

THIS IS NOT A REQUEST FOR PROPOSAL

Request For Information

The Iowa Department of Public Health is seeking input on the availability of qualified parties to provide an Electronic Vital Records System that incorporates the use of web-based technology to support a statewide centralized database

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Table of Contents

Section 1 BACKGROUND AND OBJECTIVES 3

1.1 Background Information for the Project 3

1.2 Information Sought 3

1.3 Request for Information Procedure..... 3

1.4 Relevant Dates 4

1.5 Submission of Response 4

1.6 Contact Information 4

1.7 Review and Rejection of RFI Responses 5

1.8 Public Records and Requests for Confidentiality..... 5

1.9 Copyrights 6

1.10 Restrictions on Gifts and Activities 7

1.11 Contents of the Request for Information (RFI)..... 7

1.12 Cost to Vendors..... 7

1.13 Responses / Property of Department 8

1.14 Source of Information Used in Addition to the Responses 8

1.15 No Obligation to Issue Request For Proposal 8

1.16 Vendor Responses Identifying Information..... 8

1.17 Vendor References..... 8

Section II.GENERAL REQUIREMENTS..... 9

2. 1 Identifying Information 9

2. 2 Management of the Project 9

Section III. Other Features
..... 9

SECTION 1. BACKGROUND AND OBJECTIVES

1.1 Background Information for the Project.

The Iowa Department of Public Health (IDPH) is requesting information from qualified parties who can provide an Electronic Vital Records System that incorporates the use of web based technology to support a statewide centralized database. IDPH is interested in services that improve the current Vital Records information system including increased processing efficiencies, improved data quality, improved fraud protection, and increased customer service for the provision of copies of birth, death, fetal death, marriage, and divorce records.

1.2 Information Sought.

The Iowa Department of Public Health, hereafter known as the Department, is seeking **information** from vendors who are interested in providing a demonstration along with technical knowledge of a web-based vendor solution that can be customized to fit the Department needs for an electronic vital records system. Information and/or solutions must meet the requirements specified in this RFI.

This process is to provide the background information for the possible preparation of a Request for Proposals (RFP). The purpose of this Request For Information (RFI) is to allow all interested vendors to present systems that are currently available and preview systems that are under development.

1.3 Request for Information Procedure

This request requires any vendor wishing to submit **information** to respond to this Request for Information (RFI) by 3:00 p.m., Central Time, on August 16, 2007. In addition, vendors may demonstrate their solution and explain their technology during the weeks of August 27 to September 7, 2007. Requests to schedule presentations are also due by 3:00 p.m., Central Time, on August 16, 2007.

1.4 Relevant Dates

<i>Event</i>	<i>Dates</i>
Issue RFI	July 24, 2007
RFI Responses Due	August 16, 2007
RFI Demonstrations	August 27 – September 7, 2007

1.5 Submission of Response

The vendor's response may be hand-delivered, faxed, e-mailed, mailed to the Department or presented in the form of a demonstration. Responses will not be accepted over the telephone. All responses or requests to schedule a demonstration must be received at the Department by 3:00 p.m., Central Time, on **(August 16, 2007)**. Only one vendor demonstration will be scheduled each day. Demonstration day preferences will be scheduled in the order received. We prefer that presentations start at 10:00 a.m., but we will be flexible in scheduling the time of each presentation. Demonstrations will be at the main offices of the Department at 321 E. 12th Street Des Moines, IA 50319.

1.6 Contact Information

The contact at the Department for scheduling, technical questions, inquiries and comments will be:

Ellen Warner	e-mail	ewarner@idph.state.ia.us
Lucas State Office Building	Phone	(515) 281-4340
321 E. 12 th Street	FAX	(515) 281-3789
Des Moines, IA 50319-0075		

1.7 Review and Rejection of RFI Responses

1.7.1 The Department reserves the right to reject any and all responses, in whole and in part, received in response to this RFI at any time. Issuance of the RFI in no way constitutes a commitment by the Department to award any contract. This RFI is designed to provide Vendors with the information necessary for the preparation of informative response proposals and demonstrations of product. This RFI process is for the Department's benefit and is intended to provide the Department with competitive information to assist in the selection of goods and services. The RFI is not intended to be comprehensive and each Vendor is responsible for determining all factors necessary for submission of a comprehensive response and a complete product capability demonstration. The RFI response and demonstration will not be subject to an RFP type evaluation but only to a review of suggested product performance, cost (*cost may be estimated by Vendor, if an estimate Vendor shall state that it is an estimated or approximate cost*), of processes offered and of abilities to perform services that may be of use to the Department.

1.7.2 An RFI response may be rejected outright and not reviewed for any one (1) of the following reasons, therefore Vendors are asked to make every effort to meet the RFI timelines and to include the requested information:

1.7.2.1 Failure of Vendor to deliver the response by the due date and time.

1.7.2.2 Failure to include information requested in the RFI.

1.7.2.3 Failure to offer demonstrations.

1.8 Public Records and Requests for Confidentiality

1.8.1 **The release of information** by the Department to the public is subject to Iowa Code Chapter 22 and other applicable provisions of law relating to the release of records in the possession of a State agency. Vendors are encouraged to familiarize themselves with these provisions prior to submitting a bid proposal. All information submitted by a Vendor may be treated as public information by the Department unless the Vendor properly requests that information be treated as confidential at the time of submitting the proposal.

1.8.2 Any requests for confidential treatment of information must be included in a cover letter with the Vendor's bid proposal and must enumerate the specific grounds in Iowa Code Chapter 22 or other legal reasons which support treatment of the material as confidential and must indicate why disclosure is not in the best interests of the public. The request must also include the name, address and telephone number of the person authorized by the Vendor to respond to any inquiries by the Department concerning the confidential status of the materials.

1.8.3 Any documents submitted which contain confidential information must be marked on the outside as containing confidential information, and each page upon which confidential information appears must be marked as containing confidential information. The confidential information must be clearly identifiable to the reader wherever it appears. All copies of the proposal submitted, as well as the original proposal, must be marked in this manner.

1.8.4 In addition to marking the material as confidential material where it appears, the Vendor must submit one copy of the bid proposal from which the confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the document as possible. These pages must be submitted with the cover letter and will be made available for public inspection.

1.8.5 The Vendor's failure to request in the bid proposal confidential treatment of material pursuant to this Section and the relevant laws and administrative rules will be deemed by the Department as a waiver of any right to confidentiality which the Vendor may have had.

1.9 Copyrights

By submitting a response the vendor agrees that the Department may copy the response for purposes of facilitating the evaluation or to respond to requests for public records. The vendor represents that such copying will not violate any copyrights in the materials submitted.

1.10 Restrictions on Gifts and Activities

Iowa Code chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Vendors are responsible for determining the applicability of this chapter to their activities and for complying with these requirements. In addition, Iowa Code chapter 722.1 provides that it is a felony offense to bribe a public official.

1.11 Content of the RFI

1.11.1 This RFI is designed to provide vendors with the information necessary for the preparation of an appropriate response. It is not intended to be comprehensive, and

each vendor is responsible for determining all factors necessary for submission of a comprehensive response.

1.11.2 The Department reserves the right to modify this RFI at any time.

1.11.3 Responses should be based on the material contained in this RFI or any other relevant information the vendor thinks is appropriate.

1.11.4 By submitting a response each vendor agrees that it will not bring any claim or have any cause of action against the Department, the State of Iowa, or any employee of the Department or the State, based on any misunderstanding concerning the information provided or concerning the Departments failure, negligent or otherwise, to provide the vendor with pertinent information as intended by this RFI.

1.12 Cost to Vendors

The Department is not responsible for any costs incurred by a vendor, which are related to the preparation or delivery of the response, any on-site inspection that may be required, or any other activities related to this RFI.

1.13 Responses Property of the Department

All printed information used to demonstrate a vendor's product becomes the property of the Department. The Department will have the right to use ideas or adaptations of ideas that are presented in the responses.

1.14 Sources of Information Used by the Department in Addition to the Responses

The Department reserves the right to contact vendors after the submission of responses for the purpose of clarification and to ensure mutual understanding.

1.15 No Obligation to Issue Request for Proposal (RFP)

The issuance of this RFI does not obligate the Department in any way to issue and RFP for the goods and services described in this RFI.

1.16 Vendor Responses Identifying Information

1.16.1 State the name and principal place of business of the vendor.

1.16.2 Identify the vendor's type of business entity such as a corporation or partnership.

1.16.3 State the vendor's place of incorporation, if applicable. At the respondent's discretion, provide an organization chart for the vendor. Include any parent, subsidiary and affiliate companies you feel may be relevant to this presentation.

1.16.4 State the name, address, email address, telephone number and FAX number of the vendor representative to contact regarding all technical matters concerning this RFI.

1.17 **Vendor References**

Lists all jurisdictions for which the vendor has developed similar systems that meet the needs outlined in this RFI and indicate the dates on which each contract began and ended. Please include any applicable references demonstrating your ability to provide relevant responses to this RFI.

SECTION 2 GENERAL REQUIREMENTS

Please describe how your equipment, service or product would meet any or all of the following items. We are interested in new and innovative methods for providing service to our customers. Please feel free to include both existing functionality and systems under development.

- Solutions must meet the objectives identified in section 1.1 and 1.2
- Solutions must use web-based technology
- Solutions must be permissions based allowing multiple access levels for end users
- Solutions must ensure the ongoing protection of critical data
- Solutions must be developed using Microsoft VB.NET technologies
- Solutions must use SQL 2000, SP4 or greater/latest version database
- Solutions must include a plan to ensure compliance with NCHS standards
- Solutions should have the ability to integrate an existing web service provided by the Department for 'two-factor' authentication, incorporating a token pin and username/password combination.
- Solutions should have the ability to integrate with SQL Server Reporting Services for producing printable reports.

SECTION 3 OTHER FEATURES

Is there any other feature, service or option you believe the Department should be aware of? If so, please describe the feature, service product or option and explain how it would improve the program served as identified in this RFI.