REQUEST FOR PROPOSAL (RFP)

For

Partnership to Explore the Care and Service Needs of African American/Black Children and Youth with Special Health Care Needs (CYSHCN) and Their Families

Issued by:

Oregon Center for Children and Youth with Special Health Needs
Institute on Development & Disability
Oregon Health & Science University (OHSU)

Date of Request: May 20, 2019

Completed request due date: Tuesday, June 18, 2019 by 9:00 AM PST

Contact Person: Alison J. Martin, Ph.D.

Contact Person Title: OCCYSHN Assessment & Evaluation Manager

Contact Person Email: martial@ohsu.edu

Contact Person Phone Number: (503) 494-5435

Question and Answer Phone Session: Wednesday, May 29, 2019 from 11:30 AM to 12:30 PM PST

Please call 503-444-9598, and enter Meeting ID: 823249036#.

I.   Project Goal

OCCYSHN's mission is to improve the health, development, and well-being of all Oregon's CYSHCN. Understanding the experiences and needs of all CYSHCN and their families, including those of non-dominant races/ethnicities, is essential to achieving our mission. Limited data exist that describe the Oregon CYSHCN population generally; data are even more limited if a child is a member of a community of color. For example, generalizable data for the percentage of CYSHCN who identify as Black do not exist.[1] This gap limits OCCYSHN's ability to develop and advocate for culturally appropriate programming and services.
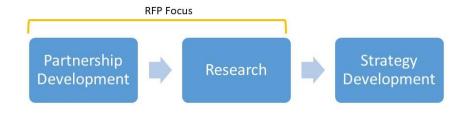
Every five years, OCCYSHN conducts a statewide needs assessment to inform its strategies and programming. As part of its current needs assessment, OCCYSHN seeks to obtain information that represents the strengths and needs of CYSHCN and their families, who are African American or Black and reside in Oregon, as described by representatives of this community. Because of priorities determined by our Federal funder, OCCYSHN seeks to learn about the following in addition to other issues: ability to access needed health care (physical, mental, and oral health), care coordination, and educational supports for their children; availability of care and supports that are responsive to the family's culture and language needs; and preparation for and experience with transitioning to adulthood.

We specifically seek to co-develop and co-implement a culturally appropriate data collection(s) to gather this information and co-analyze, interpret, and disseminate the findings with an organization who can authentically represent the voice of Oregon African American/Black families of CYSHCN. Although we possess expertise about Oregon CYSHCN and their families, and conducting assessments of needs and strengths, we require a partner who possesses expertise in the experiences of Oregon African American/Black communities. Therefore, we seek to create a partnership in which decision-making, learning, and resources are shared.

To reach this goal, OCCYSHN is now accepting bids in response to this Request for Proposal.

We hope that this partnership will lead to continued collaboration between OCCYSHN and the organization to develop strategies and actions that are culturally responsive to Oregon CYSHCN who are members of the African American/Black community. However, this project will focus on partnership development and needs assessment research (see Exhibit 1).

Exhibit 1. RFP Partnership Focus

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[1] https://www.childhealthdata.org/browse/survey/results?q=5423&r=39&g=652

II.   Scope of Work

Based on responses to the Request for Information, and given OCCYSHN's information needs and resources, we prepared the following scope of work to align with focus groups or one-on-one interview data collection methods. If another data collection method would be more appropriate and/or feasible, we are open to responses that propose a different method with an accompanying explanation.

1. Co-develop partnership agreement. OCCYSHN seeks to work with you to develop an agreement for how our organizations work together. This agreement will describe (a) the shared vision for the project, and (b) roles and responsibilities, communication networks, conflict resolution, decision-making processes, data sharing agreements, and other processes that are important to a well-functioning partnership.

2. Co-develop and participate in mutual training. If your organization does not work explicitly with CYSHCN and their families, we will provide information and training about this population to your project staff. OCCYSHN project staff welcome education and training your organization may want to provide our project staff about working with your community.

3. Co-development of data collection method. OCCYSHN project staff have expertise in research design, data collection and analysis methods. Your organization will have expertise in your community. Both are necessary to develop a valid data collection method. Therefore, we seek to collaborate in the development of a focus group or interview guide.

    To obtain data that meet our needs, we should hear from the families of CYSHCN in two age groups: younger than 18 years and 18 through 22 years. We would like your organization to gather information from a parent or guardian from 20 to 30 families of CYSHCN in each age group.[2] Co-development of the data collection method also will entail co-developing the required Institutional Review Board (IRB) protocol, which OCCYSHN will submit to OHSU's IRB (https://www.ohsu.edu/xd/research/about/integrity/). Staff who will participate in the data collection are required to participate in approximately 6 hours of IRB training (OHSU requires this of all study team members, including OHSU employees).

4. Implement the data collection. OCCYSHN will provide training to your organization's project staff in the data collection method as needed (e.g., focus group facilitation, interviewing skills). Your organization will recruit participants, arrange the focus groups or interviews, and provide participation support (e.g., child care reimbursement, incentive, refreshments, transportation). Your organization will take notes and, preferably, record the discussion. OCCYSHN has a transcription service and a translation service that we previously worked with successfully, but we are open to negotiating with your organization about which business transcribes the recording. (This approach will have to be approved by the OHSU Institutional Review Board.)

5. Co-develop analysis plan and participation in analyzing data if desired. OCCYSHN project staff would like to work with your organization's project staff to develop a plan for analyzing the transcripts. We also welcome organization staff participation in analyzing the data to the extent that your staff are interested.

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[2] If your organization proposes a survey data collection, we expect data to be collected from a larger sample than described in point 3.

6. Co-interpretation of results. OCCYSHN staff would like to work with your organization's project staff to make meaning from the results.

7. Co-disseminate findings. OCCYSHN staff would like to support your organization taking the lead with sharing findings with your community and partner with you in reporting findings to our funder and other stakeholders.

8. Participation in project meetings with OCCYSHN.

We seek to create a partnership in which decision-making, learning, and resources are shared. Exhibit 2 presents resources that we can bring to the collaboration, and the interest and resources we hope an organizational partner could bring to it.

Exhibit 2. OCCYSHN Collaboration Resources and Desired Partner Resources	
OCCYSHN	CBO
Expertise: CYSHCN and their Families - Knowledge about and experience working with CYSHCN and their families - Knowledge about and experience working with the systems of services that serve CYSHCN and their families - Training for CBO staff on these topics as needed *Expertise: Research Design and Implementation* - Knowledge about and experience designing and implementing research, assessment, and evaluation - Knowledge about community-based participatory research - Training for CBO staff in these topics as needed *Financial* - Up to $45,850 to include organization staff time and costs associated with data collection logistics, translation, and transcription[a] *Staff* - Partial FTE for an OCCYSHN project co-lead - Partial FTE for a project coordinator - Partial FTE for a third team member These staff will work with CBO staff in the development of our partnership agreements (how we work together) and project design, implementation, analysis, and dissemination - Administrative support to execute contracts, to receive and pay invoices	*Minimum Expertise* - Ability and desire to own the conversation about CYSHCN and their families in your community - Knowledge about and experience working with families and children who identify as African American/Black - Some knowledge about the systems of services that serve families - Ability to educate or train OCCYSHN staff about working in your communities *Staff* - Sufficient FTE to co-lead and staff this project - Administrative support to execute contracts, to submit invoices, and receive payments *Other Intangibles* - Connections to families who identify as African American/Black - Desire to improve the wellbeing of African American/Black CYSHCN and their families - Openness to learning about CYSHCN and their families - Willingness to co-develop a process to identify families of CYSHCN and recruit them for data collection participation - Willingness to co-lead this project and co-develop an organizational structure to implement the project - Willingness to co-develop data collection and dissemination plans and disseminate findings

Exhibit 2. OCCYSHN Collaboration Resources and Desired Partner Resources	
OCCYSHN	CBO
• Communication support to prepare dissemination products *Other Intangibles* • Connections to state and national agencies and organizations • Connections to local public health authorities and their partners • Culturally diverse project team staff • Enthusiasm about the project • Leadership and staff support for this project • Openness to learning what we do not know • Previous participation in Unconscious Bias, Trauma-Informed Care, and Race and Racism trainings.	• Assuming that your organization's and OCCYSHN's goals for the project were fulfilled, an interest in continuing to partner with OCCYSHN in the future to co-develop culturally responsive strategies

a This is the maximum amount of money that we have available for this project.

III.   Key Project Milestones and Project End Date

Key project milestones, which emanate from the scope of work, follow in Exhibit 3. OCCYSHN prepared a rough timeline that is negotiable with the exception of the finalized summary. This summary is due by January 17, 2020; however, other dissemination products can be completed after this date.

Exhibit 3. Key Project Milestones and Estimated Timeline	
Key Milestone	Estimated Timeline
1. Contract initiation	Week of June 24
2. 30% of funds available for invoice	6 weeks
3. Partnership agreement	6 weeks
4. Data collection method finalized and proposed study protocol submitted to OHSU's IRB	4 weeks
5. Scheduling interviews/focus groups and collection of data; 50% of funds available for invoice at start of data collection	6-7 weeks
6. Analysis and start of interpretation; remaining 20% of funds available for invoice at the start of analysis	8 weeks
7. Interpretation and preparation of summary of findings related to OCCYSHN priority areas concluded. Other dissemination products can be planned and prepared outside of this due date; OCCYSHN needs to have findings available for the state block grant prioritization process that will begin in January.	January 17, 2020

IV.   How To Respond

Organizations should provide all requested information outlined in this RFP and submit it to OCCYSHN via the contact person listed below.

A. Response Content

Responses to this RFI should not exceed 12 pages and should contain all requested information. Appendix 1 contains the scoring criteria for RFP responses.

1. Responses should include a cover page, which includes
   - Organization name
   - Project lead name and contact information (phone and email)
   - Fiscal contact name and contact information (phone, fax, email)
   - Mailing Address
   - Tax identification number

2. RFP responses should include answers to each of the following <u>questions</u>. Prior to the questions, we provide context to help inform your responses. Please be specific when responding. Note that the definition of CYSHCN for this project comes from our Federal funder: *"CYSHCN have or are at increased risk for chronic physical, developmental, behavioral or emotional conditions and who also require health and related services of a type or amount beyond that required by children generally."*[3]

   2.1. OCCYSHN is responsible for developing strategies to increase the number of CYSHCN who receive:
   - primary care through a medical home
   - effective care coordination
   - services necessary to transition from pediatric to adult health care
   - culturally responsive health care.[4]

   Our website (https://www.ohsu.edu/occyshn/our-work) describes strategies that we have developed or are developing to address these priorities. We do not know how these strategies address (or not) the needs of CYSHCN and their families who are members of the African American/Black community. Thus, we hope to gain insight into the experiences and needs of families of CYSHCN who are African American/Black related to their

   - ability to access needed health care (physical, mental, and oral health), care coordination, and educational supports for their children;
   - availability of care and supports that are responsive to the family's culture and language needs; and
   - preparation for and experience with transitioning to adult healthcare.

   Your organization may have information needs in addition to ours.

   Question 2.1.1. What does your organization hope to gain from this project?

   Question 2.1.2. What experience does your organization have in developing a shared vision across organizational partners, and what steps could your organization and OCCYSHN take to develop a shared vision? Why are these steps important?

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[3] https://mchb.hrsa.gov/maternal-child-health-topics/children-and-youth-special-health-needs#ref1
[4] The National Survey of Children's Health (NSCH) measures each state's progress related to these priorities.

2.2. OCCYSHN recognizes the importance of building trusting relationships with partner organizations. Trust develops over time through dynamics such as when partners show up, follow through, and respect confidentiality.[5]

Question 2.2.1. What formal or informal strategies does your organization use with partners to show that your organization is trustworthy? What formal or informal strategies help your organization to know that a partner organization is trustworthy?

Question 2.2.2. What norms or techniques does your organization use to solve conflict?

2.3. OCCYSHN expects your organization to serve as the primary contact with members of your community. Based on RFI responses, we expect that a qualitative data collection method, like focus groups or one-on-one interviews, will be most appropriate. To obtain data that meet our needs, we should hear from the families of CYSHCN in two age groups: younger than 18 years and 18 through 22 years.

We would like to hear from a sufficient number of families in each of the two groups to achieve "saturation," meaning that we are not hearing any new ideas during data collection. If a one-on-one interview data collection is used, we would like a minimum of 15 parents/guardians interviewed for each of the two age groups described above. If focus groups are used, we would like a minimum of 3 focus groups conducted per age group. Each focus group should have 5 to 12 participants. *(If you perceive that the resources described in Exhibit 2 are not adequate to accomplish this target, please explain why and provide a more realistic target.)*

Question 2.3.1. What experience does your organization have with working with families of whose children are younger than 18 years old? How do you propose to recruit families of CYSHCN younger than 18? What incentives might be needed to obtain their participation?

Question 2.3.2. What experience does your organization have with working with families of whose children are 18 through 22 years old? How do you propose to recruit these families of CYSHCN in this age range? What incentives might be needed to obtain their participation in the data collection?

Question 2.3.3. What strategies will you use to recruit families who are disengaged or disconnected from services or community supports?

Question 2.3.4. From what geographic area(s) will you recruit families to participate?

2.4. An important aspect of this project is shared learning.

Question 2.4.1. Which of the Exhibit 2 "Expertise" topics would your organization like or need to learn more about? How would you like OCCYSHN to help build your learning and skills in these topics?

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[5] Becker, A.B., Israel, B.A., Gustat, J., Reyes, A.G., & Allen III, A.J. (2013). Strategies and techniques for effective group process in CBPR partnerships. In Israel, B.A., Eng, E., Schulz, A.J., & Parker, E.A. (Eds.), *Methods for community-based participatory research for health (second edition;* pp. 69-96). San Francisco: Jossey-Bass.

Question 2.4.2. Which of the Exhibit 2 "Expertise" topics does your organization staff possess? How do you propose to share your expertise with OCCYSHN project staff to build our understanding and prepare us to collaborate with your organization and community?

2.5. OCCYSHN would like these findings to be disseminated in the Oregon African American/Black community.

Question 2.5.1. How would you propose to share these findings with your community?

Question 2.5.2. Who else outside of your community, if anyone, should receive the findings?

2.6. OCCYSHN's Assessment and Evaluation team consists of a manager (Alison Martin) and two research associates (Sheryl Gallarde-Kim and Shreya Roy). These staff compose OCCYSHN's team for this project, although this is not their only project.

Question 2.6.1. Who will be your project lead(s), and what are their titles and qualifications? How much of their FTE will this project support?

Question 2.6.2. Who will be the fiscal contact for the project?

Question 2.6.3. What are the roles of the organizational staff who could recruit research participants and collect data?

2.7. The resources, including financial, listed in Exhibit 2 are explicitly for the scope of work described in Section II of this RFP. Section III of this RFP describes key milestones.

Question 2.7.1. Based on the key milestones and project end date, what timeline do you propose for completing the scope of work? *(Please use Exhibit 3 to develop a timeline.)*

Question 2.7.2. How do you propose to use resources described in Exhibit 2 to support your organization in this project? *(Please include a budget and justification for the financial resources.)*

Question 2.7.3. How will your organization use this project's findings? What could OCCYSHN do to support your organization's use of the findings? How would your organization want to partner with OCCYSHN incorporate project findings into future efforts?

B. Response Contact

Contact Person: Alison J. Martin, Ph.D.
Contact Person Title: OCCYSHN Assessment & Evaluation Manager
Contact Person Email: martial@ohsu.edu
Contact Person Phone Number: (503) 494-5435

C. Response Due Date

Responses to this RFP will be accepted until 9:00 A.M. PST on Tuesday, June 18, 2019.
Responses must be emailed.

Zipped files cannot be received at this email address; please contact Alison Martin if alternative submission methods are needed.

Appendix 1. RFP Response Scoring Criteria

The following criteria allow objective assessment of each proposal. Proposals will be scored and ranked as follows, with a total of 100 possible points.

Criterion 1: Cover page includes all requested information described in the RFP - 2 points

Criterion 2: RFP responses includes responses to all questions listed in section IV.A. of the RFP - 98 points

Criterion 2.1. Information and Shared Vision - 10 points

Question 2.1.1.
- Describes what organization hopes to gain from this project.

Question 2.1.2.
- Displays experience working with organizational partners.
- Describes experience developing a shared vision with organizational partners.
- Describes key steps the organization and OCCYSHN could take towards developing a shared vision, and provides a rationale for their inclusion.

Criterion 2.2. Partnership building - 18 points

Question 2.2.1.
- Describes strategies the organization uses with partners to show that the organization is trustworthy.
- Describes strategies that help the organization know that a *partner* is trustworthy.
- Demonstrates experience in building relationships with partners.

Question 2.2.2.
- Describes the norms or techniques that the organization uses to solve conflict.
- Demonstrates experience in resolving conflict.

Criterion 2.3. Recruiting families in your community - 18 points

Question 2.3.1.
- Describes any experience working with families of children younger than 18 years old in their community.
- Describes a feasible plan to recruit families of CYSHCN < 18 years in their community for their participation based on their experience working with families in their community.
- Describes the type of incentives that might be needed to gain participation from families in their community.

Question 2.3.2.
- Describes any experience working with families whose children are between the ages of 18 through 22 years old in their community.

- Describes a feasible plan to recruit families of CYSHCN 18 – 22 years in their community for their participation based on their experience working with families in their community.
- Describes the type of incentives that might be needed to gain participation from families in their community.

Question 2.3.3.
- Describes the strategies the organization will attempt in order to outreach to disengaged or disconnected families.

Question 2.3.4.
- Describes the geographic areas where the organization will recruit families to participate.

Criterion 2.4. Shared learning – 12 points

Question 2.4.1.
- Provides specific topics from the Exhibit 2 "Expertise" section that the organization would like or need to learn more about.
  - o Describes ways that the organization would like OCCYSHN to help build their learning and skills in these topics areas.

Question 2.4.2.
- Provides specific topics from the Exhibit 2 "Expertise" section that the organization's staff possess.
- Based on the organization's experience, describes how they would share their expertise with OCCYSHN to help build our understanding and prepare for collaboration.

Criterion 2.5. Dissemination of findings – 10 points

Question 2.5.1.
- Based on the organization's experience, describes strategies about how best to share findings with their community.

Question 2.5.2.
- Lists other organizations or specific partners that would benefit from receiving the findings, and why.

Criterion 2.6. Project contacts and roles - 12 points

Question 2.6.1
- Provides the names of project lead(s) and includes a description of their titles and qualifications.
- Describes how much of the project lead(s) FTE this project will support.

Question 2.6.2

- Provides the name of the fiscal contact from the organization for the project, and includes contact information.

Question 2.6.3.
- Describes the roles of the organizational staff who could be recruiting research participants and collecting data for the project.

Criterion 2.7. Key milestones and resource utilization - 18 points

Question 2.7.1
- Provides a clear timeline for completing the scope of work for each key milestone listed in Exhibit 3.

Question 2.7.2.
- Describes how the organization would use the resources in Exhibit 2 to support the organization in this project.
- A clear budget and justification for the financial resources are included with the RFP application.

Question 2.7.3.
- Describes how the organization will use the findings from this project.
- Describes how OCCYSHN could support the organization's use of the findings.
- Describes how the organization would want to continue to work with OCCYSHN in order to review the center's work within the context of these findings.