



MEDTAPP Quality Improvement Coordinators

Request for Quotes

Application Due Date: July 5, 2016, 5:00 PM EDST

Application Release Date: June 3, 2016

Contact:

Ohio Colleges of Medicine Government Resource Center
Allison Lorenz, MPA
Program Director
Email: Allison.Lorenz@osumc.edu



Request for Quotes Quality Improvement Coordinators

Project Overview

The Ohio Colleges of Medicine Government Resource Center (GRC) is requesting quotes for two full-time Quality Improvement Coordinators (QICs) on behalf of the Ohio Department of Medicaid (ODM) and the Ohio Department of Health (ODH). The QICs will work with providers and stakeholders in Ohio to implement MEDTAPP directed projects for initiatives in quality improvement, as well as implement 'spread' strategies for projects that have achieved replication status. This project is funded by federal Medicaid funds from MEDTAPP (Medicaid Technical Assistance and Policy Program) and state funds from ODH, which is being used as non-federal match for the federal funding.

Quality Improvement (QI) Science experts will be deployed on a regional basis to work in peer-to-peer relationships with health care practitioners serving Medicaid consumers, in practice based quality improvement collaboratives. Projects will include clinical practices related to perinatal care, preventive health, developmental screening, diagnosis and therapeutic intervention practices for children with chronic conditions, children's mental healthcare, and other clinical issues as identified relevant to the efficient and effective administration of the Medicaid program.

To efficiently and effectively administer the Medicaid program for Ohio's Medicaid consumers in partnership with ODH, the Quality Improvement Science project will utilize a Statewide Quality Improvement Manager (SQIM) to train and provide guidance to a team of Quality Improvement Coordinators (QICs). The QICs will be responsible for completing the QI training program, implementing MEDTAPP approved pilot projects for new initiatives in QI, as well as implementing 'spread' strategies for projects that have achieved replication status, as approved by MEDTAPP.

Scope of Work

The vendor procured through this RFQ will undertake activities as defined and requested by ODM and ODH and agreed to by GRC to support the efficient and effective administration of the Medicaid program. Specifically, the vendor will:

Identify and employ two QICs to serve as consultants to project teams in primary care practices of hospital systems utilizing improvement science methodology and tools, group facilitation, and change management methodologies including team building and leadership development. Understand the aims and scope of the work. Identify and implement QI data driven strategies to ensure team's success.

Provide site and individual-level coaching and support of work. Provide project management for improvement teams, strategic planning sessions, and other organizational meetings. Build improvement capability.

Provide expert level meeting facilitation for project teams, including agendas and outcomes. Facilitate the planning and execution of PDSAs. Facilitate the development of strategic improvement goals.

Develop connections with peers to develop a strong working team. Provide individual and team coaching to develop strong leaders. Work with project leads and team leaders to collect data. Provide rapid cycle data reporting feedback to project teams, including identifying areas for improvement.

Create and maintain timely and thorough progress reports which include key driver diagrams, run and control charts, and PDSA testing documentation. Track project progress and goal attainment.

Project Deliverables

- A. The vendor will submit *detailed* monthly reports identifying work activities with a focus on key accomplishments contributing to assigned projects to GRC. Please see Attachment E for an example of the format of the report.
- B. The vendor will submit monthly invoices to GRC according to the guidelines provided by The Ohio State University Office of Sponsored Programs.
- C. The vendor will participate in project calls with the Statewide Quality Improvement Manager, Government Resource Center, and state sponsors as requested.
- D. The vendor will assist in compiling the final report for their assigned projects as requested.

Proposal Quote

The applicant should provide a detailed budget not exceeding \$250,000 for fiscal year 2017 (July 1, 2016 - June 30, 2017) that includes annual salary, benefits, travel and institutional indirect rate capped at 10% that does not exceed that amount. The institution will be required to cost share unrecovered F&A (unrecovered F&A is the difference between the institutions federally negotiated rate and the allowable 10% indirect rate). All potential vendors must complete their budget using the budget template (Attachment E).

RFQ Response Requirement Checklist

Quotes should include the following:

- 1. Cover Letter
- 2. A narrative not exceeding five pages detailing the plan for identifying and onboarding staff to serve as QICs
- 3. Three examples of projects similar to the RFQ. The vendor must complete the form in Attachment D.
- 4. Proposed budget including salary, fringe, travel (cannot exceed federal per diem rate), hours to be worked, and any other project-related costs (see Attachment E).
- 5. Budget narrative not exceeding 3 pages detailing specific direct and indirect costs associated with the application.

The document should be double spaced, in Times New Roman 12 pt font, and include page numbers.

Please submit your quote as a searchable PDF file. Quotes must be e-mailed to Allison Lorenz at Allison.Lorenz@osumc.edu.

Cover Letter

The cover letter must be in the form of a standard business letter and must be signed by an individual authorized to legally bind the Bidder. The cover letter will provide an executive summary of the solution the Bidder plans to provide. The letter must also have the following:

1. A statement regarding the Bidder's affiliation, Federal tax identification number, and address.
2. A list of the people who prepared the quote, including their titles;
3. The name, phone number, fax number, and email address of a contact person who has authority to answer questions regarding the quote;
4. The name, phone number, fax number, and email address of the Sponsored Programs Officer/ grants officer who is responsible for this quote.
5. Identification of the position for which you are applying: Quality Improvement Coordinator.

Contract

If this RFQ results in a Contract award, the Contract will consist of this RFQ, written amendments to this RFQ, the applicant's quote, written authorized amendments to the applicant's quote, OSU Terms and conditions, and the agreement between OSU and the projects prime funding sponsor (ODM). It will also include any materials incorporated by reference in the above documents and any purchase orders and change orders issued under the Contract. The general terms and conditions for the Contract are contained in another attachment to this RFQ. If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

1. Prime Sponsor Agreement (Attachment B);
2. OSU Terms and Conditions (Attachment A);
3. This RFQ, as amended by OSU;
4. The documents and materials incorporated by reference in the RFQ or OSU amendments;
5. The applicant's quote, as amended by the applicant; and
6. The documents and materials incorporated by reference in the applicant's Proposal.

Notwithstanding the order listed above, purchase orders, change orders, and amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent of them will take precedence over anything else that is part of the Contract.

Quote Evaluation

Submissions will be evaluated based on the qualifications of the vendor organization, including relevant project experience, and price quote. A quote may be submitted by an individual or organization employing individuals possessing the education and experience and ability to complete the essential functions and major responsibilities or that have past experience employing individuals that meet these qualifications. The minimum required qualifications for the QICs are described below:

1. Education:
 - Bachelor's degree in healthcare related discipline, engineering or equivalent required, Master's degree preferred
2. Experience
 - 3-5 years of experience using quality improvement methodologies and tools such as but not limited to continuous quality improvement, Institute for Healthcare Improvement, Six Sigma, or Lean
 - Knowledge of perinatal care, behavioral healthcare, disease management practices, and/or network development

- Knowledge of quality Improvement theories and methodologies including measurement development, goal setting, process flow, creating project charter, high reliability concepts, change concepts, and design for spread
- Experience completing quality improvement projects
- Experience in the implementation of practice transformation in a medical setting
- Experience in data analysis and data tools (graph selection, creation and interpretation)
- Expertise in the use of IHI quality improvement processes (e.g., plan-do-study-act), strategic planning, data driven report development, and analysis

3. Additional Requirements

- Strong working knowledge of MS Office Suite
- Strong organizational skills and attention to detail
- Excellent verbal and written communication and presentation skills
- Ability to facilitate project meetings and strategic planning sessions
- Ability to comprehend and deliver on contract expectations and requirements
- Must be able to travel within the State of Ohio using personal vehicle
- Must have desktop computer and laptop computer with Microsoft Office products for business use

RFQ Terms and Conditions

The Ohio State University reserves the right to:

- Reject any or all response received for this RFQ;
- Request clarification from any Bidder on any or all aspects of its response;
- Cancel and/or reissue this RFQ at any time;
- Retain all Proposals submitted in response to this RFQ; and,
- Invite some, all, or none of the Bidders for interviews and further discussion.

Provisions: If any provisions in a resultant agreement are held to be invalid, void, or unenforceable, the remaining provisions shall continue in full force and effect without being impaired or invalidated in any way. Funding will be adjusted to reflect any changes in the deliverables. Applicants will submit any changes in deliverables to the Government Resource Center.

Ethical Conduct: Apart from a contact required for any on-going business at the University, applicants are specifically prohibited from contacting any individual at, or associated with the University regarding this RFQ. Applicant's communication shall be limited to the contact named on the cover page of this document. **An applicant's failure to adhere to this prohibition may, at the University's sole discretion, disqualify the applicant's response.**

Cancellation for Lack of Funding: A resultant agreement may be canceled without any further obligation on the part of The Ohio State University in the event that sufficient appropriated funding is unavailable to assure full performance of its terms. The applicant shall be notified in writing of such non-appropriation at the earliest opportunity.

Quote: Response must be valid for 120 days.

Contract Term: The contract term will commence on the date of award and continue through June 30, 2017. At the end of the initial period, the contract may be renewed for an additional two 1-year periods (at the same terms and conditions, and with a revised scope of work and pricing), upon the signed mutual agreement between the University and the awarded applicant. The University will review requests for price increases for each renewal period.

Requirements For Advance Approval

- a. Prior to out-of-state travel or conference attendance by the applicant, the applicant will consult with OSU concerning the nature of, and cost of, each out-of-state travel plan and conference registration for an amount exceeding \$2,500
- b. For equipment purchases by the applicant which are expected to exceed \$2,000 the applicant will obtain approval from OSU prior to the purchase. All equipment over \$2,000 purchased for use under this Agreement remains the property of ODM. The applicant shall provide equipment inventories to account for the equipment purchased under this Agreement

Attachment A:
THE OHIO STATE UNIVERSITY
STANDARD TERMS AND CONDITIONS

1. AUDIT OF BOOKS: This subaward is subject to the provisions of the Single Audit Act of 1984, P.L. 98-502, as implemented by OMB Circular A-133, "Audits of Institutions of Higher Education and Other Non-profit Institutions."

By signature to this agreement, SUBAWARDEE certifies that it has met the audit requirements of OMB Circular A-133 or equivalent Federal Financial Compliance Audit, if applicable, and shall furnish a copy of such audit report to the PRIME RECIPIENT within thirty (30) days of completion of said audit. The SUBAWARDEE further certifies that, in instances of non-compliance with Federal Laws and regulations, appropriate corrective action will be taken. SUBAWARDEE agrees to notify the PRIME RECIPIENT of the corrective actions within six (6) months of furnishing the audit report to the PRIME RECIPIENT. Audit reports should be submitted to The Ohio State University Office of Sponsored Programs, Fiscal Services, 1960 Kenny Road, 4th Floor, Columbus, Ohio 43210-1063.

Notwithstanding any other conditions of this Agreement, the books and records of the SUBAWARDEE hereunder will be made available for inspection by the PRIME RECIPIENT, the Federal sponsoring agency, U.S. Comptroller General, the PRIME RECIPIENT's Federal Cognizant Audit Agency, or any of their duly authorized representatives during SUBAWARDEE's normal business hours.

2. COST PRINCIPLES & ALLOWABLE COSTS: The cost principles of Office of Management & Budget 2 CFR 220 (OMB Circular A-21) are applicable to this Agreement. In the event any payments to the SUBAWARDEE are subsequently disallowed by the prime sponsor as items of cost, the SUBAWARDEE shall repay the PRIME RECIPIENT on demand the amount of any such disallowed items or, at the discretion of the PRIME RECIPIENT, the PRIME RECIPIENT may deduct such amount from subsequent payments. However, without prejudice, the SUBAWARDEE has the right to establish the allowability of any such item of cost previously disallowed.

- Travel over \$2,500 must be pre-approved by the Prime Recipient.
- Food is an unallowable cost.

3. PATENTS & COPYRIGHTS: SUBAWARDEE agrees that if, during the period of this Agreement, any of its employees shall make an invention or work of authorship in performance of this project, SUBAWARDEE shall promptly make such invention or work known to PRIME RECIPIENT. All patents and copyrights shall be in accordance with Public Law 98-620 and implementing regulations under 37 CFR 401, "Rights To Inventions Made By Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

4. EQUIPMENT: All equipment purchased with funds from this subaward shall vest with the Ohio Department of Medicaid.

5. STANDARDS OF WORK: In performing services under this agreement, the SUBAWARDEE is an independent contractor and nothing herein is to be construed as establishing an employer-employee relationship. The SUBAWARDEE agrees that all work will be performed in accordance with the highest professional standards. SUBAWARDEE shall also comply with all federal and state laws and prime sponsor requirements governing conduct of research.

6. DATA RIGHTS: A separate Data Use Agreement will be negotiated with SUBAWARDEE to establish the right to use data created in the performance of the subaward solely for the purpose of and only to the extent required to meet the PRIME RECIPIENT's obligations to the PRIME SPONSOR.

7. HIPAA: The SUBAWARDEE WILL COMPLY WITH ALL Health Insurance Portability and Accountability Act (HIPAA) Regulation as applicable.

8. USE OF NAMES: The SUBAWARDEE shall not use, either directly or indirectly, the name of The Ohio State University Office of Sponsored Programs, The Ohio State University, or the name of any members of the staffs thereof, or any unpublished information or data relating to this program in any publicity or advertising unless copy is submitted and written approval of the Executive Director of the PRIME RECIPIENT is obtained in advance.

9. EQUAL OPPORTUNITY: This Agreement is subject to the conditions of Executive Order No. 11246 entitled, "Equal Employment Opportunity," dated September 24, 1965, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60). Any Certificate of Non-Segregated Facilities is deemed given hereunder by the signature to this Agreement.

10. TERMINATION: Either party may terminate this Agreement for any reason, including circumstances beyond the control of either Party, upon thirty (30) days' advance written notice. Upon such termination, PRIME RECIPIENT agrees to pay all costs incurred (including non-cancelable commitments incurred by SUBAWARDEE) at the time of termination.

Notwithstanding the above, the PRIME RECIPIENT may terminate this Agreement in the event the SUBAWARDEE commits any breach or default under the terms of this Agreement. The PRIME RECIPIENT shall inform the SUBAWARDEE in writing of the specific reasons for the breach and shall give the SUBAWARDEE 30 days from receipt of the written notification to cure the breach. If the SUBAWARDEE fails to remedy the breach or default within the specified time frame, the PRIME RECIPIENT may, at its option and in addition to any other remedies which it may have in law or in equity, terminate this Agreement by sending notice of termination to the SUBAWARDEE, and the

termination shall be effective immediately.

11. PROVISIONS IN CORPORATED BY REFERENCE: The Prime Awarding Agency's Policy and 2 CFR 215 (OMB Circular A-110), "Uniform Administrative Requirements for Grants & Contracts with Institutions of Higher Education, Hospitals, & Other Non Profit Organizations," are incorporated by reference.

This agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof. However, any additional provisions of the prime agreement identified in the header and preamble of this SUBAWARD, which are required to be included under this subaward agreement, are hereby incorporated by reference.

12. ORDER OF PRECEDENCE:

- a) Terms and Conditions of the Prime Award
- b) Subaward including any Special Terms and Conditions and modifications
- c) Standard Terms and Conditions
- d) Proposal or Statement Of Work, and approved budget incorporated into the Subaward

13. PURCHASE ORDER NUMBER ISSUED TO EFFECT PAYMENT ON THE SUBAWARD: This SUBAWARD will be assigned a purchase order number by the PRIME RECIPIENT's Procurement Office. The purchase order number is assigned for the administrative convenience of the PRIME RECIPIENT and the purchase order's terms and conditions do NOT form a part of this SUBAWARD. **The purchase order number must be included on all invoices in order to facilitate timely payment to the SUBAWARDEE.**

14. EXPORT CONTROL: The SUBAWARDEE by signing this Subaward agrees to comply with any and all applicable export control laws and regulations.

Attachment B:
SUBGRANT/SUBRECIPIENT AGREEMENT
THE OHIO DEPARTMENT OF MEDICAID
THE OHIO DEPARTMENT OF HEALTH
**THE CHANCELLOR OF THE OHIO BOARD OF REGENTS (Ohio Department of Higher
Education)**
THE OHIO DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES
AND
THE OHIO STATE UNIVERSITY, OFFICE OF SPONSORED PROGRAMS

G-1617-05-0003

**(See supplemental documentation Attachment B at the website
<https://osu.box.com/s/n2inqs3yxgky9bcefaant3y74ul55xvh>)**

Attachment C

[MEDTAPP Project Progress Report](#)

Project Title:		Project #	
Project Information			
Submission Date:			
Description of Accomplishments:			
Emerging/Pending Issues (that could impact schedule, scope or resources):			
Action Steps for Scope of Work/ Deliverables	Status and Description (C= completed, P = progress, NP = no progress)	Target Date	Completion Date
Documents Attached (describe):			
Recommended Changes to Project Plan:			
Schedule	Deliverables	Resource Allocation	
Other Description:			
Approved by:		Date:	

Attachment D

PAST PROJECT PERFORMANCE

REFERENCE/CONTACT

Vendor's Name:

The Vendor must list up to three organizations that have received services of similar size, nature or scope to the work from the Vendor in the past five years. Include the company or organization, contact name, address, current phone number and beginning and ending dates of work on the project for each.

Company/Organization:	Contact:	
Address:	Phone Number:	
Project Name:	Beginning Date of Project Month/Year:	<i>Ending Date of Project</i> Month/Year:

Company/Organization:	Contact:	
Address:	Phone Number:	
Project Name:	Beginning Date of project Month/Year:	Ending Date of Project Month/Year:

Company/Organization:	Contact:	
Address:	Phone Number:	
Project Name:	Beginning Date of project Month/Year:	Ending Date of Project Month/Year:

