

Addendum to Invitation for Bid (IFB) 6100064162

BRFSS Data HIO

Date: October 17, 2025

Addendum Number: 1

Addendum Changes:

This addendum is to provide answers to all questions per the IFB Standard Terms and Conditions.

Question One: A question regarding the quantity item numbers currently posted in the PA eMarketplace SAP NetWeaver Portal. Could these be updated to reflect the correct quantities. We encountered issues entering the data into the portal, which led to discrepancies in the calculations.

Answer One: The quantities listed in the solicitation are an accurate estimate of what the Department expects to need. Further instructions on submitting bids, including a phone number for bidding help, can be found at the following site where vendors can locate and respond to the bid in the PA Supplier Portal: <https://www.dgs.pa.gov/Materials-Services-Procurement/Supplier-Service-Center/Pages/default.aspx>. Specifically see the section titled "Bidding (IFB, eMarketplace)".

Question Two: I noticed this was out for bid again. What does that mean for the bid I uploaded to the portal during the summer? I did not receive any communication like a request for the best and final offer. Does that mean my proposal was not accepted and the bid is going out again. Also, I would like to know why my company was not chosen. Do they email you?

Answer Two: The previous IFB was canceled. No companies were chosen. All bids submitted for that previous IFB were rejected. Please see <https://www.emarketplace.state.pa.us/BidAwardDetails.aspx?RecordNo=22178>. BAFOs are not sent on cancelled IFBs. This IFB is a new IFB and has a new, separate solicitation number. Any potential bidder wanting to be considered under the new IFB must submit their bid under the new solicitation number.

Question Three: I left you a VM about the above referenced RFP and wanted to ask a question about the below sentence from the bid materials. I have provided a screen shot below. This seems clear as day, but at the same time I wanted to confirm that this "open" bid to the public is saying that only polling firms with 3 years of experience in BRFSS survey data collection will be considered. Correct? In other words, firms like ours that have not done this work before are not eligible to compete?

Answer Three: Refer to “Tasks” section of Appendix A which states “Contractor shall provide proof of having a minimum of three years of experience as a primary interview data collector for state-level BRFSS surveys.”

Question Four: About the cost of letters, should vendors include the cost of letters in their Landline rates?

Answer Four: Yes, any expenses regarding the creating and mailing of letters should be included in Landline rates.

Question Five: The emarketplace posting only indicates Addendum 2: <https://www.emarketplace.state.pa.us/Solicitations.aspx?SID=6100064162>
May we kindly request to obtain copy of Addendum 1?

Answer Five: Addendum 1 is now posted.

Question Six: We are currently experiencing technical difficulties accessing the SRM system to make this request as instructed in your solicitation. To ensure we submit a compelling proposal prior to the deadline, we urgently require the answers to the questions necessary for our bid preparation. Could you please provide the requested information to me directly so that we can finalize and submit a high-quality proposal on time? We appreciate your prompt attention and consideration, and we look forward to the opportunity to serve you.

Answer Six: All questions and their answers are addressed in this addendum per the Standard Terms and Conditions I.4 IFB-009.1 Questions (February 2012).

Question Seven: Please confirm any state-specific security standards beyond the ITPs (e.g., FIPS 140-2 at rest/in transit, NIST control families) that apply to BRFSS data in this contract.

Answer Seven: There are no state-specific security standards beyond the ITP’s.

Question Eight: Is the contractor required to sign a HIPAA Business Associate Agreement (BAA) with the Department of Health?

Answer Eight: At this time, there is no HIPAA BAA to be signed by the contractor and the Department of Health.

Question Nine: Is cloud storage permitted, or must all data be stored on physical servers within Pennsylvania?

Answer Nine: All data collected by a contractor must be stored securely via the cloud or physical servers located within the contiguous United States and be limited to only authorized personnel.

Question Ten: What specific data retention and destruction requirements apply once the contract ends?

Answer Ten: The Pennsylvania Department of Health requires that paper records or electronic data files be destroyed at the end of the contract. This requirement includes destruction of case-level data files with or without personal identifiers.

Question Eleven: Will the questions and prenotification letters be in English and Spanish?

Answer Eleven: The survey will be administered in both English and Spanish. Prenotification letters will be in English.

Question Twelve: Is the contractor required to print mailers or will they be provided by the State?

Answer Twelve: The contractor is responsible for all mailing expenses.

Question Thirteen: What is the projected volume of mailers for the fiscal year 2026–2027?

Answer Thirteen: Projected volume of mailers is dependent on potential bidders' determination of what is required to complete 10% of Pennsylvania's sampling plan.

Question Fourteen: Do you require specific staff credentials (e.g., PMP for PM, CQIA/CQA for QA leads) or only role experience and training?

Answer Fourteen: No specific staff credentials are required.

Question Fifteen: Please confirm background check scope (criminal, education, employment) and timing (pre-access vs. post-award).

Answer Fifteen: The question is unclear as to what is being asked and no answer can be provided.

Question Sixteen: Is there a current incumbent contractor? If so, can you share the previous contract number, term, award amount, and performance KPIs?

Answer Sixteen: The current contractor is Penn State University, contracted through State Master Agreement #4400023298.

Question Seventeen: What key activities, milestones, or processes are scheduled to take place during the period spanning from January 2nd until the March training?

Answer Seventeen: Bidders are expected to collect enough monthly interviews to satisfy the sampling plan.

Question Eighteen: Who is required to attend March training in Atlanta?

Answer Eighteen: Contractor will determine who within its organization is required to attend the March training in Atlanta. DOH sends the Pennsylvania BRFSS Coordinator.

Question Nineteen: The documents outline pre-testing and approval by Dec 15 and interviewing on/after Jan 2, plus a three-month COOP review. May we treat Jan 2–Mar 31 as a formal ramp-up/operational hardening window with milestone-based acceptance?

Answer Nineteen: No. There is no “formal ramp-up/operational hardening window.” The contract will require the contractor to be prepared to begin data collection within the first two weeks of the start of the contract.

Question Twenty: Any expected 2026–2027 changes to modules, interview length, or cell/landline mix?

Answer Twenty: Some Core CDC questions vary each year and optional modules may change. In the past, interview length and cell/landline sample design have remained consistent.

Question Twenty-one: What is the general distribution of interviews conducted in English versus Spanish?

Answer Twenty-one: Approximately 5% of completed interviews are in Spanish.

Question Twenty-two: Should we use our own CATI or is there a state-mandated system?

Answer Twenty-two: Private CATI/data collection software is acceptable provided quality testing has been performed, and survey protocol are met.

Question Twenty-three: Required file formats/transport (SFTP/HTTPS) and naming/validation standards for monthly/annual submissions to DOH and CDC?

Answer Twenty-three: File formats and naming conventions will be provided to the winning bidder, if necessary.

Question Twenty-four: Confirm contract type (established price / firm fixed price)

Answer Twenty-four: Established Price Per section I.2 IFB-005.1 Type of Contract (Oct. 2006) of the Standard Terms and Conditions.

Question Twenty-five: What are the contract terms? Net 30?

Answer Twenty-five: Initial two-year contract with three optional one-year renewals (60-months in total)

Question Twenty-six: Can you send the list of attendees for the BRFSS RFP SDB/VBE Info Session?

Answer Twenty-six: See attached.

Question Twenty-seven: In addition to our earlier question regarding the quantities listed on the portal, we noticed the attached Addendum indicates the proposal due date has been extended to October 23. However, the PA eMarketplace website still shows a deadline of October 16.

Could you please confirm which date is correct for the proposal submission?

Answer Twenty-seven: The proposal submission deadline has been extended to October 23, 2025.

*The Commonwealth of Pennsylvania defines a solicitation "Addendum" as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

**Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the IFB and any previous addenda, remain as originally written.

1. Summary

Meeting title	Goal Session review IFB 6100064162 Goal BRFSS Data HIO
Attended participants	7
Start time	10/09/25, 8:47:38 AM
End time	10/09/25, 9:22:48 AM
Meeting duration	35m 9s
Average attendance time	22m 56s

2. Participants

Name	First Join	Last Leave	In-Meeting Duration	Email	Participant ID (UPN)
Thompson, Carrie	10/09/25, 8:55:07 AM	10/09/25, 9:22:46 AM	27m 38s	carrthomps@pa.gov	carrthomps@pa.gov
Plewa, Holly	10/09/25, 8:56:47 AM	10/09/25, 9:22:44 AM	25m 56s	hplewa@pa.gov	hplewa@pa.gov
Smith, Audrey	10/09/25, 8:57:25 AM	10/09/25, 9:22:48 AM	25m 22s	audresmith@pa.gov	audresmith@pa.gov
Elizabeth Britt - Britt's Industries Inc (SDB) (Unverified)	10/09/25, 8:58:30 AM	10/09/25, 9:22:46 AM	24m 16s		
Bruce Lebitz	10/09/25, 8:59:43 AM	10/09/25, 9:21:23 AM	21m 39s	bruce.lebitz@berrysolutionsgroup.co m	bruce.lebitz@berrysolutionsgro up.com
Chaitanya Chadala	10/09/25, 9:02:55 AM	10/09/25, 9:22:46 AM	19m 50s	Chaitanya.chadala@my3tech.com	Chaitanya.chadala@my3tech.c om
Uma Maheswari Gundapaneni	10/09/25, 9:06:55 AM	10/09/25, 9:22:45 AM	15m 49s	Maheswari.Gundapaneni@my3tech.c om	Maheswari.Gundapaneni@my3 tech.com

3. In-Meeting Activities

Name	Join Time	Leave Time	Duration	Email	Role
Thompson, Carrie	10/09/25, 8:55:07 AM	10/09/25, 9:22:46 AM	27m 38s	carrthomps@pa.gov	Organizer
Plewa, Holly	10/09/25, 8:56:47 AM	10/09/25, 9:22:44 AM	25m 56s	hplewa@pa.gov	Presenter
Smith, Audrey	10/09/25, 8:57:25 AM	10/09/25, 9:22:48 AM	25m 22s	audresmith@pa.gov	Presenter
Elizabeth Britt - Britt's Industries Inc (SDB) (Unverified)	10/09/25, 8:58:30 AM	10/09/25, 9:22:46 AM	24m 16s		Presenter
Bruce Lebitz	10/09/25, 8:59:43 AM	10/09/25, 9:21:23 AM	21m 39s	bruce.lebitz@berrysolutionsgroup.co m	Presenter
Chaitanya Chadala	10/09/25, 9:02:55 AM	10/09/25, 9:22:46 AM	19m 50s	Chaitanya.chadala@my3tech.com	Presenter
Uma Maheswari Gundapaneni	10/09/25, 9:06:55 AM	10/09/25, 9:22:45 AM	15m 49s	Maheswari.Gundapaneni@my3tech.c om	Presenter

Role

Organizer

Presenter

Presenter

Presenter

Presenter

Presenter

Presenter