REQUEST FOR PROPOSAL

ENVIRONMENTAL PUBLIC HEALTH TRACKING NETWORK

SECTION OF ENVIRONMENTAL EPIDEMIOLOGY AND TOXICOLOGY
OFFICE OF PUBLIC HEALTH
DEPARTMENT OF HEALTH AND HOSPITALS

RFP # 305PUR-DHHRFP-EPHT-OPH

Proposal Due Date/Time: May 16, 2011, 4:00 PM CST

Release Date: April 14, 2011

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Glossary

CDC: Centers for Disease Control and Prevention

CEHS: Center for Environmental Health Services

DHH: Louisiana Department of Health and Hospitals

DHH-IT: Louisiana Department of Health and Hospitals – Division of Information Technology

DICE: Data Investigation, Collection and Evaluation

EPHT: Environmental Public Health Tracking

EPHTN: Environmental Public Health Tracking Network

ETL: Extract, Transform and Load

GIS: Geographic Information Systems

HIPAA: Health Insurance Portability and Accountability Act

LATNIP: Louisiana Technical Network Implementation Plan

LEPHT: Louisiana Environmental Public Health Tracking team, consisting of DHH-IT and SEET

Must: Denotes a mandatory requirement

NCDM: Nationally Consistent Data and Measures

NEPHTN: CDC's National Environmental Public Health Tracking Network

OPH: Office of Public Health

PHIN: Public Health Information Network

PHIN-MS: Public Health Information Network – Secure Messaging Service

PI: Principal Investigator

PMO: Project Management Office, under DHH IT

Redacted Proposal: The removal of confidential and/or proprietary information from one copy of the proposal for public records purposes.

SDE: Spatial Database Engine

SEET: Section of Environmental Epidemiology and Toxicology

Shall: Denotes a mandatory requirement

Should: Denotes a preference, but not a mandatory requirement

TAG-E: Technical Advisory Group (Enhanced). This includes additional advisors to the original planning advisory group, including participants from the community, industry, researchers, etc.

TNIP: Technical Network Implementation Plan, or Louisiana TNIP (LATNIP)

XML: Extensible Markup Language, used for encoding documents electronically

I. GENERAL INFORMATION

A. Background

1. The mission of the Department of Health and Hospitals (DHH) is to protect and promote health and to ensure access to medical, preventive, and rehabilitative services for all citizens of the State of Louisiana. The Department of Health and Hospitals is dedicated to fulfilling its mission through direct provision of quality services, the development and stimulation of services of others, and the utilization of available resources in the most effective manner.

2. DHH is comprised of Medical Vendor Administration (Medicaid), Office for Citizens with Developmental Disabilities, Office of Behavioral Health, Office of Aging and Adult Services, and the Office of Public Health. Under the general supervision of the Secretary, these principal offices perform the primary functions and duties assigned to DHH.

3. DHH, in addition to encompassing the program offices, has an administrative office known as the Office of the Secretary, a financial office known as the Office of Management and Finance, and various bureaus and boards. The Office of the Secretary is responsible for establishing policy and administering operations, programs, and affairs.

4. Within the Office of Public Health (OPH) there are five Centers of Excellence: Center for Community Health, Center for Environmental Health Services, Center for Preventive Health, Center for Records and Statistics and the Center for Community Preparedness.

5. Since 1980, the Section of Environmental Epidemiology and Toxicology (SEET) under OPH's Center for Environmental Health Services has addressed morbidity and mortality associated with environmental chemicals. In recent years, there has been an increase in public awareness of the immediate and long-term health effects related to chemicals in the environment and, as a result, a greater demand for SEET to investigate these effects. SEET responds to these requests by:
   - Identifying chemicals in the environment which are likely to cause adverse health effects;
   - Evaluating the extent of human exposure to these chemicals and the resultant adverse health effects;
   - Making recommendations for the prevention and reduction of exposure to hazardous chemicals; and
   - Promoting a better public understanding of the health effects of chemicals in the environment.

   As a public health program using an applied science approach, SEET investigates the health effects of chemical exposures in populations. It supports, collaborates, and participates in environmental health research. SEET is committed to reducing any known environmental threat to the public's health; it also provides information and data to the public to ensure better government policies and personal choices. Public health education efforts by SEET promote awareness of environmental health issues and are an integral part of its mission.

6. In August 2009, US Centers for Disease Prevention and Control (CDC) awarded a grant to SEET to implement a standardized statewide Environmental Public Health Tracking Network (EPHTN) that will be part of the national tracking system. The goal of the Louisiana Environmental Public Health Program (LEPHT) is to plan and develop a statewide environmental public health tracking network (EPHTN) to promote the health, safety and quality of life of people in Louisiana. Program activities include the following:
    - Collect, analyze, interpret, standardize and disseminate data and information about environmental hazards, exposures, and environmentally-related health risks and diseases in Louisiana.
    - Provide role-based data access to data owners for querying, analyzing, mapping and reporting purposes
    - Educate the public and other stakeholders about environmental public health issues.
    - Use surveillance information to guide the development of prevention and outreach activities.

B. Purpose of RFP

The purpose of this RFP is to solicit proposals from qualified individuals with the technical expertise necessary to plan, develop and execute the information technology requirements for building a successful Louisiana Environmental Public Health Tracking Network (LEPHTN). The LEPHTN will be a system that tracks exposures and health effects that may be related to environmental conditions or hazards. The LEPHTN will provide for:

- Single entry, role-based access to disparate environmental health data via a public and secure portal on the web;
- The secure exchange of EPHT data with the Center for Disease Control (CDC) EPHT Network;
- Public and secure access to environmental/health care measures information;
- The capability of searchable metadata;
- The implementation of analysis, visualization, and reporting tools.

A contract is necessary to provide SEET, in collaboration with LDHH-IT, with the expertise required to build a public and secure portal for LEPHTN. SEET has the capacity to track all core indicators, but requires the technical infrastructure for developing and supporting a tracking network. While the LDHH has implemented a state-wide Public Health Information Network (PHIN) compliant data reporting and sharing system, this system must be standardized and expanded to include CDC's core tracking measures. A centralized EPHTN will improve tracking data access, enable surveillance, support response capacity, guide public health actions and decisions; and ultimately, further the goals of the National Center for Environmental Health, which are to:

- prevent and reduce illnesses, injury and death related to environmental risk factors;
- increase understanding of relationships between environmental exposures and health effects; and
- enable the public's right to know about health and the environment

The objectives and major milestones of EPHTN which the contractor must meet are:

- by August 31, 2011, begin implementation of the Louisiana EPHTN;
- by August 31, 2012, deploy the state's secure and public tracking portals; and
- by July 30, 2014 complete development of a web-based EPHTN that incorporates all required functionality for both public and secure portals

The contractor selected for this project will be responsible for coordinating the EPHT program's information technology (IT) activities. They will be responsible for developing the LEPHTN and must work with the EPHT GIS and Data Teams, LDHH-IT personnel and current IT Contractors to enable integration between network components and the integration of EPHTN into the LDHH system. The contractor will work closely with other program partners to support EPHTN development and implementation.

C. Invitation to Propose

DHH/OPH/SEET is inviting qualified proposers to submit proposals for services to coordinate IT program activities for SEET's Louisiana Environmental Public Health Tracking Program (EPHT) in accordance with the specifications and conditions set forth herein.

D. RFP Coordinator

1. Requests for copies of the RFP and written questions or inquiries must be directed to the RFP coordinator listed below:

   Shannon Soileau
   Environmental Health Scientist Manager
   OPH/Section of Environmental Epidemiology and Toxicology
   Department of Health and Hospitals
   1450 L & A Road, Metairie, LA 70001
   504-219-4570
   504-219-4582
   shannon.soileau@la.gov

2. This RFP is available in pdf at the following weblinks:
   http://new.dhh.louisiana.gov/index.cfm/newsroom/category/47 and
   http://wwwprd.doa.louisiana.gov/OSP/LaPAC/bidlist.asp?department=4

3. All communications relating to this RFP must be directed to the DHH RFP contact person named above. All communications between Proposers and other DHH staff members concerning this RFP shall be strictly prohibited. Failure to comply with these requirements shall result in proposal disqualification.

E. Proposer Inquiries

1. The Department will consider written inquiries regarding the requirements of the RFP or Scope of Services to be provided before the date specified in the Schedule of Events. To be considered, written inquiries and requests for clarification of the content of this RFP must be received at the above address or via the above fax number or email address by the date specified in the Schedule of Events. Any and all questions directed to the RFP coordinator will be deemed to require an official response and a copy of all questions and answers will be posted by the date specified in the Schedule of Events to both of the following web links:
   http://new.dhh.louisiana.gov/index.cfm/newsroom/category/47 and
   http://wwwprd.doa.louisiana.gov/OSP/LaPAC/bidlist.asp?department=4

2. Action taken as a result of verbal discussion shall not be binding on the Department. Only written communication and clarification from the RFP Coordinator shall be considered binding.

F. Pre-Proposal Conference

Not required for this RFP

G. Schedule of Events

DHH reserves the right to deviate from this Schedule of Events

Schedule of Events	Tentative Schedule
Public Notice of RFP	April 14, 2011
Deadline for Receipt of Written Questions	April 25, 2011
Response to Written Questions	April 29, 2011
Deadline for Receipt of Written Proposals	May 16, 2011, 4 PM CST
Initial Proposal Evaluation Begins	May 17, 2011
On Site Presentations/Demonstrations *Proposers susceptible of being awarded the contract may be invited to provide on-site presentations or demonstrations of services and/or*	May 23-27, 2011

products.	
Contract Award Announced	May 31, 2011
Contract Negotiations Begin	June 1 , 2011
Contract Begins	July 1, 2011

H. RFP Addenda

In the event it becomes necessary to revise any portion of the RFP for any reason, the Department shall post addenda, supplements, and/or amendments to all potential proposers known to have received the RFP. Additionally, all such supplements shall be posted at the following web address:
http://new.dhh.louisiana.gov/index.cfm/newsroom/category/47 and
http://wwwprd.doa.louisiana.gov/OSP/LaPAC/bidlist.asp?department=4

It is the responsibility of the proposer to check the websites for addenda to the RFP, if any.

II. SCOPE OF WORK

A. Project Overview

The Contractor must provide services to meet the following objectives:

<u>Objective 1:</u> Evaluate, Maximize, and Supplement Current Infrastructure Capacity through Systems Analysis and Expansion and Support Team Coordination

1. Review the current Louisiana Technical Network Implementation Plan (LATNIP) and conduct system analysis. Identify ongoing technology resource needs and gaps in internal report. Create a report card at the end of each year as part of the LATNIP review and update process.
2. Conduct a data assessment on data listed in Attachment VI and identify data set inconsistencies, incompatibilities, and data quality issues that will prevent integration and ETL processing.
3. Explore and implement best methods for data exchange and optimization of transfer processes with data partners.
4. Provide revisions to the current EPHTN High Level Architecture that includes all elements specified by the CDC (see Attachment V). Work with the Project PI to obtain necessary CDC, state or agency approvals for infrastructure alternatives or proposed network changes.
5. Perform capacity planning and determine any additional hardware, licensing, or integration tools needed and make recommendations for purchase.
6. Maintain updates to the network architecture plan within the LATNIP document as planning and implementation progresses. Provide updates to the LATNIP document to LDHH Project PI for approval at the time the LATNIP is edited.
7. Develop a Data Integration Plan with respective data dictionaries as part of the data warehouse expansion and integration design.
8. Evaluate the current EPHT SharePoint public portal site design and test the environment for user acceptance.

9. Maintain current SharePoint team collaboration site.

<u>Objective 2:</u> Obtain, Assess and Standardize Existing Tracking Data for NCDM compliance, Manage Metadata and Create Data Warehouse Expansion for Secure Access.

The LEPHTN must allow for discovery of data by searchable metadata using the Tracking Metadata template for all data available on the portal. Metadata search and discovery is required for both public and secure portals. See **Attachment V.**

1. Evaluate current data obtained from key stakeholders.
2. Complete the analysis, design, and expansion of the current EPHTN data warehouse for secure data access/storage.
3. Evaluate the current core data and import it, as well as any additional core data measures CDC defines from key stakeholders, into the EPHTN data warehouse.
4. Provide coordination and oversight for all secure messaging (PHIN-MS). Conduct security assessment of both storage and messaging, including PHIN Preparedness Cross Functional Components, certification, self-assessment and National Institute of Standards and technology (NIST) SP 800-26.
5. Automate the current process for Metadata editing, processing, and notifications.
6. Provide guidance and training of the metadata template from CDC to the data owners.

<u>Objective 3:</u> Work with LDHH and Partners to Streamline Data Flow Processes

1. Obtain and securely store all core indicator data in data warehouse.
2. Streamline data flow processes with data stewards through the secure portal for maximum efficiency of data transfer into the DHH data warehouse
3. Present TAG-E with pilot portals & solicit input.
4. Incorporate recommendations into final online portals.

<u>Objective 4:</u> Transfer NCDM data via PHIN-MS to CDC

1. Meet NCDM standards for all core data measures, enable/test secure messaging.
2. Transfer NCDMs to CDC EPHTN using PHIN-MS.

<u>Objective 5:</u> Deploy LEPHT Network and Public and Private Portals

1. Complete development and deployment of public and secure SharePoint Portals and complete Quality Assurance and User Acceptance Testing.
2. Complete and test implementation of foundation security and role-based access.
3. Assign role-based access to secure portal including foundational security that supports role-based access of internal, external and public users to the LEPHTN.
4. Complete and test implementation of portal registration process.
5. Deliver SharePoint Portal training to stakeholders.

<u>Objective 6:</u> Assessment and Reporting

1. Document data usage and public health advances
2. Provide quarterly reports, Interim Progress reports, Annual Progress Report and a Final Progress Report.

LDHH-IT has implemented SharePoint 2010 for the public and secure portal, Microsoft SQL Server 2008 R2 as the database management system, Microsoft SQL Server Analysis Services (SSAS) and Microsoft SQL Server Reporting Services (SSRS) for report and cube development, and Microsoft SQL Server Integration Services (SSIS) as the enterprise platform for internal and external data integration. See Section B. Deliverables for all deliverable due dates. Some due dates are flexible depending on the contract start date.

B. Deliverables

Contractor is required to complete the following tasks and deliverables.

Task 1 - System Analysis and Architecture and Technical Infrastructure Assessment

Identify existing technology resources (hardware, software, and personnel) available for this project, and identify any gaps that could jeopardize the completion of implementing the LEPHTN. Evaluate, revise, and maintain the current LATNIP to guide the continued design, development, testing, and delivery of the EPHTN. Points to address include: program and capacity requirements and gaps, implementation approach, staffing, hardware and software needs, network architecture, alternative approaches, timeline, requirements for exchange of CDC's NCDMs, data access and security, methods to ensure success of milestones and measures, and integration of the state EPHTN into the national EPHTN.

Review existing hardware, middleware, databases, the DHH data warehouse, tool platforms, and existing LEPTN architecture. Determine gaps and whether existing platforms will be able to provide the productivity and performance needed. Evaluate and revise the current high-level document describing the Technology Architecture that currently forms the basis of the expanded EPHTN implementation.

Deliverable(s):

1.1 Report system analysis and internally document needed technology resources and gaps. *Due Date: August 31, 2011*

1.2 Assess and rate LATNIP implementation success in annual report cards. Due Date: Annually on June 30^{th}.

1.3 Submit revised LATNIP document that includes revisions to the architecture of the current SharePoint, databases, data warehouse, and SSIS architecture. This documentation will expand upon the LEPHT High Level Architecture of the LEPHT proposal submitted to the CDC (see Attachment VII) and will be submitted at the end of each year as part of the review and update process.

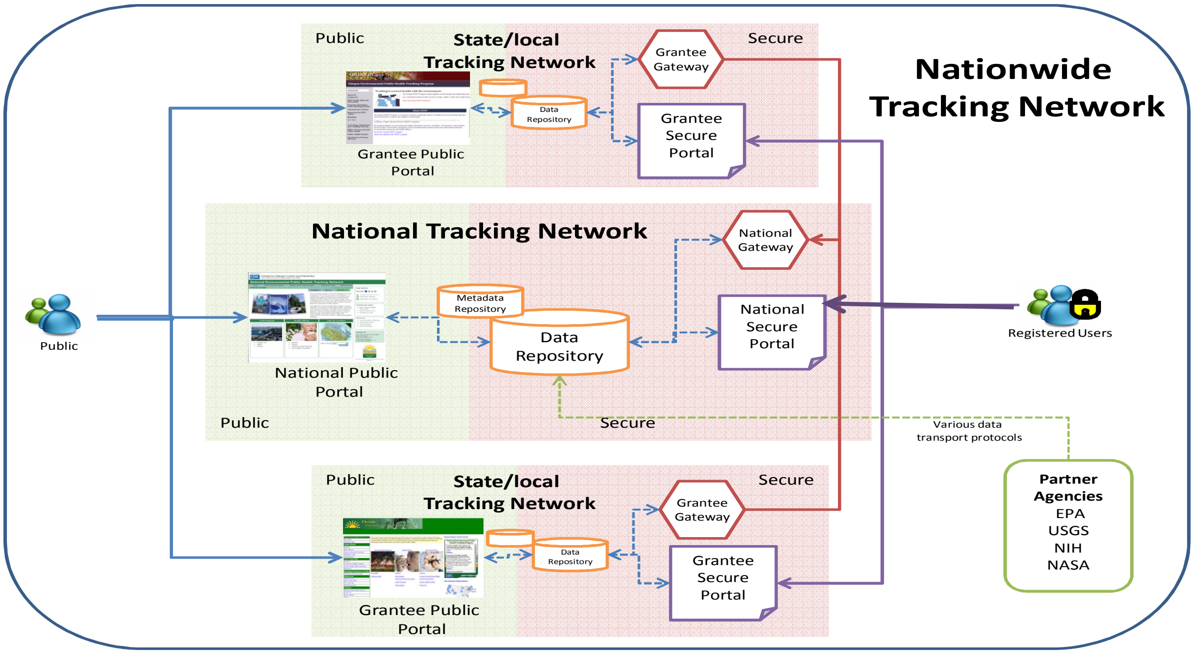


Figure 1: Nationwide Tracking Network Technical Infrastructure

Task 2 - Data Assessment and Planning

Conduct a data assessment and identify data set inconsistencies, incompatibilities, and data quality issues that will prevent integration and ETL processing. The following data must be integrated into the EPHTN: Hospitalizations for Asthma Carbon Monoxide Poisoning and Myocardial infarction, Ozone and Particulate Matter monitoring and modeled data, Drinking water quality, Birth Defects, Cancer, Childhood blood lead levels, Housing age, Reproductive health outcomes (from vital statistics), Mortality data, Population data, Mercury in fish, Occupational health, Pesticide exposure, Adult blood levels, and other data sets to be determined by CDC.

The goal is to identify large data gaps, inconsistencies across data sets, and make a determination on the quality of the data and an initial estimate of work required to bring the data into compliance with the goals established by the project. (See **Attachment VI** for preliminary indicator assessment.)

NCDM Categories on the Tracking Network

- Air Quality
- Asthma
- Birth Defects
- Cancer
- Carbon Monoxide Poisoning
- Childhood Lead Poisoning and Age of Housing
- Community Drinking Water
- Myocardial Infarctions (Heart Attacks)
- Vital Statistics/Reproductive Health Outcomes

Examples of Other Data on the Tracking Network

- Population Statistics
- Well Water

Report on the following issues: data availability, quality and formatting, NCDM and metadata standards, potential data-sharing limitations, data request protocol, roadblocks and anticipated difficulties (including policy, legislation, issues or needed changes), alternative approaches, data priorities, issues related to interoperability, and needed surveillance system and data enhancements.

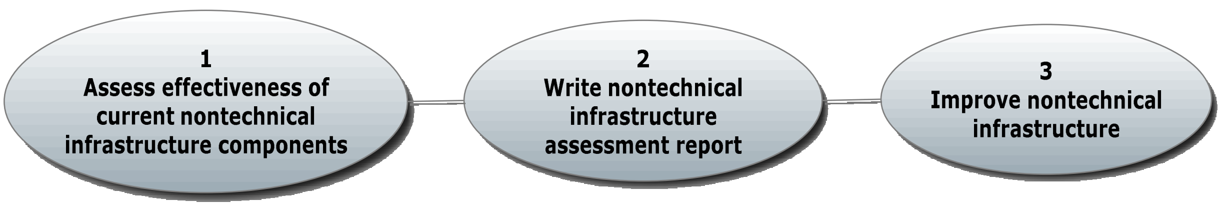
Deliverable(s):

2.1 Report data quality and availability analysis, document gaps and make recommendations for resolution.
Due Date: August 31, 2011

2.2 Develop data integration plan with respective data dictionaries.
Due Date: August 31, 2011

Task 3 - Nontechnical Infrastructure Assessment

The nontechnical infrastructure assessment task will be performed linearly, as indicated below.



Policies, procedures, guidelines, and standards will assist in the coordination and management of the EPHTN decision-support environment. This task will expand, reduce, or revise any inadequate components as needed.

- Adjust, as needed, development tasks
- Ensure naming standards are understandable to the stakeholders and teams
- Review logical data modeling and metadata strategies and ensure the data administration and metadata administration activities are adequately supported.
- Examine testing standards and ensure a sufficient amount of reconciliation is performed
- Provide project plan section for time estimates determined for modifying or improving nontechnical infrastructure components, if needed.

Deliverable(s):

3.1 Nontechnical infrastructure assessment report
Due Date: August 31, 2011

3.2 Nontechnical infrastructure improvements
Due Date: July 1, 2012

Task 4 - Project Planning

The Project Planning task will be performed throughout the project and include the following activities:

- Establish project requirements
- Utilizing the project objectives and high level requirements, review and revise the following requirements:
    - Data
    - Functionality (reports and queries)
    - Infrastructure (technical and nontechnical)
    - Public Portal requirements (all core data available to display dynamically as charts, tables and maps), construction and deployment
    - Secure (role-based) Portal requirements (all core data available to display dynamically as charts, tables and maps), construction and deployment
- Determine the state of source files and databases
- Obtain an understanding of the condition of the source files and databases in order to determine the effort required for data cleansing
- Perform a Risk Assessment
- Identify critical success factors
- Incorporate project planning and requirements into an updated workflow diagram (high level architecture schematic and break-out diagrams, currently included in the LATNIP Appendices) to assist the team in visualizing the overall project processes, in presentations, and at team meetings/discussions.
- Coordinate project management activities with DHH PMO and any other contractors as needed

Deliverable(s):

4.1 Project plan detailing task estimates, task dependencies, and resource dependencies
Due Date: August 31, 2011

Task 5 - Maintain the current collaborative environment within SharePoint

Maintain the current SharePoint collaborative environment for the EPHTN team with the following functionality:

- Document sharing, task tracking, schedule coordination, document organization, and discussions.
- Easily author and manage documents, and help to ensure their integrity with enhanced features including the option to require document checkout before editing, the ability to view past revisions and restore to previous versions, and the ability to set document-specific security.
- Enable EPHTN project team members collaboration with a variety of communication features that let users know when actions are required or important changes are made to existing information or documentation, including announcements, alerts, and surveys.

Deliverable(s):

5.1 Update and maintain current collaborative environment for the EPHTN project team within SharePoint
Due Date: Ongoing

5.2 Migrate collaborative environment to SharePoint 2010
Due Date: August 31, 2011

Task 6 - Requirements Definition
The following activities will be performed to obtain the EPHTN requirements definition:

- Define technical infrastructure enhancement requirements, which may include hardware, databases, upgrades to the existing DHH Data Warehouse, development tools, reporting tools, data mining tools, and the metadata repository or enhancements.
- Define the nontechnical infrastructure enhancement requirements, if needed. These will include standards and procedures for use of a methodology, issues management, security processes, testing processes, support, metadata capture and metadata delivery, data quality measures and triage processes, and communication.
- Define the reporting requirements using sample report layouts and other resources obtained during interviews. Define and document the business rules for deriving data and for creating the aggregations and summaries.
- Define source data requirements, including the data-cleansing requirements and business rules for the data.
- Create the logical data model for the data requirements to prepare for data analysis tasks.
- Create the requirements document, itemizing functions, data cleansing, performance, security, and availability. List requirements for enhancing technical and nontechnical infrastructure components and include a high-level logical data model.

Deliverable(s):
6.1 Requirements definition document with the following sections to be included in LATNIP update (see Task 1):
   a. Technical infrastructure requirements
   b. Nontechnical infrastructure requirements
   c. Reporting requirements
   d. Ad hoc query requirements
   e. Source data requirements
   f. Logical data model (high-level)
   g. Data-cleansing requirements
   h. Security requirements

Due Date: September 30, 2011

Task 7 - Cross-Organizational Data Analysis
The purpose of this task is to eliminate the risk of creating within DHH isolated data warehouses and redundant and inconsistent databases which require LDHH-IT staff oversight and maintenance, and drain IT and Program resources. The following activities will be performed:

- Analyze the external data sources for EPHT and ensure consistent formatting and key structures with the current DHH Data Warehouse and data mart model.
- Refine the logical data model created in Task 6 and expand the current logical data model with the EPHT data objects, new data relationships, and additional data elements.
- Ensure that the data elements conform to the business rules and policies
- Merge the EPHT logical data model into the organizational logical data model and resolve any data discrepancies so that results are NCDM-compliant according to CDC's indicator–specific How To Guides.
- Create the data-cleansing specifications and validate with data owner and EPHT team

Deliverable(s):

7.1 Logical data model in the form of an entity-relationship diagram, indicating associative entities, characteristic entities, cardinality, optionality, unique identities, and attributes
Due September 30, 2011

7.2 Business metadata describing the entities, attributes from the logical data model. These include data names, definitions, relationships, unique identifiers, types, lengths, domains, business rules, policies, and data ownership.
Due September 30, 2011

7.3 Specifications for data-cleansing for bringing the source data in compliance with the technical data conversion, business data domain, and business data integrity rules. This document will be used in the transformation specifications when mapping the source-to-target ETL design.
Due September 30, 2011

Task 8 - Evaluate the current SharePoint portal design, expand environment configuration and deliver SharePoint Portal User Acceptance Testing (UAT). The requirement for this task is to follow the Microsoft Planning and Architecture for SharePoint Server 2010 to maintain the EPHTN portal implementation. Complete the associated artifacts that capture the Sites Objectives, Sites Primary Environments, Users and Features Matrix Mapping, SharePoint Load and Hardware Sizing, Websites Structures and Publishing Plans, Sites and Site Collections, and the use of Content and Search. In a PM role, the contractor will work closely with SEET to schedule and participate in portal design meetings as needed, and manage the integration of planning worksheets. Portal design will fit with the functionality of the underlying technology as well as be in accordance with CDC and LDHH communications requirements for web interfaces and portal development as specified in Attachment V. Perform SharePoint portal user acceptance testing.

Deliverable(s):

8.1 In coordination with SEET, contractor must identify, analyze and design initial portal plan including functionality. Documentation and implementation identified within the Microsoft Planning and Architecture for SharePoint 2010 should include:
    a. Portal components and navigation
    b. Portal site and content security and documentation of security model and assignments and maintenance that supports role-based access of internal, external, and public users.
    c. Governance
    d. Enterprise content management
    e. Portal site content management
    f. Portal navigation and information architecture
    g. Managed metadata
    h. Business Intelligence and reporting
    i. Business data and processes
    j. Quota management
    k. Authentication
    l. Security hardening
    m. Performance and capacity management

8.2 UAT testing requirements document

All deliverables under Task 8 are due September 30, 2011.

Task 9 - Obtain and Import Key Stakeholder Data into the EPHTN Data Warehouse

Develop an SSIS requirements document describing the connection requirements and data requirements to accomplish the integration of data into the EPHTN data warehouse (See Task 13). Develop SSIS packages to implement the transfer of data. Evaluate core data from key stakeholders currently stored in the EPHTN data warehouse and import any additional core data from key stakeholders into the EPHTN data warehouse. Review current interfaces and SSIS packages and revise where appropriate. Develop additional interfaces to process the actual collection of data from the stakeholders and to store it in the data warehouse. SSIS integration packages will be developed and used to accomplish the import. Standardize data to be NCDM compliant. This task requires collaboration with current IT contracts in progress, and/or the review of all existing knowledge transfer documents and guidance.

Deliverable(s):

9.1 SQL Server Integration Services (SSIS) exchange data requirements document included in revised LATNIP

9.2 Inventory of data meeting SSIS exchange data requirements

9.3 SSIS packages and related development documentation included in revised LATNIP

9.4 SSIS integration user manual (specific to project)

9.5 Design and implementation of the extract, transform, and load (ETL) process, stored procedures, and code

9.6 ETL packages and interfaces to import data using SSIS

9.7 Standardized data to NCDM formatting standards.

9.8 Integration of federal datasets from the US EPA, USGS and others

9.9 Assistance provided to SEET to identify, improve and acquire at least three additional tracking data sources which can be incorporated into the state and national EPHTNs and portals

9.10 Development and recommended automated/streamlined approach for XML metadata import, review, and edit. Distribution of metadata tools and training to data owners.

9.11 The import and secured storage of all core data in the LEPHTN data warehouse

All deliverables under Task 9 are due November 30, 2011.

Task 10 - Metadata Repository Analysis, Design, Development

The metadata repository tasks include determining the storage of contextual information about the EPHT data, creating the metadata database, writing metadata-specific migration programs to extract the metadata, coding interface programs to deliver metadata to the users, and providing an online help function. The metadata will allow the LEPHTN users to locate resources through keywords, geographic boundaries, date, and time. With thorough metadata planning and design, users of the LEPHTN will be able to determine the content of a resource, why it was created, how it was created, limitations, access and use restrictions, data quality, and contact information, which will assist the user with determining if a data source is appropriate for the intended purpose. Task 10 includes the following activities that cover the analysis, design, and development of a metadata repository:

- Analyze the metadata repository requirements
- Analyze the interface requirements for the repository
- Analyze access and reporting requirements for the repository
- Create the logical metadata model
- Create the meta-metadata
- Design, develop, test, and install the metadata repository database

- Design the metadata migration process with import, export capabilities
- Design the metadata interfaces, reports, and online help functions
- Build the metadata repository database
- Build and test the metadata migration process
- Build and test the metadata interfaces and all functions, including reports and queries
- Utilizing a formal test plan, run test cases and log results
- Install and test the data repository server platform for production
- Provide metadata repository training

Deliverable(s):

10.1 Logical metadata model as an E-R diagram indicating the entities and attributes for the metadata repository objects.

10.2 Metadata for describing the metadata entities attributes from the logical model, including definitions, relationships, unique identifiers, business rules, and metadata ownership.

10.3 Physical metadata model displaying tables, columns, primary and foreign keys, cardinality, and referential integrity rules

10.4 SQL instructions for the Data control language (DCL)

10.5 Programming specifications for the metadata ETL programs and interfaces

10.6 Physical metadata repository database

10.7 Metadata repository test plan, production documentation with procedures for scheduled metadata repository jobs, and a reference guide with instructions on how to use the metadata repository

10.8 Metadata repository data migration, interface, and reporting programs, including query scripts and online help functions

10.9 Metadata repository library for programs and scripts

All deliverables under Task 10 are due November 30, 2011.

Task 11 - Data Processing

This task involves the complete flow and processing of data from the time it is identified, through transfer and integration, and finally to analysis and report processing and publication. Utilize current DHH data quality processing definitions and policies to process and publish current data.

Deliverable(s):

11.1 Complete and submit DHH QA assessment and include in LATNIP report

11.2 Complete integration of Geo-Coding process into the ETL process with the GIS team in so far as possible.

All deliverables under Task 11 are due April 30, 2012.

Task 12 - Data Warehouse

Expand the DHH data warehouse currently in development and implement Quality Assurance (QA) testing and production environments. Analyze and ensure data warehouse standards compliance for secure data access and storage on the server assigned for this purpose and ensure that portal presentation supports current data.

Deliverable(s):

12.1 Data Warehouse analysis included in updated LATNIP

12.2 Data Warehouse functional design included in updated LATNIP

12.3 Expand existing Data Warehouse to include Data Marts and Dimensional models identified in the design process, implement QA measures, and deploy Production environment

12.4 Optimize schemas for data warehouse and data marts

All deliverables under Task 12 are due April 30, 2012

Task 13 - External data exchange and interoperability.

The activities associated with this task will ensure interoperability with systems and the secure exchange of data into the data warehouse. Obtain data and initiate data exchange processes, store in SQL Server within the EPHTN, and produce data encapsulated into XML NCDM format. Automate the placement of the encapsulated XML file in a secure location that the PHIN-MS will monitor for processing.

LDHH-IT currently supports 24 statewide, mission-critical computer systems. Of these, four are hazard and exposure monitoring, or non-infectious health effects surveillance systems maintained within LDHH. Four of these systems hold core data of interest to LEPHT: 1) the Safe Drinking Water Information System (SDWIS); 2) the Laboratory Information and Results Management System (StarLims), which houses environmental and bio-monitoring data; 3) the LA Electronic Event Registration System, (LEERS), which houses LA's vital records; and 4) the LA Hospital Inpatient Discharge Data (LAHIDD). LEPHT is working to ensure that the LEPHTN will be interoperable with SDWIS, StarLims, LEERS, and LAHIDD.

SDWIS is a customized data system from the EPA that integrates SDWIS data with StarLims. Scheduled jobs run stored procedures to insert and update the StarLims with point data from SDWIS. Newer technology has rendered SDWIS-StarLims obsolete, and LDHH-IT is currently evaluating solutions to replace this system. LEERS is a web-based software application that expedites collection and dissemination of vital records- it is also is very near replacement, as is LAHIDD. LEPHT is working closely with LDHH-IT developers to ensure that solutions can be customized to enable LEPHTN integration. LDHH-IT and LEPHT continue to meet with a GIS- SharePoint Integration specialists to complete systems analyses and infrastructure design as outlined in the TNIP. This is to ensure that all components of the LEPHTN will be interoperable.

Childhood lead data are held on a local system maintained by the LA Childhood Lead Poisoning Prevention Program (LACLPPP). These data are provided directly by the data owner on a secure drive until the LEPHTN can be set up. Data from the LA Birth Defects Monitoring Network (LBDMN) is currently unavailable as paper records require digitalization. Core data external to LDHH (i.e., air quality data and cancer registry data) were obtained directly from the data provider (EPA and LA Department of Environmental Quality (LDEQ); and LA Tumor Registry (LTR), respectively). Plans were developed to implement a gateway infrastructure than enables PHIN-MS data exchange between academic and federal and state partners.

Deliverable(s):

13.1 Documentation of data encapsulation process.

13.2 Demonstration and knowledge transfer of data encapsulation process and placement into a secure location.

13.3 Establish mechanisms for automating request for access to restricted datasets on the CDC and state portals

All deliverables under Task 13 are due July 30, 2012.

Task 14 - Send Data over PHIN-MS

Work with CDC to send data over the Public Health Information Network (PHIN) to the national EPHTN network and to data partners. The Public Health Information Network Secure Messaging Service (PHIN-MS) will encapsulate the file in EBXML format for transmission to the CDC.

Deliverable(s):

14.1 Data exchange with required and optional (if ready) data sets over PHIN-MS to the national EPHT Network, responding to CDC data calls each spring and fall. Transfer all NCDM-formatted project data and metadata to the CDC NEPHTN

14.2 Implement a gateway infrastructure that enables PHIN-MS data exchange between Academic Partners for Excellence (APEX), Federal Agency partners such as NASA, USGS and EPA, other states and local partners.

All deliverables under Task 14 are due February 28, 2012

Task 15 - Conduct Security Assessment
Conduct security assessment of both storage and messaging, including PHIN Preparedness Cross Functional Components, certification, self-assessment and National Institute of Standards and technology (NIST) SP 800-26

Deliverable(s):

15.1 Security assessment document addressing the following:

15.2 Examination of PHIN and Exchange Network security requirements and validation of compatibility

15.3 A security diagram showing the connection between a centralized secure server and network components

15.4 Description of data confidentiality security processes

15.5 Description of access and authorization services used to manage user identities

All deliverables under Task 15 are due July 30, 2012

Task 16 - Database expansion
The following activities are to be performed to expand and further refine the current database design for the LEPHTN:

- Review data access and data analysis requirements (reports, queries, GIS mapping) and validate design schema for the LEPHT target databases
- Finalize aggregation and summary requirements
- Complete LEPHTN target database design and document the physical data model
- Complete the LEPHTN physical database structures, including clustering, partitioning, indexing, and datasets
- Complete the building of the LEPHTN target databases and ensure appropriate database security requirements are in place
- Develop database maintenance and monitoring processes

Deliverable(s):

16.1 Completed physical data model (or logical database design) for the LEPHTN database structures. This deliverable can be an E-R diagram or star-schema diagram with tables, columns, primary and foreign keys, cardinality, referential integrity rules, and indices documented.

16.2 Completed physical design of the LEPHTN databases

16.3 Data definition language (DDL) or SQL instructions for the creation of the physical database structures

16.4 Data control language (DCL), or SQL instructions for specifying grant access (groups, persons, tools, programs)

16.5 LEPHTN target databases

16.6 Procedure document for maintenance of the LEPHTN databases

All deliverables under Task 16 are due July 30, 2012

Task 17 - Expand Extract/Transform/Load (ETL) Processes
The following activities are to be performed to expand and further refine current ETL processes for the LEPHTN:

- Create the source-to-target mapping document from previous task activity resulting from the source data analysis and EPHT business rules. This activity will become the transformation specifications in the form of a mapping matrix or spreadsheet document
- Evaluate current ETL process flow, streamline if necessary, and expand the design
- Design ETL programs to support any additional initial or historical loads of source data for EPHT
- Evaluate the current ETL staging area and determine if any changes are needed to support the ETL processes
- Test (performance, QA) current ETL process and expand where needed

Deliverable(s):

17.1 Source-to-target mapping document with transformation specifications for each column and instructions for data cleansing, error handling, algorithms for aggregations and summaries, and reconciliation.

17.2 ETL process flow diagram indicating the EPHTN ETL process sequence and dependencies

17.3 ETL program design document with specifications for all of the ETL modules (initial, historical, and incremental loads)

17.4 Staging area expansion, if applicable

17.5 Expanded ETL test plan

17.6 Codes and ETL test scripts

All deliverables under Task 17 are due July 30, 2012

Task 18 - Deploy the LEPHT Network and Public and Secure Portals
Complete deployment of the Public and Secure EPHT portals. See **Attachment V** for the functional requirements of the Public and secure portals. The Public Portal will be delivered prior to the Secure Portal. The following activities will be performed during the deployment task:

- Capture, validate, and document all portal requirements
- Determine phases of implementation and schedules
- Establish testing, QA, and production environments, including data connection processes and metadata libraries
- Apply security model and authorization processes
- Develop operating procedure and document reporting and map display processes and implementations on the portals
- Develop a reference guide for support staff and stakeholders
- Install production portal and load production databases
- Develop, test, and publish the public and secure web-based portal that uses Metadata, filtering, and querying to analyze data and report, in the form of tables, charts and maps, on EPHT and environmental data and health outcomes. Functionalities to include:
    - Implementation of foundational security
    - Assignments of role-based security and implementation of the security model and registration process throughout the project period (secure portal only)
    - Dynamic mapping, charts and tables generated from user defined queries.
    - Metadata search tool
    - Automated metadata upload and review process (secure portal only)
    - Automated data request and review process, including for secure (non-public) and limited datasets (secure portal only)
    - Collaboration with SEET data team and database development contractors and/or DHH-IT staff to ensure relational database functionality in dynamic query, charts, and tables
    - Collaboration with SEET GIS team and/or DHH-IT staff to ensure relational database functionality in dynamic maps and web mapping services
    - Collaboration with SEET Sharepoint design team and Sharepoint development contractors and/or DHH-IT staff to ensure the Sharepoint web design components integrate with communications data, databases and mapping components.

Deliverable(s):

18.1 Production ETL library

18.2 Production metadata repository library and database

18.3 Production reporting target databases

18.4 Production documentation including operating procedures for ETL processes and reports and a reference guide for support staff

18.5 Design of business intelligence (BI) and reporting infrastructure and functional design of BI and reporting implementation

18.6 Configuration of Microsoft BI stack to support portal and reporting requirements, including self-service reporting capabilities

18.7 Development and customization of reports according to business requirements

18.8 Metadata model design to meet reporting requirements

18.9 Develop, test, and publish a secured web-based portal. Functionalities are presented in **Attachment V** and include:

a. Implement foundation security, complete documentation of security model and assignments and maintenance that supports role-based access of internal, external and public users to the LEPHTN
b. Assign role-based access throughout the project period

18.10 Provide functionality for both the public and secure portals as required by CDC for analysis, visualization and reporting of all NCDM core data. (See **Attachment V**).

18.11 Coordinate with the EPHT GIS team for processing of SQL data to create required map services using ArcGIS Server to deliver mapping capabilities on both the public and secure portals.

a. The contractor will deliver maps, charts, and tables for all CDC core measures utilizing SharePoint web parts in the portal
b. Technologies suggested to the contractor to propose include Silverlight, ESRI Mapping for SharePoint API and ESRI Arc GIS Server (Arc Spatial Database Engine (SDE)) to pull in map services. Other technologies can be proposed excluding custom solutions. The following product standards have been established at DHH:
    a. Microsoft SQL Server 2008 R2 which includes:
        i. Microsoft SQL Server Analysis Services (SSAS)
        ii. Microsoft SQL Server Reporting Services (SSRS)
        iii. Microsoft SQL Server Integration Services (SSIS)
    b. SharePoint 2010
    c. Arc GIS Server 10 Advanced Enterprise
    d. ESRI Arc View and Arc Map, version 9.2
    e. SAS Enterprise Guide version 4.0
    f. SAS® version 9.2 with the following products:
    Base SAS, Quality Knowledge Base Locale, English USA, SAS Data Quality Server, SAS/ASSIST, SAS/GRAPH, SAS/TOOLKIT,

SAS/CONNECT, SAS/SHARE, SAS/ACCESS – all, SAS/IML, SAS/STAT, SAS/ETS, SAS/OR, SAS/QC, SAS/GIS, SAS/IntrNet , SAS/FSP, SAS/AF , SAS/EIS, SAS/LAB, SAS/Integration Technologies, SAS/INSIGHT

g. Microsoft Office, version 2010 with the following products: Access, Excel, InfoPath Designer, InfoPath Filler, One Note, Outlook, PowerPoint, Publisher, SharepPoint Workspace, Word

18.12 Portal plans for design functionality and ongoing maintenance requirements

18.13 Documentation of portal registration process

18.14 Evaluate and update the documentation of the network architecture and security model

18.15 Coordinate configurations between the development, quality assurance (QA) and production environments. After unit testing, stage development environment into a QA environment where system users, testers and stakeholders can evaluate. Following user acceptance, deploy to a production environment Present TAG-E with pilot portals, both public and secure. Incorporate TAG-E recommendations into final online portals.

18.16 Incorporate results of UAT testing conducted of the preliminary Portal design and implementation, including testing of security model for targeted authorizations.

18.17 Delivery of SharePoint training on use of the public and secure portals to stakeholders (LDHH representatives, TAG-E and interested public)

18.18 Enable searchable Metadata in user-friendly formats for the public and secure portals (Task 10).

18.19 Enable searchable Glossary and Acronym pages for the public and secure portals.

18.20 Deploy EPHTN web-based portals utilizing metadata and functional standards to facilitate the query, linkage, analysis, and utilization of tracking data and information. These portals shall support controlled user access and general public access and will include all identified components

18.21 Evaluate and ensure the LEPHT network architecture complies with national EPHT security standards and recommendations, including: PHIN Preparedness Cross Functional Components Requirements, Append. III to Office of Management and Budget (OMB) Circular A-130, NIST SP 800-26 and 800-26 Revision 1, NIST SP 800-53, NIST SP 800- 60, and NIST SP 800-64

18.22 Document data usage by stakeholders, and identify public health investigations and interventions based on information obtained from the state EPHT network annually

All public portal deliverables under Task 18 are due by August 31, 2012
All secure portal deliverables under Task 18 are due by August 31, 2013.

Task 19 - Participate in National Program Activities

- Participate in CDC's EPHT Standards for Network Development (SND) group and Network Architecture Subgroup (NASG) and any additional CDC workgroups or conference calls determined to be related to the IT tasks of the LEPHT project
- Coordinate with DHH-IT project team members
- Travel to EPHT bi-annual meetings to represent the LEPHT project. It is estimated that travel costs will be $1200 per trip at two (2) trips per year.

Deliverable(s):

19.1 Knowledge transfer to EPHT/IT staff in update reports
Due Date: Ongoing

Task 20 - Summary of General Reporting Requirements
Deliverable(s):
Reporting Requirements:

20.1 Quarterly Reports: Provide requested input prior to Quarterly EVM report due dates of October 1, January 1, April 1 and July 1 each year (Due Quarterly)

20.2 Interim Report: Provide requested input prior to annual interim progress report due date of February 28 annually (Due Biannually)

20.3 Final Report: Provide requested input prior to final report deadline of October 31 each year (Due Annually)

20.4 Monthly Reports: Provide input prior to monthly reports deadline of 15th of following month (Due Monthly)

20.5 Prepare final LA TNIP report to include data assessment, best methods, and the high level architecture revisions
Due Date: July 31, 2012

Maintenance and Support - This task includes support for break/fix, periodic data maintenance, and documentation of any new or modified system to assist support activities performed by DHH/OPH personnel. The contractor may provide additional services based on a pool of up to 3,000 hours over the 3 year period of the contract. DHH reserves the right to utilize these hours as necessary based on unforeseen requirements, maintenance on existing applications after warranty expiration, maintenance on new enhancements after warranty expiration, or application malfunctions not included under warranty. In order to use these hours, before commencing work, the contractor must send an estimate to the DHH Project Manager. The DHH Project Manager will either approve or reject the estimate and notify the contractor in written form. Work will only be started once DHH has approved of the estimate. **Note: These hours are expressly not available for usage under the terms of the contract until after the warranty period and after all changes commissioned are successfully met. These hours cannot be used to extend enhancement costs/hours to specified deliverables in this contract.**

Other Contractor Tasks and Responsibilities:
The contractor selected will also provide the following:

1. Project Management - Contractor will provide a project manager who will work closely with the DHH Project Manager and will be the single point of contact for the duration of the project. Contractor Project Manager will be responsible for the day-to-day activities of the project including tracking and implementation of the project plan, supervision of the support staff, required reporting and serving as the primary contact to project resources. Contractor Project Manager will follow processes set forth by the DHH Information Technology (IT) Project Management Office (PMO). The Contractor Project Manager has the ultimate responsibility of ensuring that the product and all other associated deliverables are delivered correctly, on time, and within budget. In addition, at a minimum, the Contractor Project Manager will:
    a. Implement and Track project management deliverables such as the detailed work plan, communications plan, quality management plan and risk management plan.
    b. Prepare timely status reports and work plan updates. The Contractor shall provide written and oral status reports.
    c. Oversee the project to ensure timely delivery of key task products and deliverables
    d. Take the necessary actions to keep the project on schedule and on budget.
    e. Indicate additional resources needed to meet key task products and deliverables
    f. Facilitate schedule control by adhering to a baseline project work plan, monitoring project activities, managing project timing, accurately tracking project activity, and making necessary plan adjustments required to meet milestones and deadlines.
    g. Provide effective meeting preparation and execution to facilitate adherence to timelines, encourage involvement from stakeholders and ensure accurate documentation of requirements and progress.

h. Implement a risk management plan and qualitative risk analysis to identify, assess, prioritize and mitigate project risks
i. Plan kickoff meetings, workgroup meetings and trainings
j. Ensure communication with stakeholder groups.
k. Project Management Deliverables:
    i. Draft Work Plan – Contractor will develop the project schedule in Microsoft Project format and submit it to the DHH Project Manager for review and approval.
    ii. Project Kick-Off Meeting – Contractor will conduct a kick-off meeting at a location specified by DHH which includes:
        - Kick-off meeting agenda
        - Draft Work Plan Activities of this meeting will include:
            - Review of the baseline project plan and milestones
            - Validation of mutual understanding of the project scope
            - Review of the Contractor and DHH project team organization and roles and responsibilities of each
            - Design and implement the communication plan that will be utilized for the duration of the project
            - Review of relevant policies and procedures
            - Identification of project constraints and risks
    iii. Status Reports – Contractor is to provide weekly written status reports to the DHH Project Manager. Contractor will use the status report template provided by the DHH IT PMO (see Attachment VIII).
    iv. Approved Work Plan – Contractor will request and receive written approval of the work plan from the DHH Project Manager.

2. Contractor will provide contractual services at SEET's Baton Rouge headquarters at 628 N. Fourth Street, Baton Rouge, Louisiana.

3. Provide weekly status updates to the DHH Project Manager and the EPHT Project Coordinator.

4. Meet with the Environmental Health Scientist Manager and SEET Section Chief, at a minimum, twice each month to provide a status update on project(s).

5. The contractor will submit monthly invoices that document tasks and time spent on each task.

6. Knowledge Transfer and Turnover - Turnover is defined as those activities that are required for the Contractor to perform prior to or upon termination of the Contract. Contractor will provide DHH with copies of all relevant data, documentation, or other pertinent information necessary, as determined by DHH, for DHH or a subsequent Contractor to assume the Contract activities successfully and to maintain and support the software applications. This includes any correspondence, documentation of ongoing outstanding issues, and other

operations support documentation. Knowledge Transfer is defined as the Contractor providing training on how to maintain support and administer the software applications or enhancements in order for the product to be maintained by DHH. Contractor will provide Knowledge Transfers on all products of the contract.

7. Warranty Period - Contractor will provide a 90 calendar day warranty period for all deliverables and enhancements. Contractor will fix any defects in the application free of charge that are found during the warranty period. The warranty period will begin on the first day the deliverable is approved in Production. Any defects found after the warranty period will be addressed under Maintenance and Support. Defects are defined as the system is not performing in accordance with the mutually approved requirements in the Business and Functional Requirements Document, and further defined in the Technical Design Document. All defects will be documented and must be approved by the DHH and Contractor Project Manager before a change is implemented.

Staffing Requirements/Qualifications
The contractor must demonstrate extensive knowledge and expertise in information technology development, including SQL 2008 R2 software for database and ETL development and SharePoint 2010 for portal development; and systems that require compliance with HIPAA. The contractor must provide both project management and information technology expertise and domain knowledge to this project.

C. Liquidated Damages

1. In the event the Contractor fails to meet the performance standards specified within the contract, the liquidated damages defined below may be assessed. If assessed, the liquidated damages will be used to reduce the Department's payments to the Contractor or if the liquidated damages exceed amounts due from the Department, the Contractor will be required to make cash payments for the amount in excess.
    a. Late submission of any required report - $50 per working day, per report.
    b. Late submission of invoices beginning 10 business days after the stated due date - $50 per working day per invoice.

2. The decision to impose liquidated damages may include consideration of some or all of the following factors:
    a. The duration of the violation;
    b. Whether the violation (or one that is substantially similar) has previously occurred;
    c. The Contractor's history of compliance;
    d. The severity of the violation and whether it imposes an immediate threat to the health or safety of the consumers;
    e. The "good faith" exercised by the Contractor in attempting to stay in compliance.

D. Fraud and Abuse

1. The Contractor shall have internal controls and policies and procedures in place that are designed to prevent, detect, and report known or suspected fraud and abuse activities.

2. Such policies and procedures must be in accordance with state and federal regulations. Contractor shall have adequate staffing and resources to investigate unusual incidents and develop and implement corrective action plans to assist the Contractor in preventing and detecting potential fraud and abuse activities.

E. Technical Requirements

1. The Contractor must maintain hardware and software compatible with current DHH requirements which are as follows:
   a. IBM compatible PC,
   b. Pentium 4, Celeron or equivalent processor (or compatible successors),
   c. 2 Gig of RAM memory, at a minimum
   d. Enough spare USB ports to accommodate thumb drives, etc.
   e. 10 Gig free hard drive space (suggest 80 Gig hard drive for the system);
   f. Ethernet LAN interface for laptop and desktop PCs
   g. Color monitor;
   h. Printer compatible with hardware and software required;
   i. High speed internet with email;
   j. CD ROM drive;
   k. Windows XP, SP3 or later version of operating system (minimum);
   l. Windows Internet Explorer 7.0 (or later)
   m. Microsoft Office 2010
   n. Appropriate firewalls for internet security.
   o. Compliant with industry-standard physical and procedural safeguards for confidential information (NIST 800-53A, ISO 17788, etc.)

2. The following Information Technology application standards have been established at DHH and are available for network implementation:
   a. Microsoft SQL Server 2008 R2 which includes
      i. Microsoft SQL Server Analysis Services (SSAS)
      ii. Microsoft SQL Server Reporting Services (SSRS)
      iii. Microsoft SQL Server Integration Services (SSIS)
   b. SharePoint 2010
   c. Arc GIS Server 10 Advanced Enterprise
   d. ESRI Arc View and Arc Map, version 9.2 Microsoft Office, version 2010 with the following products:
      Access, Excel, InfoPath Designer, InfoPath Filler, One Note, Outlook, PowerPoint, Publisher, SharepPoint Workspace, Word
   e. SAS Enterprise Guide version 4.0
   f. SAS® version 9.2 with the following products:

Base SAS, Quality Knowledge Base Locale, English USA, SAS Data Quality Server, SAS/ASSIST, SAS/GRAPH, SAS/TOOLKIT, SAS/CONNECT, SAS/SHARE, SAS/ACCESS – all, SAS/IML, SAS/STAT, SAS/ETS, SAS/OR, SAS/QC, SAS/GIS, SAS/IntrNet, SAS/FSP, SAS/AF , SAS/EIS, SAS/LAB, SAS/Integration Technologies, SAS/INSIGHT

F. Subcontracting

The contractor shall not contract with any other party for furnishing any of the work and professional services required by the contract without the express prior written approval of the Department. The contractor shall not substitute any subcontractor without the prior written approval of the Department. For subcontractor(s), before commencing work, the contractor will provide letters of agreement, contracts or other forms of commitment which demonstrates that all requirements pertaining to the contractor will be satisfied by all subcontractors through the following:

1. The subcontractor(s) will provide a written commitment to accept all contract provisions.
2. The subcontractor(s) will provide a written commitment to adhere to an established system of accounting and financial controls adequate to permit the effective administration of the contract.

G. Insurance Requirements

Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-: VI. This rating requirement shall be waived for Worker's Compensation coverage only.

1. Contractor's Insurance

   The Contractor shall not commence work under this contract until it has obtained all insurance required herein. Certificates of Insurance, fully executed by officers of the Insurance Company shall be filed with the Department for approval. The Contractor shall not allow any subcontractor to commence work on subcontract until all similar insurance required for the subcontractor has been obtained and approved. If so requested, the Contractor shall also submit copies of insurance policies for inspection and approval of the Department before work is commenced. Said policies shall not be canceled, permitted to expire, or be changed without thirty (30) days notice in advance to the Department and consented to by the Department in writing and the policies shall so provide.

2. Compensation Insurance

   Before any work is commenced, the Contractor shall obtain and maintain during the life of the contract, Workers' Compensation Insurance for all of the Contractor's employees employed to provide services under the contract. In case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in work under the contract at the site of the project is not protected under the Workers' Compensation Statute, the Contractor shall provide for any such employees, and shall further provide or cause any and all subcontractors to provide Employer's Liability Insurance for the protection of such employees not protected by the Workers' Compensation Statute.

3. Commercial General Liability Insurance
   The Contractor shall maintain during the life of the contract such Commercial General Liability Insurance which shall protect Contractor, the Department, and any subcontractor during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the contract, whether such operations be by the Contractor or by a subcontractor, or by anyone directly or indirectly employed by either of them, or in such a manner as to impose liability to the Department. Such insurance shall name the Department as additional insured for claims arising from or as the result of the operations of the Contactor or its subcontractors. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and contractual liability, with combined single limits of $1,000,000.

4. Licensed and Non-Licensed Motor Vehicles
   The Contractor shall maintain during the life of the contract, Automobile Liability Insurance in an amount not less than combined single limits of $1,000,000 per occurrence for bodily injury/property damage. Such insurance shall cover the use of any non-licensed motor vehicles engaged in operations within the terms of the contract on the site of the work to be performed thereunder, unless such coverage is included in insurance elsewhere specified.

5. Subcontractor's Insurance
   The Contractor shall require that any and all subcontractors, which are not protected under the Contractor's own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the Contractor.

H. Resources Available to Contractor

The DHH/Information Technology Division and the OPH/Section of Environmental Epidemiology and Toxicology will each have an assigned staff member who will be responsible for joint oversight of the contract. These individuals will schedule meetings to discuss progress of activities and problems identified.

I. Contact Personnel

All work performed by the contractor will be monitored by the contract monitor and DHH-IT EPHT Project Coordinator:

Adrienne Katner (Contract Monitor)
Department of Health and Hospitals
Office of Public Health
Section of Environmental Epidemiology and Toxicology
1450 L and A Road, Metairie, LA 70001
Phone: 504-219-4570
Email: Adrienne.Katner@la.gov

J. Term of Contract

The contract shall commence on or near the date approximated in the Schedule of Events. The term of this contract is for a period of July 1, 2011 through March 31, 2014.

K. Payment

The contractor shall submit deliverables in accordance with established timelines and shall submit invoices as defined in the contract terms. Payment of invoices is subject to approval of Adrienne Katner or Karen Danel.

III. PROPOSALS

A. General Information

This section outlines the provisions which govern determination of compliance of each proposer's response to the RFP. SEET shall determine, at its sole discretion, whether or not the requirements have been reasonably met. Omissions of required information shall be grounds for rejection of the proposal by SEET.

B. Contact After Solicitation Deadline

After the date for receipt of proposals, no proposer-initiated contact relative to the solicitation will be allowed between the proposers and DHH until an award is made.

C. Code of Ethics

Proposers are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics is they only entity which can officially rule on ethics issues.

D. Rejection and Cancellation

Issuance of this solicitation does not constitute a commitment by DHH to award a contract or contracts. The Department reserves the right to reject all proposals received in response to this solicitation.

In accordance with the provisions of R.S. 39:2182, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of this Title, or the Louisiana Procurement Code under the provisions of Chapter 17 of this Title.

E. Award Without Discussion

The Secretary of DHH reserves the right to make an award without presentations by proposers or further discussion of proposals received.

F. Assignments

Any assignment, pledge, joint venture, hypothecation of right or responsibility to any person, firm or corporation should be fully explained and detailed in the proposal. Information as to the experience and qualifications of proposed subcontractors or joint ventures should be included in the proposal. In addition, written commitments from any subcontractors or joint ventures should be included as part of the proposal.

G. Proposal Cost

The proposer assumes sole responsibility for any and all costs associated with the preparation and reproduction of any proposal submitted in response to this RFP, and shall not include this cost or any portion thereof in the proposed contract price.

H. Errors and Omissions

The State reserves the right to make corrections due to minor errors of proposer identified in proposals by State or the proposer. The State, at its option, has the right to request clarification or additional information from proposer.

I. Ownership of Proposal

All proposals become the property of the Department and will not be returned to the proposer. The Department retains the right to use any and all ideas or adaptations of ideas contained in any proposal received in response to this solicitation. Selection or rejection of the offer will not affect this right. Once a contract is awarded, all proposals will become subject to the Louisiana Public Records Act.

J. Procurement Library/Resources Available To Proposer

Relevant material has been included as attachments to this RFP. Additional information can be accessed at the following links:
http://www.lepht.dhh.louisiana.gov
http://ephtracking.cdc.gov/showHome.action

K. Proposal Submission

1. All proposals must be received by the due date and time indicated on the Schedule of Events. Proposals received after the due date and time will not be considered. It is the sole responsibility of each proposer to assure that its proposal is delivered at the specified location prior to the deadline. Proposals which, for any reason, are not so delivered will not be considered.

2. Proposer shall submit one (1) original hard copy and should submit one (1) electronic copy (flash drive or cd) and five (5) hard copies of each proposal. No facsimile or emailed proposals will be accepted. The cost proposal and financial statements should be submitted separately from the technical proposal; however, for mailing purposes, all packages may be shipped in one container.

3. Proposals must be submitted via U.S. mail, courier or hand delivered to:

   If courier mail or hand delivered:
   Mary Gonzalez
   Department of Health and Hospitals
   Division of Contracts and Procurement Support
   628 N 4th Street, 5th Floor
   Baton Rouge, LA 70802

   If delivered via US Mail:
   Mary Gonzalez
   Department of Health and Hospitals
   Division of Contracts and Procurement Support
   P.O. Box 1526
   Baton Rouge, LA 70821-1526

L. Proprietary and/or Confidential Information

1. The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of the proposal. The cost proposal will not be considered confidential under any circumstances. Any proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

2. For the purposes of this RFP, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) will be in effect. Pursuant to this Act, all

proceedings, records, contracts, and other public documents relating to this RFP shall be open to public inspection. Proposers are reminded that while trade secrets and other proprietary information submitted in conjunction with this RFP may not be subject to public disclosure, protections must be claimed by the proposer at the time of submission of its Technical Proposal. Proposers should refer to the Louisiana Public Records Act for further clarification.

3. The proposer must clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as "confidential" in order to claim protection, if any, from disclosure. The proposer shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of the proposal sought to be restricted in accordance with the conditions of the legend:

   "The data contained in pages _____ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this proposer as a result of or in connection with the submission of this proposal, the State of Louisiana shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the State of Louisiana's right to use or disclose data obtained from any source, including the proposer, without restrictions."

4. Further, to protect such data, each page containing such data shall be specifically identified and marked "CONFIDENTIAL".

5. Proposers must be prepared to defend the reasons why the material should be held confidential. If a competing proposer or other person seeks review or copies of another proposer's confidential data, DHH will notify the owner of the asserted data of the request. If the owner of the asserted data does not want the information disclosed, it must take legal action as necessary to restrain DHH from releasing information DHH believes to be public record.

6. **If the proposal contains confidential information, a redacted copy of the proposal must be submitted.** If a redacted copy is not submitted, DHH may consider the entire proposal to be public record. When submitting the redacted copy, it should be clearly marked on the cover as - "REDACTED COPY". The redacted copy should also state which sections or information has been removed."

7. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

M. Proposal Format

1. An item-by-item response to the Request for Proposals is requested.

2. There is no intent to limit the content of the proposals, and proposers may include any additional information deemed pertinent. Emphasis should be on simple, straightforward and concise statements of the proposer's ability to satisfy the requirements of the RFP.

N. Requested Proposal Outline:

- Introduction/Administrative Data
- Work Plan/Project Execution
- Personnel Qualifications
- Additional Information
- Corporate Financial Condition
- Cost and Pricing Analysis

O. Proposal Content

1. Proposals should include information that will assist the Department in determining the level of quality and timeliness that may be expected. The agency shall determine, at its sole discretion, whether or not the RFP provisions have been reasonably met. The proposal should describe the background and capabilities of the proposer, give details on how the services will be provided, and shall include a breakdown of proposed costsWork samples may be included as part of the proposal.

2. Proposals should address how the proposer intends to assume complete responsibility for timely performance of all contractual responsibilities in accordance with federal and state laws, regulations, policies, and procedures.

3. Proposals should define proposer’s functional approach in providing services and identify the tasks necessary to meet the RFP requirements of the provision of services, as outlined in Section II.

4. Introduction/Administrative Data

   a. The introductory section should contain summary information about the proposer's organization. This section should state proposer’s knowledge and understanding of the needs and objectives of DHH/OPH/SEET as related to the scope of this RFP. It should further cite its ability to satisfy provisions of the Request for Proposal.

   b. This introductory section should include a description of how the proposer’s organizational components communicate and work together in both an administrative and functional capacity from the top down. This section should contain a brief summary setting out the proposer's management philosophy including, but not limited to, the role of Quality Control, Professional Practices, Supervision, Distribution of Work and

Communication Systems. This section should include an organizational chart displaying the proposer’s overall structure.

c. This section should also include the following information:
   i. Location of Active Office with Full Time Personnel, include all office locations (address) with full time personnel.
   ii. Name and address of principal officer;
   iii. Name and address for purpose of issuing checks and/or drafts;
   iv. For corporations, a statement listing name(s) and address(es) of principal owners who hold five percent interest or more in the corporation.
   v. If out-of-state proposer, give name and address of local representative; if none, so state;
   vi. If any of the proposer's personnel named is a current or former Louisiana state employee, indicate the Agency where employed, position, title, termination date, and social security number;
   vii. If the proposer was engaged by DHH within the past twenty-four (24) months, indicate the contract number and/or any other information available to identify the engagement; if not, so state; and
   viii. Proposer's state and federal tax identification numbers.

d. The following information **must** be included in the proposal:
   i. Certification Statement: The proposer must sign and submit the attached Certification Statement (See Attachment I).

5. Work Plan/Project Execution
The proposer should articulate an understanding of, and ability to effectively implement services as outlined within Section II of the RFP. In this section the proposer should state the approach it intends to use in achieving each objective of the project as outlined, including a project work plan and schedule for implementation. In particular, the proposer should:

a. Provide a written explanation of the organizational structures of both operations and program administration, and how those structures will support service implementation. Individual components should include plans for supervision, training, technical assistance, as well as collaboration as appropriate.

b. Provide a strategic overview including all elements to be provided.

c. Demonstrate an ability to hire staff with the necessary experience and skill set that will enable them to effectively meet deliverables.

d. Demonstrate an understanding of, and ability to implement, the various types of organizational strategies to be integrated within the day to day operations, which are critical in organizing their functioning and maximizing productivity.

e. Demonstrate knowledge of services to be provided and effective strategies to achieve objectives and effective service delivery.

f. Describe approach and strategy for project oversight and management.

g. Articulate the need for, and the ability to implement, a plan for continuous quality improvement; this includes (but is not limited to) reviewing the quality of services provided and staff productivity.

h. Demonstrate an understanding of and ability to implement data collection as needed.

i. Explain processes that will be implemented in order to complete all tasks and phases of the project in a timely manner, as outlined within Section II.

j. Refer to specific documents and reports that can be produced as a result of completing tasks, to achieve the requested deliverables.

k. Identify all assumptions or constraints on tasks.

l. Discuss what flexibility exists within the work plan to address unanticipated problems which might develop during the contract period.

m. If the proposer intends to subcontract for portions of the work, the proposer should include specific designations of the tasks to be performed by the subcontractor.

n. Document procedures to protect the confidentiality of records in DHH databases, including records in databases that may be transmitted electronically via e-mail or the Internet.

6. Relevant Corporate Experience
   a. The proposal should indicate the firm has a record of prior successful experience in the design and implementation of the services sought through this RFP. Proposers should include statements specifying the extent of responsibility on prior projects and a description of the projects scope and similarity to the projects outlined in this RFP. All experience under this section should be in sufficient detail to allow an adequate evaluation by the Department. The proposer should have, within the last 24 months completed a similar type project. Proposers should give at least two customer references for projects completed in at least the last 24

months. References should include the name, email address and telephone number of each contact person.

b. In this section, a statement of the proposer's involvement in litigation that could affect this work should be included. If no such litigation exists, proposer should so state.

7. Personnel Qualifications
   a. The purpose of this section is to evaluate the relevant experience, resources, and qualifications of the proposed staff to be assigned to this project. The experience of proposer's personnel in implementing similar services to those to be provided under this RFP will be evaluated. The adequacy of personnel for the proposed project team will be evaluated on the basis of project tasks assigned, allocation of staff, professional skill mix, and level of involvement of personnel.

   b. Proposers should state job responsibilities, workload and lines of supervision. An organizational chart identifying individuals and their job titles and major job duties should be included. The organizational chart should show lines of responsibility and authority.

   c. Job descriptions, including the percentage of time allocated to the project and the number of personnel should be included and should indicate minimum education, training, experience, special skills and other qualifications for each staff position as well as specific job duties identified in the proposal. Job descriptions should indicate if the position will be filled by a sub-contractor.

   d. Key personnel and the percentage of time directly assigned to the project should be identified.

   e. Résumé of all known personnel of proposer should be included and include, but not be limited to:

      - Experience with proposer,
      - Previous experience in projects of similar scope and size.
      - Educational background, certifications, licenses, special skills, etc.

   f. If subcontractor personnel will be used, the proposer should clearly identify these persons, if known, and provide the same information requested for the proposer's personnel.

8. Corporate Financial Condition
   a. The organization's financial solvency will be evaluated. The proposer's ability to demonstrate adequate financial resources for performance of the

contract or the ability to obtain such resources as required during performance under this contract will be considered.

b. Proposal should include for each of the last three (3) years, copies of financial statements, preferably audited, including at least a balance sheet and profit and loss statement, or other appropriate documentation which would demonstrate to the Department the proposer's financial resources sufficient to conduct the project.

9. Cost and Pricing Analysis
   a. Proposer shall specify costs for performance of tasks. Proposal shall include all anticipated costs of successful implementation of all deliverables outlined. An item by item breakdown of costs shall be included in the proposal.

   b. Proposers shall submit the breakdown in a similar format to the attached sample cost template form (See Attachment IV) for each year of the contract to demonstrate how cost was determined.

P. Evaluation Criteria

The following criteria will be used to evaluate proposals:

1. Evaluations will be conducted by a Proposal Review Committee.

2. Evaluations of the financial statements will be conducted by a member of the DHH Fiscal Division.

3. Scoring will be based on a possible total of 100 points and the proposal with the highest total score will be recommended for award.

4. Cost Evaluation:
   a. The proposer with the lowest total cost for all three years shall receive 25 points. Other proposers shall receive points for cost based upon the following formula:

      CPS = (LPC/PC)* 25

      CPS = Cost Proposal Score
      LPC = Lowest Proposal Cost of all proposers
      PC = Individual Proposal Cost

   b. The assignment of the 25 points based on the above formula will be calculated by a member of the DHH Contracts Office staff.

   c. Additionally, a maximum of 5 points may be awarded for the cost criteria based on evaluation of reasonableness of cost based on economies of scale, adequate budget detail, and justification that all cost is consistent with the purpose, objectives, and deliverables of the RFP.

d. The DHH Deputy Undersecretary may provide information to the Proposal Review Committee in its evaluation of the additional 5 points.

5. Evaluation Criteria and Assigned Weights:

Evaluation Criteria	Assigned Weight
Introduction/Understanding of RFP	5
Work Plan/Project Execution	25
Corporate Experience	15
Qualification of Personnel	20
Financial Statements	5
Cost	30
Total	**100**
Oral Presentations/Demonstrations	10
Total	**110**

Q. Oral Presentations/Demonstrations

1. The Department may select those proposers reasonably susceptible of receiving an award for an oral presentation and/or demonstration for final determination of contract award. Oral presentations/demonstrations will allow the selected proposers to demonstrate their unique capability to provide the services requested in the RFP.

2. Proposers selected for oral presentations/demonstrations should:
   a. Provide a strategic overview of services to be provided,
   b. Summarize major strengths,
   c. Demonstrate flexibility and adaptability to handle both anticipated and unanticipated changes,
   d. If possible, have the project manager and key personnel in attendance to provide their view of the partnership envisioned with the Department.

3. Zero (0) to ten (10) points will be awarded as a result of the oral presentation/demonstration. These points will be added to the original scores.

R. Announcement of Award

The Department will award the contract to the proposer with the highest graded proposal and deemed to be in the best interest of the Department. All proposers will be notified of the contract award. The Department will notify the successful proposer and proceed to negotiate contract terms.

IV. CONTRACTUAL INFORMATION

A. The contract between DHH and the Contractor shall include the standard DHH contract form (CF-1/attached) including a negotiated scope of work, the RFP and its amendments and addenda, and the Contractor's proposal. The attached CF-1 contains basic information and general terms and conditions of the contract to be awarded.

B. Mutual Obligations and Responsibilities: The state requires that the mutual obligations and responsibilities of DHH and the successful proposer be recorded in a written contract. While final wording will be resolved at contract time, the intent of the provisions will not be altered and will include all provisions as specified in the attached CF-1.

C. Retainage - The Department shall secure a retainage of 10% from all billings under the contract as surety for performance. On successful completion of contract deliverables, the retainage amount may be released on an annual basis.

D. In addition to terms of the CF-1 and supplements, the following will be incorporated into the contract awarded through this RFP:

1. Personnel Assignments: The Contractor's key personnel assigned to this contract may not be replaced without the written consent of the Department. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. Key personnel for these purposes will be determined during contract negotiation.

2. Force Majeure: The contractor and the Department are excused from performance under contract for any period they may be prevented from performance by an Act of God, strike, war, civil disturbance, epidemic or court order.

3. Order of Precedence: The contract shall, to the extent possible, be construed to give effect to all provisions contained therein; however, where provisions conflict, the intent of the parties shall be determined by giving a first priority to provisions of the contract excluding the RFP and the proposal; second priority to the provisions of the RFP; and third priority to the provisions of the proposal.

4. Entire Agreement: This contract, together with the RFP and addenda issued thereto by the Department, the proposal submitted by the contractor in response to the Department's RFP, and any exhibits specifically incorporated herein by reference constitute the entire agreement between the parties with respect o the subject matter.

5. Board Resolution/Signature Authority: The contractor, if a corporation, shall secure and attach to the contract a formal Board Resolution indicating the signatory to the contract is a corporate representative and authorized to sign said contract.

6. Warranty to Comply with State and Federal Regulations: The contractor shall warrant that it shall comply with all state and federal regulations as they exist at the time of the contract or as subsequently amended.

7. Warranty of Removal of Conflict of Interest: The contractor shall warrant that it, its officers, and employees have no interest and shall not acquire any interest, direct or indirect, which conflicts in any manner or degree with the performance of services hereunder. The contractor shall periodically inquire of its officers and employees concerning such conflicts, and shall inform the Department promptly of any potential conflict. The contractor shall warrant that it shall remove any conflict of interest prior to signing the contract.

8. If the contractor is a corporation, the following requirement must bemet prior to execution of the contract:
   a. If a for-profit corporation whose stock is not publicly traded-the contractor must file a Disclosure of Ownership form with the Louisiana Secretary of State.
   b. If the contractor is a corporation not incorporated under the laws of the State of Louisiana-the contractor must obtain a Certificate of Authority pursuant to R.S. 12:301-302 from the Louisiana Secretary of State.
   c. The contractor must provide written assurance to the agency from contractor's legal counsel that the contractor is not prohibited by its articles of incorporation, bylaws or the laws under which it is incorporated from performing the services required under the contract.

Attachments:

I. Certification Statement
II. DHH Standard Contract Form (CF-1)
III. HIPAA BAA
IV. Cost Proposal Worksheet
V. Tracking Grantee Portal Standards and Recommendations
VI. Assessment of Data and Surveillance Systems Needed to Develop Core I Indicators
VII. Proposed LEPHT Network High Level Architecture

CERTIFICATION STATEMENT **ATTACHMENT I**

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. The State requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date	
Official Contact Name	
Email Address	
Fax Number with Area Code	
Telephone Number	
Street Address	
City, State, and Zip	

Proposer certifies that the above information is true and grants permission to the Department to contact the above named person or otherwise verify the information I have provided.

By its submission of this proposal and authorized signature below, proposer certifies that:

1. The information contained in its response to this RFP is accurate;
2. Proposer accepts the procedures, evaluation criteria, contract terms and conditions, and all other administrative requirements set forth in this RFP.
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
4. Proposer's technical and cost proposals are valid for at least 120 days from the date of proposer's signature below;
5. Proposer understands that if selected as the successful Proposer, it will have __5__ business days from the date of delivery of initial contract in which to complete contract negotiations, if any, and execute the final contract document. The Department has the option to waive this deadline if actions or inactions by the Department cause the delay.
6. Proposer certifies, by signing and submitting a proposal for $25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at www.epls.gov).

Authorized Signature: ____

Typed or Printed Name: ____

Title: ____

Company Name: ____

CFMS:
DHH:
AGENCY #

Attachment II
DHH - CF - 1

CONTRACT BETWEEN STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS

AND

FOR

☐ Personal Services ☐ Professional Services ☐ Consulting Services ☐ Social Services

1) **Contractor (Legal Name if Corporation)**	5) **Federal Employer Tax ID# or Social Security #** (11 digits)
2) **Street Address**	6) **Parish(es) Served**
City and State **Zip Code**	7) **License or Certification #**
3) **Telephone Number** 4) **Mailing Address (if different)**	8) **Contractor Status** Subrecipient: ☐ Yes ☐ No Corporation: ☐ Yes ☐ No For Profit: ☐ Yes ☐ No Publicly Traded: ☐ Yes ☐ No
City and State **Zip Code**	8a) **CFDA#**(Federal Grant #)

9) **Brief Description Of Services To Be Provided:**
Include description of work to be performed and objectives to be met; description of reports or other deliverables and dates to be received (when applicable). In a consulting service, a resume of key contract personnel performing duties under the terms of the contract and amount of effort each will provide under terms of contract should be attached.

10) **Effective Date**	11) **Termination Date**

12) This contract may be terminated by either party upon giving thirty (30) days advance written notice to the other party with or without cause but in no case shall continue beyond the specified termination date.

13) **Maximum Contract Amount**

14) **Terms of Payment**
If progress and/or completion of services are provided to the satisfaction of the initiating Office/Facility, payments are to be made as follows: (stipulate rate or standard of payment, billing intervals, invoicing provisions, etc.). Contractor obligated to submit final invoices to Agency within fifteen (15) days after termination of contract.

PAYMENT WILL BE MADE ONLY UPON APPROVAL OF:	**Name**	
	Title	**Phone Number**

15) **Special or Additional Provisions which are incorporated herein, if any (IF NECESSARY, ATTACH SEPARATE SHEET AND REFERENCE):**

During the performance of this agreement, the Contractor hereby agrees to the following terms and conditions:

1. Contractor hereby agrees to adhere as applicable to the mandates dictated by Titles VI and VII of the Civil Rights Act of 1964, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Americans with Disabilities Act of 1990 as amended; the Rehabilitation Act of 1973 as amended; Sec. 202 of Executive Order 11246 as amended, and all applicable requirements imposed by or pursuant to the regulations of the U. S. Department of Health and Human Services. Contractor agrees not to discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, political beliefs, disabled veteran, veteran status, or any other non-merit factor.

2. Contractor shall abide by the laws and regulations concerning confidentially which safeguard information and the patient/client confidentiality. Information obtained shall not be used in any manner except as necessary for the proper discharge of Contractor's obligations. (The Contractor shall establish, subject to review and approval of the Department, confidentiality rules and facility access procedures.)

3. The State Legislative Auditor, Office of the Governor, Division of Administration, and Department Auditors or those designated by the Department shall have the option of auditing all accounts pertaining to this contract during the contract and for a three year period following final payment. Contractor grants to the State of Louisiana, through the Office of the Legislative Auditor, Department of Health and Hospitals, and Inspector General's Office, Federal Government and/or other such officially designated body the right to inspect and review all books and records pertaining to services rendered under this contract, and further agrees to guidelines for fiscal administration as may be promulgated by the Department. Records will be made available during normal working hours.

   Contractor shall comply with federal and state laws and/or DHH Policy requiring an audit of the Contractor's operation as a whole or of specific program activities. Audit reports shall be sent within thirty (30) days after the completion of the audit, but no later than six (6) months after the end of the audit period. If an audit is performed within the contract period, for any period, four (4) copies of the audit report shall be sent to the Department of Health and Hospitals, Attention: **Division of Fiscal Management, P.O. Box 91117, Baton Rouge, LA 70821-3797** and one (1) copy of the audit shall be sent to the **originating DHH Office.**

4. Contractor agrees to retain all books, records and other documents relevant to the contract and funds expended thereunder for at least four (4) years after final payment or as prescribed in 45 CFR 74:53 (b) whichever is longer. Contractor shall make available to the Department such records within thirty (30) days of the Department's written request and shall deliver such records to the Department's central office in Baton Rouge, Louisiana, all without expense to the Department. Contractor shall allow the Department to inspect, audit or copy records at the contractor's site, without expense to the Department.

5. Contractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without written consent of the Department thereto, provided, however, that claims for money due or to become due to Contractor from the Department under this contract may be assigned to a bank, trust company or other financial institution without advanced approval. Notice of any such assignment or transfer shall be promptly furnished to the Department and the Division of Administration, Office of Contractual Review.

6. Contractor hereby agrees that the responsibility for payment of taxes from the funds received under this contract shall be Contractor's. The contractor assumes responsibility for its personnel providing services hereunder and shall make all deductions for withholding taxes, and contributions for unemployment compensation funds, and shall maintain, at Contractor's expense, all necessary insurance for its employees, including but not limited to automobile insurance, workers' compensation and general liability insurance.

7. Contractor shall obtain and maintain during the contract term all necessary insurance including automobile insurance, workers' compensation insurance, and general liability insurance. The required insurances shall protect the Contractor, the Department of Health and Hospitals, and the State of Louisiana from all claims related to Contractor's performance of this contract. Certificates of Insurance shall be filed with the Department for approval. Said policies shall not be canceled, permitted to expire, or be changed without thirty (30) days advance written notice to the Department. Commercial General Liability Insurance shall provide protection during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as claims for property damages, with combined single limits prescribed by the Department.

8. In cases where travel and related expenses are required to be identified separate from the fee for services, such costs shall be in accordance with State Travel Regulations. The contract contains a maximum compensation which shall be inclusive of all charges including fees and travel expenses.

9. No funds provided herein shall be used to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition or any election ballot or a proposition or matter having the effect of law being considered by the legislature or any local governing authority. Contracts with individuals shall be exempt from this provision.

10. Should contractor become an employee of the classified or unclassified service of the State of Louisiana during the effective period of the contract, Contractor must notify his/her appointing authority of any existing contract with State of Louisiana and notify the contracting office of any additional state employment. This is applicable only to contracts with individuals.

11. All non-third party software and source code, records, reports, documents and other material delivered or transmitted to Contractor by State shall remain the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract. All non-third party software and source code, records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract.

12. Contractor shall not enter into any subcontract for work or services contemplated under this contract without obtaining prior written approval of the Department. Any subcontracts approved by the Department shall be subject to conditions and provisions as the Department may deem necessary; provided, however, that notwithstanding the foregoing, unless otherwise provided in this contract, such prior written approval shall not be required for the purchase by the contractor of supplies and services which are incidental but necessary for the performance of the work required under this contract. No subcontract shall relieve the Contractor of the responsibility for the performance of contractual obligations described herein.

13. No person and no entity providing services pursuant to this contract on behalf of contractor or any subcontractor is prohibited from providing such services by the provisions of R.S. 1113 as amended in the 2008 Regular Session of the Louisiana Legislature.

14. No claim for services furnished or requested for reimbursement by Contractor, not provided for in this contract, shall be allowed by the Department. In the event the Department determines that certain costs which have been reimbursed to Contractor pursuant to this or previous contracts are not allowable, the Department shall have the right to set off and withhold said amounts from any amount due the Contractor under this contract for costs that are allowable.

15. This contract is subject to and conditioned upon the availability and appropriation of Federal and/or State funds; and no liability or obligation for payment will develop between the parties until the

contract has been approved by required authorities of the Department; and, if contract exceeds $20,000, the Director of the Office of Contractual Review, Division of Administration in accordance with La. R.S. 39:1502.

16. The continuation of this contract is contingent upon the appropriation of funds from the legislature to fulfill the requirements of the contract. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

17. Any alteration, variation, modification, or waiver of provisions of this contract shall be valid only when reduced to writing, as an amendment duly signed, and approved by required authorities of the Department; and, if contract exceeds $20,000, approved by the Director of the Office of Contractual Review, Division of Administration. Budget revisions approved by both parties in cost reimbursement contracts do not require an amendment if the revision only involves the realignment of monies between originally approved cost categories.

18. Any contract disputes will be interpreted under applicable Louisiana laws and regulations in Louisiana administrative tribunals or district courts as appropriate.

19. Contractor will warrant all materials, products and/or services produced hereunder will not infringe upon or violate any patent, copyright, trade secret, or other proprietary right of any third party. In the event of any such claim by any third party against DHH, the Department shall promptly notify Contractor in writing and Contractor shall defend such claim in DHH's name, but at Contractor's expense and shall indemnify and hold harmless DHH against any loss, expense or liability arising out of such claim, whether or not such claim is successful. This provision is not applicable to contracts with physicians, psychiatrists, psychologists or other allied health providers solely for medical services.

20. Any equipment purchased under this contract remains the property of the Contractor for the period of this contract and future continuing contracts for the provision of the same services. Contractor must submit vendor invoice with reimbursement request. For the purpose of this contract, equipment is defined as any tangible, durable property having a useful life of at least (1) year and acquisition cost of $1000.00 or more. The contractor has the responsibility to submit to the Contract Monitor an inventory list of DHH equipment items when acquired under the contract and any additions to the listing as they occur. Contractor will submit an updated, complete inventory list on a quarterly basis to the Contract Monitor. Contractor agrees that upon termination of contracted services, the equipment purchased under this contract reverts to the Department. Contractor agrees to deliver any such equipment to the Department within 30 days of termination of services.

21. Contractor agrees to protect, indemnify and hold harmless the State of Louisiana, DHH, from all claims for damages, costs, expenses and attorney fees arising in contract or tort from this contract or from any acts or omissions of Contractor's agents, employees, officers or clients, including premises liability and including any claim based on any theory of strict liability. This provision does not apply to actions or omissions for which LA R.S. 40:1299.39 provides malpractice coverage to the contractor, nor claims related to treatment and performance of evaluations of persons when such persons cause harm to third parties (R.S. 13:5108.1(E)). Further it does not apply to premises liability when the services are being performed on premises owned and operated by DHH.

22. Any provision of this contract is severable if that provision is in violation of the laws of the State of Louisiana or the United States, or becomes inoperative due to changes in State and Federal law, or applicable State or Federal regulations.

23. Contractor agrees that the current contract supersedes all previous contracts, negotiations, and all other communications between the parties with respect to the subject matter of the current contract.

THIS CONTRACT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. IN WITNESS THEREOF, THIS CONTRACT IS SIGNED ON THE DATE INDICATED BELOW.

	STATE OF LOUISIANA **DEPARTMENT OF HEALTH AND HOSPITALS**
SIGNATURE **DATE**	**SIGNATURE** **DATE**
NAME	**NAME**
TITLE	Secretary, Department of Health and Hospitals or Designee **TITLE**
SIGNATURE **DATE**	**SIGNATURE** **DATE**
NAME	**NAME**
TITLE	**TITLE**

Attachment III

(Rev. 1/04)

HIPAA Business Associate Addendum:

This Business Associate Addendum is hereby made a part of this contract in its entirety as Attachment __ to the contract.

1. The U. S. Department of Health and Human Services has issued final regulations, pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), governing the privacy of individually identifiable health information. See 45 CFR Parts 160 and 164 (the "HIPAA Privacy Rule"). The Department of Health and Hospitals, ("DHH"), as a "Covered Entity" as defined by HIPAA, is a provider of health care, a health plan, or otherwise has possession, custody or control of health care information or records.
2. "*Protected health information*" ("PHI") means individually identifiable health information including all information, data, documentation and records, including but not limited to demographic, medical and financial information that relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual or payment for health care provided to an individual; and that identifies the individual or which DHH believes could be used to identify the individual.

   "*Electronic protected health information*" means PHI that is transmitted by electronic media or maintained in electronic media.

   "*Security incident*" means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.
3. Contractor is considered a Business Associate of DHH, as contractor either: (A) performs certain functions on behalf of or for DHH involving the use or disclosure of protected individually identifiable health information by DHH to contractor, or the creation or receipt of PHI by contractor on behalf of DHH; or (B) provides legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, financial or social services for DHH involving the disclosure of PHI.
4. Contractor agrees that all PHI obtained as a result of this contractual agreement shall be kept confidential by contractor, its agents, employees, successors and assigns as required by HIPAA law and regulations and by this contract and addendum.
5. Contractor agrees to use or disclose PHI solely (A) for meeting its obligations under this contract, or (B) as required by law, rule or regulation or as otherwise permitted under this contract or the HIPAA Privacy Rule.
6. Contractor agrees that at termination of the contract, or upon request of DHH, whichever occurs first, contractor will return or destroy (at the option of DHH) all PHI received or created by contractor that contractor still maintains in any form and retain no copies of such information; or if such return or destruction is not feasible, contractor will extend the confidentiality protections of the contract to the information and limit further uses and disclosure to those purposes that make the return or destruction of the information infeasible.
7. Contractor will ensure that its agents, employees, subcontractors or others to whom it provides PHI received by or created by contractor on behalf of DHH agree to the same restrictions and conditions that apply to contractor with respect to such information. Contractor also agrees to take all reasonable steps to ensure that its employees', agents' or subcontractors' actions or omissions do not cause contractor to breach the terms of this Addendum. Contractor will use all appropriate safeguards to prevent the use or disclosure of PHI other than pursuant to the terms and conditions of this contract and Addendum.
8. Contractor shall, within 3 days of becoming aware of any use or disclosure of PHI, other than as permitted by this contract and Addendum, report such disclosure in writing to the person(s) named in section 14 (Terms of Payment), page 1 of the CF-1.

9. Contractor shall make available such information in its possession which is required for DHH to provide an accounting of disclosures in accordance with 45 CFR 164.528. In the event that a request for accounting is made directly to contractor, contractor shall forward such request to DHH within two (2) days of such receipt. Contractor shall implement an appropriate record keeping process to enable it to comply with the requirements of this provision. Contractor shall maintain data on all disclosures of PHI for which accounting is required by 45 CFR 164.528 for at least six (6) years after the date of the last such disclosure.
10. Contractor shall make PHI available to DHH upon request in accordance with 45 CFR 164.524.
11. Contractor shall make PHI available to DHH upon request for amendment and shall incorporate any amendments to PHI in accordance with 45 CFR 164.526.
12. Contractor shall make its internal practices, books, and records relating to the use and disclosure of PHI received from or created or received by contractor on behalf of DHH available to the Secretary of the U. S. DHHS for purposes of determining DHH's compliance with the HIPAA Privacy Rule.
13. Compliance with Security Regulations:

    In addition to the other provisions of this Addendum, if Contractor creates, receives, maintains, or transmits electronic PHI on DHH's behalf, Contractor shall, no later than April 20, 2005:

    (A) Implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of DHH;

    (B) Ensure that any agent, including a subcontractor, to whom it provides such information agrees to implement reasonable and appropriate safeguards to protect it; and

    (C) Report to DHH any security incident of which it becomes aware.
14. Contractor agrees to indemnify and hold DHH harmless from and against all liability and costs, including attorneys' fees, created by a breach of this Addendum by contractor, its agents, employees or subcontractors, without regard to any limitation or exclusion of damages provision otherwise set forth in the contract.
15. Notwithstanding any other provision of the contract, DHH shall have the right to terminate the contract immediately if DHH determines that contractor has violated any material term of this Addendum.

Attachment IV
Cost Proposal Worksheet

Proposer must enter the hourly rate, number of hours, and calculated total for each deliverable specified in the statement of work.

Task #	Deliverable #	(Hourly Rate	X # of Hours)	= Total
Task 1	1.1			
	1.2			
	1.3			
Task 2	2.1			
	2.2			
Task 3	3.1			
	3.2			
Task 4	4.1			
Task 5	5.1			
	5.2			
Task 6	6.1			
Task 7	7.1			
	7.2			
	7.3			
Task 8	8.1			
	8.2			
Task 9	9.1			
	9.2			
	9.3			
	9.4			
	9.5			
	9.6			
	9.7			
	9.8			
	9.9			
	9.10			
	9.11			
Task 10	10.1			
	10.2			
	10.3			
	10.4			
	10.5			
	10.6			
	10.7			
	10.8			
	10.9			

Task #	Deliverable #	(Hourly Rate	X # of Hours)	= Total
Task 11	11.1			
	11.2			
Task 12	12.1			
	12.2			
	12.3			
	12.4			
Task 13	13.1			
	13.2			
	13.3			
Task 14	14.1			
	14.2			
Task 15	15.1			
Task 16	16.1			
	16.2			
	16.3			
	16.4			
	16.5			
	16.6			
Task 17	17.1			
	17.2			
	17.3			
	17.4			
	17.5			
	17.6			
Task 18	18.1			
	18.2			
	18.3			
	18.4			
	18.5			
	18.6			
	18.7			
	18.8			
	18.9			
	18.10			
	18.11			
	18.12			
	18.13			
	18.14			
	18.15			
	18.16			
	18.17			
	18.18			

Task #	Deliverable #	(Hourly Rate	X # of Hours)	= Total
	18.19			
	18.20			
	18.21			
	18.22			
Task 19	19.1			
Task 20	20.1			
	20.2			
	20.3			
	20.4			
	20.5			
Maintenance and Support (Pool Hours)			3,000	
			Grand Total Cost Proposed:	

Attachment V

Tracking Grantee Portal Standards and Recommendations

Portal Requirements

A key network requirement is the capability of portals to support controlled user access and general public access. The LEPHT portals will provide both public and secure data access. The public interface will allow summary information and use the appropriate Analysis, Visualization, and Reporting (AVR) tools to provide information to the general public. The LEPHT portals will also offer secure access to restricted data. Through the secure portal, users may, based on their established roles, gain access to restricted data.

To access the Network, the public and secure portals allow for two distinct user groups. The public portal provides general users appropriate information, provides some analysis and interpretation, and provides the ability to explore aggregate levels of data. This portal allows the network to address confidentiality concerns while disseminating information to the public.

The secure portal will provide role-based access to restricted data. The secure LEPHT portal will require a secure login that authenticates the user and allows authorized access to appropriate data and services.
The user's access to data will vary based on the user's role. At a minimum, the LEPHT portal must have a public role and a secure role. The LEPHT public portal will have one defined role: public. Because only a public role is defined, users accessing this portal will be assigned this public role by default. The LEPHT secure portal will have more than one role. Some secure users will only have read-access to data, while other users will have administrative functionality such as write and edit. To address this differing functionality, the LEPHT secure portal will have a minimum of two secure roles.

Grantee portals use a variety of technologies and interfaces to make data accessible, but follow standards established by the Tracking Program, including the following:

- Network
  - Provide a link to the National Tracking Network public portal from individual grantee public portals.
  - Provide access to environmental, exposure, and health effect data.
  - Comply with Section 508 standards.
- Analysis, Visualization, and Reporting
  - Maintain visual consistency among pages on grantee portals.
  - Support the means to generate visual displays of data, including maps, charts, tables, and graphs.
  - Provide the ability to display both counts and rates on a map.

- Use standard color pallets from proven evidence-based research for color sections.
  - Provide the capability to combine multiple appropriate data sources in a single graph, table, or chart.
  - Ensure protection for data as necessary through small number protection - aggregation, smoothing, etc.
  - Provide users the ability to interact with data tools and displays.
  - Provide users the ability to see alternate views of the information.
  - Ensure that analysis functionality provides for “minimally aggregated” data, as in counts and rates.
  - Provide the capability to execute queries to obtain data.
- Metadata
  - Allow for the discovery of data by searchable metadata using the standardized metadata template for all data available on the grantee portal.
- Data Content and Discovery
  - Provide data results and information on grantee public portals within three clicks of the search initiation.
  - Provide a trail for users to return to starting or entry point.
  - Allow for export of appropriate data to a common format, such as comma delimited.
  - Provide a structured flow that links related information and data sources.
  - Organize contents of pages to facilitate the identification of detailed information.
  - Provide the capability to combine and display multiple data query results.
  - Establish categories to facilitate data browsing and discovery.
  - Provide clear labeling for categorical information.
  - Provide a set of Frequently Asked Questions (FAQ).
  - Provide clear definitions of terms.
  - Provide on-line documentation.
  - Provide a phone number or email address that users may use to get additional information or clarification.

Secure Portal Requirements

The Tracking Program has provided the following standards for development of grantee secure portals:

- Network
  - Comply with Section 508 standards.
  - Provide access to environmental, exposure, and health effect data.
- Analysis Visualization and Reporting
  - Support the means to generate, visual displays of data, including maps, charts, tables, and graphs.
  - Provide the ability to display both counts and rates on a map.

        - Use of standard color pallets from proven evidence-based research for color sections.
        - Provide the capability to combine multiple appropriate data sources in a single graph, table, or chart.
        - Ensure that analysis functionality provides for minimally aggregated data, as in counts and rates.
- Data Content and Discovery
    - Provide the capability to execute queries to obtain data in both secure and public portals.
        - Provide a set of Frequently Asked Questions (FAQ).
        - Provide clear definitions of terms.
        - Provide on-line documentation.
- Security
    - Provide for various levels of data access depending on the user's role on the secure portal.
    - On secure portals, ensure data security.
    - Provide a secure login where users will be authenticated.
    - Provide access to varying levels of data and services based on a user's authorized role.

Using a Web browser and security credentials, registered users are able to access (or will currently be able to access):

- Compiled NCDM stored in the National repositories,
- Data discovery and description services (metadata),
- Restricted access data (with appropriate permissions)
- Robust online analysis, visualization, and reporting tools,
- A repository of analytical tools and methods,
- Collaboration and knowledge management functions (document sharing, discussion, contact management), including
    - Support for Tracking Network Workgroups, and
    - Online reference information for selected topics (NCDM and others).

These standards will evolve as the Tracking Program collects feedback from users of the portals and identifies typical uses and desired functionality.

Table 1 lists portal characteristics by functional category and designates each as either required or recommended for State EPHT Network Portals.

Table 1. Required and Recommended State Portal Characteristics by Functional Category

Tracking Network	
	Standards
	Provide both public and secure grantee portals.
	Provide a link to the Tracking Network's National Portal from individual state portals.
	Maintain visual consistency among pages on a grantee's portal.
	Organize contents of pages to facilitate the identification of detailed information.
	Provide a structured flow that links related information and data sources.
	Comply with Section 508 standards in both secure and public portals.
	Provide for the ability to search metadata in both secure and public portals.
	Recommendations
	Provide data results and information on grantee public portals within three clicks of the search initiation.
	Provide a path to return easily to previous screens.
Analysis, Visualization, and Reporting	
	Standards
	Support the means to generate, in both secure and public portals, visual displays of data, including maps, charts, tables, and graphs.
	Provide the ability, in both secure and public portals, to display both count and rates on a map.
	Use in both secure and public portals standard color pallets from proven scientific research for color sections.
	Provide, in both secure and public portals, the capability to combine multiple appropriate data sources in a single graph, table, or chart.
	Ensure that in both secure and public portals analysis functionality provides for "minimally aggregated" data, as in counts and rates.
	Provide the ability to disseminate information in various ways depending on user data access, including standardized reports and Web-based query results.
	Recommendations
	Provide users the ability to interact with data tools and displays.
	Provide users the ability to see alternate views of the information.
Data Content and Discovery	
	Standards
	Provide the capability to execute queries to obtain data in both

Tracking Network	
	secure and public portals.
	Provide for various levels of data access depending on the user's role.
	Provide both secure and public portal access to environmental, exposure, and health effect data. Specifically all data agreed to in the individual grantee's response to CDC-RFA-EHA06-601 and according to the timeline submitted in the grantee's response on their state portal.
	Establish a public portal and a secure, restricted-use portal.
	Allow for export of appropriate data to a common format, such as comma delimited based on the user's role.
	Provide the capability to combine and to display multiple data query results.
	Recommendations
	Establish clear categories to facilitate data browsing and discovery.
	Provide clear labeling for categorical information.
	Break information into easily digestible subcategories.
Documentation	
	Standards
	Provide in both secure and public portals a set of Frequently Asked Questions (FAQ).
	Provide in both secure and public portals clear definitions of terms.
	Provide in both secure and public portals on-line documentation.
	Recommendations
	Provide a phone number or email address that users may use to get additional information or clarification.
Metadata	
	Standards
	Allow for the discovery of data by searchable metadata using the Tracking Metadata template for all data available on the grantee's portal.
	In both secure and public portals, allow for metadata search and discovery.
Secure Access	
	Standards
	In both secure and public portals, provide data security and protection.
	Provide a secure login where users will be authenticated and will be authorized access to data and services.
	Provide access to varying levels of data based on a user's role.

Attachment VI

Assessment of Data and Surveillance Systems Needed to Develop Core Indicators

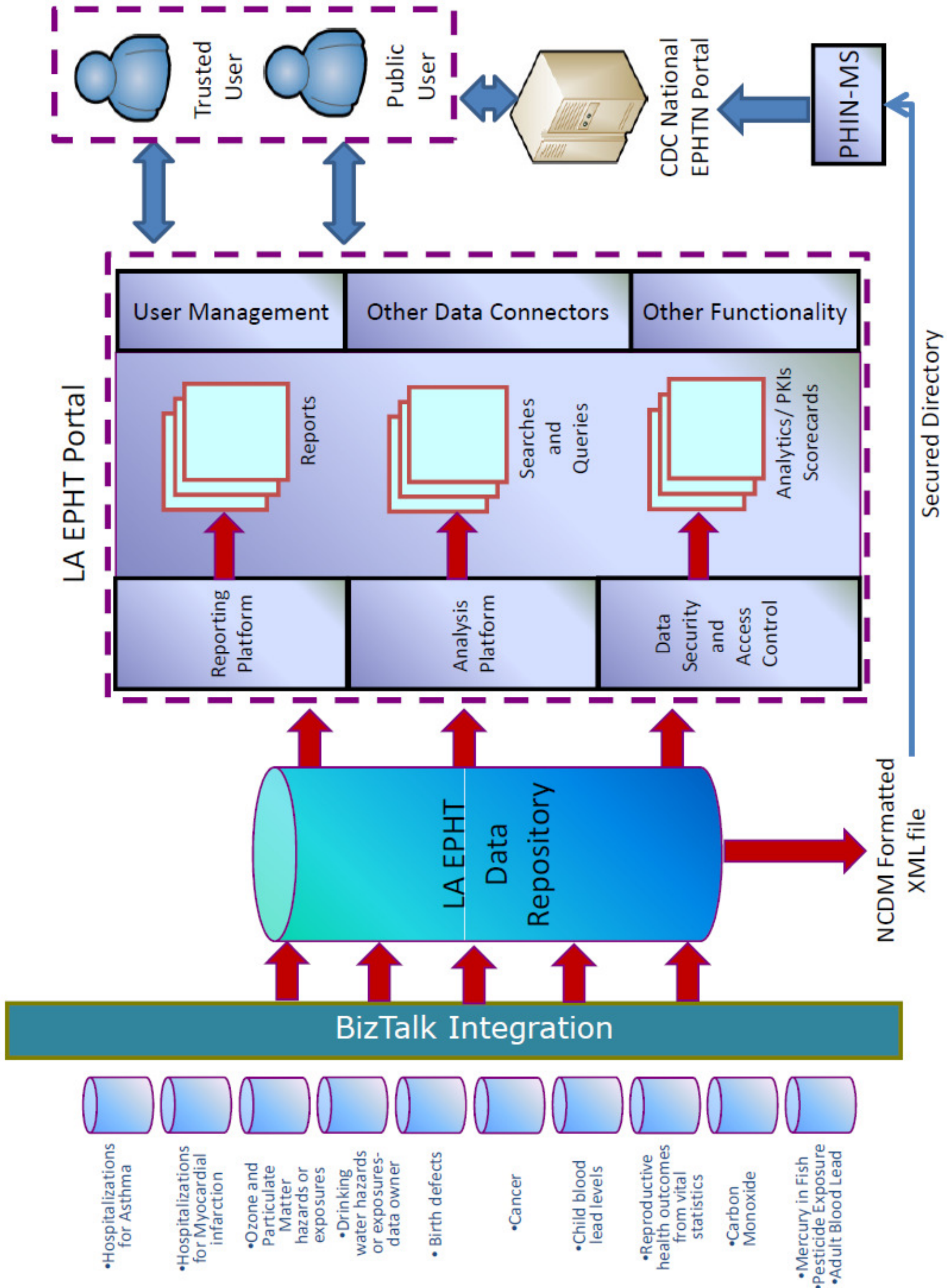
Core Measure	Data Set Owner / Source	Years Data Availabl e	Schedule Updated	Characteristics of Dataset	DSA, TPA and/or MOU Status	Data Set Format	Other Details
Hospital Inpatient Discharge Data for Asthma, Acute Myocardial Infarction and Carbon Monoxide Poisonings	LDHH/ OPH-Vital Records and Statistics (LVR)	1998-2007	Yearly Inpatient last updated: 12/31/2007	Includes inpatient hospitalizations, outpatient visits, emergency room visits, discharges, days of care, personal identifiers, race, address, gender, age, type & source of admission, discharge status, ICD/Ecodes & procedure codes, duration of stay, cost, and payor source	Received data use right 12/9/10 DSA pending-expect by 12/31/2010	SAS program 1) imports complete annual datasets into SAS & ACCESS database, and 2) extracts conditions/cases of interest into cumulative SAS & ACCESS database. Data cleaning needed: out-of-state residents; duplicate entries; miscoded values; coding readmissions for same condition	Use of ICD9-CM codes vary by hospital. Data not timely. Limited info on exposure
Childhood Blood Lead Registries	DHH/ LA Childhood Lead Prevention Program LACLPP	1998-present	Yearly Last updated: 01/02/2009	Lead Application (for children aged birth-6). Includes: Patient & Provider Name and address, DOB, type & date of test, and test results, case follow info on elevated cases	Received data use right 1/10 DSA pending-expect by 12/31/2010	• Electronic data received in various formats (HL7, excel) • Parser developed to import & standardize fields & ACCESS database developed to store & process records • Records weekly imported into database	Large volume of reports from different sources requires frequent data processing & management.

Core Measure	Data Set Owner / Source	Years Data Available	Schedule Updated	Characteristics of Dataset	DSA, TPA and/or MOU Status	Data Set Format	Other Details
Vital Statistics Reproductive Health	DHH/ Vital Statistics / Reproductive and Maternal Health	1990 – 2006	Yearly Last updated: 11/15/2007	Birth dataset (live births, fetal deaths, and infant deaths) includes LA resident births born out of state	Received data use right 1/10 DSA pending- expect by 12/31/2010	SAS & ACCESS database. Data cleaning needed: out-of-state residents; duplicate entries; missing values.	Use of ICD9-CM codes vary by hospital. Data not timely. Limited info on exposure
Birth Defects	DHH/ LA Birth Defects Monitoring Network (LBDMN)	2005-2007	Yearly Last updated: 11/15/2007	Birth dataset (live births, fetal deaths, and infant deaths) includes resident births that occurred out of state. Contains all personal identifiers, patient address, race, sex, weight and date	Pending change of Program management	• Data imported directly into ACCESS database • Minimal cleaning/recoding required	• Not statewide • data collection only began in 2005
Cancer	LA Tumor Registry	1996 – 2004	Yearly Last updated: 08/30/2007	Cancer Registry – Cancer incidence by year, age, sex, race, cancer site, stage, grade, and geographic area.	Received data use right 2/10 DSA pending- expect by 12/31/2010	• Data imported directly into ACCESS database • Minimal cleaning/recoding required	• Statewide coverage •Includes all fields collected • Personal identifiers allow linkage with other datasets • Statewide coverage

Core Measure	Data Set Owner / Source	Years Data Availabl e	Schedule Updated	Characteristics of Dataset	DSA, TPA and/or MOU Status	Data Set Format	Other Details
Data/Information of Water Contaminants	DHH/ Sanitarian Services / Drinking Water Quality Program (SDWP)	1999 – present	Daily. Quarterly and annual data to be provided by SDWP	SDWIS (Safe Drinking Water Information System) – Includes data from multiple legacy systems. The beginning year that data is available will depend upon the request. Water system / monitoring well ID & location (geocoded), analyte name, concentration, det. limit, sample date	Data request sent 1/2010. Received data use right 3/10	• Data imported directly into ACCESS database	• Limited ability to identify residences covered by each community system • Monitoring frequency not consistent- determined by contaminant, state
Data/Information of Air Contaminants: Particulate Matter (PM2.5) Levels, Ozone Levels, et al.	LA Dept of Environmental Quality (LDEQ)	1997- present	Yearly	Louisiana Emissions Inventory System) – Air Emission Reporting and Testing and Related Facility data [System components are actively being developed. Monitor location (geocoded), time-average concentrations (O3 and PM2.5), date and averaging time	Per DEQ – Publicly available, No Data Agreement Necessary	• Data imported directly into ACCESS database	Monitors not in all parishes and mainly in urban areas (only 26-O3 and 28-PM2.5 monitors) thus requires EPA or LDEQ modeled data to fill in gaps
		1992 – present	Monthly	Air Sampling Data – Air Quality data as retrieved from air monitoring stations throughout the state.			

Core Measure	Data Set Owner / Source	Years Data Availabl e	Schedule Updated	Characteristics of Dataset	DSA, TPA and/or MOU Status	Data Set Format	Other Details
Mortality-CO deaths; infant mortality	LDHH/ OPH- Vital Records and Statistics (LVR)	1999-2007	Annually	• Complete dataset: contains all personal identifiers, race, Hispanic origin, address, gender, age, ICD-10 codes, place of death	Received data use right 12/9/10 DSA pending- expect by 12/31/2010	• Data imported directly into ACCESS database (cumulative) • Minimal cleaning/recoding required	1-2 year delay • Reason for mortality not always reported or correctly attributed
Poison Control Data- CO and Pesticide Exposure Calls	LA PCC	2008 - 2009	Daily	Zip code level total PCC calls and all closed carbon monoxide and pesticide exposure reports. Includes name, gender, age, weight, phone, acuity, reason exp, exp site and route, treatment, substance, clinical effects and call details.	No Data Agreement Necessary	PCC call reports received in pdf format and annual counts via excel from npds online database	
Please Note: All data sharing and release is controlled, per dataset, as detailed in the Trading Partnership Agreement (TPA) or Memorandum of Agreement (MOA). Additionally, some data may be constrained by Louisiana State Laws.							

Attachment VII
Proposed LEPHT Network High Level Architecture



PROJECT #:										
Project Name:						Bus. Owner: OPH/SEET		Overall Status:		G / Y / R
Project Manager	Business Analyst	Technical Team Lead	User Liaison	TOP 3 ISSUES						

Key Milestone	Start		End		% Complete		Status/Remarks
	Plan	Actual	Plan	Actual	Plan	Actual	

1 Activities Completed During Period

Activity Name / Brief Description	Owner	Days Early/(Late)	Completion Date

2	Milestones/Activities planned for next week

Activity Name	Owner	Dependencies	Expected Completion	Status

3	Issues and Risks

Issue	Risk	Recommended Solution	Constraints/Comments