**REQUEST FOR PROPOSALS**

Project Title: Development of a Congenital Syphilis Screening Measure as a Healthcare Effectiveness, Data, and Information Set (HEDIS) Measure

Proposal Due Date and Time: 10/9/23, 11:59pm

Source of Funding: Centers for Disease Control and Prevention

NOA Award No.: 6 NU38OT000306-05-06

Funding Amount: Up to $150,000

Estimated Period of Performance: 10 months

Point of Contact for Questions: Rebekah Horowitz (rhorowitz@naccho.org)

**Applications must be submitted electronically to sti@naccho.org by 11:59pm on**

**October 9, 2023.**

**Background**

The National Association of County and City Health Officials (NACCHO) represents nearly 3,000 local health departments (LHDs) across the United States. NACCHO’s vision is health, equity, and security for all people in their communities through public health policies and services. NACCHO’s mission is to be a leader, partner, catalyst, and voice for local health departments to ensure the conditions that promote health equity, combat disease, and improve the quality and length of all lives.

Reported cases of congenital syphilis in the United States are increasing at an alarming rate. Screening for syphilis during pregnancy is a tool that can help reduce the number of reported cases. However, both recommendations and requirements for screening for syphilis during pregnancy are not uniform across states or healthcare delivery systems. Therefore, this project seeks applicants who can create a nationally adoptable screening measure for congenital syphilis and shepherd this measure through the National Committee for Quality Assurance (NCQA) process to be adopted as a Healthcare Effectiveness, Data, and Information Set (HEDIS) measure used in health plans across the US.

This project will entail all relevant processes and steps necessary to begin the creation of a draft quality measure for congenital syphilis screening that can be adopted by the National Committee for Quality Assurance (NCQA) as a HEDIS measure. The work must support the creation of a measure that includes relevant measurable outcomes and specifications for a numerator and denominator that can be calculated by a health insurance plan from administrative claims data without requiring manual chart review.

Applicants should provide a detailed budget not to exceed $150,000.

**Description and Availability of Funds**

NACCHO is seeking to identify a consultant to begin the creation of a draft quality measure for congenital syphilis screening that can be used to promote adoption by the National Committee for Quality Assurance (NCQA) as a HEDIS measure

Funds will be awarded through a fixed-price contract, in which contractors are reimbursed for completion of deliverables outlined in the agreement. NACCHO standard contract language can be found [here](https://www.naccho.org/uploads/downloadable-resources/01_Consultant-Template-for-Members.pdf) if needed. The maximum available funding for this contract is $150,000 and all activities must be completed by 7/31/24.

**Proposal Outline**

Applicants should submit a brief proposal that includes the following components:

1. **Coversheet with the following information:**
   1. **Organization**

* Organization Name:
* Address:
  1. **Primary Point of Contact for Project**
* Name (First, Last):
* Title:
* Email Address:
* Phone Number:
  1. **Lead Finance Contact**
* Name (First, Last):
* Title:
* Email Address:
* Phone Number:

1. **Project Narrative (Word- 2 pages maximum)** that includes:
   * A description of the consultant/organization’s knowledge, skills, and experience in creating and conducting this activity.
   * The names and roles of the primary staff and any other significant contributors to this project, including qualifications (include resumes or CVs which will not be included in page limit).
2. **Line-Item** [**Budget**](https://www.naccho.org/uploads/downloadable-resources/Budget-template_4.6.23.xlsx) **(Excel) and** [**Budget Narrative**](https://www.naccho.org/uploads/downloadable-resources/Budget-narrative-template_blank.docx) **(Word)** with description of costs, not to exceed $150,000 over a 10-month project period, using the templates provided.
   * The budget narrative document should be prepared for the entire project period and does not need to be broken down by phases.
   * Examples of possible costs to include are personnel costs (number of staff, percent effort to the project and annual salary/wages or hourly fees of all personnel), funds to be provided to other consultants/firms working on project, and other costs necessary to complete the scope of work and deliverables (e.g., supplies, travel, etc.).
   * **Please review the Budget Guidelines tab in the budget file for a list of unallowable costs**.
   * If the budget includes staff fringe benefits and/or indirect costs (over the 10% de minimis rate), please also submit proof of the organization’s approved fringe/indirect cost rates. Acceptable documentation of fringe benefits includes:
     1. An approval letter issued by a relevant federal or state agency (e.g., HHS) authorizing your organization to calculate fringe benefits/indirect costs based on a certain percentage of direct salary and wages/direct costs.
     2. An excerpt from a financial audit report that outlines the official fringe/indirect cost rate.
     3. A letter (on your organization letterhead) signed by a financial official that lists the approved fringe/indirect cost rate used by the organization.
     4. A copy of your accounting procedures or policy that outlines how you calculate fringe/indirect cost rates.
3. **Project Scope of Work (Word)** that includes proposed Activities/Outputs, Deliverables, and Timeline (**5 page(s) maximum**)
   1. A realistic scope of work that includes proposed activities and outputs as well as timelines for completion of activities over approximately a 9-month project period (ending by 7/31/24).
   2. Activities should include review of evidence, report production on evidence and literature, environmental scan of similar efforts (if any) with report on those efforts, draft measure creation, and convening stakeholders with related report.
   3. Please use the table below for developing the scope of work.
      1. Applicants may add as many deliverables as needed within the maximum budget period.

|  |  |  |
| --- | --- | --- |
| **Deliverable** | **Description of Activity/Output** | **Completion Date** |
| **Deliverable 1** |  |  |
| **Deliverable 2** |  |  |
| **Deliverable 3** |  |  |
| **Deliverable 4** |  |  |
| **Deliverable 5** |  |  |
| **Deliverable 6** |  |  |

1. **Administrative and Financial Forms,** signed and dated within the last six months where applicable, including:
   * [NACCHO Vendor Form](https://www.naccho.org/uploads/downloadable-resources/Vendor-Form_2023-02-01-210724_txht.pdf)
   * [W9](https://www.naccho.org/uploads/downloadable-resources/W-9-Blank_2023-01-03-181619_hnlw.pdf)
   * [Certificate of Non-debarment](https://www.naccho.org/uploads/downloadable-resources/Certification-of-Non-Debarment_2023-01-03-181528_mkkp.pdf)
   * [FFATA Data Collection Form](https://www.naccho.org/uploads/downloadable-resources/FFATA-Data-Collection-Form.pdf)
   * Proof of an active registration with [SAM.gov](https://sam.gov/content/home) (PDF or screenshot showing applicant’s unique entity identification number)
     1. Please note that NACCHO cannot enter into a contract with any entity that does not have an active SAM.gov registration. As such, NACCHO reserves the right to only consider proposals from applicants that already have an active registration record through the end of the contract period of performance.

**NACCHO Contact and Responsibilities**

NACCHO staff will oversee the contract and serve as the contact for the consultant. Other responsibilities include:

* Provide background information, as appropriate
* Review all materials, in draft form, and recommend revisions
* Serve as liaison for external partners
* Participate and support strategic planning activities as appropriate

**Selection Process**

Each proposal will be reviewed and rated on the following elements:

* **Applicant Capacity and Expertise**: Applicant has clearly documented evidence of their (and that of proposed project staff) subject matter expertise and experience in the proposed content area; previous work and projects in the subject area and with the intended audiences are required.
* **Understanding of Project Purpose and Goals**: Applicant demonstrates a clear understanding of the project goals and deliverables.
* **Project Scope of Work**: The proposed scope of work, deliverables, and timelines are realistic and appropriate for achieving the project objectives.
* **Operational Plan**: The proposal includes a clear, feasible, appropriate, detailed, and supportable methodology and plan to effectively meet the goals and deliverables of the project.
* **Budget**: The proposal includes a detailed, line-item budget justifying the proposed expenses; the expenses are appropriate for the purposes of the deliverables and are cost efficient.

**Any work products created by this contract will be co-owned by NACCHO and Consultant.**

*Please note that submission of a proposal is a statement of acceptance of NACCHO’s* [*standard form*](https://www.naccho.org/uploads/downloadable-resources/01_Consultant-Template-for-Members_2023-01-03-182849_mrhv.pdf) [*contract*](https://www.naccho.org/uploads/downloadable-resources/01_Consultant-Template-for-Members_2023-01-03-182849_mrhv.pdf)*. If any items cannot be accepted, these issues need to be resolved prior to submitting a proposal.*

**Deadline/ Staff Contact**

Submissions must be electronic, in pdf format. The deadline for submission is **11:59 pm, October 9, 2023.** Decisions will be made, and applicants will be notified of their selection status, no later than Friday, October 9, 2023. Proposals should be submitted via e-mail to [**sti@naccho.org**](mailto:sti@naccho.org)**.**