

Chronic Disease Self-Management Consultant Bid Request

Project Title

New York State Arthritis Program Evidence-Based Self-Management Program Partner Meeting

Background

The New York State Department of Health (NYSDOH) Arthritis Program (NYS AP), , was created in 2012 with funding from a 5-year grant awarded to Health Research, Inc. (HRI) from the Centers for Disease Control and Prevention (CDC). The NYS AP aims to improve the quality of life of New Yorkers with arthritis through the implementation of strategies and other activities to increase access, use, and availability of arthritis-appropriate evidence-based self-management programs (EBSMPs). The NYS AP supports the promotion and delivery of the following EBSMPs:

- Chronic Disease Self-Management Program (CDSMP);
- Tomando Control de su Salud (Tomando [Spanish-language CDSMP]); and
- EnhanceFitness.

Purpose

The NYS AP is seeking a Chronic Disease Self-Management Consultant to facilitate a meeting of EBSMP delivery partners that are currently delivering the CDSMP and any combination of the Diabetes Self-Management Program (DSMP) and the National Diabetes Prevention Program (NDPP). Subsequent to the meeting, the Chronic Disease Self-Management Consultant will develop a 3-5 page white paper on the proceedings.

In collaboration with the *State Public Health Actions to Prevent and Control Diabetes, Heart Disease, Obesity and Associated Risk Factors and Promote School Health* (1305) Initiative, the NYS AP will convene at least five EBSMP delivery partners to identify areas of interaction and collaboration that can enhance delivery of, access to, and use of these programs. The outcome of this meeting will be to identify opportunities to align logistical support and promote awareness, geographic coverage, referrals and spread of programs statewide.

The Chronic Disease Self-Management Consultant will serve as the meeting facilitator and lead white paper author. This includes assisting NYS AP and 1305 Initiative staff in planning meeting logistics, developing meeting agendas and facilitated discussion questions, attending the meeting and serving as lead facilitator, providing debriefing services subsequent to the meeting and developing the white paper for submission to the CDC Arthritis Program.

Consultant Contract Period

August 1, 2016 - June 30, 2017

Consultant Contract Hours

Up to 120 hours.

Method of Accountability

The contractor will submit completed deliverables based on the schedule developed under the Scope of Work and will keep the Principal Investigator informed of progress via biweekly telephone meetings with Nancy Katagiri, MPH, CPH and other project staff.

Consultant Scope of Work/Deliverables

Scope of Work

The Chronic Disease Self-Management Consultant will collaborate with the NYS AP and 1305 to plan and lead an EBSMP delivery partner meeting with a minimum of five partners currently delivering the CDSMP and the DSMP and/or NDPP (meeting location to be determined). The Chronic Disease Self-Management Consultant will be responsible for meeting planning, facilitation, and debriefing services, including the development of a white paper detailing meeting outcomes and recommendations for the NYSDOH and CDC to facilitate the work of these intervention delivery organizations.

Deliverables

The consultant chosen will be responsible for working with project staff on the following deliverables:

1. Create a project schedule for completion of deliverables.
2. Lead efforts to plan an in-person meeting for select EBSMP delivery partners, including:
 - Working with staff to identify and convene delivery partners for meeting participation;
 - Developing an agenda for the meeting;
 - Creating facilitated discussion questions to guide the proceedings; and
 - Developing additional materials, as necessary.
3. Attend and facilitate an in-person meeting for select EBSMP delivery partners by November 2016.
 - Travel to meeting location.
 - Manage the flow and direction of the meeting.
 - Ensure that the meeting stays on schedule.
 - Encourage discussion among participants.
4. Provide debriefing services after the conclusion of the meeting.
 - Summarize meeting findings and recommendations.
 - Follow-up with participants, as needed.
5. Compose a white paper detailing meeting outcomes and outlining recommendations for the NYSDOH and CDC.
 - The white paper will be 3-5 pages in length.
 - Initial draft due February 1, 2017.
 - Second draft due March 15, 2017.
 - Final draft due date dependent on CDC review, but prior to June 30, 2017.
6. Participate in regular meetings of the project team.

Submission Content

Interested applicants will describe how they will accomplish the deliverables outlined in the Consultant Scope of Work/Deliverables section and include a budget.

Bid submissions must include:

- Resume/CV
- Project work plan
- Writing sample
- Estimated project time line

Proposals should use 12-point font and should not exceed 5 double-spaced pages, including budget. Proposals will be evaluated based on how well each of the following criteria is addressed:

1. Qualifications: Provide a description of your qualifications to complete the tasks required as outlined in the above scope of work. Including:
 - Experience with meeting planning, facilitating, and debriefing;
 - Experience writing reports and/or white papers;
 - Familiarity with the CDSMP, DSMP and NDPP and organizational capacity to implement these programs; and
 - Leadership, organizational and communication skills.
2. Detailed Work Plan and Time Line: Please provide a detailed work plan and time line that describes how you will complete each project deliverable. The plan should contain as much detail as necessary to fully explain your approach.
3. Budget: Please include the estimated number of hours of work, hourly rate, cost of any travel expenses, and a project total.

Bid Proposal Scoring

Bid proposals will be scored as follows:

Demonstrated capability and experience- 30%

Detailed Work Plan and Time Line- 50%

Budget/rate per hour and relevance to scope of work- 20%

The contract will be awarded to the highest scoring bid.

Contract Mechanism

The awardee will be required to sign a contract with HRI that includes the following language:

Consultant acknowledges and agrees that all work products, deliverables, designs, writings, inventions, discoveries, and related materials (Collectively "Works") made, produced or delivered by Consultant in the performance of its obligations hereunder will be owned exclusively by HRI. All copyrightable Works are "works made for hire." Consultant will assign, and hereby assigns and transfers, to HRI all intellectual property rights, trademark rights, and trade secret rights. Consultant further agrees that "he/she/it" shall not claim or assert any proprietary interest in any of the data or materials required to be produced or delivered by Consultant in the performance of its obligation hereunder. Consultant warrants that all Works shall be original except for such portion from copyrighted works as may be included with Consultant's advance permission of the copyright owner(s) thereof, that is shall contain no libelous or unlawful statements or materials, and will not infringe upon any copyright, trademark or patent, statutory or other proprietary rights of others. Consultant further agrees that "he/she/it" will

not public, permit to be published, or distribute for public consumption, any information, oral or written, concerning the results or conclusions made pursuant to this Agreement without prior written consent of HRI.

Submission Instructions

Please email Nancy Katagiri, MPH, CPH, at nancy.katagiri@health.ny.gov with intent to bid by Tuesday, July 5, 2016. Submission of an email of intent to bid is not a requirement or obligation upon the applicant to submit a bid proposal. Applications may be submitted without first having submitted an email of interest.

Submissions must be emailed to Nancy Katagiri, MPH, CPH, at nancy.katagiri@health.ny.gov by no later than 5:00 p.m. on Tuesday, July 19, 2016. Please pdf or zip the bid file, as large files may bounce back to you, jeopardizing receipt by the submission deadline. All email communications should contain the following subject line: New York State Arthritis Program Evidence-Based Self-Management Program Partner Meeting Bid.