



### ADDENDUM #3

RFP-2024-DPHS-01-BRFSS (DoIT #2024-026)  
Behavioral Risk Factor Surveillance System (BRFSS)

(Changes are in ***bold, underlined and italicized text*** below to enable vendors to quickly recognize changes in paragraphs and/or wording.)

On September 15, 2023, the New Hampshire Department of Health and Human Services published a Request for proposals, soliciting qualified Vendors to provide the collection of uniform, state-specific data on New Hampshire (NH) adults' health-related risk behaviors, chronic health conditions, and use of preventive services. The selected Vendor must employ cross-sectional telephone surveys to propagate data, with technical and methodological assistance provided by the Centers for Disease Control and Prevention (CDC).

The Department is publishing this addendum to:

1. Delete and replace the Table of Contents (page 2) with the following:

#### *Table of Contents*

<u><i>Section 1: Overview and Schedule of Events</i></u> .....	<u><i>3</i></u>
<u><i>Section 2: Proposal Submission, Deadline, and Location Instructions</i></u> .....	<u><i>5</i></u>
<u><i>Section 3: Proposal Organization, Content and Required Items</i></u> .....	<u><i>7</i></u>
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<u><i>Appendix H: Example Contract and Exhibits</i></u> .....	<u><i>63</i></u>

2. Delete and replace Section 2, Proposal Submission Deadline, and Location Instructions, Subsection 2.2., Electronic Proposals, Line 2, with the following:

***TO: RFX@dhhs.nh.gov***

3. Delete and replace the heading titled, Exhibit B Statement of Work, (page 22) with the following:

***APPENDIX A: BUSINESS / TECHNICAL REQUIREMENTS AND DELIVERABLES***



4. Delete and replace Appendix A, Business / Technical Requirements and Deliverables, 1., Statement of Work, Subsection 1.1.4., Data Collection, Subsection 1.1.4.1.3., with the following:

**1.1.4.1.3. Table 1: Example of a Sampling Plan**

County	Number of Landline Interviews	Number of Cellphone Interviews	Monthly Totals
Belknap	21	22	43
Carrol	21	23	44
Cheshire	23	21	44
Coos	30	13	43
Grafton	24	19	43
Hillsborough	36	70	106
Merrimack	28	32	60
Rockingham	41	48	89
Strafford	24	31	55
Sullivan	23	20	43
<b>TOTAL</b>			<b>570</b>

5. Delete and replace Appendix A, Business / Technical Requirements and Deliverables, Subsection 7., Data integration and Ingestion, Subsection 7.2. with the following:

**7.2 Upon request, the selected Vendor must provide professional services to assist in the ingestion of the data provided utilizing the State's Informatica, Oracle and Tableau tools and must create data models, visualizations, reports, and/or dashboards, upon request by the Department for data analytics in the State's Enterprise Business Intelligence (EBI) system that currently consists of an Oracle 19c database, Informatica for ETL and Metadata Management, and Tableau for reporting and data visualizations.**

6. Delete and replace the heading titled, Appendix C Topics for Mandatory Responses, (page 31) with the following:

**APPENDIX B: TOPICS FOR MANDATORY RESPONSES**

7. Delete and replace the heading titled, Appendix D Standards for Describing Vendor Qualifications, (page 47) with the following:

**APPENDIX C: STANDARDS FOR DESCRIBING VENDOR QUALIFICATIONS**

8. Delete and replace the heading titled, Appendix E Pricing, (page 50) with the following:

**APPENDIX D: PRICING**

9. Delete and replace the heading titled, Appendix F DoIT Infrastructure & Security, (page 57) with the following:



**APPENDIX E: DOIT INFRASTRUCTURE & SECURITY**

10. Delete and replace the heading titled, Appendix G Merchant Card Services, (page 59) with the following:

**APPENDIX F: MERCHANT CARD SERVICES**

11. Delete and replace the heading titled, Appendix H – Terms and Definitions, (page 60) with the following:

**APPENDIX G: TERMS AND DEFINITIONS**

12. Delete and replace the heading titled, Appendix I: Example Contract and Exhibits, (page 63) with the following:

**APPENDIX H: EXAMPLE CONTRACT AND EXHIBITS**

13. Delete and replace Appendix C, Standards for Describing Vendor Qualifications, Subsection 7, Team Organization and Designation of Key Vendor Staff, Section 7.2, Paragraph 7.2.1., with the following:

**7.2.1. Reserved**

14. Delete and replace Appendix B, Topics for Mandatory Responses, Table C: Topics, with the following:

<b><u>TABLE C: Topics</u></b>	
	<b><u>PAGE LIMIT</u></b>
<b><u>C-1. Proposed Software Solution</u></b>	
<b><u>TOPIC 1. Description of Solution</u></b>	<b><u>7 - Attachment Unlimited</u></b>
<b><u>TOPIC 2. Technical, Service and Project Management Experience</u></b>	<b><u>5</u></b>
<b><u>TOPIC 3. Reserved</u></b>	<b><u>0</u></b>
<b><u>C-2. Vendor's Technical, Service and Project Management Experience</u></b>	
<b><u>C-2.1. Security and Protection of Data</u></b>	
<b><u>TOPIC 4. Information Security and Privacy</u></b>	<b><u>3 - Include Attachment</u></b>
<b><u>TOPIC 5. System Security</u></b>	<b><u>10</u></b>
<b><u>TOPIC 6. Security Testing</u></b>	<b><u>3</u></b>
<b><u>TOPIC 7. Security Risk Assessment</u></b>	<b><u>3</u></b>
<b><u>TOPIC 8. Data Quality</u></b>	<b><u>No Limit</u></b>



<b><i>TOPIC 9. <u>Reserved</u></i></b>	<b><i><u>0</u></i></b>
<b><i>C-2.2. <u>State Personnel and Training</u></i></b>	
<b><i>TOPIC 10. <u>User Training Approach</u></i></b>	<b><i><u>3</u></i></b>
<b><i>TOPIC 11. <u>Preparation and Expectations of State Staff including Technical Knowledge Transfer</u></i></b>	<b><i><u>4</u></i></b>
<b><i>C-2.3. <u>Project Execution</u></i></b>	
<b><i>TOPIC 12. <u>Implementation Approach</u></i></b>	<b><i><u>10</u></i></b>
<b><i>TOPIC 13. <u>Reserved</u></i></b>	<b><i><u>0</u></i></b>
<b><i>TOPIC 14. <u>Reserved</u></i></b>	<b><i><u>0</u></i></b>
<b><i>TOPIC 15. <u>Reserved</u></i></b>	<b><i><u>0</u></i></b>
<b><i>C-2.4. <u>Project Management</u></i></b>	
<b><i>TOPIC 16. <u>Reserved</u></i></b>	<b><i><u>0</u></i></b>
<b><i>TOPIC 17. <u>Work Plan, Status Meetings and Reports</u></i></b>	<b><i><u>No Limit</u></i></b>
<b><i>TOPIC 18. <u>Project Risk and Issue Management</u></i></b>	<b><i><u>3</u></i></b>
<b><i>TOPIC 19. <u>Scope Control</u></i></b>	<b><i><u>2</u></i></b>
<b><i>TOPIC 20. <u>Quality Assurance Approach</u></i></b>	<b><i><u>6</u></i></b>
<b><i>C-2.5. <u>Ongoing Operations For Vendor Hosted Solution</u></i></b>	
<b><i>TOPIC 21. <u>Hosted System</u></i></b>	<b><i><u>5</u></i></b>
<b><i>TOPIC 22. <u>Assurance and Business Continuity</u></i></b>	<b><i><u>3</u></i></b>
<b><i>TOPIC 23. <u>Support and Maintenance for Vendor Hosted System</u></i></b>	<b><i><u>No Limit</u></i></b>



**C-2.6. Ongoing Operations for State Hosted Solution**

<b><u>TOPIC 24. Support and Maintenance for State Hosted Systems</u></b>	<b><u>2</u></b>
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15. Delete and replace Appendix B, Topics for Mandatory Responses, Topic 3., with the following:

**Reserved**

16. Delete and replace Appendix B, Topics for Mandatory Responses, Topic 9., with the following:

**Reserved**

17. Delete and replace Appendix B, Topics for Mandatory Responses, Topic 13., with the following:

**Reserved**

18. Delete and replace Appendix B, Topics for Mandatory Responses, Topic 14., with the following:

**Reserved**

19. Delete and replace Appendix B, Topics for Mandatory Responses, Topic 15., with the following:

**Reserved**

20. Delete and replace Appendix B, Topics for Mandatory Responses, Topic 16., with the following:

**Reserved**

21. Delete and replace Appendix B, Topics for Mandatory Responses, Topic 17., Work Plan, Status Meetings and Reports, Question 2., with the following:

2. Provide a preliminary Work Plan depicting tasks, task dependencies, Schedule, milestones/critical events, Deliverables, and payment Schedule. Include the Deliverables outlined in **Appendix A** Business/Technical Requirements and Deliverables), appropriate status meetings and Reports, and include other Deliverables that you, based on past experience, would recommend be developed on this Project.