

Request for Information

The intent of this Request for Information is to establish a partnership with a New Jersey public research university with expertise in HIV/STD surveillance and the National HIV Behavioral Surveillance initiative, to assist the New Jersey Department of Health, Division of HIV, STD, TB Services in improving its HIV/STD surveillance and NHBS processes and performance.

The New Jersey Department of Health, Division of HIV, STD, and TB Services requests information from universities that are qualified to provide technical assistance on the below subject areas, with no fiscal impact to the state. The work will take place at 50 East State Street, 3rd and 4th floors, Trenton, NJ. This project is expected to last one year.

The ideal applicant entity would have significant, demonstrated experience in the following areas:

National HIV Behavioral Surveillance (NHBS)

- Knowledge of national NHBS best practices
- Implementation of national NHBS best practices
- Overall management and coordination of NHBS projects
- Implementation of, and adherence to, CDC NHBS protocols
- Data management
- Data analysis and dissemination
- Response-driven sampling
- Time-location sampling
- Knowledge and implementation of Master Person Index (MPI) for identity matching/de-duplication
- Experience with process diagrams, data flow diagrams, swim lane diagramming, flow charting

HIV/STD Surveillance

- Knowledge of national best practices in HIV/STD surveillance
- Implementation of HIV/STD surveillance best practices
- Management of HIV/STD surveillance quality improvement practices
- Operationalization of HIV/STD surveillance data
- Developing and maintaining and ongoing HIV/STD quality assurance process
- Improving active HIV/STD case reporting
- Implementation of a gap analysis of the HIV/STD surveillance unit
- Knowledge and implementation of Master Person Index (MPI) for identity matching/de-duplication
- Experience with process diagrams, data flow diagrams, swim lane diagramming, flow charting

Required Components of Proposal

Resumes

Detailed resumes must be submitted for all key personnel assigned to this project. Resumes should emphasize relevant qualifications and experience of these individuals in successfully completing a project of similar size and scope, to those required within this RFI. Resumes should include the following:

- a. The individual's previous experience in completing similar projects;
- b. Beginning and ending dates for each similar project;
- c. A description of the project demonstrating how the individual's work on the project relates to the individual's ability to contribute to successfully providing the services required by this RFI; and
- d. With respect to each similar project, the name and address of each reference together with a person to contact for a reference check and a telephone number.

The Applicant should provide detailed resumes for any additional key personnel anticipated to be assigned to this project.

Experience

The Applicant should provide an ample description of all projects of similar size and scope it has successfully completed, as evidence of the applicant's ability to successfully complete services similar to those required by this RFI. This section of the Applicant's proposal shall not exceed 15 pages, single spaced, with 12 point font.

PROJECT ENGAGEMENT

Project Kick-off

Within two weeks of selection, Selected University shall attend an in-person meeting at the Division offices in Trenton, New Jersey with its key project staff. The meeting will cover, at a minimum, the following items:

- a) Overview of the project deliverables, including method of delivery;
- b) Data policy; and
- c) Review of project schedule.

Selected University will be required to sign a confidentiality agreement, as well as an agreement for the secure protection and handling of DOH HIV data.

Project Expectations and Deliverables

The Selected University is expected to complete the following tasks:

1. Assess the current inventory of services performed;
2. Perform qualitative assessments of functional areas to identify operational and organizational gaps;
3. Identify and diagnose areas of risk or impediments to progress and recommendations or strategies to mitigate such challenges;
4. Propose recommendations, best practices, and strategies to address areas for improvement or efficiency, including but not limited to, business process re-engineering.
5. Outline key steps for implementing the recommendations, including identification of necessary internal or external stakeholder buy-in;
6. Assess the financial impact of the recommendations, including the estimated costs of additional staff resources, potential cost savings, or the need for capital expenditures;
7. Discuss how the Consultant's recommendations would best be implemented on a short (6 month), intermediate (1 year), and long term (3 year) basis;
8. Provide regular updates to the Division on the progress of the engagement.

The Selected University shall prepare a written report of its analysis and findings for the Division Director within 180 days of engagement.

The Selected University project staff will meet with staff from the Division at least once prior to preparing the report and at least once after the report is complete to field questions from staff.

The Division will facilitate information gathering for the Selected University to conduct its work.

Project Closeout

The Selected University shall oversee and manage all Project Closeout Activities. Project Closeout will include finalizing all activities across all of the Project Management Process Groups to formally complete the project. The Selected University's Closeout Plan must include documenting the following:

- a) The Project Objectives were met and the expected outcomes were accomplished.
- b) All deliverables were submitted and accepted. If not, list and explain those not delivered or accepted and why. This includes all deliverables associated with contracts, subcontracts and Selected University agreements.
- c) All tasks have been closed, as applicable. If not, provide details of those not closed and why.

- d) All final project documents/records have been appropriately stored for future reference and turned over to the Department.
- e) Assure all adequate knowledge transfer has been completed.
- f) The Selected University shall provide summary details of project costs. This Project budget close-out report will be included in the required financial reports associated with the project.
- g) The Selected University shall provide a compiled list of lessons learned for the entire project.
- h) Lessons learned should be identified throughout the project and included in a lessons learned database for historical information. The Selected University shall complete a project close-out lessons learned summary and will present it to project stakeholders.
- i) The Selected University must provide information about any recurring maintenance/operational activities and costs for the project application implemented, including annual expected costs and details of what the costs cover. The Selected University must also provide a list of any defects or change requests that remain to be completed or that are recommended enhancements or updates. This should include details of changes, estimated levels of effort by high-level task, and estimated costs. The Selected University must confirm that a maintenance and operations plan is in place and functioning to support the new solution in production.

Data Policy

Data Security: The Selected University at a minimum must protect and maintain the security of data traveling its network in accordance with generally accepted industry practices.

- a) Any Personally Identifiable Information must be protected. All data must be classified in accordance with the State's Asset Classification and Control policy, 08-04-NJOIT (www.nj.gov/it/ps). Additionally, data must be disposed of in accordance with the State's Information Disposal and Media Sanitation policy, 09-10-NJOIT (www.nj.gov/it/ps).
- b) Data usage, storage, and protection is subject to all applicable federal and state statutory and regulatory requirements, as amended from time to time, including, without limitation, those for Health Insurance Portability and Accountability Act of 1996 (HIPAA), Personally Identifiable Information (PII), Tax Information Security Guidelines for Federal, State, and Local Agencies (IRS Publication 1075), New Jersey State tax confidentiality statute, N.J.S.A. 54:50-8, New Jersey Identity Theft Prevention Act, N.J.S.A. 56:11-44 et seq., the federal Drivers' Privacy Protection Act of 1994, Pub.L.103-322, and the confidentiality requirements of N.J.S.A. 39:2-3.4. Selected University must also conform to Payment Card Industry (PCI) Data Security Standard.

Data Transmission: The Selected University must only transmit or exchange State of New Jersey data with other parties when expressly requested in writing, and permitted by, and in accordance with, requirements of the State of New Jersey. The Selected University must only transmit or exchange data with the State of New Jersey or other parties through secure means supported by current technologies. The Selected University must encrypt all data defined as personally identifiable or confidential by the State of New Jersey or applicable law, regulation or standard during any transmission or exchange of that data.

Data Storage: All data provided by the State of New Jersey or State data obtained by the Selected University in the performance of the Engagement must be stored, processed, and maintained solely in accordance with a project plan and system topology approved by the DOH Project Manager. No State data shall be processed on or transferred to any device or storage medium including portable media, smart devices and/or USB devices, unless that device or storage medium has been approved in advance in writing by the Project Manager. The Selected University must encrypt all data at rest defined as personally identifiable information by the State of New Jersey or applicable law, regulation or standard. The Selected University must not store or transfer State of New Jersey data outside of the United States.

Data Scope: All provisions applicable to State data include data in any form of transmission or storage, including but not limited to: database files, text files, backup files, log files, XML files, and printed copies of the data.

Data Re-Use: All State data must be used expressly and solely for the purposes enumerated in the Engagement. Data must not be distributed, repurposed or shared across other applications, environments, or business units of the Selected University. No State data of any kind must be transmitted, exchanged or otherwise passed to other Entities or interested parties except on a case-by-case basis as specifically agreed to in writing by the Project Manager.

Data Breach: Unauthorized Release Notification: The Selected University must comply with all applicable State and Federal laws that require the notification of individuals in the event of unauthorized release of personally identifiable information or other event requiring notification. In the event of a breach of any of the Selected University's security obligations or other event requiring notification under applicable law ("Notification Event"), the Selected University must assume responsibility for informing the Project Manager within 24 hours and all such individuals in accordance with applicable law and to indemnify, hold harmless and defend the State of New Jersey, its officials, and employees from and against any claims, damages, or other harm related to such Notification Event. All communications must be coordinated with the State of New Jersey.

End of Engagement Data Handling: Upon termination/expiration of this Engagement the Selected University must first return all State data to the State in a usable format as defined in the Engagement, or in an open standards machine-readable format if not. The Selected University must then erase, destroy, and render unreadable all Selected University copies of State data according to the standards enumerated in accordance with the State's most recent Information Disposal and Media Sanitation policy, currently 09-10-NJOIT (www.nj.gov/it/ps) and certify in writing that these actions have been completed within thirty (30) days after the termination/expiration of the Engagement or within seven (7) days of the request of an agent of the State whichever shall come first.

Responses: All proposals must be returned to the following address by COB April 12, 2019.

New Jersey Department of Health
Division of HIV, STD and TB Services
Office of the Assistant Commissioner
50 East State Street – 3rd Floor, PO Box 363
Trenton, NJ 08625