Chronic Disease Self-Management Program Delivery Partner Bid Request

**Project Title**

Chronic Disease Self-Management Program Delivery Partner

**Background**

*New York State Arthritis Program*

The New York State Department of Health (NYSDOH) Arthritis Program (NYS AP), was created in 2012 with funding from a 6-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 (EBSMP). The NYS AP supports the promotion and delivery of several EBSMPs, including the Chronic Disease Self-Management Program (CDSMP) and Tomando Control de su Salud (Tomando), its Spanish language derivative.

*C Chronic Disease Self-Management Program*

The CDSMP is an evidence-based self-management program developed by Stanford University School of Medicine. With over 15 years of research, CDSMP is considered the gold standard of self-management programs and is supported by the CDC, Administration for Community Living (ACL), and Administration on Aging (AoA).

The CDSMP is a six-week interactive program given in a mutually supportive setting that can be delivered anywhere in the community. The program is designed to help people gain self-confidence in their ability to control chronic disease symptoms and manage everyday life. The workshop teaches the skills needed for the day-to-day management of any type of ongoing health condition, including goal-setting, developing action plans, and overcoming barriers, in order to maintain and/or increase an active and fulfilling lifestyle. Benefits of the program include improved quality of life and communication, increased physical activity, independence, confidence, and energy. The CDSMP is appropriate for adults 18 years and older with any type of chronic condition or their caregivers. See Attachment B: CDSMP Fact Sheet for additional information on the CDSMP.

**Purpose**

The NYS AP is requesting bids for a contractor organization to serve as a delivery system partner for the CDSMP. The Contractor will deliver at least three CDSMP workshops, in English and/or Spanish, to members of its community to increase the reach and capacity of this program. The Contractor will work with the NYS AP to develop and execute a plan for program implementation, facilitate training of CDSMP peer leaders, deliver programming with fidelity, adhere to data collection standards, and prioritize program sustainability.

During this process, the Contractor will also work with the NYS AP to inform overall program implementation and outcomes. The Contractor will assist the NYS AP in determining attributes of a successful delivery system and the supports needed.
Up to $15,000 is available to support this project, contingent on the availability of funds, for a 10-month project period (September 1, 2017 – June 30, 2018).

**Eligibility Requirements**

To be eligible to bid for this contract, an organization must meet either of the following CDC definitions of a delivery system partner:

- **Multi-Site Delivery System:** an organization that consists of at least three sites in which the program can be offered; or
- **Large Single-Site Delivery System:** an organization that has at least 750 constituents and the capability to reach large numbers of potential participants.

Consideration will be given to organizations that meet one of these definitions but have not previously delivered CDSMP.

**Scope of Work/Deliverables**

**Scope of Work**

The Chronic Disease Self-Management Program Delivery Partner will collaborate with the NYS AP to develop and execute a plan for the delivery of the CDSMP in its community. The Contractor will be responsible for identifying appropriate sites or locations for program delivery, selecting staff and/or community volunteers to be trained as peer leaders, promoting program availability, delivering programming in accordance with fidelity standards, engaging in appropriate data collection and reporting, and developing plans for sustainability. See Attachment C: CDSMP Delivery Details for more information.

Delivery system partner workshop and reach requirements include:

- **Multi-Site Delivery System:** organization must implement the CDSMP in at least three different sites, reaching approximately 15 people per site, for a total of at least 45 participants; or
- **Large Single-Site Delivery System:** organization must deliver at least three CDSMP workshops that reaching approximately 15 people per workshop, for a total of at least 45 participants.

**Deliverables**

The Contractor chosen will be responsible for working with project staff to meet the following deliverables:

1. Create a project timeline for completion of deliverables.
2. Develop a plan for CDSMP delivery, including:
   - Identification of staff to serve as coordinator for the project and CDSMP delivery;
   - Determination of at least three distinct sites, or, if a large, single site, three locations in which to deliver the workshop;
   - Selection of staff and/or community volunteers to be trained as peer leaders;
   - Purchase of required materials, including at least 1 poster-sized sticky flip chart, markers, and the *Living a Healthy Life with Chronic Condition* book for each participant; and
3. Identify individuals within their organization and/or community to be trained as CDSMP peer leaders.

4. Schedule and deliver CDSMP workshops, which involves:
   - Securing space(s) to deliver workshops;
   - Implementing program promotion and participant recruitment plans with documentation of promotion efforts; and
   - Delivering at least three workshops with 15 participants per workshop for a total of 45 participants over the course of this project.

5. Meet reporting requirements, including:
   - Adherence to program reporting requirements;
   - Enter data into the designated online repository; and
   - Submission of examples of promotion and recruitment efforts (i.e. flyers distributed, newsletter articles advertising/sport lighting, or social media postings).

6. Develop plans for program sustainability:
   - Create mechanisms for sustainability and growth of workshop delivery after contract period ends. Recommendations for program sustainability include, but are not limited to:
     - Allocate dedicated staff time toward program coordination and implementation;
     - Fostering key community partnerships to ensure strong program promotion consideration, and registration; and
     - Identify long-term funding source to support this work.

7. Engage in regular performance monitoring:
   - Participate in monthly conference calls with NYS AP staff evaluate progress; and
   - Submit midpoint and final reports, including number of participants reached, workshop locations, peer leaders trained, and summarized successes and challenges. Templates will be provided.

**Submission**

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

Bid submissions must include:

- Narrative description of how deliverables will be met, including a description of organizational capacity and community need;
- Project work plan and timeline;
- Job description(s) of participating staff; and
- Budget and justification.

Proposals should use 12-point font and should not exceed five double-spaced pages, excluding budget and justification. Points will be deducted for proposals that do not adhere to formatting and length guidelines. Proposals will be evaluated on how well each of the following criteria is addressed:
1. **Statement of Need:** Describe need for chronic disease self-management in the community and how it relates to organization mission and values.

2. **Capacity and Experience:** Provide a description of organizational capacity and experience as it relates to completing the tasks as outlined in the above scope of work. Including:
   - Ability to meet CDC definition of a delivery system;
   - Experience in facilitating and leading group learning initiatives;
   - Experience offering health and community-related, group-based workshops;
   - Familiarity with the CDSMP or other evidence-based self-management programs;
   - Ability to manage logistics of program implementation; and
   - Leadership, organizational, and communication skills.

3. **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.

4. **Budget and Justification:** The budget form found in Attachment E: Budget Template should be used to submit the project budget and justification.
   - Contingent on the availability of funds, up to $15,000 is available to support the scope of work for this project. Budgets should not exceed that amount.
   - These funds can be used to offset start-up costs associated with CDSMP delivery, including staff time for program coordination and workshop implementation, travel, required materials, data collection, and other miscellaneous expenses, such as marketing and promotion.
   - To inform budget development, the following materials are required for workshop delivery:
     - CDSMP participant book, Living a Healthy Life with Chronic Conditions (~$10-$15 each); and
     - Three poster-sized sticky paper pads (~$15-$20 each).
   - See Attachment C: CDSMP Delivery Details for more information regarding implementation costs.

**Bid Proposal Scoring**

Bid proposals will be scored as follows, for a possible total of 100 points:

- Statement of need- 10%
- Demonstrated capacity and experience- 30%
- Detailed Work Plan and Time Line- 50%
- Budget and justification- 10%

*Applicants do not need to identify peer leaders at the time of application; however, due to the short time between the beginning of this project and the proposed training date of October 2017, consideration will be given to those applicants that do.*

**Method of Accountability**

The selected Contractor will be expected to sign a contract with Health Research Inc. that contains Attachment A: General Terms and Conditions. Additional attachments (B-E) are provided to assist in application development and project implementation. These attachments are also referenced throughout this bid request where relevant.
The Contractor will participate in monthly conference calls to keep the Principal Investigator informed of progress, as well as submit an interim progress report at the project's midpoint and a final progress report at the conclusion.

Submission Instructions

Please email Celeste Roeller Harp, MRP, at celeste.harp@health.ny.gov with intent to bid by Thursday, July 7, 2017. 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.

Bids must be emailed to Celeste Roeller Harp, MRP, at celeste.harp@health.ny.gov by no later than 4:00 p.m. on Friday, August 4, 2017. 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 Chronic Disease Self-Management Program Delivery Partner Bid.