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| **STATEMENT OF REQUIREMENTS (SOR)** **SOR # VDH-230228-01-CAI**  ***Data Modernization Initiative*** |

1. **Date:** February 28, 2023
2. **Authorized User**: Virginia Department of Health
3. **Authorized User Contact Information:**

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1. **Solicitation Schedule:**

|  |  |
| --- | --- |
| **Event** | **Date** |
| Release SOR | 3/6/2023 |
| Supplier Response Due | 3/20/2023 |
| Award Decision | 3/21/2023 |
| Estimated Project Start Date | 4/3/2023 |

1. **Evaluation and Scoring**

Supplier’s Response must be submitted in the specified Statement of Work (SOW) format and will be evaluated for format compliance.

Supplier’s Response will be evaluated for technical merit based on its appropriateness to the performance of Authorized User’s requirements, its applicability to the environment, and its effective utilization of Supplier and Authorized User’s resources.

1. **Project/Service:**

Data Modernization Initiative

1. **Specialty Area** (Check one)**:**

|  |  |
| --- | --- |
| Application Development | Information Security |
| Business Continuity Planning | IT Infrastructure |
| Business Intelligence | IT Strategic Planning |
| Business Process Reengineering | Project Management |
| Enterprise Architecture | Public Safety Communications |
| Enterprise Content Management | Radio Engineering Services |
| Back Office Solutions | IV&V Services |
| Geographical Information Systems |  |

1. **Contract Type:** Fixed Price, Deliverable-based
2. **Introduction:**

Project History

The COVID-19 pandemic has highlighted the critical role states have in responding to novel, emerging, and existing disease threats. Over the past two years, increased funding and attention to public health has necessitated the articulation of clear data modernization priorities. CDC’s Data Modernization Initiative (DMI) is at the heart of a national effort to create modern, integrated, and real-time public health data and surveillance that can protect us from any health threat. Launched in 2020, DMI is a multi-year, multi-billion-dollar effort to modernize core data and surveillance infrastructure across the federal and state public health landscape. Public health agencies across the nation are examining their ecosystems of applications and data to establish roadmaps to achieve the goals and objectives of DMI, which include integrating data silos, improving data quality for data reporting, management, and analytics, increasing operational efficiency and data science capabilities, and enhancing public trust.

Business Need

The Virginia Department of Health (VDH) is in the process of developing the plans necessary to support the CDC Data Modernization Initiative. VDH has requested support from Supplier to support the Data Modernization team in finalizing the planning documents and supporting stakeholder engagement and collaboration across the VDH organization to gain consensus and buy-in from stakeholders in the execution of the plan. Supplier will perform functions in the following four categories, each further described below: Project Management, DMI Plan Assessment, DMI Planning Updates, and DMI Executive Charter.

Project Complexity

Medium Complexity, Low Risk

Project Management and Organizational Structure

This project will be managed by the Supplier’s project management team in tandem with the Data Modernization team and reporting up to the Office of Information Management (OIM) Chief Information Officer (CIO) as the approval authorities.

1. **Scope of Work:**

This SOR defines the services required by Authorized User in support of the Project/Service.

* **Project Management Support** – Provide project management support for the Data Modernization Initiative. This includes: creating project structure; facilitating discussions between the appropriate stakeholders; scheduling meetings; providing meeting minutes and task and progress tracking; identifying and highlighting risks and obstacles; working with VDH to facilitate risk mitigation; and supporting stakeholder engagement management.
* **DMI Plan Assessment** – Gather the current DMI plan documentation. Assess the current status of tasks and funding for tasks in plan through interviews. Validate that the information in the plan aligns with the goals and scope as established by the CDC DMI priorities and addresses the needs of the VDH organizational and technical ecosystems.
* **DMI Plan Updates** – Update the current DMI plan as determined necessary based on the assessment. Assist with identifying additional tasks, owners, dependencies, and timeline information. Assist in identifying gaps in funding for sustainability.
* **DMI Executive Charter** – Create an executive charter to support DMI plan communication needs to broader executive stakeholder groups.

1. **Period of Performance:**

Delivery of all products and services defined in the Statement of Work will occur within 9 weeks of project execution date.

1. **Place of Performance** (Check one)**:**

Authorized User’s Location

Supplier’s Location

Authorized User’s and/or

Supplier’s Location

1. **Project Staffing**
2. **Supplier Personnel**

The roles listed in the table below represent the minimum Supplier personnel requirements for this engagement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Key Personnel (Y/N)** | **Years of Experience** | **Certifications** | **References Required (Y/N)** |
| Project Manager | Y | 13 | PMP | N |
| IT Specialist | N | 10 |  | N |
| Consultant | N | 5 |  | N |
| Analyst | N | 1 |  | N |
|  |  |  |  |  |

1. **Authorized User Staff**

The roles listed in the table below represent Authorized User’s staff and the estimated time each will be available to work on the project.

|  |  |  |
| --- | --- | --- |
| **Role** | **Description** | **% Project Availability** |
| Project Sponsor | Provides oversight at the executive level and support to work through challenges | < 5% |
| Project Lead | Responsible for actively engaging and communicating with Supplier on project status, direction and needs and works to remove any obstacles to broader VDH stakeholder engagement | 10% |
| Stakeholders | Participate in interviews or focus groups as needed to provide critical input | < 5% |

1. **Milestones and Deliverables:**

The minimum required milestones and deliverables, and the estimated completion date for each deliverable, are listed in the following table.

| **#** | **Milestone**  **Event(s)** | **Deliverable(s)** | **Estimated Completion Date** |
| --- | --- | --- | --- |
| 1 | Current State and Needs Assessments | Document progress of current DMI planning efforts | Kick-off + 30 business days |
| 2 | Updated DMI Plan | Update planning documentation to address gaps identified | Kick-off + 40 business days |
| 3 | Executive Charter | Develop an executive summary deck to begin communication efforts with additional stakeholders | Kick-off + 35 business days |
| 4 | Final Drafts of all Deliverables | Final Package of all Deliverables | Kick-off +45 business days |

The Supplier should provide all deliverables in electronic form, using the following software standards (or lower convertible versions):

|  |  |
| --- | --- |
| **Deliverable Type** | **Format** |
| Text Document | Microsoft Office 2010 or compatible |
| Spreadsheets | Microsoft Office 2010 or compatible |
| Presentations | Microsoft Office 2010 or compatible |
| Project Management | Microsoft Office 2010 or compatible |

1. **Travel Expenses** (Check one)**:**

No travel will be required for this engagement

Travel must be included in the total fixed price of the solution

1. **Payment** (Check all that apply)**:**

Payment made based on successful completion and acceptance of deliverables

All payments, except final payment, are subject to a *(XX)*% holdback

1. **Acceptance Criteria:**

The Project Manager will have ten business days from receipt of the deliverable to provide Supplier with the signed acceptance receipt.

Final acceptance of services provided under the SOW will be based upon (Check one):

User Acceptance Test

Acceptance Criteria for this solution will be based on a User Acceptance Test (UAT) designed by Supplier and accepted by Authorized User. The UAT will ensure that all of the functionality required for the solution has been delivered. The Supplier will provide the Authorized User with a detailed test plan and acceptance checklist based on the mutually agreed upon UAT plan. This UAT plan checklist will be incorporated into the SOW.

Final Report

Acceptance criteria for this solution will be based on a final report. In the SOW, Supplier and Authorized User will agree on the format and content of the report to be provided to Authorized User for final acceptance.

Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Project Roles and Responsibilities:**

| **Responsibility Matrix** | **Supplier** | **Authorized User** |
| --- | --- | --- |
| Align on project scope and deliverables | ü | ü |
| Meet weekly to discuss project status | ü | ü |
| Provide all relevant existing documentation |  | ü |
| Identify all relevant stakeholders for engagement |  | ü |
| Help resolve any project challenges or risks | ü | ü |
| Provide timely feedback on draft deliverables |  | ü |

1. **Criminal Background Checks and Other Security Requirements (**Check all that are required):

Standard CAI Required Background Check

Agency Specific Background Check

1. **Performance Bond** (Check one)**:**

Required for *(XXX)*% of the SOW value

Not Required

1. **Reporting** (Check all that are required):

**Weekly Status Update**

The weekly status report, to be submitted by Supplier to Authorized User, should include: accomplishments to date as compared to the project plan; any changes in tasks, resources or schedule with new target dates, if necessary; all open issues or questions regarding the project; action plan for addressing open issues or questions and potential impacts on the project; risk management reporting.

**Other(s)** (Specify)

1. **Federal Funds** (Check one):

Project will be funded with federal grant money

No federal funds will be used for this project

1. **Training and Documentation:**
2. **Training is:**

Required as specified below

Not Required

1. **Documentation is:**

Required as specified below

Not Required

Documentation Requirements:

As stated in Section 14

1. **Additional Terms and Conditions:**

The services to be provided are subject to the following additional provisions:

1. Effective July 1, 2020, the Code of Virginia requires contractors with the Commonwealth who spend significant time working with or in close proximity to state employees to complete sexual harassment training.  As a result of the new code, VITA and the Department of Human Resource Management (DHRM) are requiring that all contractors working through the CAI contract complete DHRM's "Preventing Sexual Harassment" training.  This training is available as either a short video or a written transcript on the DHRM website: <https://www.dhrm.virginia.gov/public-interest/contractor-sexual-harassment-training>. The selected Supplier must agree that any assigned resource will complete the training.
2. The selected Supplier must agree that any assigned resource will review and conform to the IT Contingent Labor Program (ITCL) Contractor Code of Conduct. The Code of Conduct can be reviewed on VITA’s website at the following link:

<https://www.vita.virginia.gov/media/vitavirginiagov/supply-chain/pdf/Contingent-Worker-Code-of-Conduct.pdf>

1. **Scheduled Work Hours:**

It is anticipated that the majority of this work can be accomplished at the Vendor’s location. If some of the work necessary for this project should be done on-site at the Authorized User’s location, on-site tasks should be identified in the proposed project plan in the SOW.  Vendor staff needed to accomplish these tasks should be identified at the start of the project and will be issued ID and building access cards.  Work hours for on-site staff will be between 8:00 am to 5:00 pm (EST), Monday thru Friday (excluding state holidays). Changes to work hours must have prior approval by the Authorized User.

1. **Facility and equipment to be provided by Authorized User:**

Authorized User has limited workspace, furniture, and equipment available and only on a temporary basis.  Permanent office space, furniture, and equipment are the responsibility of the Vendor.   For work to be conducted on-site, Authorized User will provide temporary desk space and access to a copier.  Only state-owned equipment may be connected to the agency’s LAN, therefore if the Vendor requires access to the agency network, it must be noted in the SOW (to include the number of staff requiring access, type of access, and reasons), and the Authorized User will provide the necessary equipment and/or access after the kickoff of the project.  Otherwise, Vendor must provide any equipment (e.g., cell phones, personal computers or laptops) required by the Team. If the Authorized User is required to provide state-owned computer equipment to the Vendor’s staff it may be necessary to allow additional time for the equipment to be acquired. Additionally, in order to use state-owned equipment the Vendor’s staff must follow the Commonwealth’s and Authorized User’s agency computer access policies and procedures.

The Vendor is responsible for the return of any state-owned equipment at the completion of the project, unless otherwise agreed upon in writing with the authorized user.