JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

COMPLETE THIS SECTION IF NEW CONTRACT(S)

For contract(s) in this request, answer applicable questions in each of the 4 major subjects areas below in accordance with the Instructions for Preparation of Non-Competitive Procurement Form on the reverse side.

Request that negotiations be conducted only with **University of Illinois-Center for the Advancement of Distance Education and the School of Public Health** for the product and/or services described herein.

(Name of Person or Firm)

This is a request for:_____(One-Time Contract per Requisition # _____ copy attached) or _____Term Agreement or _____ Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" of all contracts within the
. (Attach List)   Pre-Assigned Specification No. _____   (Program Name)   _____
_____Pre-Assigned Contract No. _____

COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT

Describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change, as applicable. Attach copy of all supporting documents. Request approval for a contract amendment or modification to the following:

Contract # _____ Company or Agency Name:

Specification # _____ Contract or Program Description:
        Mod # _____ (Attach List, if multiple)

Theresa Browley	312-747-9556	_Theresa Browley_	HEALTH	8-22-06
Original Name	**Telephone**	**Signature**	**Department**	**Date**

Indicate SEE ATTACHED in each box below if additional space needed:

( ) PROCUREMENT HISTORY
See Attached

( ) ESTIMATED COST
$3,000,000.00

( ) SCHEDULED REQUIREMENTS

See Attached

( ) EXCLUSIVE OR UNIQUE CAPABILITY

See Attached

( ) OTHER

APPROVED BY: _____ 8-22-06   _____ 8/24/06
Department Head   **Date**   **Board Chairperson**   **Date**
   Or Designee

Non-Competitive Procurement Request for University of Illinois Center for the Advancement of Distance Education Chicago Department of Public Health Emergency Preparedness and Response Program

Procurement History

1. **Project A:** Federal funding requirements stipulated that Illinois needed to ensure

   80% of the public health workforce had been assessed for the 9 emergency preparedness competencies created by Columbia University's Nursing program. In partnership with the Illinois Center for Public Health Preparedness, UIC-CADE developed the Learning Managements System for a number of states, cities and centers based on a variety of models. While each Learning Management System shares a common core, each LMS is custom developed to meet the specific needs for each client.

   Project B and C: Funding from the U.S. Centers for Disease Control and Prevention identifies local health departments as the lead agencies in many public health emergencies, including those involving Bioterrorism and Pandemic Influenza. CDPH will need to rely on the current partnership with UIC to develop its own continuity of operations plan and assist critical infrastructure organizations to ensure that their plans are sound and effective. The imminent threat of global pandemic influenza has necessitated an expedient response to this requirement.

2. **Project A:** This is a continuation of a previous procurement. UIC-CADE has been the only contractor of the Learning Management System since 2002 for CDPH. The UIC-CADE LMS allows CDPH to gather information about the learning needs of our public health workforce and track development. As well as place required and non-required courses on the LMS.

   Project B and C This is a first time requirement. Detailed searches have yielded no substantial organizations that possess the expertise in public health and business continuity planning that the UIC schools of public health and business.

3. **Project A:** There have been no attempts to competitively bid this requirement the CDC gave emergency preparedness grantees to options UIC-CADE and TRAIN please find attached a side by side comparison of the two. CDPH contracted with CADE due to proximity, designated Emergency Preparedness Center, and the only certified school of public health in the state. Also the Illinois Department of Public Health as well as surrounding states such as Indiana , and Missouri contracted with CADE.

   Project B and C: There have been no attempts to competitively bid this requirement.

4. **Project A:** A large component of the grant funding allocated to this contract is for the development of the Online Dispensing and Vaccination game Simulation. UIC-CADE is the only entity in the nation developing online game simulations for the public health workforce. CDPH plays a key role in the development of this simulation as our employees will be able to utilize this as a safe environment to master new emergency preparedness skills. CDPH has invested over $500,000 in the LMS which UIC-CADE developed and customized to CDPH specifications. Changing vendors at this point would be inefficient and impractical and would require a long and expensive ramp up time.

   Project B and C: The UIC School of Public Health is the only accredited school of public health in the State of Illinois. The School of Public Health maintains staff who will effectively communicate and diagram the business process of CDPH in conjunction with the school of business. Detailed searches have yielded no substantial organizations who possess the expertise in public health and business continuity planning that the UIC schools of public health and business possess. These two schools, in partnership with professionals from private industry are best suited for successful completion of this project by utilizing expertise from faculty and consortiums. The school of public health maintains many centers of excellence including the Center for Public Health Preparedness.

5. **Project A:** This is a one time request is for a 3-year period .

   Project B and C: This is a one time request for a 3-year period.

6. **Project A:** The CDC emergency preparedness grant to date has been reauthorized for a 5 year period.

   Project B and C: Future competitive bidding is not possible. The project is one where the accomplishments of one year will need to retain the individuals responsible for those accomplishments in order to fulfill the long term goal of plan exercising, revisions and the development of mirrored plans for critical infrastructure organizations. The CDC emergency preparedness grant has been reauthorized for a 5 year period.

Estimated cost

1. **Project A:** The estimated total cost is $2,400,115 for the 3- year period from 2005-2008. The funding source is the federal Center for Disease Control State and local preparedness grant

   Project B: The estimated cost is $500,000 for the 3-year period from 2006-2009. The funding source is the U.S. Centers for Disease Control State and Local Preparedness Grant and the Pandemic Influenza Planning Grant.

Project C: The estimated cost is 105,000 for the 3 year period. The funding source is the U.S. Centers for Disease Control State and Local Preparedness Grant and the Pandemic Influenza Planning Grant.

2. **Project A:** The estimated fiscal cost per fiscal years is $695,128 and an additional 324,475 is included for the development of the Receiving, Staging and Storage Simulation.
   Project B: The estimated cost per fiscal year is $100,000.
   Project C: The estimated cost per fiscal year is $35,000

3. **Project A:** The basis for estimating the cost is an examination of the previous year's contracts and amendments. The current estimate represents an increase from previous budgeted amounts due to the inclusion of the development costs for the online simulation.
   Project B and C: The basis for estimating the cost was developed in accordance with allocations for this project, taking into account the level of expertise provided and market costs for those academic services.

4. **Project A:** UIC-CADE has both institutional and historical information relevant to the success of the grant and the expertise required to develop and enhance the LMS and the online game simulation. If we changed vendors at this point we would have to invest a substantial dollar amount which would be duplicating a Learning Management System which has already been developed by UIC-CADE.
   Project B and C: UIC School of Public Health is the only accredited school of public health in the state and has invested significant resources into online training for public health preparedness through its Center for Excellence. The UIC School of Public Health and School of Business have developed a professional public health emergency management certificate program which offers business continuity planning as a portion of its curriculum. The developers of this course are either employed by UIC or a member of one of their consortiums.

5. **Project A:** Negotiation of the price occurred between CDPH Emergency Preparedness and Response Program and UIC-CADE. The estimated cost is deemed reasonable based on historical activities and the desired enhancements to the system.
   Project B and C: Negotiation of this price occurred between CDPH and UIC School of Business. The estimated cost is deemed reasonable based on historical activities and the desired outputs.

Exclusive or Unique Capability
1. Please see attached
2. Please see attached
3. Please see attached
4. Please see attached
5. Please see attached
6. Please see attached

7. Please see attached
8. Not Applicable

MBE/WBE Compliance plan

This agreement is with the Board of Trustees of the University of Illinois who request a waiver of the MBE/WBE.

Comparison of Training System Features between CADE and TRAIN

Overview

CADE LMS is an organizational LMS that supports both professional development and human resource management. The LMS has a robust administrative side, allowing tracking, verification and reporting of learners and their progress. Targeted training plans for specific roles are facilitated through role-based competency sets, a needs assessment, and recommended trainings that address those needs. The CADE LMS is fully SCORM 2004 conformant, with both a course authoring tool and player, allowing the sharing of courses with other SCORM conformant LMS's. SCORM is an IT term that speaks to compatibility of technology.

TRAIN is a searchable catalog of courses that are submitted by providers throughout the country. TRAIN users can access information about state, local, national, or international training available to them through any participating TRAIN site. Learners can search or browse the nationwide database for on-site or distance learning courses. The courses are linked to from the LMS and a second registration and login is necessary in most cases. The completion of that course is self-reported in TRAIN by the learner. There is no verification of completion.

Side by side comparison

	CADE	PHF TRAIN
General		
Web based, hosted application	X	X
Supports roles with associated competencies	X	
Searchable course catalog	X	X
Access to local and affiliate courses	X	X
Supports online training	X	X
Supports face-to-face course administration	X	
Customizable to reflect organizational hierarchy	X	
Reporting	X	X
Competencies		
Full set of core public health competencies and as defined by the Council on Linkages	X	

Full set of bioterrorism (BT) competencies and as defined by the Columbia University	X	
Supports customization of competencies and additional competency sets	X	
Links competencies to learners and roles	X	
Links competencies to courses	X	X*
Learner Features		
Self-assessment against competencies	X	
Assessment re-takes prompted by either additional competencies or by course completions (learner progress is tracked)	X	
Dynamic course recommendations based on competency assessment	X	
At a glance access to required courses	X	
Course rating system	X	X
Automatic certificate generation	X	
Calendar of training events	X	?
Discussion board		X
Ability to record completion of courses taken outside the LMS.	X	
Learner generated activity report	X	X
Sign up to receive automatic e-mails of new courses that match search criteria		X
Administrative Features		
Highly customizable access control to administrative features	X	
Hierarchical administration	X	
Target courses and restrict enrollment	X	
Approve courses	X	X
Course quality control	X	Limited**
Develop and report on evaluations	X	Limited
Progress reports	X	

Mass Enrollment	X	X
Send mass email to registrants	X	?
Ability to create quizzes or evaluations and attach them to courses.	X	Limited
Ability for system to automatically grade multiple choice quizzes and pass a learner upon successful completion	X	
Ability for course administrator to view student quiz submissions, grade open ended questions and designate pass/fail	X	
Manage mass production of certificates for face-to-face events	X	
Manage information about meeting locations	X	?
Conference registration system (including session registration)	X	
Printout sign-in sheets and manage attendance	X	?
Learning Content		
Learning Content Management System	X	
SCORM conformant online course authoring tool	X	
Importation of SCORM conformant courses and the ability to play them.	X	
Quiz creation and question bank	X	
Course evaluations	X	X

*Competencies in the TRAIN system are limited to core competency areas (8) and only the BT competencies that are common to all BT roles (9). Further, they are only associated with courses for search purposes and not associated with learner roles. Therefore, no course recommendations can be made based on the learner's role and no tracking of progress in that role is possible.

**Neither PHF, its agents, nor TRAIN funding partners, sponsors, or Affiliates are responsible for course content or the accuracy of listing information, which is entirely the responsibility of course providers.

CADE = Center for Advancement of Distance Education
TRAIN = Public Health Foundation's TRAIN system

MORE INFORMATION

Web casting and Multimedia Production
- Live Interactive Web casting
- On-Demand Web casts and Presentations
- Web conferencing, Videoconferencing and Audio conferencing
- Conference Recording and Online Archiving
- Audio and Video Production and Editing
- CD-ROM Production

Distance Learning Development

Services and applications that support the delivery of training by integrating instructional design principles and adult learning theory.

- Web-based Training Modules
- Learning Management Systems
- Registration Systems
- Online Quiz and Survey Composer
- Courseware Development
- Distance Learning Training and Consulting
- CD-ROM Production
-

Webcasting and Multimedia Production

The Web casting and Multimedia Production of CADE has allowed for the development of the online learning for the Strategic National Stockpile Components the Dispensing and Vaccination Center and the Receiving Storage and Staging operations. TRAIN does not have this feature.

- Live Interactive Web casting
- On-Demand Web casts and Presentations
- Web conferencing, Videoconferencing and Audio conferencing
- Conference Recording and Online Archiving
- Audio and Video Production and Editing
- CD-ROM Production
-

Web Site Design and Development

Attractive, user-friendly sites and systems that deliver messages clearly and provide enhanced online functionality.

- Site Design and Development
- Web-based Training Modules
- Online Conference Archives
- Learning Management Systems
- Content Management Systems
-

Information and Administrative Systems Development

Feature-rich systems and applications that support advanced reporting, evaluation and training management for learners, administrators, and instructors.

- Learning Management Systems
- Content Management Systems
- Intranet Development
- Online Quiz and Survey Composer
- Course Evaluation Systems
- Proposal Tracking Systems

Research Data Management

Survey deployment, online evaluations, and customized data management and analysis solutions to support research projects.

- SAS/IntrNet Statistical Data Analysis
- Online Data Collection Instrument Development
- Online Course Evaluation Questionnaire (CEQ) Systems
- Research Data Management Consulting
- Geographic Information Systems

Public Health Workforce Development

Public health workforce development and preparedness, professional skill advancement, and leadership development.

- Illinois Institute for Maternal and Child Health Leadership
- Illinois Maternal and Child Health Data Use Academy
- Illinois Public Health Preparedness Center

- Mid America Public Health Training Center
- Mid America Regional Public Health Leadership
- Public Health Practitioner Certification Board

ASSOCIATION OF
SCHOOLS OF PUBLIC HEALTH

List of all accredited Schools of Public Health (handwritten)

www.asph.org

Full Members

Boston University School of Public Health
715 Albany Street
Talbot Building
Boston, MA 02118
United States
Web: http://www.bu.edu/sph

Columbia University Mailman School of Public Health
722 West 168th Street
New York, NY 10032
United States
Web: http://www.mailman.hs.columbia.edu

Drexel University School of Public Health
Mail Stop 660
245 N. 15th Street
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Philadelphia, PA 19102
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Phone: 215-762-4110
Fax: 215-762-4088
Web: http://publichealth.drexel.edu

Emory University Rollins School of Public Health
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United States
Web: http://www.sph.emory.edu/

George Washington University School of Public Health and Health Services
2300 Eye Street NW, Suite 106
Washington , DC 20037
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Web: http://www.gwumc.edu/sphhs

Harvard School of Public Health
677 Huntington Avenue
Boston, MA 02115
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Web: http://www.hsph.harvard.edu/

Johns Hopkins Bloomberg School of Public Health
615 N. Wolfe Street
Baltimore, MD 21205
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I.   SCOPE OF SERVICES

Definitions

The following terms shall have the meaning or shall be calculated in the manner set out below:

"AAR's" will be After Action Reports

"CDC" is the Center for Disease Control

"CMS" is the Content Management System which is the system that is used to build the courses that are contained within the LMS.

"COOP" is the Continuity of Operations Plan

"Digital Media Asset Library" will be a searchable database of media assets, including photographs, videos, and other educational materials such as PowerPoint and PDF files

"DVC" is a Dispensing and Vaccination Center

"Final RSS Training Video/DVD" is the finalized RSS training video/DVD

"LMS" is the Learning Management System which is an online system which is utilized to track trainings, both internal and external, which are taken by staff members

"LMS Partners Group" is a group of municipalities serviced by UIC-CADE

"LMS Technical Assistance" is the procedure by which UIC-CADE will respond to all online submissions of technical problems

"Palletized Kits" consist of several boxes of medical supplies

"Pre-Training Video" is the video which summarizes the RSS process

"Response Agency" will mean any agency which responds in the case of a large scale emergency

"RSS Process" will mean the Receiving, Staging and Storing Process

"SCORM" will be ???????

"Strategic National Stockpile" will mean federally owned medical supplies provided in the event of large scale emergencies

"Training Module" will mean a hands-on learning experience on how to unpack

medical supplies from numbered large containers from the Strategic National Stockpile and how much of each of the smaller boxes go into a Palletized Kit

"Training Module Materials" are large containers filled with smaller boxes of simulated medical supplies

"Train The Trainer Sessions" will be when UIC-CADE will train CDPH staff who will in turn train other CDPH staff members.

"UIC-CADE" is a partnership between the Board of Trustees of the University of Illinois and the Center for the Advancement of Distance Education, a corporate and political body with a principal office in Urbana, Illinois

"UIC-SPH" is the University of Illinois' School of Public Health

A. General Description

The Agreement will consist of three distinct projects:
1. **Training.** UIC-CADE will assist **CDPH** with the development of an appropriate training plan and evaluation method for its employees.

2. **Continuity of Operations Planning. UIC-SPH** will provide services for the second project.

3. **Marketing Plan. UIC-SPH** will develop a marketing plan to outreach to city residents.

1. Training

The Emergency Preparedness and Response Program is federally funded through the CDC. The relationship between **UIC-CADE** and **CDPH** came about to ensure the delivery of appropriate education and training to key public health professionals, infectious disease specialists, emergency department personnel and other healthcare providers in preparedness for and response to bio-terrorism, other disease outbreaks, and other public health threats and emergencies, through the use of existing curricula and other sources including schools of public health and medicine, academic health centers, CDC training networks, and other providers.

This partnership allows for the development of a dedicated unit to provide full time support to **CDPH** in regards to their Emergency Preparedness and Response Program initiative. At the direction of **CDPH, UIC-CADE** will manage and develop all projects from **UIC-CADE's** offices at the University of Illinois at Chicago ("UIC"). **UIC-CADE** will assist **CDPH** with assessing training needs and **UIC-CADE** will develop an ongoing plan for meeting training needs through multiple sources. **UIC-CADE** will further help

to develop the capacity at the state and local public health agency to facilitate or provide education and training sessions and services. **UIC-CADE** provides access to distance learning capabilities in the form of an identified location to receive satellite broadcasts and a higher level of Internet connectivity, video, and imaging capacity to view live feeds.

During the initial contract term **UIC-CADE, CDPH** will develop its online training simulation for the dispensing and vaccination center as well as the receiving, storage and staging area for the receipt of the Strategic National Stockpile (as defined below). **UIC-CADE** will assist **CDPH** with the development of an appropriate training plan and evaluation method for its employees.

B. Continuity of Operations Planning

In recognizing the importance of internal business continuity as one of the vital components to a pandemic influenza or other public health disaster preparedness plan, **CDPH** needs to insure its continued effectiveness during the emergency conditions created by a widespread epidemic. Establishing this plan specifically for **CDPH** subscribes to a proactive planning paradigm for disaster recovery focusing on integrating public health processes, systems, plans, and personnel into an overall urban emergency response, which will mitigate the disruption of **CDPH's** vital operations during the period of the emergency.

CDPH's public health business continuity plan can be created, in two (2) stages, each lasting one (1) year given a consensus regarding required emergency activities during the incident, needed emergency **CDPH** staffing and infrastructure resources, estimated degradation of **CDPH** staffing capacity during the outbreak and essential cooperative planning by key sectors of Chicago industries. **CDPH's** plans will have to be carried out under conditions in which the department staff itself will be at substandard levels and the normal lines of responsibility and information may be impaired. For example, the CRI plan estimates that 18,000 individuals are needed in a 48-hour span for a mass prophylaxis campaign in Chicago. In such a case, The Department's Executive Administration cannot cease to function, even if a quarter of its staff is incapacitated. In addition, a decision tradeoff process will need to be established to meet staffing shortages by reallocation of resources towards the public health response to a pandemic. Determining cross-skilling (job skills and capabilities across positions) and critical job function analyses of the Executive Administration are two tasks necessary in creating a business continuity plan for just the Executive Administration.

The UIC School of Business has assembled and organized a team of experts (from both academia and private industry) who have extensive experience in developing, exercising, and revising business continuity plans. The breadth and depth of experience in both public and private business and, more importantly, public health will provide CDPH with a partner in their creation of an avian influenza business continuity plan. As a part of its curriculum, the UIC School of Business offers business continuity planning.

The two (2) stages of this project will be defined and referred to hereafter as:

Year one (1): This stage involves the creation of a business continuity plan for CDPH to utilize in a catastrophic public health event (e.g. pandemic influenza). This includes the development of recommendations for a Continuity of Operations Plan (COOP) that delineates the prioritization of resources (financial, human, equipment, facilities) to respond to such events; the estimated impact on CDPH revenue for responding to the event and; a qualitative assessment on health outcomes as a result of resource shifting.

Year two (2): This stage involves both: reaching out to representatives of critical infrastructure organizations (i.e. utilities, schools, businesses, other response agencies) and to work with critical supply vendors to CDPH to establish measures to minimize disruptions in supply chains to CDPH in order to maintain a minimum baseline of operations during such catastrophic events (e.g. pandemic influenza).

C. Marketing Plan

The University of Illinois at Chicago School of Business (UIC) will develop a marketing strategy that delineates the process for effectively distributing public health emergency information to all residents of Chicago. This strategy must address the most effective mechanisms (both traditional and non-traditional) for reaching diverse population categories (e.g. elderly, monolingual individuals, parents of children with physical challenges, recent immigrants, and other special populations) that represent Chicago's total population. The Chicago Department of Public Health (CDPH) will work with UIC to identify the population categories that must be addressed in the plan.

Specifically, UIC will review and compile research findings from multiple studies conducted by city and private agencies in Chicago with the objective of determining effective mechanisms for reaching targeted populations. They will analyze the compiled findings and use this information to develop the marketing strategy to deliver effective emergency preparedness information to the public. They will conduct an information gap analysis and make detailed recommendations for further assessments needed to address the identified gaps (e.g. focus groups, surveys, community meetings). Additionally, UIC will perform concept and message development and recommend a marketing strategy for initiating the process of increasing the public's trust that the local government will provide timely information during emergencies.

II. Detailed Scope of Services

A. Training
CDPH / Chicago Emergency Preparedness Training Group

I.   ROLE DEVELOPMENT

UIC-CADE will develop 11 roles this year for the DVC Simulation. The minimum target for development of each role is one new role per month. **THE NUMBER OF ROLES IS SUBJECT TO CHANGE AT CDPH's REQUEST DUE TO DVC POLICY REVISIONS.**

The table below designates each subject matter heading, the most senior person under each subject matter heading and the role to be developed:

Critical subject matter headings, staff persons, and roles are designated with an asterisk (*)

Subject Matter Heading	Most Senior Staff Person's Title	Role(S) To Be Developed
Leadership	Operations Communications Coordinator (OCC)	1) On-Site Coordinator (DVC Setup)* 2) Operations Support Coordinator
Clinical	Clinical Coordinator (CC)*	1) Clinical Consultant (CCon)* 2) Mental Health Worker *
Medical Screening	Medical Screening Station Captain*	1) Medical Screening – Individual Screener 2) Medical Screening – Group Screener
Forms Distribution	Forms Distribution Captain*	Forms Distributor
Forms Review	Forms Review Captain*	Forms Reviewer
Dispensing	Dispensing Captain*	1) Adult Dispenser 2) Family/Pediatric Dispenser
Clinical Support	Clinical Support Team Captain*	Clinical Support Team Member (For Pan-Flu Holding Room)

NOTE: Delivery of each new simulation scenario by **UIC-CADE** is contingent on delivery by **CDPH** to **UIC-CADE** of all relevant support materials. **CDPH** will provide **UIC-CADE** with appropriate materials for the development of each role or scenario and in the event that **CDPH** delivers support materials later than the expected date then **UIC-CADE's** delivery will be pushed back accordingly by a commensurate amount of time. **CDPH** reserves the right to modify and/or delete roles dependant upon funding. In the event that **CDPH** determines in their sole discretion, that a role is unnecessary, **CDPH** reserves the right to delete that role. **UIC-CADE** will provide a detailed inventory of costs involved in the creation of the on-line simulation game.

A role will be considered completely developed upon approval of final evaluation. A final evaluation, to be effective, must be signed by the Chief Medical Examiner of **CDPH**. Role development will be evaluated based on 1) accuracy of script, 2) pilot of role, 3)_____ 4)_____. Depending on the complexity of the role or scenario, **UIC-CADE** will have ten (10) business days from the date of receiving an unacceptable evaluation to incorporate any changes required by **CDPH**.

Development of the Receiving, Staging, and Storage Simulation

This training simulation targets **Non-CDPH** City of Chicago Departmental staff members who have been identified to perform critical support roles during a large scale public health emergency in regards to **Receiving, Staging and Storing** medical supplies (the "RSS" process).

For example, City Water Department and Fleet Management staff has been delegated to perform medical supply warehousing and distribution functions. During a large scale event, tons of federally owned medical supplies will be provided to the City. These supplies (a/k/a the Strategic National Stockpile or "SNS") must be rapidly offloaded, stored, staged, and reconfigured / palletized and distributed to multiple hospital and public dispensing centers. The warehousing processes and supply configurations are not intuitive; they require a core pre-trained staff. Water and Fleet staff will undergo classroom instruction, distance learning, and hands on training. The hands on portion will employ an "experiential" training module conducted by **CDPH**.

In summation, in an emergency situation, large numbered containers will be delivered, by the CDC to **CDPH**. Each large container will contain medical supplies in smaller containers. The training will instruct **Non-CDPH** City of Chicago Departmental staff members and **CDPH** staff members on what they should expect to see in these containers and how to assemble palletized kits. A palletized kit will consist of several boxes of medical supplies (a "Palletized Kit"). The training entails what boxes of medical supplies make up a Palletized Kit and who is to distribute those Palletized Kits to the hospitals and DVC's. The training module is a hands-on learning experience on how to unpack medical supplies from the numbered large containers and how much of each of the smaller boxes go into a Palletized Kit (the "Training Module"). **UIC-CADE** will be responsible for delivering the large containers filled with the smaller boxes of simulated medical supplies (the "Training Module Materials") to **CDPH**. **CDPH** will conduct the Training Module and have Non-CDPH City of Chicago Departmental staff members and **CDPH** staff members actually unpack medical supplies from the numbered large containers and actually assemble Palletized Kits. **UIC-CADE's** deliverable will include 1) a pre-training video which summarizes the RSS process (the "Pre-Training Video"), 2) the Training Module Materials, and 3) a finalized RSS training video/DVD (the "Final RSS Training Video/DVD"). **UIC-CADE** has delivered the Pre-Training Video and the Training Module Materials. Thus, **UIC-CADE** has yet to deliver the Final RSS Training Video/DVD. For delivery of the Final RSS Training Video/DVD to be effective, **UIC-CADE** must receive a signed evaluation form by the **CDPH** the Strategic National Stockpile coordinator (currently) Mike Robbins.

II. Videos

As part of **UIC-CADE's** duties under this Agreement, **UIC-CADE** must produce and deliver to **CDPH** no less than seven (7) training/documentation DVD'S. **UIC-CADE** has produced and delivered, five (5) of the seven (7) videos due to be produced and delivered. **UIC-CADE** has to date produced and delivered the following videos:
  1) Just In Time pre-DVC video
  2) KATRINA RELIEF EFFORT VIDEO

3) Management Team pre-requisite video
4) Leadership training for RSS drill
5) RSS: Break-down of Med-Packs

UIC-CADE has yet to produce and deliver two (2) training videos for a non-CDPH audience

UIC-CADE's completion of the remaining two (2) videos will be within a four (4) week turn around time from the signing of this Agreement. For delivery of the remaining two (2) videos to be effective, **UIC-CADE** must receive a signed evaluation form by **CDPH's** Director of Emergency Preparedness and Response. In the event that any revisions are needed **UIC-CADE** has ten (10) business days to incorporate those changes.

III. Set up Digital media asset library

The **CDPH** digital media asset library will be a searchable database of media assets, including photographs, videos, and other educational materials such as PowerPoint and PDF files (the "CDPH Digital Media Asset Library"). The photographs, PowerPoint and PDF files will be available for full download and the videos will have short clips available. When this task is complete, the entire video footage will be available upon request. This task is composed of two (2) phases. The first phase will be complete when **CDPH** staff has access to the **CDPH** Digital Media Asset Library. The second phase will be complete when other city departments have access to the CDPH Digital Media Asset Library. For delivery of **CDPH's** Digital Media Asset Library to be effective, **UIC-CADE** must receive a signed evaluation form from **CDPH's** Distance Learning Coordinator for either phase one (1) or phase two (2). Upon completion of phase one (1), **UIC-CADE** will complete and deliver phase two (2) within six (6) weeks of the effective delivery of phase one (1).

UIC-CADE will train **CDPH** staff who will in turn train other **CDPH** staff members. These tasks will be known as the "train the trainer" sessions (the "Train The Trainer Sessions"). Prior to **UIC-CADE's** duty to perform any Train The Trainer Sessions becoming due, **UIC-CADE** must receive approval from the **CDPH** Distance Learning Coordinator. Upon approval by **CDPH's** Distance Learning Coordinator, **UIC-CADE** staff will perform the Train The Trainer Sessions within two (2) to four (4) weeks by mutual agreement of dates by **CDPH** and **UIC-CADE.**

IV. Learning Management System

The learning management system (the "Learning Management System"), is an online system which is utilized to track trainings, both internal and external, which are taken by staff members. Uses include, but are not limited to: running reports, listing course offerings, and taking courses. **UIC-CADE** will provide technical assistance on an ongoing basis throughout the Term of this Agreement. **UIC-CADE's** duties regarding instructional design assistance in implementing the LMS have been discharged, however,

UIC-CADE may have to provide additional instructional design assistance in implementing the LMS in the event problems arise. **UIC-CADE** will provide such additional instructional design assistance upon request by **CDPH** within three (3) working days of **CDPH's** request.

UIC-CADE will also be responsible for maintaining the LMS. **CDPH** and/or the CDC will have the right to unscheduled audit of maintenance records. Such maintenance will include, but not be limited to, physical and network security, software related security, server maintenance and backups, scheduled server maintenance, service pack updates, and data storage. **UIC-CADE** will respond to all online submissions of technical problems ("LMS Technical Assistance") within twenty-four (24). If the technical problem cannot be corrected within five (5) business days, **UIC-CADE** must contact the Distance Learning Coordinator for approval of a revised time-line. **UIC-CADE** will also provide support services to **CDPH** upon request within twenty-four (24) hours. **UIC-CADE** will collaborate with the **CDPH MIS UNIT** for **CDPH** server related problems. **UIC-CADE** will help to coordinate pilot studies and help to evaluate LMS use. **UIC-CADE** will make all necessary enhancements and changes to the LMS to make it more user friendly on both the administrative and the user side. **UIC-CADE** will test and troubleshoot the **LMS** on an ongoing basis. **UIC-CADE** will make **CDPH** aware of any required programs to insure that **CDPH's** computer infrastructure will support the LMS and **UIC-CADE** will make any requested changes to the LMS. **UIC-CADE's** turnaround time for improvements to the LMS is four (4) weeks unless **UIC-CADE** provides a detailed explanation why the four (4) week time-frame cannot be met.

At the end of the Term **UIC-CADE** will transfer all program and technical aspects of the LMS to **CDPH** at no cost.

CDPH will participate with other municipalities in the Learning Management System partners group ("The LMS Partners Group"). The LMS Partners Group is a group of municipalities serviced by **UIC-CADE**. The members of The Partners Group came together in order to decrease the cost of upgrades, such that each municipality shares in the cost of the same upgrades to the LMS system (each upgrade must be identical). **UIC-CADE** has consistently charged members of The Partners Group $10,000 per municipality for upgrades which are shared by each municipality and are agreed upon by each member of LMS Partners Group.

The new SCORM compliant Content Management System (the "CMS") was developed in the spring of 2006 but has not yet been implemented. The CMS is the system that is used to build the courses that are contained within the LMS. The CMS will be implemented by August 30, 2006. Implementation of the CMS consists of training by **UIC-CADE** of appropriate **CDPH** staff on the use of the CMS. **CDPH** user groups will complete surveys regarding usability and assuming those surveys are acceptable, the **CDPH** Distance Learning Coordinator will provide acceptable evaluation feedback to **UIC-CADE** evidencing completion.

UIC-CADE will supplement the existing learning management reports to include reports

by **CDPH** programs (such as emergency preparedness, maternal-child, and HIV STD, etc.) and **CDPH** roles.

Rollout Schedule

On August 17, 2006, **CDPH** staff will send out emails to the **CDPH** staff members who will participate in the pilot program for the DVC simulation for medical screening. Prior to August 17, 2006, **UIC-CADE** must deliver to **CDPH** the minimum technology specifications and the schedule for the pilot which will include milestone dates for the pilot.

By August 21, 2006, **CDPH** will enroll all medical reserve corp. volunteers who will participate in the DVC simulation pilot into the LMS.

By August 22, 2006, **UIC-CADE** will perform usability testing of the medical screener role which will consist of ten (10) people in two (2) shifts of five (5) each as follows:
SHIFT 1: 10 AM - 12 PM
SHIFT 2: 2 PM - 4 PM

On August 21st and 22nd, 2006, **CDPH** will provide access to their computer lab. As **CDPH** will not provide headphones, **UIC-CADE** will need to provide their own if they require them. In order for **UIC-CADE** to adequately set up the computer lab, **CDPH** will ensure that **CDPH**'s computers are properly configured. As a condition precedent to **CDPH**'s duty arising, UIC-CADE must provide required specifications to **CDPH**'s MIS department. UIC CADE will observe the participants during game simulation play, and document the participant's reactions. Participants will be asked or provided with a written survey which will include a series of questions which will include, but not be limited to the following: 1) were the instructions clear, 2) could the game simulation have been set up any differently and would that have enhanced the learning experience and made them understand any better, 3) was the game simulation easy to use.

Between August 23, 2006 and August 28, 2006, **UIC-CADE** will be provided with time to make any required revisions

Beginning August 29, 2006 and continuing for a duration of four (4) weeks, **UIC-CADE** will conduct pilot testing of the medical screener role. This will be a limited deployment of the game and will be limited to 100 participants. A minimum sample requirement will be 30% of the sample must play the game; 5% of the sample must play the game multiple times. During pilot testing, UIC-CADE must gather feedback via either email or via online feedback form.

UIC-CADE agrees that the data collected and analyzed in this Project is the property of **CDPH**. **CDPH** will receive hard copies and electronic data files of all data collected. **UIC-CADE** understands that any analysis, publication or distribution of the data requires the written consent of Christine Kosmos, Deputy Commissioner and Director of the Emergency Preparedness and Response Program. **CDPH** requests that **CDPH, UIC-**

CADE and **CDC** are acknowledged in any publication, presentation or public distribution of the data.

CDPH also requires that **UIC-CADE** sign a confidentiality agreement regarding the DVC and RSS information that is the unique intellectual property of the Chicago Department of Public Health. In addition, it is further understood that this information is to be treated as law enforcement sensitive and should adhere to standards regarding "For Official Use Only".

UIC-CADE will oversee the assessment of the quality and readiness of data to support the evaluation.

UIC-CADE will provide dedicated staff to **CDPH** (the "Dedicated Staff"). Dedicated Staff members will attend emergency preparedness meetings as requested by **CDPH.** **The** Dedicated Staff member will meet with the **CDPH** training division not less than once a month for planning and informational meetings. **UIC-CADE** will provide a quarterly report to **CDPH** on the progress of **UIC-CADE's** deliverables.

UIC-CADE will assist the **CDPH** Training Team in submitting a written evaluation report to the **CDPH's** Program Director along with a program progress report to be submitted, upon request, to the funding agent, the Center for Disease Control.

UIC-CADE will facilitate communication relative to the data collection and evaluation activities, and assist in report preparation.

UIC-CADE will ensure that preliminary results are provided to **CDPH** as needed for grant reports.

UIC-CADE will assist **CDPH** in establishing mechanisms for monitoring, implementation, collection, analysis and reporting of program training data.

Both parties agree to review the scope of service and deliverables for subsequent grant years no later than June 1, of each calendar year of this Agreement.

B. Continuity of Operations Planning

Staffing:
Project staffing will be drawn from the faculty of the UIC School of Public Health ("UIC-SPH"), UIC College of Medicine, UIC College of Business Administration and consultants (referred to collectively as "UIC-SPH") with specific experience in business continuity planning and the salaries for such staff members shall be paid from the existing Funding and shall not be at any additional cost to CDPH and the aforementioned staff members shall have a duty to perform all duties listed herein under this Agreement.

Year one (1) Tasks and Deliverables:

I.   Preliminary Response Strategy Evaluation: Preliminary response strategy evaluation. This evaluation would include plans for CDPH to reallocate staff during emergency, cross training of staff, introduction of telecommuting plans.

II.   Hold two (2) focus groups in year one (1) with CDPH executive staff and select managers to discuss the key strategies for CDPH to enact during a catastrophic public health event. The intent of the focus groups is to elicit feedback and achieve acceptance for the development of business continuity planning. Focus groups would include three (3) panelists and up to ten (10) stakeholders. These focus groups would engage in issues regarding:

           i.   The priority allocation of resources (staff, supplies, equipment) in response to a large-scale public health crisis (e.g. pandemic influenza).

          ii. Outcomes on revenues losses and qualitative impact on health outcomes (e.g. reduced mammographies).

III.   Develop templates for **CDPH** staff to guide development of CDPH COOP. This template will depend on key data collected in the year one (1) focus groups.

IV.   Design and conduct one (1) tabletop exercise and produce the resulting after action reports (AAR's). This exercise will be with the CDPH executive staff to test the planning assumptions within the CDPH specific COOP.

V.   Develop Summary Recommendations: After year one (1) of data gathering and determining **CDPH's** departmental needs, procedures, priorities, and health outcomes in the event of a catastrophic event, **UIC-SPH** will develop summary recommendations regarding each year that this Agreement is in effect to create **CDPH's** business continuity plan. The recommendations would include the proposed template for **CDPH** and key sector plans, selection of key industries needed to foster cooperative planning, emergency strategy recommendations and needed exercise development for the completed plan.

Regarding the above numbers one (I) through five (V) above, **UIC-SPH** must provide all of the above deliverables to **CDPH's** Deputy Commissioner for Public Health Preparedness which must demonstrate that CDPH COOP development is in accordance with the CDC's Business Pandemic Influenza Planning Checklist (the CDC's "Pandemic Planning Checklist") and with the recommended planning guidance available on <u>WWW.PANDEMICFLU.GOV</u>

Year two (2) Tasks and Deliverables:

I.   Hold two (2) focus groups in year two (2) with representatives from the following agencies/industries/organizations: CDPH, Office of Emergency Management and Communications, Utilities industry, Financial industry, Retail industry, faith/community based organizations, and schools. The purpose of these focus groups is to identify best practices and strategies for

the development of their own respective COOPs. The focus groups would include three (3) panelists and up to ten (10) stakeholders.

II. Develop templates for key industry sectors to guide future development of integrated **CDPH** business continuity plans. Development of this template will depend on key data collected in the year two (2) focus groups.

III. Conduct knowledge two (2) knowledge transfer sessions to the stakeholders in the focus groups.

   a. Session one (1) will focus on the presentation of the City of Chicago Pandemic Influenza planning assumptions, phases/triggers table, and planning parameters. In addition the City's Incident Command System in a Pandemic will be explained.

   b. Session two (2) will involve the dissemination of best practices and presentation and instruction of the completion of a planning template for a COOP for two select agencies/organizations as identified by the stakeholders of the focus groups.

IV. Design and conduct one tabletop exercise with the stakeholders in the focus groups. This exercise will focus on testing the planning assumptions of one COOP of an agency/organization as defined by the stakeholders.

V. Complete an assessment to identify all critical supply vendors that are required to maintain a minimum baseline operation at CDPH. UIC will develop templates that are based on the pandemic influenza business planning checklist to each of these vendors.

   c. A planning template will be provided to each critical vendor in year two (2) as identified in the assessment above. This planning template will be reflective of the items identified in the data collected in the year two (2) focus groups.

   d. Each identified critical supply vendor will be given a copy of the CDPH pandemic influenza stages/triggers table and planning assumptions to ensure that they are developing COOPs with the same parameters as CDPH

VI. Develop Summary Recommendations: After year two (2) of data gathering and determining the needs of the year two (2) focus group representatives, **UIC-SPH** will develop summary recommendations regarding recommendations that would include the proposed template key sector plans, selection of key industries needed to foster cooperative planning, emergency strategy recommendations and necessary exercise development for the completed plan.

Regarding the above numbers one (I) through seven (VII) **UIC-SPH** must provide all deliverables to **CDPH's** Deputy Commissioner for Public Health Preparedness which must demonstrate that plan development is in accordance with the CDC's Business Pandemic Influenza Planning Checklist (the CDC's "Pandemic Planning Checklist") and with the recommended planning guidance available on WWW.PANDEMICFLU.GOV

II. ADMINISTRATION OF CONTRACT

The staff members listed below under "Project" are staff members of **CDPH** and are the liaisons between CDPH and **UIC-CADE** and/or **UIC-SPH** for the respective projects and the staff members listed below under "Contractual" are key staff members of **UIC-CADE** and/or **UIC-SPH** who must remain a part of each part of either program.

Program:

Contractual:

Project A. Training

Theresa Browley, PHN III
Clinical Nurse Educator
Chicago Department of Public Health
333 South State, Room 200
Chicago, Illinois 60604
(312) 747-9556

The Board of Trustees of
the University of Illinois
310 Marshfield Building
M/C560
809 South Marshfield
Chicago, Illinois 60612-7227
(312) 996-3135

**Project B. Continuity of
Operations Planning**

Steve Mier
Director of Preparedness Projects
Chicago Department of Public Health
333 S State St, Room 200
Chicago, Illinois, 60604
(312) 747-9783

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M/C560
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(312) 996-3135

Charles John, MS, MCRT, MHA
MBA, PhD
Clinical Asst Professor
UIC – School of Public Health
1600 W Taylor
Chicago, Il 60612

John Jackson
Executive Vice President
Fusion Risk Management
3601 Algonquin
Rolling Meadows, Il 60008

Project C. Marketing Plan

Monica Ochoa, MPH
Community Relations Manager
Chicago Department of Public Health
333 S. State St., Room 200
Chicago, IL 60604

The Board of Trustees of
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310 Marshfield Building
M/C560
809 South Marshfield

(312) 747-9691

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(312) 996-3135

IV. **COMPENSATION**

Project A: **UIC-CADE** agrees to fulfill all responsibilities detailed in this contract in order to receive the monies outlined in this Agreement (specifically a sum in the amount of $695,128) (the "First Administration of Funding"). **CDPH** agrees to administer this first sum of Funding to **UIC-CADE** upon **UIC-CADE's** submission to **CDPH** of all monthly invoices for expenses incurred from September 1, 2005 up to and including any current monthly invoices (the "Monthly Invoices"). **UIC-CADE** will receive this First Administration of Funding within sixty (60) days of **CDPH's** receipt of the Monthly Invoices. **CDPH** agrees to administer additional Funding in the amount of $324, 475 for the Receiving Staging and Storage Simulation (the "Second Administration of Funding"). **CDPH** will administer this Second Administration of Funding to **UIC-CADE** upon completion of all phases of the RSS Simulation. For completion and delivery of the RSS Simulation to be effective, **UIC-CADE** must have delivered, to the satisfaction of **CDPH**, the following: 1) a pre-training video which summarizes the RSS process (the "Pre-Training Video"), 2) the Training Module Materials, and 3) a finalized RSS training video/DVD (the "Final RSS Training Video/DVD"). **UIC-CADE** has delivered the Pre-Training Video and the Training Module Materials. Thus, **UIC-CADE** has yet to deliver the Final RSS Training Video/DVD. For delivery of the Final RSS Training Video/DVD to be effective, **UIC-CADE** must receive a signed evaluation form by the **CDPH** the Strategic National Stockpile coordinator (currently) Mike Robbins.

The parties agree to review the proposed budget to determine the appropriate schedule for subsequent years no later than July 30 of each calendar year of the contract. All parties agree that the final budget for evaluation activities in subsequent years is subject to the availability of Funds for the total project and based on the discretion of **CDPH**. This payment schedule is subject to change.

> **Project B:** **UIC-SPH** agrees to fulfill all responsibilities detailed in this contract for each fiscal year (based on the CDC's fiscal year). As consideration for such duties being performed, **CDPH** will administer grant monies of $100,000 for the completion of year one (1) activities and deliverables and $160,500 for the completion of year two (2) activities and deliverables (based on the CDC's fiscal year) provided by the CDC for emergency preparedness continuity of operations planning year to **UIC-SPH**. Such monies will be disbursed by **CDPH** in the following manner:
> Year one (1) monies will be disbursed in two (2) payments. The first disbursement for $66,000 will occur upon successful completion of items I (1), II (2), and III (3) in the tasks and deliverables for year one (1). The second disbursement for $34,000 will occur upon successful completion of items IV (4) and V (5) in the tasks and deliverables for year one (1).
> Year two (2) monies will be disbursed in four payments. The first disbursement for $71,000 will occur upon successful completion of items I (one) and II (two) in the tasks and deliverables for year two (2). The second disbursement for $25,000 will occur upon successful completion of item III (3) in the tasks and deliverables for year two (2). The third disbursement for $19,000 will occur upon successful completion of item IV (4) in the tasks and deliverables for year two (2). The

fourth disbursement for $45,500 will occur upon completion of items V (5) and VI (6) in the tasks and deliverables for year two (2).

The parties agree to review the proposed budget for subsequent years no later than July 30 of each calendar year of the contract. All parties agree that the final budget for evaluation activities in subsequent years is subject to the availability of Funds for the total project.

Project C: $175,000 for 5 years ($35,000 per year)

May 6, 2006

Steve Mier
Director of Administration
Public Health Preparedness and Emergency Response
Chicago Department of Public Health
333 S State St, 2nd Fl
Chicago, Il 60604

Re: Statement of Unique Capacity

The University of Illinois-Chicago (UIC) School of Public Health and College of Business Administration are uniquely qualified to partner with the Chicago Department of Public Health (CDPH) to create a Health Department focused avian influenza business continuity plan. At present, UIC is positioned to provide end-to-end academic and professional consultative services throughout the entire business continuity planning lifecycle from plan development to plan exercises to plan revisions.
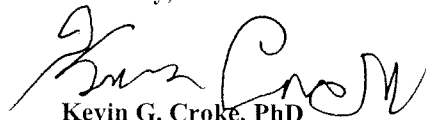
Unique Qualifications
UIC has the only fully-accredited School of Public Health in Illinois. As such, the faculty possesses the subject matter expertise and the professional experience necessary for a successful collaboration with the Executive Officers, Administration, and professional staff at CDPH. Moreover, the faculty has the expertise to provide an analysis of the readiness of public health workforce in responding to an urgent public health threat like avian influenza, perform environmental policy analysis, organizational behavior pertaining to public health departments, computerized management information systems, cost effectiveness and outcomes of public health services, and economic analysis of public health delivery programs. For example, the Illinois Public Health Preparedness Center (IPHPC) at UIC promotes public health workforce development by linking activities that assess, enhance, verify, and recognize competency in public health practice. As such, the faculty understands public health department business processes and operations and can translate them into avian influenza preparedness and continuity planning.

UIC has a fully accredited College of Business Administration (CBA). The faculty is comprised of world-renowned, award-winning professors who are leaders in their fields. The mission of the College is to be the key educational and research unit in meeting the challenges of the information-driven, process-oriented environment. The element of an information-driven, process analysis coupled with public health application is vital to develop an avian influenza business continuity plan.

UIC School of Public Health and College of Business Administration have partnered to create a fully online master's certificate program in Emergency Management and Continuity Planning. The program's faculty is drawn from academia, public health and emergency management practitioners, and business continuity planners from the private and public sectors.

UIC has partnerships with private sector business continuity professionals who have extensive academic and professional expertise and experience in business continuity/continuity of operations planning lifecycle--development, implementation, exercise, and revision.

Sincerely,

Kevin G. Croke, PhD
Professor, Health Policy and Administration
UIC School of Public Health

UNIVERSITY OF ILLINOIS
AT CHICAGO

School of Public Health (MC 923)
Center for the Advancement of Distance Education
1603 West Taylor Street, 10th Floor
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Chicago Department of Public Health
Attention: Theresa Browley Browley_Theresa@cdph.org
333 S. State 2nd Fl
Chicago, Illinois 60604   October 25, 2005

RE: Request to issue a sole source contract to UIC-CADE for Emergency Preparedness Training and Education

Dear Theresa,

The Chicago Department of Public Health (CDPH) and the Center for Advancement of Distance Education (CADE) in the School of Public Health at the University of Illinois at Chicago have entered into a partnership in which CADE has agreed to provide a dedicated unit, the Chicago Emergency Preparedness Training Group, which will offer full time staff support to address emergency preparedness training and education needs requested by CDPH.

The specific activities to be addressed during the current funding period of September 1, 2005 - August 31, 2006 are outlined in the document that lists the deliverables. The deliverables detail how CADE staff will develop the DVC simulation; produce requested videos; set up a digital media asset library; and, provide technical assistance to customize and implement the learning management system (LMS).

We believe that CADE should be the sole source provider for these agreed upon activities based on the following facts, collectively.

1. CADE has a history of working with CDPH since 2002; CDPH has invested over $500,000 in the Learning Management System. CADE developed and customized the CDPH LMS.
2. CDC approved redirecting CDPH carry-over funds of $313, 000 to be used by CADE to develop the online Dispensing and Vaccination Center simulation, training videos and the Learning Management System implementation and development.
3. CADE is the only Public Health Training Center currently developing public health simulations and the only one doing this in Chicago.
4. CDC supports CADE's involvement with the simulation development.
5. Changing vendors at this point would be inefficient and impractical and would require a long and expensive ramp-up time.
6. CADE has identified dedicated staff that is ready and available to work on the specified activities; travel to CDPH regularly to meet face-to-face and provide updates on progress; and, to complete the project by the 8/30/06 deadline.
7. CADE has an extensive background in technology applications related to public health. (See attachment for more detail on resources and services
8. CADE employs highly skilled technical staff along with public health professionals. Staff includes simulation programmers, LMS programmers, epidemiologists, GIS programmers, GIS experts, multimedia professionals, information architecture specialists, instructional designers, online game designers, and graphic designers. (Credentials will be provided upon request.)
9. CADE has worked with the CDC since 1997 and CADE was a subcontractor with the Illinois Public Health Preparedness Center in 2000, when it was one of the first four such Centers funding by CDC to address preparedness training.
10. CADE is familiar with CDC reporting requirements for funded activities.
11. CADE developed a customizable Learning Management System (LMS) for the Illinois Public Health Preparedness Center and the online courses available on the LMS.
12. CADE developed and customized the LMS for public health departments in 4 states.
13. CADE staff manages the education and training activities of the Illinois Public Health Preparedness Center and the Mid-America Public Health Training Center.

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Research Data Management

Survey deployment, online evaluations, and customized data management and analysis solutions to support research projects.

- SAS/IntrNet Statistical Data Analysis
- Online Data Collection Instrument Development
- Online Course Evaluation Questionnaire (CEQ) Systems
- Research Data Management Consulting
- Geographic Information Systems

Clients look to CADE for reliable online evaluation/survey systems, complex custom data entry tools and analyses, and Geographic Information System (GIS) mapping. The Research Data Management (RDM) group specializes in these services and consults with principal investigators on how to optimize and enhance research plans, survey methods and data analysis. We provide advanced online statistical and spatial analysis, website creation, and result presentation to support research studies.
GIS allows CADE clients to manage their data in a spatial environment and access visual representations of their data. From the internet, clients can log in to a secure website designed specifically for their project needs to view a map of their data or run spatial queries. CADE can also generate thematic maps illustrating potential relationships between variables.

Our online data management services include SAS/IntrNet reporting for use in data cleaning and preliminary statistical analyses, and administrative databases to enhance data collection and provide real-time reporting. We develop SAS/IntrNet pages with a client interface to permit online data analysis, graphing and trend analysis. CADE's Survey Development Application generates user-friendly online multiple choice, all that apply, tabular, and open-ended questions. Built-in features include skip patterns and field entry validation.

Hours of administrative labor have been saved with our quick, reliable, secure course evaluation system. Instructors and administrators create online evaluations that combine closed and open-ended questions. The system automatically sends email reminders (at administrator-determined frequencies) to those who still need to complete the evaluation, thus ensuring a high response rate. Results are available to administrators and instructors immediately at the conclusion of the evaluation period. Instructors receive email notification when the evaluations are available online. Special surveys can also be programmed through the system and sent to select groups of students or instructors.

Public Health Workforce Development

The Public Health Workforce Development area provides services that support and enhance public health workforce development and preparedness, professional skill advancement, and leadership development. It also offers innovative and customizable technological approaches and solutions to workforce development activities. Projects currently managed within CADE include:

Illinois Institute for Maternal and Child Health Leadership
The Illinois Institute for Maternal and Child Health Leadership (IIMCHL) is a year-long fellowship/certificate program created to teach leadership skills and the assessment, assurance and policy development core functions of public health to persons with leadership potential. Learn more about the Illinois Institute for Maternal and Child Health Leadership.

Illinois Maternal and Child Health Data Use Academy
The Illinois Maternal and Child Health Data Use Academy (DUA) certificate program focuses on how to use data effectively in maternal and child health. It addresses MCH epidemiology as applied to both program and policy development, and provides skills-building for the translation of data into action in

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communities. The Academy is based on the curriculum developed by CityMatCH at the University of Nebraska. Academy members are teams representing communities, and they come to the academy with a project intended to advance maternal and child health in their region. Learn more about the Illinois Maternal and Child Health Data Use Academy.

Illinois Public Health Preparedness Center

The Illinois Public Health Preparedness Center (IPHPC) works to enhance the readiness of the public health workforce in responding to routine and urgent public health threats, including bioterrorism events. IPHPC provides for public workforce development through a battery of more than 60 competency-based, completely online courses that are continuously available and offered in a unique self-directed, instructor-led format. The center collaborates with the health departments in the States of Illinois and Indiana and the City of Chicago to develop a comprehensive learning management system for public health workers, and using this expertise to assist health departments and preparedness centers in other states to do the same. Learn more about the Illinois Public Health Preparedness Center.

IPHPC also provides staff services to the Public Health Practitioner Certification Board, Inc. (PHPCB) which offers competency-based certification to public health administrators and emergency response coordinators. Its members are appointed by the Illinois Public Health Association (IPHA), the Illinois Association of Public Health Administrators (IAPHA), and the Illinois Association of Boards of Health (IABoH). Learn more about the Public Health Practitioner Certification Board.

Mid-America Public Health Training Center

The Mid America Public Health Training Center (MAPHTC) uses a collaborative, comprehensive, integrated approach to training the public health workforce through competency-based, coordinated public health training programs. MAPHTC was established by a HRSA grant to the University of Illinois at Chicago School of Public Health and Indiana University Department of Public Health. Learn more about Mid-America Public Health Training Center.

Mid-America Regional Public Health Leadership Institute

The Mid-America Regional Public Health Leadership Institute (MARPHLI) is an academic-based year-long leadership development experience for public health practitioners and community partners. The Institute has been developed to assist practitioners holding leadership positions at all levels of the public health system to develop greater effectiveness in helping their agencies carry out the core functions of assessment, policy development and assurance. Learn more about the Mid-America Regional Public Health Leadership Institute.

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Web Site Design and Development

Attractive, user-friendly sites and systems that deliver messages clearly and provide enhanced online functionality.
- Site Design and Development
- Web-based Training Modules
- Online Conference Archives
- Learning Management Systems
- Content Management Systems

Clearly defined objectives and attentive project management lie at the core of every successful online endeavor. CADE provides the creative vision and process oversight to ensure that web sites are developed according to their core objectives and maximize their impact following their launch. This process includes designing an engaging and user-friendly interface, incorporating a set of features that achieves the necessary functionality without distracting visitors from the site's primary intent, and constructing a clear development plan to guide the project.

We provide the entire solution: graphic design, project management, editorial and copywriting services, brand and identity development, and integration with print collateral. We help our clients coalesce their ideas and clarify their objectives. We provide a thorough work process that reinforces intended outcomes through appropriate communication channels. We bring years of experience building sites for diverse internet audiences to every stage of development: assessment, planning, creation, delivery, and evaluation.

CADE creates standalone web sites for organizations, centers, schools and colleges. These can include static pages or dynamic, database-driven content. We also specialize in integrating interface design and functionality with online systems, media streaming, and research data collection and analysis.

Information and Administrative Systems Development

Feature-rich systems and applications that support advanced reporting, evaluation and training management for learners, administrators, and instructors.
- Learning Management Systems
- Content Management Systems
- Intranet Development
- Online Quiz and Survey Composer
- Course Evaluation Systems
- Proposal Tracking Systems

CADE develops powerful and effective information and administrative systems. Our combined technical expertise and project management skills help to produce sophisticated online applications that empower administrators and benefit users. We specialize in assisting our clients with scope development and project organization, since we don't believe off-the-shelf products can meet the requirements of complex data infrastructures. Each of our projects involves individualized project oversight and custom software development.
CADE's information and administrative systems range from Learning Management Systems, to resource-rich intranets, to online quizzing and evaluation applications integrated into registration and certification systems. We've developed systems to track proposals, monitor and administer certificate approval processes, and allocate personnel and facility resources. This has resulted in more efficient processes and time-saving techniques.

Our attractive system hosting and maintenance packages let us manage your technical needs after the development phase, so that you can continue to concentrate on pursuing your core objectives.

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Webcasting and Multimedia Production

Engaging real-time and on-demand learning experiences and customized interactive communications opportunities.

- Live Interactive Webcasting
- On-Demand Webcasts and Presentations
- Webconferencing, Videoconferencing and Audioconferencing
- Conference Recording and Online Archiving
- Audio and Video Production and Editing
- CD-ROM Production

CADE has been streaming video and audio over the web since 1997. We bring a wealth of expertise and creative and technical insight to our webcasting and multimedia projects. Our webcast services are performed by premier media specialists using state-of-the-art digital production facilities.

Production Studio
CADE's production studio is fully equipped for live video production and sound booth audio recording. The studio includes facilities for capturing remote audio and video and streaming it over the internet. Two Polycom 512 units provide ISDN and IP videoconferencing. A ten-foot satellite dish can downlink any North American C- or Ku-band signal. Two Gentner telephone couplers permit capturing or sending audio via a telephone. A ProTools hardware device captures audio directly into digital file format. Two full AV racks allow input/output in DVCAM, DV and S-VHS video formats. Six Hewlett Packard networked workstations enable the monitoring and managing of two simultaneous live webcasts.

Production Equipment
CADE has an extensive inventory of video and audio production equipment. This includes digital still and video cameras, switchers, lighting, cables, microphones, tripods and mixers. We have full travel capabilities to permit field production from any location.

Video and Audio Editing Studios
CADE's video editing studio has four workstations in both Mac and PC platforms. Two workstations have AVID Express DV with Mojo for video editing for the web. A compositing workstation permits motion graphic rendering and effects using Adobe After Effects, as well as CD-ROM interface construction using Macromedia Authorware. The audio editing suite has Digidesign ProTools 24 MIX+ connected to a Human User Interface (HUI) and two Digidesign ProTools 001 workstations. These are routed to DAT recorders, minidisk recorders, cassette recorders, a telephone coupler, CD player and compressor/limiters.

To meet the specific interests of its target audience, CADE has developed its own full-feature webcasting and webconferencing system: CADEmedia. CADEmedia integrates registration, event delivery, archiving, technical support, evaluation and reporting. It is designed to deliver complex presentations to a wide audience in a manner that is not technologically intimidating to the end user. CADEmedia is database-driven and customizable, resulting in a flexible presentation delivery mechanism that can meet a variety of training and communication needs. Our live webcasts can be archived and integrated seamlessly with dynamic web sites.

CADE devises a media delivery approach to match the outcome objectives of each project or event. We regularly run synchronous online collaborations, operate international videoconferences and audioconferences, and develop self-launching multimedia CD-ROMs and DVDs. CADE frequently travels to record and archive conferences online.

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associations are integrated in the system, as are online quizzing and evaluation processes. The result is measurement and reporting of training progress that is both accurate and automated.

The LMS can be custom programmed to meet the specific needs of the state agency. To optimize the learning value of the system, an agency may want to identify workers who required training in particular competencies. One can also instantly create a roster of those workers, sortable by public health role, to determine what targeted training to provide to specific groups based upon need.

Federal funding requirements stipulated that Illinois needed to ensure that 80% of its workforce had been assessed for competencies associated with their professional roles by the end of the first year of implementation. As evidenced in the LMS's extensive administrative reporting features, over 85% of the 5,500 local health department workforce had been assessed by that benchmark. To help meet that objective, CADE provided face-to-face training and consultation sessions with all county and local health departments on how to use the system and optimize tasks. These meetings also generated valuable client feedback, which is being incorporated into future upgrades and feature enhancements.

"The CADE LMS has provided us with the opportunity to gather information about the learning needs of the public health workforce from both the state agency perspective and the broader public health system in local communities," says Gina M. Swehla, Chief of the Division of Human Resources at IDPH.

In partnership with the Illinois Center for Public Health Preparedness, CADE has developed LMS's for a number of states, cities and centers on a variety of models: Iowa Department of Public Health; Iowa Center for Public Health Preparedness; Missouri Department of Health and Senior Services; St. Louis University Center for Public Health Preparedness; Chicago Department of Public Health; Indiana State Department of Health; Mid-America Public Health Training Center. While they share a common core, each LMS is custom developed to meet the specific feature needs, user expectations, and public health objectives of the client.

Features
- Browser-based interface, available over the web
- SQL server databasing, ASP.NET programming
- Scalable and stable
- Secure data
- Supports online and face-to-face training options
- Centralizes course and learner administration
- Convenient reporting and learner assessment
- Course recommendations linked to competencies and assessment results
- Intuitive and user-friendly
- Fully developed and tested
- Built-in certification, quizzing, evaluation
- Course sharing with other systems
- For the learner: E-mail confirmation, view history, self-assessment by competency
- Calendars, FAQs, mass e-mails to subgroups and customized e-mails
- Multiple levels of administration permit customization beyond standard course administrator and global administrator; cascading system of read/modify/approve rights based on administrative level
- Asynchronous dialogue course approval process for administrators
- Individually branded interface
- SCORM compliant
- Section 508 compliant
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All CADE servers are constantly scanned for the presence of any viruses. A complete virus scan of all workstations also takes place once a week. Server system log files are scanned for unusual activity, which is immediately investigated. Network and Server Administration staff applies critical and non-critical patches as needed.

Data Integrity
CADE employs extensive data backup and server redundancy procedures. We perform full backups to tape weekly of all servers, along with incremental and daily backups.

CADE SERVICES

Distance Learning Development

Services and applications that support the delivery of training by integrating instructional design principles and adult learning theory.
- Web-based Training Modules
- Learning Management Systems
- Registration Systems
- Online Quiz and Survey Composer
- Courseware Development
- Distance Learning Training and Consulting
- CD-ROM Production

CADE has extensive experience developing distance learning modules and applications. Our approach is customized to the specific training objectives of each project, but rooted more generally in learning sciences theory and cognitive approaches to human-computer interaction. CADE has developed web-based training on subjects ranging from pediatric oral health management, to BMI-for-age growth charts, to bioterrorism and emergency outbreak risk assessment, to genetics and family medicine, to women's health and retail pharmacy. Our modules strategically blend text, graphics, multimedia, activities and self-assessment for users with varying learning styles. Constructing user pathways and interweaving instructional topics underlies our methodology for optimizing learning sequences.

CADE's Learning Management Systems are web-based applications through which training content is delivered and managed. They provide functionality for cataloging and launching courses, registering users, tracking user progress and assessing user learning. CADE also builds registration systems—complete with personal logins and certification—and online quiz and survey composer applications.
For greater stand-alone portability, we develop self-starting CD-ROM training modules that don't require internet connectivity. These CD-ROMs can contain graphics, video, self-assessment and resource toolkits and can be custom printed to match the branded identity of the learning campaign.

Learning Management Systems
How can you quickly and effectively prepare a public health workforce for bioterrorist attacks or unexpected emergency health incidents?

An LMS is a web-based application through which training content is delivered and managed. It includes functionality for cataloging and launching courses, registering users, tracking user progress and assessing user learning. The LMS uses a browser interface to display a public front-end for the learner and a private back-end for administrators and instructors. It seamlessly displays real-time information, drawn from a secure database, within a graphically attractive and user-friendly interface. Competency-driven assessment and course

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Attachment to Sole Source Provider Letter

UIC AND CADE RESOURCES

University of Illinois at Chicago and the Illinois Medical District

The University of Illinois at Chicago (UIC) is the largest institution of higher learning in the Chicago area and one of the top seventy Research 1 universities in the United States. The UIC campus comprises more than seventy buildings on approximately 187 acres. UIC has 25,000 students, 12,000 faculty and staff, and 15 colleges. UIC is recognized nationally and internationally for its research strength and its first-rate student education. UIC offers 88 bachelor's, 86 master's and 58 doctoral degree programs.

CADE is located at the eastern edge of the Illinois Medical District, the world's largest concentration of advanced public and private health care facilities. The District includes 560 acres of medical research facilities, labs, biotech business incubator, raw development area, universities, and over 40 healthcare related facilities. The IMD generates approximately $220 million in research annually and is the nation's largest urban medical district. It holds the nations' largest college of medicine (UIC's College of Medicine) and is the State of Illinois' largest biotechnology/medical complex.

Center for the Advancement of Distance Education (CADE)

CADE develops distance learning solutions to facilitate and improve training, communication, and collaboration among health professionals, students, and members of the general public. CADE provides expertise across the full spectrum of development processes to support successful online learning and research data initiatives. Our flexibility and breadth ensures that we deliver the right combination of system features and services to meet the strategic interests of our clients. CADE specializes in services and development activities in seven core categories.

1. Distance Learning Development
2. Webcasting and Multimedia Production
3. Web Site Design and Development
4. Information and Administrative Systems Development
5. Research Data Management
6. Public Health Workforce Development
7. Computers, Servers and Data Integrity

Computers, Servers and Data Integrity

Computers and Servers

CADE's web servers host web sites, online databases, asynchronous conferencing, live synchronous conferencing, audio and video streaming, online survey deployment, web site statistical tracking and analysis software. In addition to the applications developed internally, we also support a host of third-party applications. These include Lotus LearningSpace (content management), Arc IMS (geocoding), Helix Universal Server (media streaming), SSL using Thawte Server Certificates, ActivePDF (generating PDF files from active databases), Browserhawk (user system detection and analysis), TestTrack Pro (issue tracking), and SAS/IntrNet (data analysis). CADE primarily uses UIC's OC-3 (155mbps) connection for Internet connectivity but still maintains complete operational control over its internal network infrastructure.

To protect the privacy of database records and the integrity of our network, CADE servers are firewall protected and are stored in a locked server room. The server room has three sources of air conditioning to provide redundancy and maintain optimal temperature. Monitoring software automatically notifies the Network and Server Administration staff via telephone and e-mail if temperature, humidity or power thresholds are exceeded.

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Other factors that strengthen this partnership between CDPH and CADE are related to the fact that CADE is housed at the School of Public Health at the University of Illinois at Chicago (UIC). The attachment to this letter includes a brief description of UIC and CADE's resources. It is followed by a more detailed description of all related CADE services.

Termination terms: CDPH may terminate this Agreement with 30 days written notice to CADE for the following reasons: Your funder has terminated their Agreement with CDPH, or has rescinded CDPH's capacity to contract with the University. Under these circumstances, CDPH shall pay the University only for those services and System access provided prior to the termination date. University shall refund to CDPH any prepayment accordingly.

We look forward to our continued partnership. If you require any additional information, please contact us.

Sincerely,

Colleen Monahan, DC, MPH, Director
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cc

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Attachment follows