

## **Request for Proposal**

### **Extended Downtime Healthcare Delivery Assessment**

#### **Project Proposal**

The Virginia Healthcare Emergency Management Program (VHEMP), a partnership between the Virginia Hospital & Healthcare Association (VHHA) and the Virginia Department of Health (VDH), is seeking the development and delivery of a statewide Extended Downtime Healthcare Delivery Impact Assessment.

#### **Overview**

This project will assist VHEMP with the identification of non-cyber extended downtime events that may impact hospitals, health systems, long term care, dialysis, or other members of Virginia Healthcare Coalitions. A systematic approach to identify processes, systems, networks, hardware, software, or other critical infrastructure, as well as the potential for disruption to patient care, serves as an assessment for healthcare preparedness.

#### **Scope**

The contractor will work with VHHA and VDH OEP to plan and execute all phases of the project. The minimum tasks to be performed by the contractor will include:

- Planning meetings with VHHA and VDH.
- Develop the Virginia Extended Downtime Healthcare Delivery Assessment utilizing evidence-based methods that describe clinical or operational functions that may be impacted by an extended downtime event. This assessment should include any internal or external system, processes, network, hardware, software or other infrastructure that presents a disruption to patient care delivery during an extended outage.
- Perform an in-depth, comprehensive analysis to review and compare Virginia Extended Downtime Healthcare Assessment results to identify practices to strengthen preparedness, identify opportunities for improvement to include those for communities and populations most affected by disaster, and identify mitigation strategies based on the identified impacted systems or infrastructure.
- Conduct 6-10 virtual meetings with regional and state stakeholders.
- Deliver a statewide virtual presentation of the Virginia Extended Downtime Healthcare Delivery Assessment results.

#### **Proposal Evaluation**

Responsive proposals will be scored and competitively evaluated to the maximum extent practical. The contract for this project will be awarded to the responsible offeror whose proposal is most advantageous to the project, in alignment with the weighted evaluation criteria listed below.

- Cost – 10%
- Demonstrated understanding of the project goals and deliverables – 20%
- Offeror qualifications and experience with similar projects – 30%
- Proposed methodology – 20%
- Proposed key personnel – 10%
- Work sample – 10%

#### **Project Timeline**

This contract will begin on or around January 30, 2025, and will terminate no later than June 30, 2025. Grant funding from the Administration for Strategic Preparedness and Response (ASPR) Hospital Preparedness Program (HPP) will be used to support this project.

**Proposal Submission**

An electronic copy of the proposal must be sent to [preparedness@vhha.com](mailto:preparedness@vhha.com) by January 15, 2025. During the application period, offerors may direct questions to Matthew Allen at the above-listed email address.