



Request for Proposal

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

The Government Resource Center (GRC) is requesting a proposal to serve as survey vendor for the Ohio Medicaid Assessment Survey Series including the: 1) 2019 Ohio Medicaid Assessment Survey; 2) 2019 Ohio Medicaid Group VIII Assessment; and 3) 2019 Ohio Medicaid Released Enrollees Study.

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

RFP ISSUED: January 25, 2019

INQUIRY PERIOD BEGINS: January 25, 2019

INQUIRY PERIOD ENDS: February 15, 2019

PROPOSAL DUE DATE/BID CLOSING DATE: March 1, 2019, by 1:00 p.m., ET

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

OPENING LOCATION: The Ohio Colleges of Medicine Government Resource Center
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RFP Web Location: <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.

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1: Introduction

The Government Resource Center (GRC) is soliciting competitive proposals (Proposals) for activities relating to the 2019 Ohio Medicaid Assessment Survey Series (OMAS Series) (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 Ohio Medicaid Assessment Survey Series (OMAS Series) is a group of three studies 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.

Each of the studies has a different sample population and serves a specific purpose in evaluating Ohio's Medicaid policies and programs. 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 > 20,000) studies and studies of difficult-to-reach populations.

Given the complexity of the studies within the OMAS Series, Bidders must have extensive expertise in survey-related statistical methods including study design, imputation of missing data, survey weight construction for both cross-sectional and longitudinal samples, and small area estimation.

Serving as the OMAS Series survey research vendor involves close communication with the Ohio Department of Medicaid's 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 Hilary Metelko Rosebrook, OMAS Series Project Manager at hilary.rosebrook@osumc.edu. Answers to inquiries will be posted at <http://grc.osu.edu/funding/QA> within 48 hours of receipt. The Inquiry Period for this proposal ends February 15, 2019.

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>.

Application must include all Sub-Projects: The Government Resource Center is mandating that the Proposal must include all three sub-projects addressed in this Request for Proposal. These sub-projects are: 1) the 2019 Ohio Medicaid Assessment Survey; 2) the 2019 Ohio Medicaid Group VIII Assessment;

and 3) the 2019 Ohio Medicaid Released Enrollees Study. The Proposal must address the sub-projects independently in the appropriate Proposal section specifying the research teams, lead data collection members, methodologies, document editors, deliverables, and budgets. GRC understands that certain research team members, lead data collection members, methodologists, call center personnel, analysts and other personnel may be proposed across one or more of the sub-projects. When this is the case, the Bidder must explain the rationale for staff assignments to multiple projects. Note that a Proposal that does not address all three sub-projects will not be considered in the selection process.

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 OMAS Series.

2: 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)
- Includes all required materials in the following order:
 - Cover Letter
 - Project Proposal Narrative
 - Budgets and Budget Narratives
 - Staff Biosketches/Credentials
- Submitted by Response Due Date/Time: March 1, 2019, by 1:00 p.m.

Further explanation related to the proposal sections is below.

A. 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 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.

B. Project Proposal Narrative

Content and format requirements:

Section	Page Limit
<p>A. Detailed quantitative fielding plan: Ohio Medicaid Assessment Survey (OMAS)</p> <p><i>Please address all items included in the OMAS project summary section.</i></p>	10
<p>B. Detailed quantitative fielding plan: Ohio Medicaid Group VIII Assessment (Group VIII)</p> <p><i>Please address all items discussed in the G-VIII project summary section.</i></p>	10
<p>C. Detailed quantitative fielding plan: Ohio Medicaid Released Enrollees Study (OMRES)</p> <p><i>Please address all items discussed in the OMRES project summary section.</i></p>	10
<p>D. Biometric screening fielding plan (for G-VIII only):</p> <p><i>Detailed plan for coordinating biometric screenings including contracting with medical staff, recruiting participants, and reserving appropriate locations.</i></p>	1
<p>E. 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 20,000 completed responses); multi-mode surveys; 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

Section	Page Limit
<p>F. 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 both cross-sectional and longitudinal samples, and small areas estimation techniques.</i></p>	5
<p>G. 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><i><u>Bidder Profile:</u> 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><i><u>Equipment and Software Requirements:</u> 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>H. 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>I. Key personnel:</p> <p><i>Brief description of key personnel that will participate in the project.</i></p> <p><i><u>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.</u></i></p> <p><i>Please include an 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

c. Budgets and Budget Narratives

Please complete a separate budget form and budget narrative for each of the 3 OMAS Series studies, 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 2020: July 1, 2019 - June 30, 2020
 - 2019 OMAS Budget Form
 - 2019 OMAS Budget Narrative
 - 2019 G-VIII Budget Form
 - 2019 G-VIII Budget Narrative
 - 2019 OMRES Budget Form
 - 2019 OMRES Budget Narrative
- Budget Forms for SFY 2021: July 1, 2020 - June 30, 2021*
 - 2019 OMAS Budget Form
 - 2019 OMAS Budget Narrative

**Please note that the only deliverables for OMAS for SFY 2021 are technical assistance requests, quality reviews, and potential data editing.*

Project Funding Periods:

- o 2019 OMAS: SFY 2020 and 2021 (July 1, 2019 - June 30, 2021)
- o 2019 G-VIII: SFY 2020 (July 1, 2019 - June 30, 2020)
- o 2019 OMRES: SFY 2020 (July 1, 2019 - June 30, 2020)

Instructions: In this section, the Bidder must provide a detailed budget breakdown for each of the 3 OMAS Series studies per state fiscal year (SFY) using the budget form which is and available electronically at <http://grc.osu.edu/funding/current>. The Bidder must provide an accompanying budget narrative, detailing specific direct and indirect costs associated with the application. Please note that the sponsor limits overhead reimbursement to 10% of total project costs. The study budgets must cover the duration of each subproject independently.

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.

Award funding may be used for direct costs, including but not limited to personnel expenses, software, and travel. Unallowable expenses include but are not limited to food, computer hardware, and equipment.

Funding requests should include:

- A. Direct costs related to:
 - i. Survey development;
 - ii. Pilot testing;
 - iii. Data collection (including participant incentives);
 - iv. Data editing;
 - v. Reports and deliverables;
 - vi. Technical assistance (e.g., research requests from OSU); and
 - vii. Staff training.
- B. Indirect costs/overhead not to exceed 10% of total project costs.

Funding Restrictions: Funds may **NOT** be used for certain project expenses. These include:

- A. Capital expenses;
- B. Establishing loan repayment programs;
- C. Billing for Medicaid reimbursable services; and
- D. Payment for continuing medical education units.

D. Staff Biosketches/Credentials

[NIH biosketches](#) for:

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

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

3: OMAS Series Project Summaries

2019 Ohio Medicaid Assessment Survey (OMAS)

OMAS Project Overview

The 2019 Ohio Medicaid Assessment Survey (OMAS) will examine access to the health system, health status, 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 2019 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.

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:

- Attend weekly meetings with GRC and ODM staff to discuss progress.
- Attend monthly 2019 OMAS Executive Committee meetings.
- Assist with finalizing the survey instrument.
- Assist with finalizing the study design, including but not limited to the sampling plan, 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; 2) Analysis of Non-Respondents vs. Respondents using known "Demographics"; and 3) Analysis of Item Non-Response by "Demographics."
- Field the survey, which may be mixed-mode and will include telephone and may include web components. The 2019 OMAS will require approximately 38,000 completed interviews. Fielding also includes a plan for OMAS Executive Committee members to listen to live and recorded interviews.
- Process and analyze collected survey data, including but not limited to tasks such as imputation of missing data, coding of open-ended responses, the development of survey weights, and small area estimation.
- Collaborate with GRC on recruitment plan for survey respondents.
- Provide a 2019 OMAS Methodology Report that will detail: the sample design, 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.

- Provide text editing and narrative assistance for the 2019 OMAS Final Report (which will be approximately 50 pages) and the 2019 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 only.

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
 - Use of phone number databases (e.g., supplier and strategy)
 - Landline vs. cell phone considerations (15% landline, 85% cell phone)
 - 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 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)
- 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 estimation techniques, including multivariate regression and small area estimation
 - Describe protocols for producing public use and restricted use files
 - Describe data protection techniques and policies
 - Describe protocol for coding of open-ended responses

OMAS Project Deliverables

Project Deliverables for Period Signature of Contract or July 1, 2019 through June 30, 2021:

- 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 2019 OMAS survey (approximately 38,000 completed interviews) (expected completion by December 31, 2019);
 - 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, 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 (by April 30, 2020);
 - Codebook describing the final processed survey dataset (by May 31, 2020);
 - 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 (by June 30, 2020);
 - A copyedited version of the OMAS Methodology Report (by August 2020);
 - Technical assistance requests, as requested (throughout project duration);
 - 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).
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2019 Ohio Medicaid Group VIII Assessment (G-VIII)

G-VIII Project Overview

In partnership with the Ohio Department of Medicaid (ODM) and the Medicaid Technical Assistance and Policy Program (MEDTAPP), the Ohio Colleges of Medicine Government Resource Center (GRC) is seeking a proposal related to the 2019 Ohio Medicaid Group VIII Assessment (G-VIII). The 2019 G-VIII will be a mixed methods study including quantitative (survey and Medicaid records analyses—note that Medicaid records analyses are not included in this RPF), qualitative, and biometric data collection, that will assist in the continuing evaluation of Ohio's 2014 Medicaid expansion and as follow-up to the 2016 and 2018 Ohio Medicaid Group VIII Assessments. The 2019 G-VIII will examine the relationships between Medicaid coverage and select health and health-impacting outcomes such as health status, employment, financial independence, family and housing stability, and access to health care among Affordable Care Act (ACA)-associated Medicaid expansion enrollees.

G-VIII Project Scope of Work

The study will incorporate Medicaid administrative data, 2019 G-VIII surveys data, biometric data and qualitative interview data. As part of the study, the funded entity will:

- Attend weekly meetings with GRC and ODM staff to discuss progress.
- Attend monthly 2019 G-VIII Executive Committee meetings.
- Assist with finalizing the survey instrument.
- Assist with finalizing the study design, including but not limited to the sampling plan, strategies of weight construction for multiple sampling components, and the mode(s) of data collection for the survey.
- Field the survey, which may be mixed-mode and will include telephone and may include web components. The sample frame will contain an estimated 600,000 - 650,000 individuals and the evaluation will require approximately 4,500 completed quantitative interviews and 300 biometric screenings.
- Coordinate biometric screenings, including contracting with a designated organization to conduct the screenings (e.g., collection of weight, height, and other requested measures), recruiting participants, providing incentives, collecting data, and providing an edited and finalized data set.
- Process and analyze collected survey data, including but not limited to tasks such as imputation of missing data, coding of open-ended responses, the development of survey weights, and small area techniques.
- Collaborate with GRC on recruitment for qualitative interviews and biometric screening, including the recruitment of survey respondents.
- Provide a detailed 2019 Ohio Medicaid Group VIII Assessment Methodology Report that details sample design, details of fielding including but not limited to the length of interviews, breakdowns of response rates by geographic and demographic characteristics, cooperation rates, treatment of missing data, construction of survey weights and small area estimation.

- Provide text editing and narrative assistance with the 2019 G-VIII Final Report (which will be approximately 50 pages) and the 2019 Ohio Medicaid Group VIII Assessment Methodology Report (which will be approximately 110 pages including appendices).

G-VIII 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
 - Using administrative data to construct sample frames
 - Complex sample designs
 - Defend proposed sample design in detail, referencing possible alternatives
- Questionnaire
 - Describe CATI programming, validation procedures, and pilot test
- Data collection
 - Call center practices, including staff training, respondent contact protocols, and quality assurance
 - Interview monitoring -- internal by staff and through remote access by OSU (select sessions)
- 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 estimation techniques, including multivariate regression and small area estimation
 - Describe protocols for producing public use and restricted use files
 - Describe data protection techniques and policies
 - Describe protocol for coding of open-ended responses

G-VIII Project Deliverables

Project Deliverables for Period Signature of Contract or July 1, 2019 through June 30, 2020:

- Regular attendance in meetings with ODM and GRC staff and the G-VIII 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 developmental process);
- Fielding the 2019 G-VIII survey (approximately 4,500 completed interviews);
- Interim databases with documentation at the completion of 25%, 50%, and 100% of interviews;
- Provide weekly fielding reports containing counts of interviews per landline, interview cell

phones, minority completes, unknown minority status, record attempts, average number of attempts, eligibles reached, refusals, cooperation rate (unweighted by lower and upper bounds), RR#3 total/landline/cell (unweighted), and RR#5 total/landline/cell (unweighted);

- Coordination of the biometric data collection and data set creation;
 - 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 document 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 2019 Ohio Medicaid Group VIII Methodology Report and 2019 Ohio Medicaid Group VIII Final Report;
 - Submit monthly invoices;
 - Submit monthly staff time reports; and
 - Submit quarterly and/or monthly progress reports and a final progress report.
-

2019 Ohio Medicaid Released Enrollees Study (OMRES)

OMRES Project Overview

In partnership with the Ohio Department of Medicaid (ODM) and the Medicaid Technical Assistance and Policy Program (MEDTAPP), the Ohio Colleges of Medicine Government Resource Center (GRC) is seeking a proposal for the 2019 Ohio Medicaid Released Enrollees Study (OMRES). ODM provides Medicaid health care coverage for many individuals who are being released from state incarceration through the Ohio Medicaid Pre-Release Enrollment Program (MPRE). The 2019 Ohio Medicaid Released Enrollees Study (OMRES) is an evaluation designed to assist ODM with the efficient and effective administration of the Medicaid program, sampling formerly incarcerated individuals who enrolled in Medicaid through the MPRE program. The evaluation will provide an evaluation of MPRE enrollees by examining the relationship between Medicaid enrollment and health status, access to care, utilization of care, employment status, socioeconomic security, and reentry into community.

OMRES Project Scope of Work

The evaluation will incorporate Medicaid administrative data, a survey of MPRE enrollees, and qualitative one-on-one interviews and focus groups. As part of the evaluation, the funded entity will:

- Attend regular meetings with GRC and ODM staff to discuss progress.
- Attend monthly 2019 OMRES Executive Committee meetings.
- Assist with finalizing the survey instrument.
- Assist with finalizing the survey study design, including but not limited to the sampling plan (from a GRC generated list - Bidder may provide additional options such as provider sampling or those who assist the prior incarcerated), strategies of weight construction for multiple sampling components, and the mode(s) of data collection for the survey. The survey may include:
 - a longitudinal component of survey respondents from the 2018 OMRES telephone survey;
 - a cross-sectional component of probability samples, consisting of a list of individuals from Medicaid administrative data; and
 - a second cross-sectional component consisting of individuals recruited by community organizations -- as some components may be from non-probability sampling, experiences on combining probability and non-probability samples are highly desirable.
- Field the survey, which may be mixed-mode and will include a telephone component and may include a web component. The sample frame will contain an estimated 15,000-20,000 individuals and the evaluation will require approximately 800 completed interviews.
- Process and analyze collected survey data, including but not limited to tasks such as imputation of missing data, coding of open-ended responses, development of survey weights, and small area analyses.
- Collaborate with GRC on recruitment for qualitative interviews, including the recruitment of survey respondents.

- Provide a detailed 2019 Ohio Medicaid Released Enrollee Survey Methodology Report that will detail sample design, details of fielding including but not limited to the length of interviews, breakdowns of response rates by geographic and demographic characteristics, cooperation rates, treatment of missing data, construction of survey weights, and small area estimation.
- Provide text editing and narrative assistance with the 2019 Ohio Medicaid Released Enrollee Survey Final Report (which will be approximately 40 pages) and the 2019 Ohio Medicaid Released Enrollee Survey Methodology Report (which will be approximately 100 pages including appendices).

OMRES 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
 - Using administrative data to construct sample frames
 - Complex sample designs
 - Defend proposed sample design in detail, referencing possible alternatives
- Questionnaire
 - Describe CATI programming, validation procedures, and testing
- Data collection
 - Call center practices, including staff training, respondent contact protocols, and quality assurance
- 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 estimation techniques, including multivariate regression
 - Describe protocols for producing public use and restricted use files
 - Describe protocol for coding of open-ended responses

OMRES Project Deliverables

Project Deliverables for Period Signature of Contract or July 1, 2019 through June 30, 2020:

- Regular attendance in meetings with ODM and GRC staff and the OMRES Executive Committee to discuss progress;
- Collaboration with ODM and GRC to finalize the survey instrument, sampling plan, and maximize response rates;
- Fielding the 2019 OMRES survey (approximately 800 completed interviews);

- Interim databases with documentation at the completion of 25%, 50%, and 100% of interviews;
- Provide weekly fielding reports containing counts of interviews per landline, interview cell phones, minority completes, unknown minority status, record attempts, average number of attempts, eligibles reached, 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;
- 2019 Ohio Medicaid Released Enrollee Survey 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, and small area estimation;
- A copyedited version of the 2019 Ohio Medicaid Released Enrollee Survey Methodology Report and 2019 Ohio Medicaid Released Enrollee Survey Final Report;
- Submit monthly invoices;
- Submit monthly staff time reports; and
- Submit quarterly and/or monthly progress reports and a final progress report.

4: 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 July 1, 2019 or receipt of the purchase order, whichever is later, and continue through June 30, 2020. Pricing will remain firm for the initial period. At

the end of the initial period, the contract may be renewed, pending continued project funding from OSU-GRC sponsors for an additional five (5) 1-year periods (at the same terms and conditions), upon the signed mutual agreement between the University and the awarded vendor. The University will review requests for price increases for each of the 5 renewal periods.

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: January 25, 2019

INQUIRY PERIOD BEGINS: January 25, 2019

INQUIRY PERIOD ENDS: February 15, 2019

PROPOSAL DUE DATE/BID CLOSING DATE: March 1, 2019, by 1:00 p.m., ET

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
- DUA (related to Medicaid administrative data)
- 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 -- **all proposals must address all three of the OMAS Series projects:** 1) the 2019 Ohio Medicaid Assessment Survey; 2) the 2019 Ohio Medicaid Group VIII Assessment; and 3) the 2019 Ohio Medicaid Released Enrollees Study. 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 Series (OMAS Series) consists of three independent research projects: 1) The 2019 Ohio Medicaid Assessment Survey; 2) the 2019 Ohio Medicaid Group VIII Assessment; and 3) the 2019 Ohio Medicaid Released Enrollees Study. Administered by a partnership between the Ohio Department of Medicaid and the Ohio Colleges of Medicine Government Resource Center, located at The Ohio State University, the primary function of these projects is to provide the Ohio Department of Medicaid information about Medicaid enrollees, those potentially eligible for Medicaid, and comparative populations to assist in the efficient and effective operation of Ohio's Medicaid program. A secondary function of these projects is to provide information to the Ohio Department of Medicaid's "sister" health-associated governmental agencies in Ohio. A tertiary function is to provide State of Ohio stakeholders in Medicaid and Ohio's health system timely information as assistance to healthcare delivery and preventive health initiatives targeted toward Ohio's health vulnerable populations. What follows are descriptions of the three projects.

The Ohio Medicaid Assessment Survey

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 2019 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 2019 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 2019 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 2019 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 seventh OMAS were administered by the Government Resource Center (GRC) on behalf of the Ohio Department of Medicaid (ODM). This Contract is for administration of an eight iteration of the telephone (landline and cell phone) survey in 2019. Details about prior iterations of the OMAS, which are the basis of the 2019 OMAS, may be found at <http://grc.osu.edu/omas>.

Methodologically, the 2019 OMAS will be structured as a stratified random dual-frame (cell phone (85% of the total sample) and landline phone (15% of the total sample) complex designed (multiple strata)

telephone survey that enables layered analyses at the state, Medicaid Managed Care Planning regions, and county levels. The 2019 OMAS will collect data from the adult and child Medicaid population and the non-Medicaid population for comparative analysis. It will exclude institutional settings such as university dorms, incarceration facilities, assisted living facilities, hospitals, businesses, etc. The selection method will ensure a representative sample of residents of Ohio. In addition, to address cultural/ethnic/racial variations, African-Americans will be oversampled and Hispanics will be set by concentrating upon geographic residence techniques. The estimated sample size is 38,000 (32,300 for cell phone and 5,700 for landline). Survey weighting will be performed in stages at the county, regional, state, oversample, and cell phone levels to provide robust analyses with inferential certainty and will employ multilayered weighting adjustments. The data collection period for the OMAS is planned for July 2019 through November 2019. 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 contracts with an academic OMAS research team to prepare a “draft” survey, including required sampling frame requirements and multi-stage sampling procedures, and a draft survey questionnaire (covering adult and child data) for the 2019 OMAS. Since the sampling design work is under 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.

The Ohio Medicaid Group VIII Assessment

The 2019 Ohio Medicaid Group VIII Assessment will serve as an evaluation of the 1115 work requirement as well as a follow-up to the 2016 and 2018 Ohio Medicaid Group VIII Assessments (G-VIII), which were originally requested by the 131st Ohio General Assembly to examine the benefit Affordable Care Act-associated Medicaid expansion had for newly enrolled Medicaid recipients. The title Group VIII references the section in the Social Security Act that allows for Medicaid expansion. The research goal of the G-VIII was to examine benefit across varying Medicaid populations to comparatively determine the relative benefit of Medicaid expansion. These populations included those who: 1) have been continuously enrolled in Group VIII Medicaid expansion; 2) were Group VIII enrolled and churned on-off-on to Medicaid; 3) were Group VIII enrolled and are now permanently unenrolled; and 4) are pre-Medicaid expansion enrolled.

Select questions to be answered by the 2019 Ohio Medicaid Group VIII Assessment include:

- ❖ **Enrollment Patterns:** What are the enrollment patterns for Group VIII enrollees? How long do enrollees typically remain enrolled? When enrollees unenroll, do they eventually return? What causes some enrollees to unenroll and some to re-enroll?
- ❖ **Population Characteristics:** Has the Ohio Medicaid Group VIII population remained stable in terms of size and demographic characteristics since the 2016 assessment?
- ❖ **Work Status:** What proportion of Ohio Medicaid Group VIII population work? Work duration -- do they churn on-and-off employment? What types of employment are performed, sought, or lost? Benefit structures for those who work? If not working, why?

- ❖ **Health System Access and Utilization:** To what extent does Group VIII Medicaid enrollment translate into improvements in access to care? What are the remaining barriers to accessing needed health care services?
- ❖ **Changes in Physical Health:** To what extent does Group VIII Medicaid enrollment translate into improvements in physical health?
- ❖ **Changes in Mental and Behavioral Health:** To what extent does Group VIII Medicaid enrollment translate into improvements in mental, dental, and behavioral health?
- ❖ **Changes in Employment and Financial Hardship:** To what extent does Group VIII Medicaid enrollment translate into greater workforce participation and financial security? How does new employment relate to the duration for Medicaid enrollment?
- ❖ **Transition off of Medicaid Enrollment:** Does Group VIII enrollment assist enrollees to secure employer-sponsored or other avenues to health insurance?
- ❖ **Family Stability:** To what extent does Group VIII Medicaid enrollment promote family stability?

The data sources for the Group VIII study include:

- ❖ **Medicaid administrative data** for all *ever enrolled* (Group VIII enrollees) which will enable calculation of measures of enrollment trajectory, outside insurance status, housing status, and healthcare utilization (to be set and analyzed by OSU researchers).
- ❖ A detailed **telephone survey** of Group VIII and pre-expansion enrollees that will include questions about the connections between enrollment status and access to care, health system utilization, physical and mental health, financial hardship, and employment – among other topics (data to be collected by the selected Vendor and analyzed by OSU researchers -- sample pulled from Medicaid data).
- ❖ A **biometric screening** of selected respondents who completed the telephone survey, limited to Group VIII enrollees. The biometric screenings will allow for the systematic collection of comprehensive and verifiable health-related clinical data (sample to be recruited from completed Group VIII telephone interviews by the selected Vendor, coordination of OSU field nurses for biometric screening data and data processing to be performed by the selected Vendor -- data to be analyzed by OSU researchers).
- ❖ **Semi-structured interviews** and focus groups of select of Group VIII enrollees who participated in the telephone survey (some participants may have completed the biometric screening as well) and of Medicaid program stakeholders. Interviews and focus groups will be designed to obtain more in-depth and personalized information relating to quantitative and biometric study findings (qualitative data collection and analyses to be performed by OSU researchers).

Please note that OSU contracts with an academic Group VIII research team to prepare a “draft” survey,

including required sampling frame requirements and sampling procedures, a draft survey questionnaire for the 2019 Group VIII, and qualitative questions. Since the sampling design work is under 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. Note that: 1) Medicaid administrative data analyses will be performed by OSU researchers; 2) G-VIII survey analyses will be performed by OSU researchers; 3) biometric data analyses will be performed by OSU researchers; and 4) qualitative data analyses will be performed by OSU researcher. The selected Vendor will be asked to consult and assist with data issues relating to Group VIII survey analyses and the Biometric data analyses.

The Ohio Medicaid Released Enrollees Study

Ohio Medicaid provides health care coverage for many individuals who are being or have been released from incarceration through several programs, including the Ohio Medicaid Pre-Release Enrollment Program (MPRE), which, in 2014, was launched by the State of Ohio as an initiative to enroll people into Medicaid before being released from a State of Ohio prison or an Ohio Department of Rehabilitation and Correction facility. The purpose of MPRE is to connect those with high physical and mental health care needs to health care providers immediately after incarceration to assist health status, socioeconomic security, and community integration.

What Medicaid coverage levels are, and how coverage helps, is not well understood for those under community supervision (probation or parole), or upon release. With nearly 80 percent of inmates returning to their communities uninsured, "corrections officials believe that Medicaid coverage will help departing inmates more successfully access appropriate medical, mental health, and substance use disorder services, which they view as having the potential to reduce recidivism" (Pew Foundation 2015:4). The Pew study also found that county level law enforcement officials fear that the prevalence of these and other related challenges are likely to get worse with the recent passage of the Targeted Community Alternatives to Prison program. Accordingly, it was hypothesized that MPRE and subsequent Medicaid enrollment serves as an important piece of a broader framework for supporting the wellbeing and successful reentry of former inmates.

The Ohio Medicaid Released Enrollees Study (OMRES) serves as an evaluation tool for the MPRE and examines the health benefits associated with Medicaid coverage upon release from incarceration, and the impact early Medicaid enrollment has for general health status, access to care, utilization of care, employment status, and reentry into community. The results from the 2018 OMRES serve as a baseline for the 2019 OMRES iteration, which will serve as an ongoing evaluation of the MPRE. The 2019 OMRES results showed overall benefit to physical health, mental health, and preventive health statuses and improved family and economic stability, community integration, and employment opportunities.

Primary OMRES topics of interests include:

- ❖ The **specific benefits** of Medicaid coverage to MPRE enrollees during reentry into the community process and the relationship between Medicaid coverage and reentry outcomes;
- ❖ The **health status** of MPRE enrollees, including hypertension, diabetes, heart disease, disability, HIV/AIDS, substance use disorders, and mental health – examining data overall and by demographic characteristics (age, race/ethnicity, gender) and carceral history (i.e., length of

most recent incarceration, amount of total prior incarceration, frequency of prior incarcerations);

- ❖ **Access to and utilization of health care services** (physical, mental, preventive) for MPRE enrollees;
- ❖ **Proximate barriers to accessing care** for MPRE enrollees such as finding a healthcare provider, uncovered health services, housing, income, and transportation issues;
- ❖ Examination of the **potential benefit** MPRE has for stable employment, housing security, socioeconomic independence, and transition off of Medicaid enrollment; and
- ❖ **Self-proclaimed benefits** as reported by MPRE enrollees (open-coding).

Please note that OSU contracts with an academic OMRES research team to prepare a “draft” survey, including required sampling frame requirements and sampling procedures, a draft survey questionnaire for the 2019 OMRES, and qualitative questions. Since the sampling design work is under 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. Note that: 1) Medicaid administrative data analyses will be performed by OSU researchers; 2) OMRES survey analyses will be performed by OSU researchers; and 3) qualitative data analyses will be performed by OSU researcher. The selected Vendor will be asked to consult and assist with data issues relating to OMRES survey analyses.

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 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 of 1,000.

Criteria	Weight	Requirements Rubric			
		Does Not Meet	Meets	Exceeds	Greatly Exceeds
GENERAL REQUIREMENTS					
ORGANIZATIONAL CAPACITY - 15%					
Bidder Profile	25	0	5	7	9
Past Project Performance	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.