



Attachment A: Request for Proposal

The Government Resource Center (GRC) is requesting a proposal to serve as survey vendor for the **2021 Ohio Medicaid Assessment Survey**.

RELEASED BY: The Ohio Colleges of Medicine Government Resource Center (GRC)

RFP ISSUED: Wednesday, September 16, 2020

INQUIRY PERIOD BEGINS: Wednesday, September 16, 2020

INQUIRY PERIOD ENDS: Friday, October 9, 2020

PROPOSAL DUE DATE/BID CLOSING DATE: Friday, October 23, 2020, by 4:00 p.m., EST

PROPOSALS RECEIVED AFTER THE DUE DATE AND TIME AND/OR WITHOUT COMPLETE APPLICATION, WILL NOT BE EVALUATED.

RFP Contact: Joe Hutchinson – Supervisor, Grants Compliance 614-688-3217 hutchinson.106@osu.edu

RFP Web Locations:

<https://osp.osu.edu/administration/procurement/bid-opportunities/>

<http://grc.osu.edu/funding/current>

Offerors must note that all proposals and other material submitted will become the property of the GRC and may be returned only at the GRC's option. Proprietary information should not be included in a proposal or supporting materials because the GRC will have the right to use any materials or ideas submitted.

Submission Instructions: Proposals should be submitted electronically in a searchable pdf format to [Joe Hutchinson at hutchinson.106@osu.edu](mailto:hutchinson.106@osu.edu); submission must be received by Proposal Due Date.

To maintain a fair and impartial competitive selection process, all Ohio State University faculty, staff and students will avoid private communication with prospective proposers. Please respect this policy and do not contact anyone about this RFP except as provided herein. Unauthorized contact regarding the RFP with University faculty, staff or students may result in disqualification of the proposer. Any oral communication will be considered unofficial and non-binding, and will not change or alter this RFP. Vendors should rely only on written statements issued by Joe Hutchinson at The Ohio State University Office of Sponsored Programs.

Table of Contents

Introduction	2
Proposal Requirements	4
Formatting Requirements	4
RFP Response Requirement Checklist	4
Cover Letter	4
Project Proposal Narrative	5
Budgets and Budget Narratives	7
Budgets and Budget Narratives Section Checklist:	Error! Bookmark not defined.
Project Funding Period:	7
Instructions:	7
Funding Restrictions:	8
Staff Biosketches/Credentials	8
2021 OMAS Project Summary	9
2021 OMAS Project Overview	9
2021 OMAS Project Scope of Work	9
2021 OMAS Project Deliverables	12
Appendices	13
Appendix A: Legal Proposal and Contract Requirements	14
SECTION I: Definitions	14
SECTION II: RFP Terms and Conditions	15
SECTION III: RFP Schedule and Other Forms	16
Appendix B: Forms	17
Bidder Signature Page	17
Appendix C: Additional Study Details	19
Appendix D: Evaluation of Proposals	21

Introduction

The Government Resource Center (GRC) is soliciting competitive proposals (Proposals) for activities relating to the 2021 Ohio Medicaid Assessment Survey (2021 OMAS) (the Work). If a suitable offer is made in response to this RFP, OSU may enter into a contract (the Contract) to have the selected Bidder (the Contractor) perform the Work. This RFP provides details on what is required to submit a Proposal for the Work, how OSU will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

This RFP also gives the estimated dates for the various events in the submission process, selection process, and performance of the Work. While these dates are subject to change, prospective Bidders must be prepared to meet them as they currently stand.

The data collection target for the 2021 OMAS is at least 30,000 completed interviews (see 2021 OMAS Project Summary) -- data collection to start in State Fiscal Year 2022 on July 1, 2021. This target may be adjusted by OSU, pending funding by sponsors. Expected median interview time is 22 minutes per adult interview, and 7 minutes per child proxy interview. The activities detailed in the OMAS scope of work (SOW) cover the time period of July 1, 2021 through December 31, 2022.

The Ohio Medicaid Assessment Survey (OMAS) is a statewide study administered on behalf of the Ohio Department of Medicaid (ODM) by the Ohio Colleges of Medicine Government Resource Center (GRC) for the purposes of informing health policy and assisting the efficient and effective implementation of the Medicaid program.

As survey vendor, each Bidder will need to demonstrate an understanding of the nuances for reaching different study populations and detail previous experiences fielding large-scale (sample > 10,000) studies and studies of difficult-to-reach populations.

Given the complexity of the 2021 OMAS project, Bidders must have extensive expertise in survey-related statistical methods including study design, imputation of missing data, survey weight construction for cross-sectional samples, and small area estimation. Bidder must also hold expertise in multimode data collection including computer-assisted web interviews (CAWI), computer-assisted telephone interviews (CATI), and address-based sampling (ABS) and collection.

Serving as the 2021 OMAS survey research vendor involves close communication with the Ohio Department of Medicaid and other State of Ohio health-associated agencies' representatives and other partners of interest (e.g., academic institutions). As such, the Bidder should demonstrate successful experiences working with staff of government agencies and universities.

Please see the [Proposal Requirements](#) section for detailed instructions as well as a checklist of required proposal components.

Inquiries concerning the proposal content and intent and general questions should be sent by email to [Joe Hutchinson at hutchinson.106@osu.edu](mailto:hutchinson.106@osu.edu). Answers to inquiries will be posted at <http://grc.osu.edu/funding/QA> within 2 business days of receipt. The Inquiry Period for this proposal ends Friday, October 9, 2020, close of the business day.

To assist the proposal response process, select Finding Reports and Methodology Reports have been posted on the GRC website's RFP section at <http://grc.osu.edu/funding/current>.

Any failure to meet a deadline in the submission or any objection to the dates for performance in the Work phase may result in OSU's refusal to consider the Proposal of the Bidder.

OSU will not be liable for any costs incurred by any Bidder in response to this RFP, even if OSU does not award a Contract through this process. OSU may decide not to award a Contract for any or all of the Work defined by this RFP or subsequent OSU amendments. It may also cancel this RFP and contract for the Work through some other process or by issuing another RFP. An award is contingent upon sponsor funding for the 2021 OMAS.

Proposal Requirements

Formatting Requirements

Responses must address all aspects of this Request for Proposal and should follow the chronology of the RFP. Proposals must be single spaced, 11-pt Calibri font with 1-inch margins. The response, including appendices, shall be submitted as a single searchable PDF file. Applications submitted that include multiple attachments will be disqualified.

Failure to conform to any of the requirements listed in this RFP may result in disqualification of the submitted response.

RFP Response Requirement Checklist

The following conditions must be met in order for the RFP response to be considered free from defect:

- Formatted in 11-pt Calibri font, single spaced, with 1-inch margins
- Formatted as a single, searchable PDF file (including all appendices)
- Filled and sign RFP cover page (PR-001 form)
- Includes all required materials in the following order:
 - Cover Letter
 - Project Proposal Narrative
 - Budgets and Budget Narratives
 - Staff Biosketches/Credentials (NIH Biosketch format)
- Submitted by Response Due Date/Time: October 23, 2020, by 4:00 p.m.

Further explanation related to the proposal sections is below.

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 Bidder's request for funds. The letter must also include:

1. A statement regarding the Bidder's company, organization, university or college, including Federal tax identification number and address;
2. A list of the people who prepared the application, including titles;
3. The name, phone number, and email address of a contact person who has authority to answer questions regarding the application;
4. The name, phone number, and email address of the Sponsored Programs Officer or other Bidding Firm officer responsible for the application;

5. The name, phone number, and email address of the Principal Investigator or Project Manager for this project;
6. A list of all co-Bidders, if any, that the Bidder will use on the work if selected—no co-submitting Bidder may be included after proposal submission.
7. Note that the Bidder(s) **may not** subcontract activities detailed in their submission.

Project Proposal Narrative

Content and format requirements:

Section	Page Limit
<p>A. Detailed quantitative fielding plan: 2021 Ohio Medicaid Assessment Survey:</p> <p><i>Please address all items included in the 2021 OMAS project summary section.</i></p>	10
<p>B. Survey fielding expertise and experience:</p> <p><i>Applicant’s expertise and experience fielding similar surveys. In particular, applicants should describe experience with: Large-scale (a sample of at least 10,000 completed responses); multi-mode surveys, including SAE; surveys of difficult-to-reach and vulnerable populations; and complex sample designs (e.g., cell phone sampling factoring for pay-as-you-go cell phones and contract cell phones).</i></p>	5
<p>C. Statistical methods expertise and experience:</p> <p><i>Applicant’s demonstrated expertise and experience with survey-related statistical methods, including study design, imputation of missing data, survey weights construction for cross-sectional and small areas estimation (SAE) techniques; and experience with multi-frame sampling design (e.g. 3 or 4-frames).</i></p>	5

Section	Page Limit
<p>D. Organizational capacity:</p> <p><i>Applicant’s demonstrated organizational capacity (e.g. staffing, technology, etc.) to undertake the work, referencing specific projects in the past.</i></p> <p><u><i>Bidder Profile:</i></u> <i>Each proposal must include a profile of the Bidder’s experience working on similar projects. The profile must also include the Bidder’s address, telephone number, and any other background information that will help the evaluation committee gauge the ability of the Bidder to fulfill the obligations of the contract.</i></p> <p><u><i>Equipment and Software Requirements:</i></u> <i>The Bidder must provide an assurance that they have the hardware, software, and technology staff support capacity capable of performing the tasks proposed in the application -- this description should detail the Bidder’s call center capacity.</i></p>	2
<p>E. Partnership experience:</p> <p><i>Evidence of Applicant’s experience working with academic medical centers, academic institutions, and government/state agencies.</i></p>	1
<p>F. Key personnel:</p> <p><i>Brief description of key personnel that will participate in the project.</i></p> <p><u><i>Please note that a change of key staffing must be requested at least 2 weeks prior to the planned staffing changes and must be approved by GRC prior to implementation.</i></u></p> <p><i>Please include a NIH biosketch for the: Principal Investigator, senior methodologist, call center lead, senior CATI coder, data manager, and project manager in the Staff Biosketches/Credentials section. For any additional key personnel listed in section I, please include staff credentials.</i></p>	2

Budgets and Budget Narratives

Please complete a separate budget form and budget narrative, segmenting by the state fiscal year (SFY), as detailed in the checklist below. The SFY for Ohio starts on July 1st and ends on June 30th of the following calendar year.

Budgets and Budget Narratives Section Checklist:

- Budget Forms for SFY 2022: July 1, 2021 - June 30, 2022
 - 2021 OMAS Budget Form
 - 2021 OMAS Budget Narrative

- Budget Forms for SFY 2023: July 1, 2022 – December 31, 2022
 - 2021 OMAS Budget Form
 - 2021 OMAS Budget Narrative

Project Funding Period:

- 2021 OMAS: July 1, 2021 – December 31, 2022

Instructions:

In this section, the Bidder must provide a detailed budget breakdown for the 2021 OMAS per state fiscal year (SFY). The Bidder must provide an accompanying budget narrative, detailing specific direct and indirect costs associated with the application. The study budgets must cover the duration of each subproject independently. Please note that proposals exceeding \$3,950,000 in total will not be considered.

NOTE: There is NO ability to carryover unspent funds beyond the project designated state fiscal year(s) or beyond project close dates, so selected Bidders must be able to spend the allotted dollars during the allotted timeframe.

Proposals should include:

- A. Direct costs related to:
 - i. Questionnaire development;
 - ii. Sample development including preparing the sample frame (including data purchase costs for a hybrid frame consisting of a phone number database and address-based sample);
 - iii. CATI/CAWI programming and testing;
 - iv. Pilot field testing;

- v. Data collection (including participant incentives);
- vi. Data editing;
- vii. Reports and deliverables;
- viii. Technical assistance (e.g., research requests from OSU); and
- ix. Staff training.

Staff Biosketches/Credentials

[NIH biosketches](#) for:

- Principal investigator,
- Senior methodologist,
- Call center lead,
- Senior CATI/CAWI coder,
- Instrumentation lead,
- Data manager, and
- Project manager.

For any additional key personnel listed in Section I of the Project Proposal Narrative, please list staff credentials.

2021 OMAS Project Summary

2021 OMAS Project Overview

The 2021 Ohio Medicaid Assessment Survey (OMAS) will examine access to the health system, health status, health risk behaviors, and health determinant characteristics of Ohio's Medicaid, Medicaid eligible, and populations selected for comparative/benchmark analyses. The OMAS is an important data tool to help Ohio Medicaid identify gaps in Medicaid services, develop strategies to increase the capacity of services, monitor the Medicaid health delivery system, identify needed areas of outreach and enrollment, and access benchmark and comparison data for populations chosen for analyses. The goal of the OMAS is to enable Ohio Medicaid to assess data/findings and to inform policy making and strategies for the efficient and effective administration of Ohio's Medicaid program.

Administered/sponsored by the Ohio Department of Medicaid with assistance from the Ohio Colleges of Medicine Government Resource Center (GRC), the 2021 OMAS will serve as a key evaluative research data set for assessing the Medicaid population's access to clinical health care, preventive health care, disease management, chronic and acute conditions, mental health, and health status stressors such as poverty, joblessness, and low socioeconomic status.

2021 OMAS Project Scope of Work

The study will include a large-scale survey of Ohio adults and proxy interviews for children. As part of the OMAS, the funded entity will:

- Complete applicable administrative human subject protection and data security protocols including, but not limited to, data use agreements (DUA), disclosure agreement, internal review board (IRB) guidance decisions, and de-identification protocols.
- Attend weekly meetings with GRC and ODM staff to discuss progress.
- Attend monthly 2021 OMAS Executive Committee meetings.
- Assist with finalizing the survey instrument.
- Assist with finalizing the study design, including but not limited to drawing the sample frame, finalizing the sampling plan, setting sample replicates, strategies of weight construction for multiple sampling components, and the mode(s) of data collection for the survey. The survey may include: (1) Estimation of uninsured and underinsured rates by county using small area estimation (SAE) techniques; and (2) Analysis of Item Non-Response by "Demographics."
- Field the survey, which will be mixed-mode and will include telephone and web components – the web component will be required to use ABS contact techniques. The 2021 OMAS will require approximately 30,000 completed interviews. Fielding also includes a plan for OMAS Executive Committee members to listen to live and recorded interviews.
- Interim data sets will be required at the 2,000 complete, 25%, 50%, and 75% of data collection. These data sets should contain coding for open-ended responses, and the 75% data set should contain preliminary weighting.

- The final data set will be processed to include including, but not limited to, tasks such as imputation of missing data for all variables, coding of open-ended responses, the development of final survey weights, and select small area estimation (as determined by GRC in discussion with the vendor).
- Collaborate with GRC on recruitment plan for survey respondents.
- Provide a 2021 OMAS Methodology Report that details: The sample design that includes experience with multi-frame sampling design (e.g. 3 or 4-frames), survey fielding including but not limited to the length of interviews, response rates by geographic and demographic characteristics, cooperation rates, treatment of missing data, and the construction of survey weights and small area estimates. Note that the methodology report should be harmonized with prior OMAS iterations methodology reports.
- Provide text editing and narrative assistance for the 2021 OMAS Final Report (which will be approximately 50 pages) and the 2021 OMAS Methodology Report (which will be approximately 170 pages, including the instrument and other appendices).
- SFY 2021 will require technical assistance requests, quality reviews, and potential data editing (pending fielding date).

2021 OMAS Methods Considerations

See prior methodology reports at: <http://grc.osu.edu/funding/current>.

The following methods considerations should be addressed and referenced in the application:

- Sampling
 - ☒ Sample will include phone interviews (landline (15%) and cell phone (85%)), and will include CAWI as a push-to-web option for 50% of total sample, employing ABS techniques
 - ☒ Use of phone number databases (e.g., supplier and strategy)
 - ☒ Use of ABS address index for CAWI
 - ☒ Complex sample designs which allow for state-level, regional, and county-level estimates and estimates for key sub-populations (e.g. racial/ethnic minorities)
 - ☒ Defend proposed sample design in detail, referencing possible alternatives
- Questionnaire
 - ☒ Describe CATI/CAWI programming, validation procedures, and testing
- Data collection
 - ☒ Call center practices, including staff training, respondent contact protocols, quality assurance, conversion practices, adverse event strategies, hours of call operations
 - ☒ Interview monitoring -- internal by staff and through remote access by OSU staff and Executive Committee members (select sessions)
 - ☒ ABS protocol such as a lead-letter and mail follow-up, and email address protocol for CAWI
- Data processing
 - ☒ Describe imputation techniques and defend chosen imputation strategy compared to alternatives

- ∅ Describe weighting techniques and defend chosen weighting strategy compared to alternatives
- ∅ Describe protocols for producing public use and restricted use files
- ∅ Describe data protection techniques and policies
- ∅ Describe protocol for coding of open-ended responses

2021 OMAS Project Deliverables

Project Deliverables for Period Signature of Contract or July, 2021 through December 31, 2022:

- Regular attendance in meetings with ODM and GRC staff and the OMAS Executive Committee to discuss progress (throughout the project duration);
 - Collaboration with ODM and GRC to finalize the survey instrument, sampling plan, and maximize response rates (throughout the development process);
 - Fielding the 2021 OMAS survey (approximately 30,000 completed interviews);
 - Interim databases with documentation at the completion of 2,000, 25%, 50%, and 100% of interviews (throughout the data collection period);
 - Weekly fielding reports containing counts of interviews per landline, interview cell phones, interviews via web collection, ABS tracking log, minority complete for adults and children, unknown minority status for adults and children, record attempts, average number of attempts per household/cell, eligible households reached, eligible households with children, refusals, cooperation rate (unweighted by lower and upper bounds), RR#3 total/landline/cell (unweighted), and RR#5 total/landline/cell (unweighted);
 - Final processed survey data, including coded open-ended responses, survey weights, imputed values for cases with missing data, and data labels;
 - Codebook describing the final processed survey dataset;
 - Methodology Report detailing the survey methodology, including but not limited to details about study design, fielding protocols, response patterns, the creation of survey weights, imputation methods;
 - A copyedited version of the OMAS Methodology Report;
 - Technical assistance requests, as requested (throughout project duration);
 - Submit monthly MEDTAPP 2021 OMAS activity reports;
 - Submit monthly invoices (throughout project duration);
 - Submit monthly staff time reports (throughout project duration); and
 - Submit quarterly and/or monthly progress reports and a final progress report (throughout project duration).
-

Appendices

Appendix A: Legal Proposal and Contract Requirements

SECTION I: Definitions

The following definitions are relative to this Request for Proposal (hereinafter referred to as RFP), and any addenda incorporated hereafter:

Addendum(a): Written instruments, issued solely by, that detail amendments, changes or clarifications to the specifications and terms and conditions of this RFP. Such written instruments shall be the sole method employed by the University to amend, change or clarify this RFP and any claims (from whatever source) that verbal amendments, changes or clarifications have been made shall be summarily rejected by the University.

Agreement or Contract: Award resulting from the RFP.

ARO: After receipt of order.

Bid Closing Date: The date and time specified in this RFP by which the Proposal must be received by the University's Purchasing Department in accordance with Section II, Item 1 of this RFP. Proposals received after such date and time will not be considered.

Bidder: Respondent to the RFP.

ET: Eastern Standard Time

GRC: Ohio Colleges of Medicine Government Resource Center

May, Should: Indicates something that is requested but not mandatory. If the Bidder fails to provide requested information, the University may, at its sole option, either request that the Bidder provide the information or evaluate the proposal without the information.

OSU, University, Purchaser: The Ohio State University.

Proposal: Response provided by Supplier or Bidder.

RFP: Request for Proposal.

Shall, Must, Will: Indicates a mandatory requirement - failure to meet mandatory requirements will invalidate the bid response, or result in rejection of a proposal as non-responsive.

SECTION II: RFP Terms and Conditions

The Government Resource Center (GRC) reserves the right to:

- Reject any or all Proposals received in response to this RFP;
- Request clarification from any Bidder on any or all aspects of its proposal;
- Cancel and/or reissue this RFP at any time;
- Retain all Proposals submitted in response to this RFP; 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.

Ethical Conduct: It is expected that once a purchase order or contract is issued, vendors not receiving an award will not undertake any actions that might interfere with, or be detrimental to, the contractual obligations of the University. The University reserves the right to take any and all actions deemed appropriate in response to unethical conduct by a vendor. Such actions include, but are not limited to, establishing guidelines for campus visits by a vendor, and/or removal of a vendor from the University's bidders' list(s).

Apart from a contact required for any on-going business at the University, vendors are specifically prohibited from contacting any individual at or associated with the University regarding this RFP. Vendor communication shall be limited to the Purchasing Department contact (named on the cover page of this document). A vendor's failure to adhere to this prohibition may, at the University's sole discretion, disqualify the vendor's Proposal.

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

Termination of Agreement: Consistent failure by the vendor to meet the terms and conditions of a resultant agreement deemed by the University, in its sole discretion, to be a material breach of the agreement, including, but not limited to delivery, required service-levels, quality, and invoice inaccuracies, will constitute a default of the agreement by the vendor. In the event that said default continues for a period of thirty (30) days after the vendor receipt of notice-of-default from the University, the University reserves the right to immediately terminate the agreement. Termination shall in no way limit the University's right to recover damages that occur as a result of the vendor's breach. Either party may cancel a resultant agreement after ninety (90) days from the effective date of the agreement by giving the other party thirty (30) days prior written notice of intent.

Quote: Response must be valid for 120 days.

Contract Term: The contract term will commence on January 4, 2021 or receipt of the purchase order, whichever is later, and continue through December 31, 2022. Pricing proposed will remain firm.

The University, at its sole discretion, reserves the right to extend any resultant contract, under the same pricing and terms and conditions, to some or all University areas.

SECTION III: RFP Schedule and Other Forms

RFP Schedule of Events: the GRC will make every effort to adhere to the schedule below:

RELEASED BY: The Ohio Colleges of Medicine Government Resource Center (GRC)

RFP ISSUED: Wednesday, September 16, 2020

INQUIRY PERIOD BEGINS: Wednesday, September 16, 2020

INQUIRY PERIOD ENDS: Friday, October 9, 2020

PROPOSAL DUE DATE/BID CLOSING DATE: Friday, October 23, 2020, by 4:00 p.m., EST

Due prior to issuance of purchase order or University contract:

The following **MUST** be properly completed by Bidders, and **MUST** be received by the University prior to the issuance of a purchase order or University contract. If not included in the bid-response package, the University reserves the right to request the following from (at its sole discretion) some, all, or none of the respondents. The University also reserves the right to define and impose reasonable deadlines for the receipt of the following; failure to meet such deadlines **MAY**, at the sole discretion of the University, invalidate the bid response.

- Signed and dated Bidder Signature Page
- Certificate of Insurance, upon request

The University reserves the right to request from (at its sole discretion) some or all of the respondents, any further information or documentation that it deems necessary for the issuance of a purchase order or University contract.

Multiple or Alternate Proposals

OSU welcomes multiple Proposals from a single Bidder, but OSU requires each such Proposal to be submitted separately from every other Proposal the Bidder makes. Additionally, the Bidder must treat every Proposal submitted as a separate and distinct submission and include in each Proposal all materials, information, documentation and other items this RFP requires for a Proposal to be complete and acceptable.

No alternate Proposal may incorporate materials from another Proposal made by the Bidder or refer to another Proposal. OSU will judge each alternate Proposal on its own merits.

Appendix B: Forms

Bidder Signature Page

(Needed for Purchase Order Process - optional)

Any joint proposal must be signed by all bidders (when applicable: see Appendix A, Section II)

Bidder #1

By signing this document I am agreeing on behalf of my firm to the specifications of this RFP and accepting, without exception or amendment, The Ohio State University's "RFP Terms and Conditions" and the "Purchase Order Terms and Conditions." Any purchase order or University contract issued as a result of this RFP shall be subject to these terms and conditions. Should a Bidder propose exceptions to the Terms and Conditions cited above, the Bidder must submit such proposed exceptions and/or amendments in writing and in its bid response package by the Bid Closing Date/Time. The Ohio State University reserves the right to reject some, all, or none of the proposed exceptions and/or amendments and asserts its Terms and Conditions as described herein.

Company Name:	
Address:	
City/State/Zip:	
Federal Tax ID:	
Email Address:	
Phone:	
Fax:	
Authorized Signature:	
Signature Date:	
Printed Name:	
Title:	

Bidder #2

By signing this document I am agreeing on behalf of my firm to the specifications of this RFP and accepting, without exception or amendment the University’s “RFP Terms and Conditions” and the “Purchase Order Terms and Conditions.” Any purchase order or University contract issued as a result of this RFP shall be subject to these terms and conditions. Should a Bidder propose exceptions to the Terms and Conditions cited above, the Bidder must submit such proposed exceptions and/or amendments in writing, and in its bid response package, by the Bid Closing Date/Time. The University reserves the right to reject some, all or none of the proposed exceptions and/or amendments and asserts its Terms and Conditions as described herein.

Company Name:	
Address:	
City/State/Zip:	
Federal Tax ID:	
Email Address:	
Phone:	
Fax:	
Authorized Signature:	
Signature Date:	
Printed Name:	
Title:	

Appendix C: Additional Study Details

The Ohio Medicaid Assessment Survey (OMAS) is a critical component to the assessment of Ohio's health care delivery system, access to care, utilization of care, health statuses, and health risk behaviors for the Ohio Department of Medicaid and its health-associated state agencies partners.

The 2021 OMAS will be implemented to assist in the efficient and effective administration of Ohio's Medicaid program under the direction of the Director of the Ohio Department of Medicaid. The project will provide the Ohio Department of Medicaid with critical, timely, and relevant population-based estimates and data at a county level to assist in the efficient and effective administration of Ohio's Medicaid program. Analyses using 2021 OMAS data may include, but are not limited to, the potential impacts of Medicaid expansion coverage to newly eligible residents, the needs, gaps, and healthcare trends of the Medicaid population and other benchmark populations.

The 2021 OMAS will serve as a critical standardized evaluative research data set for assessing Medicaid adults' and children's access to clinical health care, access to preventive health care and disease management, assessment of chronic and acute conditions, mental health status, and stressors such as poverty, joblessness, and low socioeconomic status. The 2021 OMAS will build upon prior OMAS iterations to identify trend changes in the Medicaid and potentially Medicaid eligible populations and will provide updated data and information relating to the improving of care and outcomes for Medicaid beneficiaries.

The first OMAS was administered in 1998 by the Ohio Department of Health. The second OMAS was administered in 2003-04 by the Ohio Department of Job and Family Services, Office of Ohio Health Plans. The third through eighth OMAS were administered by the Government Resource Center (GRC) on behalf of the Ohio Department of Medicaid (ODM). This Contract is for administration of a ninth iteration of the telephone (landline and cell phone) and web-based survey in 2021. Details about prior iterations of the OMAS, which are the basis of the 2021 OMAS, may be found at <http://grc.osu.edu/omas>.

Methodologically, the 2021 OMAS will include CATI phone interviews for 50% of the total sample and CAWI for 50% of the sample. The phone interviews employ a random digit dial dual-frame of 15% landline and 85% cell phone. The web interviews will use a push-to-web strategy employing ABS techniques for contact. Email contact techniques are encouraged to assist the CAWI response.

The 2021 OMAS will collect data from the adult and child (child via adult proxy) from Ohio's Medicaid population and the non-Medicaid population. For landline phones and ABS-assisted CAWI the OMAS excludes institutional settings such as university dorms, incarceration facilities, assisted living facilities, hospitals, businesses, etc. Additionally, to address cultural/ethnic/racial variations, African-Americans will be oversampled and Hispanics participants will be contacted using geographic residence techniques. The expectation is 30,000 completed interviews. Data will be calibrated to population totals at the county, regional, state, and oversample levels. The data collection period for the OMAS is planned for July 2021 through November 2021. Data collection will occur 7 days a-week with hours varying between weekday afternoons and early evening, and weekend afternoons and evenings. Live monitoring will be employed by members of an OMAS Executive Committee.

Please note that OSU utilizes an academic OMAS Research Team to prepare a “draft” for the survey protocol, including sampling frame requirements, multi-stage sampling procedures, and a draft survey questionnaire (covering adult and child data). Since the sampling design work is through OSU’s direction, we believe that the scope-of-work discussion concerning sampling is roughly sufficient for vendor needs and Proposal development, although as noted elsewhere, a mechanism is provided for vendors to ask questions and receive answers prior to the Proposal deadline.

Appendix D: Evaluation of Proposals

Evaluation of Proposals, Generally. The evaluation process may consist of up to three distinct phases:

1. The Procurement Representative’s Initial Review of all Proposals for Defects;
2. The Evaluation Committee’s Evaluation of the Proposals; and
3. Request for More Information (Interviews, Presentations, and/or Demonstrations).

Proposal Evaluation Criteria. In the Proposal evaluation phase, the Proposal Evaluation Committee will rate the Proposals submitted in response to this RFP based on the following criteria and weight assigned to each criterion, to a total score of 1,000.

Criteria	Weight	Requirements Rubric			
		Does Not Meet	Meets	Exceeds	Greatly Exceeds
GENERAL REQUIREMENTS					
ORGANIZATIONAL CAPACITY - 15%					
Bidder Profile & Reputation	25	0	5	7	9
Past Project Performance for similar work	75	0	5	7	9
Equipment and Software Requirements	40	0	5	7	9
Support Requirements	10	0	5	7	9
STAFF QUALIFICATIONS – 30%					
Project Management	90	0	5	7	9
Sample Design and Weighting	60	0	5	7	9
Survey Instrument Development	20	0	5	7	9
Data Management	40	0	5	7	9
Data Analysis and Report Writing	40	0	5	7	9
Interviewers	50	0	5	7	9
SURVEY METHODOLOGY – 30%					
Survey Instrument Development and Pretesting	40	0	5	7	9
Sample Design	70	0	5	7	9
Interview Training and Procedures	70	0	5	7	9

		Requirements Rubric			
Criteria	Weight	Does Not Meet	Meets	Exceeds	Greatly Exceeds
Response and Cooperation Rates	50	0	5	7	9
Weighting/Imputation	40	0	5	7	9
Data Coding and Cleaning	20	0	5	7	9
Database Construction	20	0	5	7	9
ANALYTICAL PLAN – 5%					
Summary Report	30	0	5	7	9
PROJECT MANAGEMENT – 9%					
Project Management Plan and Weekly Reports	30	0	5	7	9
Project Schedule	30	0	5	7	9
Staffing Plan	30	0	5	7	9
RESOURCE ALLOCATION – 6%					
Time Commitment	60	0	5	7	9
COST SUMMARY - 5%	60	0	5	7	9
TOTAL (100%)	(1,000)				

Interviews, Demonstrations, and Presentations. The Proposal Evaluation Committee may require some Bidders to interview with the committee, make a presentation about their Proposal, and/or demonstrate their products or services. Such presentations, demonstrations, and interviews provide a Bidder with an opportunity to clarify its Proposals and to ensure a mutual understanding of the Proposal’s content. The presentations, demonstrations, and interviews will be scheduled at the convenience and discretion of the evaluation committee. The evaluation committee may record any presentations, demonstrations, and interviews.