This is a deliverable-based contract. Below are details and approximate timeframes for each project deliverable, including details of what is expected of the bidder. Please review each deliverable and associated timeframes for this 3-year project.

Provide a proposed cost of reimbursement for each deliverable (as specified in **bold)** under the timeline column, including a justification for how the proposed cost was calculated (e.g., staff time (including fringe) $\_\_, supplies $\_\_, travel $\_\_, meeting room costs $\_\_, etc.).

Available Project Funding

One bidder may be selected for funding up to $80,000 per year to implement project deliverables statewide. Two bidders may be selected for funding up to $40,000 each per year to implement project deliverables in one of the following regions: 1) New York City/Long Island OR 2) the Rest of the State*.*

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| **Deliverable**  | **Timeline** | **Proposed** **Cost**  | **Justification**  |
| PY1– Can propose up to 25-30% of the total available funding. | November 1, 2021 – March 31, 2022 |  |  |
| Discussion of Current Educational Material and Training Curriculum Review and Initial Roll-out Plan* Discussion of current training curriculum and educational materials available for supporting families with children who are DHH, either through the State’s EHDI program or external stakeholders.
	+ Identification of opportunities seen to improve or address gaps seen in current training curriculum and educational materials.
* Development of a formal review report and initial roll-out plan.
	+ Formal review report should identify gaps for improving available training curriculum and educational materials from the Department of Health (DOH). Including recommendations on content specific improvements.
	+ Roll-out plan should include details such as: training development and facilitation timeline, educational material development and dissemination timeline, planning and facilitation of focus groups, timeline of continued reevaluation of project deliverables and how they support parent advocacy and leadership.
	+ Timelines should be in line with the noted timelines in this document and Workplan, Attachment 5. In addition, the plan should address how activities will incorporate content to assist families of young children who are DHH and incorporate parent leadership training to support families with children who are DHH.
	+ Plan of action will be subject to reevaluation mid-way through the project period to assess what is successful and what requires revision.

  | Approximately, one month to discuss current material and trainings. Approximately, two months of time to develop a formal review report and initial roll-out plan for submission. More frequent reporting may occur upon request. In addition, meetings with NYEHDI Program as requested. **Deliverable will be met once a formal review report and initial roll-out plan is submitted.** |  |  |
| Development and Submission of Educational Material * Develop or identify written educational material, such as pamphlets, brochures to provide to hospitals, physicians and audiologists so families with children who are newly identified DHH, can be provided with helpful and supporting information. Written material should take health literacy into consideration.
	+ Submission of draft content for developed educational material.
	+ Educational Material should support the diverse community (age, race and ethnicity, socioeconomic background, family makeup, and location in New York State) of families and parents with children who are newly identified as DHH. All materials” will be for the NYSDOH/NY EHDI Program to use as needed.
* Educational material should be reevaluated throughout the development period.
* Submission of development and reevaluation reports for education materials, as requested.
 | Approximately, two months for the development of draft education material. Including discussion with NYEHDI Program team, to review the developed educational material. Submission of draft education material should approximately two months of development. **Submission of draft education material will meet this deliverable.**More frequent reporting may occur upon request. In addition, meetings with NYEHDI Program as requested |  |  |
| **Deliverable**  | **Timeline** | **Proposed Cost**  | **Justification**  |
| PY2 – Can propose up to 100% of the total available funding.  | Approximately April 1, 2022 – March 31, 2023 |  |  |
| Development of Training Curriculum * Develop or identify training curriculum to provide support for families with children who are DHH. The focus of materials is on providing support for families from the time of referral through diagnosis of permanent hearing loss by an audiologist and ultimately receiving services (Early Intervention or other).
* Identify subject matter experts to assist in the development of training curriculum, to best support parents and families with children who are newly identified DHH.
* Develop parent leadership and advocacy training to support parents of young children with hearing loss, including content specific to families of newly identified children who are deaf/hard-of-hearing (DHH), for parents and parent groups.
* The final training should be web-based and can be composed of in-person sessions, web-based trainings, and/or support hotline, available statewide and can be accessed at a later time. Training should be compatible with a variety of different platforms.
	+ Training format should allow for viewing at a later time and compatible to share on the DOH website.
	+ Training Curriculum and Focus Groups should support the diverse community (age, race and ethnicity, socioeconomic background, family makeup, and location in New York State) of families and parents with children who are newly identified as DHH.
	+ Submission of a developed draft training, with details.
	+ Should be detailed enough so external staff may deliver the training, ex. PowerPoint presentation with trainer notes for submission.
	+ Trainings should include evaluations to assess the efficacy of the trainings.
* Training curriculum should be reevaluated throughout the development period.
* Submission of development and reevaluation reports for training curriculum, as requested.
 | Approximately, three months for the development of draft training curriculum. Submission of draft training curriculum after approximately two months of development. Approximately, two months for discussion with NYEHDI Program team, to review the developed draft training curriculum. **Submission of draft training curriculum will meet this deliverable.**More frequent reporting may occur upon request. In addition, meetings with NYEHDI Program as requested |  |  |
| Parental Leadership and Advocacy * In coordination with developed draft training curriculum and educational material, enhancement of the training curriculum and education material, to address parental advocacy and leadership, will occur.
* Modeled after the DOH existing parent leadership training or other successful family support training models, to parent groups, including content specific to families of newly identified children who are deaf/hard-of-hearing (DHH).
* The final training curriculum will include information to assist and support families as they navigate the process from newborn hearing screening through diagnosis of permanent hearing loss and entry into early intervention or other appropriate services; additionally, the final curriculum will include parent advocacy and leadership training for families of young children who are DHH.
* The final training should be web-based and can be composed of in-person sessions, web-based trainings, and/or support hotline, available statewide and can be accessed at a later time. Training should be compatible with a variety of different platforms.
	+ Training format should allow for viewing at a later time and compatible to share on the DOH website.
	+ Training Curriculum and Focus Groups should support the diverse community (age, race and ethnicity, socioeconomic background, family makeup, and location in New York State) of families and parents with children who are newly identified as DHH.
* Trainings should include evaluations to assess the efficacy.
* Submission of development and reevaluation reports for the enhanced training curriculum and education materials, as requested.
 | Approximately, three months to submit a final draft of the enhanced training plan to include content specific to communication and educational decision-making for parents, and leadership and advocacy skills training for parents. **Submission of final draft of the enhanced training curriculum and education material will meet this deliverable.**Reports should include details regarding progress on including Leadership and Advocacy Training for parents/families of young children who are DHH, within the developed training curriculum and educational material. More frequent reporting may occur upon request. In addition, meetings with NYEHDI Program as requested. Approximately, one month to review and discuss the enhanced draft training curriculum and educational material with the NYEHDI Program team.  |  |  |
| Planning for Focus Group Facilitation* Develop a written plan to coordinate and facilitate up to 4 focus groups, in different locations statewide.
	+ Written plan should address; the location of the focus group, format of the focus group (which can be decided at the time in discussion with NY EHDI Program team), participant information (including background information, parent or professional, etc.), to ensure a diverse group of parents and professionals are reviewing the developed enhanced training curriculum and educational material.
	+ Additional details may be requested by NY EHDI Program.
	+ Focus Groups should support the diverse community (age, race and ethnicity, socioeconomic background, family makeup, and location in New York State) of families and parents with children who are newly identified as DHH.
 | Approximately, three months of development and submission of a written plan including details as noted for the deliverable. Including, discussing the facilitation plan with the NY EHDI Program team. **Submission of the written focus group facilitation plan will meet this deliverable**. More frequent reporting may occur upon request. In addition, meetings with NY EHDI Program as requested.  |  |  |
| Periodic Project Reporting * Quarterly Progress Reports will be required throughout the project year, providing details of completed and in progress project activities.
* Final Year Progress report will be required providing details of completed and in progress project activities.
* Additional reporting details will be provided in advance of the submission date.
 | **Deliverable will be met with the submission of three (3) Quarterly Progress Reports.****Deliverable will be met with the submission of one (1) Final Year Progress Report.**  |  |  |
| **Deliverable**  | **Timeline** | **Proposed Cost**  | **Justification**  |
| PY3 – Can propose up to 100% of the total available funding.  | Approximately April 1, 2023– March 31, 2024 |  |  |
| Focus Group Facilitation * Facilitation of up to 4 focus groups to review and evaluate developed enhanced training curriculum and educational materials.
* Focus groups should invite parents of children who are DHH and professionals, who provide services to families with children who are DHH, to review and evaluate the developed items.
* Evaluate feedback to develop a formal written summary. Summary should include details of next steps to take, such as potential revisions to the training curriculum and educational material.
 | Approximately, a three-month timeframe to facilitate and conduct up to 4 focus groups. Approximately, two months to evaluate feedback provided by the focus groups and develop a formal written summary, including details as noted for the deliverable. **Focus group facilitation and formal summary report will meet this deliverable.** More frequent reporting may occur upon request. In addition, meetings with NY EHDI Program as requested.  |  |  |
| Revisions and Delivery* Revise and edit draft of the enhanced training curriculum and education material as noted in the focus group summary.
* Submit final draft of enhanced training curriculum and educational material.
* Delivery of finalized educational material to the Department/NYEHDI Program.

  | Approximately, two months to revise and edit; developed enhanced training curriculum and educational material per submitted focus group summary. Including discussion of revisions and edit with the NY EHDI Program. **Submission of the final developed enhanced training curriculum and educational material will meet this deliverable.** More frequent reporting may occur upon request. In addition, meetings with NY EHDI Program as requested.  |  |  |
| Plan for Delivery* Delivery of finalized training curriculum to the identified population.
* Develop a written plan to disseminate the training curriculum
	+ Written plan should include the following information; steps to disseminate training, recruitment of parent groups, etc.
* According to data for New York State, about 375 children were diagnosed with hearing loss in 2018. should include details on how these families will be reached and provided the developed enhanced training curriculum and educational material.
	+ Parent Groups should support the diverse community (age, race and ethnicity, socioeconomic background, family makeup, and location in New York State) of families and parents with children who are newly identified as DHH.

Additional details may be requested by NYEHDI Program. | **Approximately, one month to develop and submit a dissemination plan for the enhanced training curriculum will meet this deliverable.**More frequent reporting may occur upon request. In addition, meetings with NY EHDI Program as requested.  |  |  |
| Training Curriculum Delivery and Evaluation * Delivery of Training Curriculum
	+ Up to 4 training sessions. Combination of live and web-based training sessions, as modeled after the DOH parent leadership training project or other successful family support models, to parent groups.
* Continued reporting of ongoing delivery of training and materials provided to the NYEHDI Program team.

 * Training evaluation

For each training sessions delivered, submission of formal written summary of training evaluations.  | Approximately, 5 months to complete the delivery of up to 4 training sessions, as noted. Including the delivery of Educational materials, as noted. **Continued formal reporting of ongoing training delivery and activities to the NYEHDI Program team and completion of planned delivery, will meet this deliverable.** More frequent reporting may occur upon request. In addition, meetings with NYEHDI Program as requested. Approximately, five months to conduct evaluations of all delivered training sessions to parent groups. **Submission of formal evaluation summaries will complete this deliverable.**  |  |  |
| Periodic Project Reporting * Quarterly Progress reports will be required throughout the project year, providing details of completed and in progress project activities.
* Final Year Progress report will be required providing details of completed and in progress project activities.
* Additional reporting details will be provided in advance of the submission date.
 | **Deliverable will be met with the submission of three (3) Quarterly Progress Report.****Deliverable will be met with the submission of one (1) Final Year Progress Report.**  |  |  |