

**Fund for Public Health in New York City
Request for Proposals (RFP) for
REPORTING CENTRAL & ETQ
Addendum #1**

January 27, 2021

This Addendum contains responses to all questions received by FPHNYC on or before January 21, 2021.

Except as otherwise stated in the attached and by any prior or subsequent Addenda to the above-referenced RFP, the solicitation remains unchanged.

Please note that the submission due date for applications remains February 5, 2021 at 11:59 p.m. EST.

I. Answers to Questions Received about the RFP:

Answers to questions received by DOHMH are contained in Annex A.

I. Changes to RFP Attachments:

The following sections of the RFP have been revised and replaced as follows. **Proposers are required to use the new forms/sections in their application packages, or their application may be found non-responsive.**

Attachment A: VENDOR PROPOSAL FORM has been made available in MS Word format. A separate Word file has been posted with the rest of the RFP documents located at <https://fphnyc.org/get-involved/requests-proposals/>. Please note that completed proposal packages, including all required forms, must be submitted in PDF format.

Attachment B: APPLICANT ELIGIBILITY QUESTIONNAIRE has been made available in MS Word format. A separate Word file has been posted with the rest of the RFP documents located at <https://fphnyc.org/get-involved/requests-proposals/>. Please note that completed proposal packages, including all required forms, must be submitted in PDF format.

Attachment C: REFERENCE FORM has been made available in MS Word format. A separate Word file has been posted with the rest of the RFP documents located at <https://fphnyc.org/get-involved/requests-proposals/>. Please note that completed proposal packages, including all required forms, must be submitted in PDF format.

Attachment D: PRICE PROPOSAL FORM has been made available in MS Word format. A separate Word file has been posted with the rest of the RFP documents located at <https://fphnyc.org/get-involved/requests-proposals/>. Please note that completed proposal packages, including all required forms, must be submitted in PDF format.

Attachment E: ACKNOWLEDGEMENT OF ADDENDA has been revised to reflect the issuance of this Addendum. Please see Annex B to this Addendum. **Proposers are directed to use this version of the Acknowledgement of Addenda to submit their applications.**

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Addendum #1**

RFP Q&A

Below are answers to the questions received by FPHNYC in writing by the Questions Due Date of January 21, 2021. Proposers are advised to read all questions and answers in order to have the most complete information.

Answers provided in writing herein should be considered the final and official responses to these questions.

Question 1: Is it the vendor's responsibility to develop the actual REDCap surveys, or will the Agency's subject matter experts be responsible for this task with the assistance and support of the vendor's developers?

Answer 1: The Agency's subject matter experts (SMEs) will develop most of the surveys. The vendor will support the SMEs in the event of any complex surveys.

Question 2: If Maven is the final destination, should the solution be focused on creating an XML extract that fits the Maven Import Format (MIF) without passing through EDRI?

Answer 2: The solution should focus on the migration, creation of surveys and creation of XML extracts for import to Maven. If a MIF extraction is not possible, a software/tool that will allow for import to Maven must be incorporated into the solution. With regard to "passing through EDRI", it will depend on the system/process requirements determined by the vendor when conducting their gap analysis.

Question 3: Is REDCap planned to be deployed within the DOITT environment?

Answer 3: REDCap is deployed on-premise at DOHMH.

Question 4: We understand REDCap is currently being used; can you please share some usage metrics on creators, daily submissions, peak concurrent daily usage etc..? We request the same for Reporting Central and ETA.

Answer 4: For the REDCap (Vanderbilt) on-premise, we don't yet have statistics since we just rolled it out.

Question 5: How many active environments does DOHMH have (Dev, Stage and Prod)? Are they in DOHMH or DOITT?

Answer 5: For the REDCap on-premise, we have both staging and production and they are at both DOHMH and DOITT.

Question 6: Can the forms be provided in Microsoft Word Format for easier and cleaner completion?

Answer 6: The following forms will be made available in MS Word:

- Attachment A: Vendor Proposal Form
- Attachment B: Applicant Eligibility Questionnaire
- Attachment C: Reference Form
- Attachment D: Price Proposal Form

A separate Word file has been posted with the rest of the RFP documents located at <https://fphnyc.org/get-involved/requests-proposals/>. Please note that completed proposal packages, including all required forms, must be submitted in PDF format.

**REVISED ATTACHMENT E
ACKNOWLEDGEMENT OF ADDENDA**

INSTRUCTIONS: Complete Part I OR Part II as applicable; complete, sign, and date in Part III.

Part I – Acknowledgement of Receipt of Addenda

Listed below are the dates of issue for each Addendum received in connection with this RFP:

Addendum #1: Dated **January 27, 2021**

Addendum #2: Dated _____

Addendum #3: Dated _____

Addendum #4: Dated _____

Addendum #5: Dated _____

Addendum #6: Dated _____

Addendum #7: Dated _____

Addendum #8: Dated _____

Addendum #9: Dated _____

Part II – Acknowledgment of No Receipt

_____ No Addenda were received in connection with this RFP.

Part III – Signature

_____ Signature of Authorizing Official	_____ Date
_____ Bidder/Proposer (Name of Firm)	