

# REQUEST FOR QUOTE

## Maternal Mortality Strategic Plan

Event	Date	Time
<b>Electronic Question Submission Date</b> Refer to RFQ <b>Key Events</b> section for additional information	July 16, 2018	2:00 PM (EST)
<b>Quote Submission Date</b> Refer to RFQ <b>Key Events</b> section for additional information	July 27, 2018	2:00 PM (EST)

## 1.1 PURPOSE AND INTENT

This request for Quote (RFQ) is issued by the Division of Management and Administration (Division), Department of Health (Department), on behalf of the Policy and Strategic Planning Unit.

The Vendor shall develop a statewide strategic plan for the New Jersey State Department of Health's (Department) efforts to efficiently and effectively eliminate preventable maternal deaths and maternal injuries in the State ("Strategic Plan".) New Jersey's statewide maternal mortality strategic plan will be modeled on the California Maternal Quality Care Collaborative (CMQCC) because the rate of maternal deaths in California was reduced by 50% over a five-year period due to the implementation of the CMQCC. These data indicate that there are substantial opportunities for preventing maternal deaths and injuries in New Jersey. California is the only state to have successfully implemented a plan of such scale; New Jersey is eager to apply the lessons learned from that experience.

New Jersey is ranked among the worst out of 50 states for maternal mortality. New Jersey's rate of 38.1 maternal deaths per 100,000 live births is over twice as high as the 2013 U.S. rate of 17.3 maternal deaths per 100,000 live births. New Jersey's African American and Black women are likely disproportionately affected by the high rates of maternal mortality since in the United States, African American or Black women are 3-4 times more likely to die when giving birth than women in all other racial and ethnic groups.

The focus of Vendor input will be to assist the Department in educating, engaging and empowering the State's leaders and clinicians to improve current efforts to save mothers' lives by incorporating the lessons learned from the CMQCC.

The Vendor shall:

- A. Conduct a "landscape overview" of maternal mortality reduction efforts across New Jersey. To this end, the Vendor will research, meet and/or interview key informants, leaders and stakeholders working on maternal mortality in NJ. Vendor will produce a summary of such interactions as referenced in the "Deliverables" section below.
- B. Produce a strategic plan, informed by the landscape overview in New Jersey and the successful California experience. The strategic plan will identify actions necessary for the Department to, among other things: implement a maternal quality care collaborative that includes relevant state agencies, stakeholders and health care providers; optimize all data collection efforts related to maternal mortality; establishes a toolkit to facilitate these efforts.
- C. Provide ad hoc technical assistance and consulting related to strategic plan.
- D. Create detailed pathway to implement, enforce and evaluate the maternal mortality reduction strategic plan.

**Note:** All businesses must have a valid Business Registration Certificate (BRC) from the Department of the Treasury, Division of Revenue and Enterprise Services, prior to conducting business with the State of New Jersey, and they must be registered Vendors In NJSTART, with all required documents and licenses submitted. To register go to [www.njstart.gov](http://www.njstart.gov).

## 1.2 QUESTIONS

Questions pertaining to this Request for Quote (RFQ) must be submitted electronically to the email address listed below, **no later than 2:00 p.m. on July 16, 2018 to:**

[Centralprocurement@doh.nj.gov](mailto:Centralprocurement@doh.nj.gov)

## 1.3 QUOTE SUBMISSION

All Quotes must be received by the Department no later than the date and time identified below:

**Date: July 27, 2018**

**Time: 2:00 p.m.**

Electronic Quotes must be submitted to [Centralprocurement@doh.nj.gov](mailto:Centralprocurement@doh.nj.gov).

Hard Copy Quotes must be hand carried or mailed to the following address:

**State of New Jersey Department of Health  
Attention: Nicole Boyce  
Division of Management and Administration  
369 South Warren Street, 7<sup>th</sup> Floor  
Trenton, NJ 08625**

## 2.0 DEFINITIONS

**All-Inclusive Hourly Rate** – An hourly rate comprised of all direct and indirect costs including, but not limited to: labor costs, overhead, fee or profit, clerical support, travel expenses, per diem, safety equipment, materials, supplies, managerial support and all documents, forms, and reproductions thereof. This rate also includes portal-to-portal expenses as well as per diem expenses such as food.

**Bidder** – An individual or business entity submitting a quote in response to this RFQ.

**Contractor** – The Bidder awarded a Purchase Order resulting from this RFQ.

**Division** – The Division of Management and Administration.

**DOH** – The State of New Jersey Department of Health.

**Firm Fixed Price** – A price that is all-inclusive of direct cost and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms, travel, reproduction and any other costs.

**May** – Denotes that which is permissible, not mandatory.

**Purchase Order** – The legally binding document generated by the Division, as a result of this RFQ.

**RFQ** – This document which establishes the bidding and purchase order requirements and solicits quotes to meet the needs of the using agency as identified herein.

**Shall or Must** – Denotes that which is a mandatory requirement. Failure to meet a mandatory material requirement will result in the rejection of a quote as non-responsive.

**State** – State of New Jersey.

### **3. PROJECT KICK-OFF MEETING**

Within 30 days of the contract award, the Vendor shall attend an in-person meeting at the Department of Health in Trenton, NJ. The meeting will cover, at a minimum, the following items:

- A. Review and approval of the Contractor's Preliminary Budget Plan and Timeline;
- B. Confirmation of project intent and scope;
- C. Overview of Deliverables and Schedule, including method of delivery and invoicing;
- D. Establishment of reporting requirements, communications protocols, and project management requirements, including chain of command for dealing with emergent issues; and
- E. Any additional information pertinent to the evaluation initiative.

### **4. VENDOR REQUIREMENTS**

The Vendor shall supply or coordinate the staff, experience and skills necessary to ensure the success and timely completion of the project. Education, experience and skills requirements include advanced degrees in a field related to maternal and child health and public health, implementation and improvement science expertise, and proven record of project leadership that resulted in extensive reductions in maternal mortality and/or morbidity state-wide. The Vendor shall be responsible for the documentation, deliverables management, and facilitation of activities, and other project activities as appropriately determined.

The Vendor must ensure that all personnel observe all laws, policies, and regulations in effect at all State facilities including security sign-in/sign-out procedures. Under no circumstances shall the Vendors represent themselves as State employees. The Vendor is fully responsible for the conduct of their employees while on State premises. If there is any need for intervention by the State security force or other State supervisory personnel because of behavior, security breaches or general misconduct, the Vendor shall immediately remove the employee from the premises and replace this employee on a permanent basis.

### **5. EXPERIENCE**

The Vendor must have demonstrated experience leading successful state-wide maternal mortality reduction efforts. California's successful reduction of maternal mortality is the model

New Jersey seeks to follow. The Vendor should possess demonstrated capacity to direct strategy designed to achieve similar results. The Vendor should possess a minimum of 20 years' experience in maternal and child health, public health, and implementation and improvement science.

Contractor shall minimally possess the following:

- A. An advanced degree in a field related to maternal and child health;
- B. An advanced degree in a field related to public health;
- C. Demonstrated experience in reducing maternal mortality;
- D. Demonstrated experience in perinatal quality improvement efforts;
- E. Familiarity with the California Maternal Quality Care Collaborative (CMQCC);

## **5.1 RESUME**

The Vendor must submit a copy of its resume with its submission. The resume must, at a minimum, emphasize relevant qualifications and experience.

## **6. PROJECT DOCUMENTATION AND SCHEDULING**

The Vendor shall organize, index, and maintain all project documentation. The Vendor shall coordinate all activities required for Project Planning and maintain a Project Management Plan in an electronic format and location that is accessible to the Department. The Vendor shall be required to maintain the project schedules through a master schedule to include individual project schedules as needed, enabling the Department to monitor the critical path of the projects.

### **6.1 PROJECT REPORTING**

The Vendor shall be required to maintain a record of project activities to include meeting facilitation, agenda development, meeting minutes, and other artifacts to enable the Department to evaluate work performed and decisions finalized.

### **6.2. MONTHLY PROJECT STATUS REPORT**

To report on the Project's status, the Vendor shall be required to submit a Status Report every month that provides a thorough and detailed status of the project and project schedule. The Vendor must assess the status of all project activities; identify major accomplishments, and report issues and risks that are impacting the project. The report must also include an activity forecast for the next month and up to six months, highlighting any critical items that must be carefully watched to keep the project on a successful path. This report will be reviewed and approved by Department staff. The due date of the monthly reports shall be determined with NJDOH staff.

## **7. RELEASE OF INFORMATION**

The Vendor shall be responsible for the security of all evaluation findings and documentation. All evaluation reports shall be released only to NJDOH or its authorized representative as designated in writing. The Vendor shall not, at any time, during or after the evaluation, disclose any information obtained during the performance of this project without prior authorization.

## **7.1 CONFIDENTIALITY**

The Vendor shall be required to sign a confidentiality and/or data agreement prior to the project commencement conference.

## **8. DELIVERABLES**

Deliverables will become property of the NJDOH. The Vendor will deliver, during or at the end of the engagement as applicable:

- (1) A written strategic plan which addresses the categories listed above in Section 1.
  - a. Each section of the report should cover one category and offer a description of findings that includes strengths and weaknesses, observations, and recommendations for further action based on current State policy, applicable laws and regulations, and industry best practices.
  - b. The Contractor shall submit all reports in a format approved by the NJDOH at the Project Kick-Off Meeting and project completion by September 28, 2018 unless the Department adjusts completion date. The Contractor shall deliver a draft of the report to the Project Manager for review and comment. The Department will have no more than thirty (30) calendar days to review and provide comment on the draft report. At its discretion, the Department may request an in-person meeting to discuss the report draft. The Vendor shall incorporate the Department's comments into the final draft of the report, which shall constitute the final advisory document.
- (2) A slide deck with talking points for Department use for internal and external presentations regarding the strategic plan.
- (3) Ad hoc consulting services.
- (4) Summaries of findings of stakeholder engagement

## **9. PRICING**

The Vendor must submit an all-inclusive total task rate for sections A-D identified in Section 1 of this Scope of Work.

The Vendor must submit an all-inclusive hourly rate for possible additional tasks that may be added if necessary.

## **10.0 QUOTE PREPARATION AND SUBMISSION**

Failure to submit information as indicated below may result in your Quote being deemed non-responsive.

### **10.1 GENERAL**

The Bidder is advised to thoroughly read and follow all instructions contained in this RFQ, including the instructions contained on the Information Sheet and Certification for Delegated Purchasing Authority Transactions.

### **10.2 QUOTE SUBMISSION**

A quote must arrive at the Division in accordance with this RFQ, within the time frame indicated on the RFQ cover sheet. Bidders submitting hard copy Quotes are cautioned to allow adequate delivery time to ensure timely delivery of Quotes.

### **10.3 QUOTE CONTENT**

#### **10.3.1 FORMS, REGISTRATIONS AND CERTIFICATIONS REQUIRED WITH QUOTE**

The Bidder shall complete, including signature of an authorized representative of the Bidder, and submit the Information Sheet and Certification for Delegated Purchasing Authority Transactions. Please Note: all forms are available on the Division of Purchase and Property website at the following link: [http://www.nj.gov/treasury/purchase/forms/DPA\\_Packet.pdf](http://www.nj.gov/treasury/purchase/forms/DPA_Packet.pdf)

Forms must be submitted/uploaded with Vendor Registration on [www.njstart.gov](http://www.njstart.gov). Please see the vendor support page for guidance should you have any questions regarding registration process. <https://www.state.nj.us/treasury/purchase/njstart/vendor.shtml>

### **10.4 NEGOTIATION AND BEST AND FINAL OFFER (BAFO)**

After evaluating the Quotes, the Division may establish a competitive range and enter into negotiations with one (1) Bidder or multiple Bidders within this competitive range. The primary purpose of negotiations is to maximize the State's ability to obtain the best value based on the mandatory requirements, evaluation criteria, and cost. Multiple rounds of negotiations may be conducted with one (1) Bidder or multiple Bidders. Negotiations will be structured by the Division to safeguard information and ensure that all Bidders are treated fairly.

Negotiations will be conducted only in those circumstances where they are deemed by the Division to be in the State's best interests and to maximize the State's ability to get the best value. Therefore, the Bidder is advised to submit its best technical and price Quote in response to this RFQ since the Division may, after evaluation, make an award based on the content of the initial submission, without further negotiation and/or Best and Final Offer (BAFO), with any Bidder.