Request for Proposal
RFP # 2015-071

Better Immunization Data (BID Initiative Data Capture)

I. Summary of Deadlines

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II. PATH Statement of Business

PATH is the leader in global health innovation. An international nonprofit organization, we save lives and improve health, especially among women and children. We accelerate innovation across five platforms—vaccines, drugs, diagnostics, devices, and system and service innovations—that harness our entrepreneurial insight, scientific and public health expertise, and passion for health equity. By mobilizing partners around the world, we take innovation to scale, working alongside countries primarily in Africa and Asia to tackle their greatest health needs. Together, we deliver measurable results that disrupt the cycle of poor health. Learn more at [www.path.org](http://www.path.org).
III. Project Background and Purpose of RFP

A. Project Background: Led by PATH and funded by the Bill & Melinda Gates Foundation, the BID Initiative is grounded in the belief that better data, plus better decisions, will lead to better health outcomes. Its vision is to empower countries to enhance immunization and overall health service delivery through improved data collection, quality, and use. Reaching this vision requires investments in information system products, practices, people, and packaging.

The BID Initiative is unique. It is designed to partner with countries in Africa through the BID Learning Network (BLN) (see http://bidinitiative.org/bid-learning-network/) to introduce information system products and immunization practices that can be tested in a few demonstration countries, packaged for dissemination, and then deployed at scale in many countries. The BID Initiative also starts with the premise that it will build new information system products or practices only as a last resort. Instead, investments will be made to embrace and extend existing information system products and investments already made by donors and national governments in immunization best practices wherever possible.

B. Purpose of the RFP: PATH is soliciting proposals from qualified vendors to provide data capture services of immunization service delivery information, collected from healthcare facilities in Tanzania, to be entered into an electronic immunization registry. The data capture services will help to reduce data entry burden to health care workers during the rollout of immunization registry.

Information from handwritten, paper-based immunization registers will be collected as photographs (example provided in Appendix A) and made available to the vendor. The vendor will be required to submit data captured from these registers in electronic format and layout specified by PATH for the immunization registry.

IV. Scope of Work

The RFP is soliciting proposals for the following scope of work and deliverables:
1. Capture patient-level data from handwritten, paper-based registers submitted as photographs.
2. Validate captured data to ensure accuracy.
3. Export data in electronic format.
4. Maintain privacy and security of captured data in accordance with international and country data privacy laws and regulations.
5. Adhere to strict data turnaround of two weeks from the day the photographs are handed over to the vendor.
Data will be made available in phases, and the BID Initiative expects to have the data captured, verified, and returned within two weeks after it is made available to the selected vendor.

Responses to this RFP should take the specified data turnaround into account and structure work plans accordingly. The selected vendor should expect variable workload and have strategies in place to provide surge capacity that may happen from time to time during the implementation.
V. Proposal Requirements - Financial

Provide itemized costs for the entire project based on the scope of work and deliverables outlined in Section IV. The final scope of work may be subject to negotiation. However, vendor selection will be made against the original scope of work. Proposals should include itemized costs for key elements of the scope of work, including:

- Percent participation in total level of effort according to key staff.
- Rates of key staff.
- Estimated total level of effort and associated costs.
- Itemization of all other costs, (e.g., agency costs, agency fees, service tax, administrative costs, supplies, etc.).
- Estimated schedule of anticipated expenses (e.g., travel, sub-contracted resources, supplies, outside resources, etc.).

Special note on indirect costs: Indirect costs are overhead expenses incurred as a result of the project but not easily identified with the project’s activities. These are administrative expenses that are related to overall general operations and are shared among projects and/or functions. Examples include executive, existing facilities costs, accounting, grants management, legal expenses, utilities, and technology support.

Indirect rate allowances: These rates are maximum allowances. If the organization has lower rates, the lower rates should be used. To the extent that indirect costs are applicable, they are subject to the following limits:

- Up to 10% for U.S. universities and other academic institutions.
- Up to 15% for non-U.S. academic institutions, and all private, voluntary, and nongovernmental organizations, regardless of location.
- No indirect costs will be paid to U.S. government agencies, other private foundations, and for-profit organizations.
- Rates apply both to the primary grantee, sub-grantees, and sub-contracts that are part of the proposal.

Please note, insofar as possible, identifiable (allocable) costs should be documented and justified in the proposal as direct costs, including those for dedicated ongoing project management and support. Newly acquired facility costs that can be allocable to the project are acceptable as direct costs.

VI. Proposal Requirements – Technical

Provide a narrative on your technical approach to accomplish the scope of work and deliverables per section IV, including:
• Description of data capture and verification approach.
• Discussion of project management and roles of project team.
• Timeline to meet the deliverables.
• Potential obstacles and plan to overcome them.
• Identification of major internal and external resources.
• Overall capability and capacity related to the scope of work.
• Ability to provide surge capacity to fulfill demand.

Provide information on your overall qualifications, including:

• Profile of relevant organization qualifications.
• Profile of relevant experience and examples of related work.
• Qualifications of key members of the proposed project team (attach CVs and provide details of back-up/standby teams).
• Number of years in business.
• If your organization has more than one location, please indicate these qualifications for the site that is responding.

VII. Proposal Evaluation Criteria

The following is a list of significant criteria against which proposals will be assessed. The criteria are listed in order of priority, however they are not weighted.

1. Technical
   a. Data capturing technique.
   b. Data validation technique used.
   c. Proposed work plan.
   d. Surge capacity strategy.
   e. Demonstrated understanding of the requirements.

2. Experience
   a. Past experience in related projects.
   b. Experience of proposed data entry and technical staff.
   c. Number of successful implementations.
3. Costs (as detailed in Section V)
   a. Total cost compared with other proposals.
   b. Annual maintenance cost.

Note: PATH reserves the right to include additional criteria.

**VIII. Instructions and Deadlines for Responding**

**A. PATH contacts:**
Procurement Contact: Teresa Gingras, tgingras@path.org
Program Contact: Kelly Fallt, kcrawford@path.org

**B. Confirmation of interest:**
Please send a statement acknowledging receipt of this solicitation and your intent to respond or not respond no later than March 2, 2015 by 5:00pm (17:00) Pacific Standard Time (PST) to the contacts listed above.

**C. Fact-finding questions:**
Questions on this solicitation will be accepted via email to the contacts listed above through 5:00pm (17:00) PST on March 2, 2015. All questions and answers will be compiled and provided on March 4, 2015 to all participants who confirmed interest per Section VIII.B. Please note that responses will not be confidential except in cases where proprietary information is involved. Inquiries after this date cannot be accommodated.

**D. Proposals due:**
Completed proposals are due by 5:00pm (17:00) PST on March 9, 2015 and should be submitted by email to the contacts listed above. Proposals submitted after 5:00pm PST will not be accepted. The subject line of the email should read: RFP# 2015-017 Better Immunization Data (BID) Initiative Data Capture. An email will be sent to the vendor as receipt and confirmation that documents were well received.

We advise that you send files and documents commonly recognized by Microsoft Office or PDF format. We will not accept responsibility for resolving technical transmission problems with proposals. A hard copy of the proposal should not be sent. Your proposal should only include information specific to accomplishing the scope of work. Additional information submitted outside of the proposal requirements will be reviewed at PATH’s discretion only.
E. Selection of short-list
PATH reserves the right to select a short list from the proposals received. PATH has the right to interview and discuss specific details with those candidates who are on the short-list.

F. Conclusion of process
Applicants will be notified of PATH’s decision by March 13, 2015. Final award is subject to the terms and conditions included in this solicitation as well as successful final negotiations of all applicable terms and conditions affecting this work.

IX. Terms and Conditions of the Solicitation

A. Notice of non-binding solicitation
PATH reserves the right to reject any and all proposals received in response to this solicitation and is in no way bound to accept any proposal.

B. Confidentiality
All information provided by PATH as part of this solicitation must be treated as confidential. In the event that any information is inappropriately released, PATH will seek appropriate remedies as allowed.

Proposals, discussions, and all information received in response to this solicitation will be held as strictly confidential, except as otherwise noted.

C. Communication
All communications regarding this solicitation shall be directed to appropriate parties at PATH indicated in Section VIII. A. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest and could result in disqualification of the proposal.

D. Acceptance
Acceptance of a proposal does not imply acceptance of its terms and conditions. PATH reserves the option to negotiate on the final terms and conditions. PATH additionally reserves the right to negotiate the substance of the finalists’ proposals as well as the option of accepting partial components of a proposal if appropriate.
E. **Right to final negotiations**
PATH reserves the option to negotiate on the final costs and final scope of work. PATH also reserves the option to limit or include third parties at its sole and full discretion in such negotiations.

F. **Third-party limitations**
PATH does not represent, warrant, or act as an agent for any third party as a result of this solicitation. This solicitation does not authorize any third party to bind or commit PATH in any way without our express written consent.

G. **Proposal Validity**
Proposals submitted under this request shall be valid for 90 days from the date the proposal is due. The validity period shall be stated in the proposal submitted to PATH.
Appendix A: Sample Paper-Based Immunization Register