indicator   + Vaccine expiration date   + Vaccine lot number   + Vaccine manufacturer name   + Vaccine product   + Vaccine route of administration   + Vaccine site of administration   + IIS vaccination event ID   + Vaccination event ID   + Vaccine information statement   + Vaccine information statement given   + Date * Provider Data Elements   + Vaccine ordering provider (person)   + Vaccine administering provider suffix   + Vaccine administering provider (person)   + Facility Identifier Data Elements   + Administered at location   + Sending organization   + Responsible organization |

**APPENDIX L**

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

**DEMONSTRATION INSTRUCTIONS AND REQUIREMENTS**

**RFP# 202410192**

**Maine Immunization Information System, including**

**Electronic Reporting of Blood Lead Tests**

|  |
| --- |
| **Instructions:** Bidders that qualify to provide a virtual demonstration of their proposed system must show the requirements listed in the table below during the demonstration. If the Bidder’s system does not currently meet a requirement listed, the Bidder must briefly discuss how they propose to meet the requirement during the demonstration. Bidders may show the requirements in any order and may show additional requirements, features, or functionality during the demonstration, as time allows. |

| **Worksheet in the Requirements Traceability Matrix** | **Capability** | **Requirements that must be Shown During Demonstrations** |
| --- | --- | --- |
| Data Access | Ad Hoc Queries & Reports | Ability to generate queries and reports based on user-defined parameters |
| Ability to generate data to inform the public via website dashboards or similar means |
| Ability to generate reports across geographic hierarchy levels |
| Ability to modify and save ad hoc queries |
| Eval Forecast and Reporting | Coverage Reports | Ability to generate report(s) displaying immunization by user-defined parameters, by vaccine type, by age range, by ethnicity, by race, etc. |
| Clinical Decision Support | Ability to display and highlight invalid vaccines and forecaster ACIP recommended vaccines that are due/overdue. |
| Manage Vaccine Inv | Add, Edit Vaccine Inventory | Ability to manage vaccine inventory, which include, ability to edit inventory funding source, lot number, trade name, inventory quantity on hand and expiration date. |
| Vaccine Inventory Reconciliation | Ability to track and manage doses for vaccines: on hand, administered, wasted, expired, ordered, recalled, returned, transferred |
| Vaccine Ordering | Ability to activate/edit and remove vaccine ordering functionality for all designated organizations/facilities |
| Ability to approve/edit/ deny vaccine orders for organizations/facilities. |
| Ability to return expired/wasted/spoiled vaccines |
| Vaccine Transfers | Ability to transfer vaccines to other organizations/facilities. |
| Admin System | Hierarchy configuration | Ability to associate clinicians, physicians and users to an organization/facility |
| System configuration | Ability to manage business rules related to data quality, configure rules governing data validating of incoming Health Level 7 (HL7) messages |
| Ability for jurisdictional Admin to update CVX, MVX, National Drug Code (NDC) codes |
| Interop | Data Exchange | Ability to filter acknowledgement messages, filter error messages, import and export bulk immunization information into and out of the IIS. |
| Ability to process and respond to HL7 messages |
| Ability to import bulk immunization information into IIS |
| Ability to import bulk patient demographic information into IIS |
| Interfaces | Ability to receive and export vaccines inventory/shipping information to and from federal system VTRKS |
| Ability to update IIS date from vital records for adoption, birth, death and name change events |
| Manage pt IZ record | Add, Edit, Patient Immunization | Ability to create/edit patient records and demographics to track vaccination history |
| Ability to store patient vaccination event funding eligibility information by dose for publicly purchased vaccines |
| Patient Status | Ability to edit active/inactive status at the organization/facility level |
| Manage blood lead tests (Optional - if applicable as a system ready module and/or can demonstrate a view of the enhancement) | Clinical decision | Ability to search individual patients and view their blood lead test history |
| Add, edit patient blood lead test | Ability to manually insert blood lead tests |
| Data exchange | Ability to upload fixed length files containing blood lead tests for new and existing patients by approved organizations |
| Ability to create a secure outbound .csv file of blood lead tests added to the IIS since the last outbound file was created or based on user supplied date parameters |
| Reporting | Ability to generate reports either by organization displaying percentage of patients that received a blood lead test at required ages, and/or list of patients that received a blood lead test at required ages, and/or report of a patient’s blood lead test history |

**APPENDIX M**

**State of Maine**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

**SUBMITTED QUESTIONS FORM**

**RFP# 202410192**

**Maine Immunization Information System, including**

**Electronic Reporting of Blood Lead Tests**

This form should be used by Bidders when submitting written questions to the RFP Coordinator as defined in Part III of the RFP.

If a question is not related to any section of the RFP, enter “N/A” under the RFP Section & Page Number. Add additional rows as necessary.

|  |  |
| --- | --- |
| **Organization Name:** |  |

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
|  |  |
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