Ohio Department of Medicaid/
Medicaid Technical Assistance and Policy Program (MEDTAPP)
Healthcare Access Initiative Evaluation

Amendment Issued: February 13, 2015

Request for Proposals

Application Due Date: April 3, 2015

Amended Application Release Date: February 13, 2015

Request for Proposals Project Contact:
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Amendment Announcement

Due to several inquiries regarding the dates and timeframes of this Request for Proposals (RFP), the Ohio Colleges of Medicine Government Resource Center (GRC), on behalf of the Ohio Department of Medicaid (ODM), is amending the RFP for the evaluation of the MEDTAPP Healthcare Access (HCA) Initiative to extend the RFP deadlines and overall project period. The purpose of the MEDTAPP HCA Initiative is to enhance the quality, interdisciplinary focus, and cost-effectiveness of care implemented by current and future healthcare providers serving Medicaid beneficiaries.

In collaboration with ODM and GRC, the selected evaluator will finalize an evaluation design, timeline, and data collection methodology using appropriate qualitative and quantitative research methodologies to determine the MEDTAPP HCA Initiative's overall impact on the Ohio Medicaid population's access to quality healthcare.

A summary of the amendments to the RFP can be found below:

- The deadline for applications has been extended until April 3, 2015 (5:00 PM EST)
- The deadline for the question and answer period has been extended until February 27, 2015 (12:00 pm EST). Please submit questions to MEDTAPPHCA@osumc.edu.
- The RFP project period has been extended to a **13-month project period (May 15, 2015-June 30, 2016[1]). The amount of funding available for request is up to $350,000.**

Amendments to the project start date and project period can be found on pp. 2-4, and in sections 3, 5, 6, 8, 10, and 11, of the RFP.

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[1] SFY 16 (July 1, 2015-June 30, 2016) is contingent upon availability of MEDTAPP federal financial participation funds through the Ohio Department of Medicaid.

Executive Summary

The Ohio Colleges of Medicine Government Resource Center (GRC), on behalf of the Ohio Department of Medicaid (ODM), is releasing a Request for Proposals (RFP) for the evaluation of the MEDTAPP Healthcare Access (HCA) Initiative, which strives to enhance the quality, interdisciplinary focus, and cost-effectiveness of care implemented by current and future healthcare providers serving Medicaid beneficiaries.

The MEDTAPP HCA Initiative partners with Ohio's colleges and universities to support the development and retention of additional healthcare providers to better serve the Ohio Medicaid population using emerging, interdisciplinary, and evidence-based care models, such as patient-centered medical homes or integrated behavioral and physical health service delivery models. By utilizing innovative team-based healthcare delivery models and evidence-based practices, the MEDTAPP HCA Initiative is developing future healthcare professionals who are focused on providing patient-centered, team-based, high-quality healthcare for Ohio's Medicaid population.

The MEDTAPP HCA Initiative specifically focuses on recruiting, training, and retaining healthcare professionals in the following known Medicaid Professional Needs Areas: Child and Adolescent Psychiatry, Community Psychiatry with a Geriatric and/or Integrated Behavioral Health/Primary Care Focus, Pediatrics, Family Practice, Advanced Practice Nursing, Dentistry, Community Health Workers and/or Care Coordinators, and other underrepresented healthcare professionals to better serve Ohio's Medicaid population over the next five years.

Within the MEDTAPP HCA Initiative, ten Ohio institutions (21 projects statewide) are on track to train and retain 1,500 additional healthcare professionals to serve Ohio Medicaid beneficiaries by:
- Integrating unique non-biomedical disciplines into patient care teams;
- Employing interprofessional training approaches for providers to deliver enhanced, team-based, comprehensive care; and
- Utilizing non-traditional, community-based, high-volume Medicaid placement sites to train learners.

On behalf of ODM and through a competitive bidding process, GRC[2] will contract with a qualified evaluator to measure the MEDTAPP HCA Initiative's current and projected future impact on the quality of and access to care provided by Ohio's healthcare professionals trained and retained through this initiative to serve the Medicaid population. This funding opportunity provides up to $350,000 in MEDTAPP funds over a **13-month project period** (**May 15, 2015-June 30, 2016[3]**) to achieve the goals of this evaluation. If applicable, the institution will be required to cost-share unrecovered facilities and administrative (F&A) costs. Please note that ODM limits F&A (indirect rate, overhead) reimbursements to 10% of total project costs. For more information, please see p. 16.

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[2] GRC provides the project management and fiscal support for all ten MEDTAPP HCA Initiative participating institutions (21 projects statewide) focused on recruiting, training, and retaining healthcare professionals to serve Ohio's Medicaid population.
[3] SFY 16 (July 1, 2015-June 30, 2016) is contingent upon availability of MEDTAPP federal financial participation funds through the Ohio Department of Medicaid.

Eligible MEDTAPP HCA Initiative Evaluation applicants include faculty and staff affiliated with public and/or private colleges and/or universities <u>not</u> currently participating in the MEDTAPP HCA Initiative; and/or

Faculty and staff affiliated with an institution currently participating in the MEDTAPP HCA Initiative[4] may submit a proposal as long as their institution's Office of Sponsored Programs or Budgetary Office submit a formal written statement that indicates there is no financial or ethical conflict of interest between the institution's employee(s) applying and the currently funded MEDTAPP HCA Initiative project at their institution.

In collaboration with ODM and GRC, the evaluator will finalize an evaluation design, timeline, and data collection methodology using appropriate qualitative and quantitative research methodologies to determine the MEDTAPP HCA Initiative's overall impact on the Ohio Medicaid population's access to quality healthcare.

ODM will select program awardees. ODM and The Ohio State University Office of Sponsored Programs reserve the right to terminate this evaluation at any time, request revisions to or modifications of selected proposals, or initiate a new RFP.

Technical Assistance

Questions related to this RFP may be emailed to MEDTAPPHCA@osumc.edu.

Questions will be accepted until February 27, 2015 at 12:00 PM EST.

A copy of this RFP and all questions and answers posed by potential applicants will be posted at:
http://grc.osu.edu/currentfunding/

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[4] Current MEDTAPP HCA Initiative institutions include: The University of Akron, Case Western Reserve University, Cleveland State University, Kent State University, Northeast Ohio Medical University, The Ohio State University, Ohio University, University of Cincinnati, University of Toledo, and Wright State University.

Table of Contents

1. Funding Opportunity Description

MEDTAPP Overview

Section 1903(a) of the Social Security Act allows the federal government to participate financially in state Medicaid programs in such amounts "found necessary by the Secretary for the proper and efficient administration of the State (Medicaid) plan." Under this MEDTAPP funding umbrella, federal funding eligibility requires that funded activities contribute to the efficient and effective administration of the Medicaid program. Faculty and staff at Ohio's colleges and universities possess varied and substantial expertise that can be leveraged to increase the efficiency and effectiveness of Ohio's Medicaid program.

MEDTAPP Healthcare Access (HCA) Initiative Overview

The Ohio Department of Medicaid (ODM) established the Medicaid Technical Assistance and Policy Program (MEDTAPP) Healthcare Access (HCA) Initiative in 2012 to enhance the quality, interdisciplinary focus, and cost-effectiveness of care implemented by current and future healthcare professionals serving Medicaid beneficiaries.

The MEDTAPP HCA Initiative partners with Ohio's colleges and universities to support the development and retention of additional healthcare providers to better serve the Ohio Medicaid population using emerging, interdisciplinary, and evidence-based care models, such as patient-centered medical homes or integrated behavioral and physical health service delivery models. By utilizing innovative team-based healthcare delivery models and evidence-based practices, the MEDTAPP HCA Initiative is developing future healthcare professionals who are focused on providing patient-centered, team-based, high-quality healthcare for Ohio's Medicaid population.

The MEDTAPP HCA Initiative strives to not only increase access to care for thousands of Medicaid beneficiaries, but also to produce culturally competent healthcare providers focused on serving the complex social, emotional, and physical needs of Ohio's most vulnerable populations. Affording learners (students, residents, fellows, and MEDTAPP Scholars[5]) the opportunity to participate in community-based learning in combination with interdisciplinary training, better develops future healthcare providers' understanding of the ways socioeconomic disparities impact population health. This level of provider awareness and understanding is a critical factor in how Ohio moves from provider-centered to patient-centered care.

The MEDTAPP HCA Initiative is not only unique because of the innovative, interdisciplinary team-based curriculum and training provided to students, residents, and fellows, but each learner participating in this initiative formally commits to serving the Medicaid population both during and upon completion of their training. By using MEDTAPP funding to underwrite medical residencies, participating providers are required to train and practice in high-volume Medicaid sites, thereby improving access and the quality of care provided to Ohio's Medicaid population.

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[5] "MEDTAPP Scholar" is defined as a practitioner who is: (1) emerging from his/her formal training to be placed in Medicaid Professional and Geographic Needs Areas; AND (2) participating in the MEDTAPP HCA Initiative.

HCA's focus includes but is not limited to the following known Medicaid Professional Needs Areas:
- Child and Adolescent Psychiatry;
- Community Psychiatry with a Geriatric and/or Integrated Behavioral Health/Primary Care Focus;
- Pediatrics,
- Family Practice;
- Advanced Practice Nursing;
- Dentistry; and
- Community Health Workers/Patient Navigators.

Within the MEDTAPP HCA Initiative, ten Ohio institutions[6] (21 projects statewide) are on track to train and retain 1,500 additional healthcare professionals to serve Ohio Medicaid beneficiaries by:
- Integrating unique non-biomedical disciplines into patient care teams;
- Employing interprofessional training approaches for providers to deliver enhanced, team-based, comprehensive care; and
- Utilizing non-traditional, community-based, high-volume Medicaid placement sites to train learners.

Participating institutions developed new programs and/or expanded existing programs to focus on inter-disciplinary healthcare access strategies and community partnerships to train and place additional quality healthcare professionals dedicated to serving vulnerable populations in high-volume Medicaid sites, Federally Qualified Health Centers, Community Health Centers, and health professional shortage areas.

MEDTAPP Healthcare Access (HCA) Initiative Evaluation Overview

The Ohio Colleges of Medicine Government Resource Center (GRC) provides project management and fiscal support for the initiative and to all participating institutions. On behalf of ODM and through a competitive bidding process, GRC will contract with a qualified evaluator to measure the MEDTAPP HCA Initiative's current and projected future impact on Ohio's healthcare providers that are trained and committed to serve the Medicaid population.

On behalf of ODM and through a competitive bidding process, GRC[7] will contract with a qualified evaluator to measure the MEDTAPP HCA Initiative's current and projected future impact on the quality of and access to care provided by Ohio's healthcare professionals trained and retained through this initiative to serve the Medicaid population. This funding opportunity provides up to $350,000 in MEDTAPP funds over a **13-month project period** (**May 15, 2015-June 30, 2016[8])** to achieve the goals of this evaluation. If applicable, the institution will be required to cost-share unrecovered facilities and administrative (F&A) costs. Please note that ODM limits F&A (indirect rate, overhead) reimbursements to 10% of total project costs. For more information, please see p. 16.

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[6] Current MEDTAPP HCA Initiative institutions include: The University of Akron, Case Western Reserve University, Cleveland State University, Kent State University, Northeast Ohio Medical University, The Ohio State University, Ohio University, University of Cincinnati, University of Toledo, and Wright State University.
[7] GRC provides the project management and fiscal support for all ten MEDTAPP HCA Initiative participating institutions (21 projects statewide) focused on recruiting, training, and retaining healthcare professionals to serve Ohio's Medicaid population.
[8] SFY 16 (July 1, 2015-June 30, 2016) is contingent upon availability of MEDTAPP federal financial participation funds through the Ohio Department of Medicaid.

Eligible MEDTAPP HCA Initiative Evaluation applicants include faculty and staff affiliated with public and/or private colleges and/or universities not currently participating in the MEDTAPP HCA Initiative; and/or

Faculty and staff affiliated with an institution currently participating in the MEDTAPP HCA Initiative[9] may submit a proposal as long as their institution's Office of Sponsored Programs or Budgetary Office submit a formal written statement that indicates there is no financial or ethical conflict of interest between the institution's employee(s) applying and the currently funded MEDTAPP HCA Initiative project at their institution.

The MEDTAPP HCA Initiative Evaluation will measure the effectiveness of each participating institution's Medicaid-focused healthcare professional development curriculum and training methods, focusing on the following three priority areas:

1. **Attracting Additional Healthcare Professionals to serve in Ohio Medicaid Professional Needs Areas**
   - Identifying recruitment best practices by determining the effectiveness of institutional strategies used to engage learners' serving in each of the Medicaid Professional needs areas (consider total number of individuals recruited vs. number contacted, materials and media utilized for recruitment, etc.).

2. **Training Healthcare Professionals in Innovative Healthcare Delivery Models**
   - Identifying curriculum components most effective at improving learner skill sets and competencies to serve Medicaid beneficiaries in underserved areas.
   - Measuring the impact of using high-volume Medicaid placement sites and innovative curricula on learners' skill sets and competencies.
   - Determining which components of the training curriculum were most difficult to implement from the perspective of the: (1) institution, (2) learners, and (3) placement sites.
   - Identifying the most successful components of the training curriculum from the perspective of the: (1) institution, (2) learners, and (3) placement sites.

3. **Retaining Additional Healthcare Professionals to Serve Ohio's Medicaid Population**
   - Evaluating whether the MEDTAPP HCA retention requirements impacted the Medicaid professional and geographic needs areas including:
     - Evaluating whether the initiative increased the number of additional healthcare providers committed to serving Ohio's Medicaid population;
     - Evaluating whether the initiative improved learner skill sets and competencies to serve Medicaid beneficiaries;
     - Conducting an inventory of the types of retention commitments required of learners and recommend methods to collect consistent data across institutions, tracking learner fulfillment of retention commitments; and

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[9] Current MEDTAPP HCA Initiative institutions include: The University of Akron, Case Western Reserve University, Cleveland State University, Kent State University, Northeast Ohio Medical University, The Ohio State University, Ohio University, University of Cincinnati, University of Toledo, and Wright State University.

- o Determining which retention commitments were used most often and why, and the effect of each type of retention commitment on the likelihood of learners staying in Ohio to work with the Medicaid population.
  - Determining which components of the retention commitments were most difficult to implement from the perspective of the: (1) institution, (2) learners, and (3) placement sites.
  - Identifying the most successful components of retention commitments from the perspective of the: (1) institution, (2) learners, and (3) placement sites.

In addition, the MEDTAPP HCA Initiative Evaluation must include an assessment of:
  - The cost-effectiveness of the recruitment, training, and retention strategies;
  - Demographics and geographic locations associated with the Medicaid Geographic Need Areas[10] where MEDTAPP HCA Initiative participants are practicing to meet their retention requirements;
  - Satisfaction and perception of HCA Initiative learners, preceptors, and other faculty and community participants;
  - Each placement site's fidelity to the partnering institution's curriculum (i.e. multidisciplinary teamwork; medical homes/neighborhood; integrated health; patient-centered care; social determinants of health and other emerging healthcare models);
  - Other similar state Medicaid-focused professional development initiatives and best practices; and
  - Sustainability of the MEDTAPP HCA Initiative.

2.   Scope of Work

The evaluator procured through this RFP will undertake activities as defined and requested by ODM and GRC to support the efficient and effective administration of the Ohio Medicaid Program.

Specifically, the evaluator will need to complete the following activities related to the MEDTAPP HCA Initiative Evaluation:
  - Finalize an evaluation design, including research questions, timeline, and data collection methodology that uses appropriate qualitative and quantitative research methodologies related to the MEDTAPP HCA Initiative. Potential sources of data for these evaluation activities include but are not limited to:
    - o Site visits, focus groups, surveys, and/or interviews with learners, faculty, staff, deans, and community participants from the participating institutions and placement sites;
    - o Preliminary Ohio provider capacity data from Ohio's newly-developed Health Professions Data Warehouse; and
    - o Institutions' placement site-specific data.
  - Perform all activities necessary to collect process and outcome data;
  - Analyze the data, synthesize results, and provide regular and timely feedback to ODM and GRC about the findings; and

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[10] Medicaid Geographical Needs Areas: Health Professional Shortage Area (HPSA) designations in Ohio (http://hpsafind.hrsa.gov/); placement sites serving a high volume of the Medicaid population in Ohio (greater than or equal to 30% of total patient population); or placement sites serving a combination of Medicare/Medicaid (duals), Medicaid, and uninsured populations in Ohio (greater than or equal to 50% of total patient population).

- Write an interim and final project report and executive summary that details the evaluation findings and lessons learned.

The evaluator will also be required to provide GRC with quarterly, interim and final progress reports. The evaluator will work under the direction of ODM and GRC. ODM and GRC will approve the final evaluation design, timeline, and data collection methodology.

3.   Funding Mechanism

Type of Award

MEDTAPP or Federal Financial Participation (FFP) funding will serve as the funding source for this evaluation.

Funding Overview

On behalf of ODM and through a competitive bidding process, GRC[11] will contract with a qualified evaluator to measure the MEDTAPP HCA Initiative's current and projected future impact on the quality of and access to care provided by Ohio's healthcare professionals trained and retained through this initiative to serve the Medicaid population. This funding opportunity provides up to $350,000 in MEDTAPP funds over a **13-month project period** (**May 15, 2015-June 30, 2016[12]**) to achieve the goals of this evaluation. If applicable, the institution will be required to cost-share unrecovered facilities and administrative (F&A) costs. Please note that ODM limits F&A (indirect rate, overhead) reimbursements to 10% of total project costs. For more information, please see p. 16.

The anticipated notice of award date is **May 15, 2015.** The budget start date for the project period is **May 15, 2015.**

ODM will select program awardees. ODM and The Ohio State University Office of Sponsored Programs reserve the right to terminate this evaluation at any time, request revisions/modification of selected proposals, or initiate a new Request for Proposals.

To create an ongoing evaluation of the MEDTAPP HCA Initiative, this opportunity may be renewable at the discretion of ODM.

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[11] GRC provides the project management and fiscal support for all ten MEDTAPP HCA Initiative participating institutions (21 projects statewide) focused on recruiting, training, and retaining healthcare professionals to serve Ohio's Medicaid population.
[12] SFY 16 (July 1, 2015-June 30, 2016) is contingent upon availability of MEDTAPP federal financial participation funds through the Ohio Department of Medicaid.

4.   Eligibility Information

Eligible Applicants

Eligible MEDTAPP HCA Initiative Evaluation applicants include faculty and staff affiliated with public and/or private colleges and/or universities <u>not</u> currently participating in the MEDTAPP HCA Initiative; and/or

Faculty and staff affiliated with an institution currently participating in the MEDTAPP HCA Initiative[13] may submit a proposal as long as their institution's Office of Sponsored Programs or Budgetary Office submit a formal written statement that indicates there is no financial or ethical conflict of interest between the institution's employee(s) applying and the currently funded MEDTAPP HCA Initiative project at their institution.

Preferred qualifications include:
- Experience with qualitative and quantitative research methodologies;
- Experience analyzing complex professional development programs;
- Strong writing and interpersonal skills;
- Publication in peer-reviewed academic journals; and
- Familiarity with Ohio's academic medical colleges' education programs preferred.

5.   Reporting and Invoicing Requirements

A. The evaluator will submit quarterly reports to GRC detailing work activities with a focus on key accomplishments. GRC will review, reject or approve and compile approved reports and submit to ODM. The quarterly reports will provide detailed information on the status on each of the action items identified in the Scope of Work section (pp. 7-8). The status of each item in the scope of work and each deliverable will be coded as P = Progress, NP = No Progress, and C = Completed in the progress report. A detailed description must accompany each code for each reported action item and deliverable. In the first quarterly report, the evaluator will also identify a target date that the action item and/or deliverable being reported on will be completed. Once the action item and/or deliverable are completed, the evaluator will report on the end date. If the target completion date is not met, the evaluator will be required to submit an explanation in writing as an attachment to the quarterly report. This written explanation will include the following components: a) reason why the target completion date was not met, b) identified next steps for completing the action item and/or deliverable, and c) new target completion date.
B. The evaluator will submit quarterly invoices to GRC according to the guidelines provided by The Ohio State University Office of Sponsored Programs. The invoices will be submitted in hard copy to The Ohio State University Office of Sponsored Programs and in electronic format to GRC Finance at GRCFinance@osumc.edu.

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[13] Current MEDTAPP HCA Initiative institutions include: The University of Akron, Case Western Reserve University, Cleveland State University, Kent State University, Northeast Ohio Medical University, The Ohio State University, Ohio University, University of Cincinnati, University of Toledo, and Wright State University.

C. The evaluator will submit a draft of the MEDTAPP HCA Initiative Evaluation design, including research questions, timeline, and data collection methodology by June 30, 2015. Selected evaluator will provide an implementation plan of the approved data collection methodologies following both state and federal data security protocols by June 30, 2015. Selected evaluator will submit an outline of the MEDTAPP HCA Initiative Evaluation report to ODM and GRC for approval by August 31, 2015.

D. SFY 2016 Interim Report: The evaluator will complete the final version of the research design and implementation process by August 1, 2015. The evaluator will complete an interim report of the MEDTAPP HCA Initiative Evaluation by December 31, 2015. This report will be written for a general audience and include limited technical terminology. The interim report will not exceed 20 pages and technical information should be included in an appendix.

E. SFY 2016 Final Report: The evaluator will complete a final report that summarizes project activities and findings from the start of the project through June 30, 2016. This report will be written for a general audience and include limited technical terminology. This report will be due 30 days prior (May 1, 2016) to the close of the project and will not exceed 30 pages, not including appendices.

F. As needed, the evaluator will participate in meetings via conference call with ODM, GRC, and as needed, the funded institutions and related projects to discuss critical components of the evaluation.

6. RFP Deadlines and Project Timeline

Critical RFP Deadlines
- February 13, 2015   Release of the Amended RFP
- February 27, 2015   Question and Answer Period Ends (12:00 PM EST)
- April 3, 2015   Final Applications Due (5:00 PM EST)
- May 15, 2015   Award Announced

The following **13 month** timeline outlines the MEDTAPP HCA Initiative Evaluation duration and results expected for SFY 15 and SFY 16:
- **May 15, 2015 – June 30, 2015**
  o Evaluator will be selected and awarded the contract.
  o Selected evaluator will develop MEDTAPP HCA Initiative Evaluation research design, timeline, and data collection methodologies to present to ODM and GRC, specifically:
    ▪ Evaluator will submit the evaluation design, including research questions, timeline, and data collection methodology by June 30, 2015.

- **July 1, 2015 – June 30, 2016**
  o Selected evaluator will submit a final version of the research design and implementation process by August 1, 2015.
  o Selected evaluator will submit an outline of the MEDTAPP HCA Initiative Evaluation report to ODM and GRC for approval by August 31, 2015.
  o Selected evaluator will complete an interim MEDTAPP HCA Initiative Evaluation report and present interim findings to ODM and GRC by December 31, 2015.

- o Selected evaluator will submit the MEDTAPP HCA Initiative Evaluation final report based on ODM and GRC's requests by May 1, 2016.
  - ▪ Evaluator will complete any additional ODM and GRC request to the MEDTAPP HCA Initiative Evaluation final report by June 30, 2016.

7. Roles and Responsibilities

ODM will complete the following project-related activities:
- Ensure overall success of the project;
- Direct and provide guidance throughout the project;
- Participate in the review team facilitated by GRC to select the evaluator;
- Participate in project planning and implementation;
- Participate in meetings with GRC, the evaluator, and key stakeholders; and
- Review and provide final approval of project products.

GRC will be responsible for the overall development and management of the project. Specifically, GRC will complete the following activities related to the MEDTAPP HCA Initiative Evaluation:
- Develop and release an RFP to solicit competitive bidding for an experienced evaluator to evaluate the MEDTAPP HCA Initiative projects;
- Facilitate the selection of the evaluator by a review team that includes representatives from ODM utilizing the selection criteria described in the RFP;
- Execute a subcontract with the selected evaluator;
- Provide overall project development and management support for the project, which will include monitoring the performance of the evaluator to complete all scope of work activities and deliverables and providing written feedback on project deliverables;
- Complete all the necessary IRB applications;
- Coordinate communication between ODM, evaluator and, as needed, the MEDTAPP HCA Initiative projects; and,
- Submit quarterly and final progress reports and invoices to ODM.

The evaluator will be responsible for evaluating the effectiveness of and lessons learned from the MEDTAPP HCA Initiative Evaluation in partnership with ODM and GRC. Specifically the evaluator will ensure:
- Adequate completion of the activities listed under the Scope of Work section in this RFP;
- Completion of all requirements outlined in the subcontract executed with GRC; and
- Satisfactory documentation and feedback is provided to ODM and GRC on work completed.

8.   Application Submission Requirements

RFP Schedule of Events	
Amended RFP Issued to Applicants	2/13/2015
Question and Answer Period Ends	2/27/2015
RFP Response and all Associated Documents Due	4/3/2015
Project Award Announced	5/15/2015

Applicant Questions

Questions regarding the RFP process must be submitted in writing to MEDTAPPHCA@osumc.edu. Answers to all questions received will be posted online at http://grc.osu.edu/faqs/. Applicants should check periodically for updates. Questions received after February 27, 2015 at 12:00 PM EST will not receive responses.

RFP Response Format

Responses must address all aspects of this Request for Proposals and should follow the chronology of the RFP. Responses are limited to 30 pages, not including appendices. **Only an electronic version of the application in searchable PDF format will be accepted.** Responses must be emailed to MEDTAPPHCA@osumc.edu.

The entire application shall be written using 12 point font (Arial or Helvetica), double spaced, with 1 inch margins. Failure to conform to any of these requirements may result in disqualification of the submitted response.

The following must be included in the RFP response and submitted on or before April 3, 2015 at 5:00 PM EST:
   A.   Cover Letter
   B.   Proposal Face Page
   C.   Table of Contents
   D.   Project Summary
   E.   Project Management and Scope of Work
   F.   Methodology
   G.   Data Requirements
   H.   Organizational Capacity
   I.   Staff Qualifications
   J.   Resource Allocation & Time Commitment
   K.   Budgets and Budget Narrative

Further explanation related to each topic area is provided on subsequent pages.

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 applicant. The cover letter will provide an executive summary of the

applicant's request for funds. The letter must also include:
1. The applicant's complete contact information including address, phone number, and website address;
2. A statement regarding the applicant's university, college, company, corporation, or organizational affiliation, Federal tax identification number, and address;
3. A list of the people who prepared the proposal, including titles;
4. The name, phone number, fax number, and email address of a contact person who has authority to answer questions regarding the proposal;
5. The name, phone number, fax number, and email address of the Sponsored Programs Officer responsible for the proposal (if applicable);
6. A list of all subcontractors, if any, that the applicant will use on the work if the applicant is selected. If the subcontractor has not yet been identified, the information should be listed as "TBD" and must be submitted once selected;
7. For each proposed subcontractor, the applicant must attach a letter from the subcontractor, signed by someone authorized to legally bind the subcontractor, with the following included:
   a. The subcontractor's legal status, tax identification number, and principal place of business address;
   b. The name and phone number of someone who is authorized to legally bind the subcontractor to contractual obligations;
   c. A description of the portions of the work the subcontractor will complete;
   d. A commitment to complete the work if the applicant is selected; and
   e. A statement that the subcontractor has read and understood the RFP and will comply with the requirements of the RFP.
8. A statement that the applicant's proposal meets all the requirements of this RFP.

B. Proposal Face Page
The proposal's face page should identify the title of the funding opportunity, applicant, contact person, and date of submission.

C. Table of Contents
The proposal's Table of Contents should outline the proposal's contents by page number.

D. Project Summary (limit: 2 pages)
This section will present a high-level synopsis of the applicant's response to the RFP and should identify the main features and benefits of the proposed work. The summary must describe project goals and objectives, organization and staffing, and the solution that the applicant is offering to meet the specifications of this funding opportunity. The summary must describe the benefits of the proposal for the State of Ohio.

E. Project Management and Scope of Work
The applicant must fully describe approaches, methods, and specific action steps for completing the work on this Project and meeting all requirements outlined in this RFP. The applicant must also address all of the Scope of Work requirements. The GRC encourages responses that demonstrate a thorough understanding of the nature of the project and that describe proven, state-of-the-art methods. Recommended solutions should demonstrate that the applicant would be prepared to quickly

undertake and successfully complete the required tasks. The applicant's work plan should clearly and specifically identify personnel assignments and tasks.

The Project Management Plan must be complete at the time of submission. Specifically, it must:
1. Describe the applicant's proposed organization and management structure responsible for fulfilling the Project's requirements.
2. Describe the proposed planning and coordination of the work effort, including the methodologies, processes, and procedures that the applicant's proposed organization will follow to implement the Project.
3. Describe the major challenges presented by this project and how they would be addressed.
4. Describe any other potential problem areas, risks and recommended solutions to these problem areas and risks, and any assumptions used in developing those solutions.
5. Describe how the applicant will ensure that the work will be completed on time, will be of high quality, and will meet contract specifications.
6. Describe how communication, status review, and reporting procedures will be conducted between all parties, including frequency and mode of communication (e.g. email, telephone, personal meetings).
7. Describe contingency plans if the primary plan is not able to meet the project's needs, including an action plan if the applicant or GRC is dissatisfied with the individual performance of any key members of the project work team.
8. Include a detailed work plan that identifies the major tasks and deliverables that are necessary to complete this project, as well as the assigned staff and timeframe for each item. The work plan should be completed in accordance with the form provided in Appendix B.

F. Methodology
The applicant should prepare preliminary research methodology and design plans for the evaluation of the effectiveness of the HCA Initiative on attracting additional healthcare providers to serve in Ohio Medical Professional Needs Areas, training healthcare providers in innovative healthcare delivery models, and retaining additional healthcare providers to serve Ohio's Medicaid population. The applicant should also describe the methodological and analytical approaches they will use to examine:
- The cost-effectiveness of the recruitment, training, and retention strategies;
- Demographics and geographic locations associated with the Medicaid geographic need areas where MEDTAPP HCA Initiative participants are practicing to meet their retention requirements;
- Satisfaction and perception of HCA Initiative learners, preceptors, and other faculty and community participants;
- Each placement site's fidelity to the partnering institution's curriculum (i.e. multidisciplinary teamwork; medical homes/neighborhood; integrated health; patient-centered care; social determinants of health and other emerging healthcare models);
- Other similar state Medicaid-focused professional development initiatives and best practices; and
- Sustainability of the MEDTAPP HCA Initiative.

G. Data Requirements
This project may include data from the Ohio Department of Medicaid and all 21 MEDTAPP HCA Initiative projects. As such, the applicant will be responsible for obtaining the necessary data use agreements prior to receiving any data. Given that this project may qualify as human subject research,

the applicant is expected to have an approved Institutional Review Board (IRB) application prior to the beginning of any data analysis. Applicants should describe which aspect of their proposal requires IRB approval, and identify the IRB that will be used to approve the project. It is recommended that the applicant use their institution's IRB for human subjects' protection.

If applicable, the proposal should describe how the applicant will adhere to all HIPAA rules for personal health data as detailed by the Principle Investigator's university or organization standards, including the storage of data and destruction of data after the project's end date. Furthermore, applicants should address data security, transport, and access protocols that will be included in the evaluation study to ensure compliance with pertinent federal/state laws and regulations.

H. Organizational Capacity
Applicant Profile-Each Proposal must include a profile of the applicant's relevant experience working on projects similar to this work. The profile must also include the applicant's address, and telephone number and any other background information that will help the evaluation committee gauge the ability of the applicant to fulfill the obligations of the Contract.

Past Project Performance-The applicant must complete Appendix C. The applicant must include contact information for services the applicant has provided on up to three projects in the past five years that were similar in their nature, size, or scope to the MEDTAPP HCA Initiative Evaluation. The project references information must include the organization for which the work was done, a project reference person from that organization, phone number, and company or organization address.

I. Staff Qualifications
One of the criteria on which the GRC may base an award of Contract is the quality of the applicant's work team. Switching personnel after the award will not be accepted without prior GRC approval of replacement personnel.

Within the project narrative, each applicant must identify the key members assigned to each area and briefly describe their qualifications to execute the assigned responsibilities. In addition, each applicant must submit a <u>four-page maximum</u> resume or curriculum vitae for every key member as an appendix.

The criteria and qualifications listed below will be used for evaluating personnel. Although the Minimum Desired Qualifications are not mandatory, applicants not meeting any of the Minimum Desired Qualifications must otherwise demonstrate their competence, capacity, and willingness to do the work to receive consideration. Applicants are encouraged to address the Minimum Desired Requirements and any additional education, training, experience, or expertise that is relevant to the work.

NOTE: Key members of the work team may serve in multiple project roles if the applicant demonstrates that the proposed person meets all applicable qualifications and will devote sufficient time to the work to justify having multiple responsibilities.

<u>Principle Investigator</u>: The key member assigned to Principle Investigator (PI) will have primary responsibility for the work, including planning and coordination of the work effort, assurance of timely

completion of work, and assurance that work is of high quality and is completed using valid research methods in accordance to contract specifications. This key member will also be responsible for communication with the GRC and addressing any issues or problems, including development of corrective action plans.

Minimum Desired Qualifications
* Faculty member employed at a college or university in the US.
* Master's degree in health sciences, public health, biostatistics, epidemiology, sociology, or a related field.
* At least three years' experience and demonstrated competency in leading healthcare evaluation research projects.
* Published research in healthcare professional development evaluation and data collection methods.
    o Provide at least three examples of publications related to an evaluation, including <u>at least two examples directly related to healthcare professional development</u>. The publications can be included as an appendix.
* Demonstrated competency in planning, managing, and completing projects on schedule.
* Experience evaluating programs that target the Medicaid population.

Project Manager: The key member assigned as Project Manager will be responsible for planning and implementing project strategies and tactics and developing the overall project plan. This includes planning and coordination of the work effort, assurance of timely completion of work, and assurance that work is of high quality and is completed using valid research methods in accordance to contract specifications. This key member will also be responsible for some communications with GRC and addressing any issues or problems, including development of corrective action plans.

Minimum Desired Qualifications
* At least two years of project management experience on a project of similar size and scope; and
* Bachelor's degree in business administration, health sciences, social sciences, or a related field.

Evaluation Design: The key member assigned to this area will be responsible for the development of the program evaluation and analysis along with the PI. This includes planning specific details of the evaluation such as the statistical methods to be used and processes for identifying appropriate comparison populations.

Minimum Desired Qualifications
* Master's degree in health sciences, public health, biostatistics, epidemiology, sociology, or a related field;
* At least three years' experience and demonstrated competency in healthcare evaluation research projects;
* Demonstrated knowledge of statistical concepts needed for the evaluation; and
* Published research in the statistical and/or methodological approaches recommended for this evaluation.

o Provide at least two examples of publications related to an evaluation in which the Key Member designed the analytical approach or related to the recommended statistical and/or methodological approaches. The publications can be included as an appendix.

J. Resource Allocation & Time Commitment

The applicant must submit a statement and chart that clearly indicates the time commitment of the key members of the proposed work team to each deliverable of this project and to other projects during the term of the contract. The applicant must indicate to what extent, if any, key members of the work team may be assigned to other projects during the term of the contract.

K. Budgets and Budget Narratives

Detailed Budget – In this section, the applicant must provide detailed budgets for the total scope of the Proposal using the budget spreadsheet on the GRC website (http://grc.osu.edu/currentfunding/). The applicant must also provide an accompanying budget narrative, detailing specific direct and indirect costs associated with the proposal. Please note that ODM limits facility and administrative cost (indirect rate, overhead) reimbursement to 10% of total project costs.

On behalf of ODM and through a competitive bidding process, GRC[14] will contract with a qualified evaluator[15] to measure the MEDTAPP HCA Initiative's current and projected future impact on the quality of and access to care provided by Ohio's healthcare professionals trained and retained through this initiative to serve the Medicaid population. This funding opportunity provides up to $350,000 in MEDTAPP funds over a **13-month project period** (**May 15, 2015-June 30, 2016[16])** to achieve the goals of this evaluation. If applicable, the institution will be required to cost-share unrecovered facilities and administrative (F&A) costs. Please note that ODM limits F&A (indirect rate, overhead) reimbursements to 10% of total project costs. For more information, please see p. 16.

Award funding may be used for personnel expenses, software, travel and other direct costs. Funds may not be used for computer hardware. A detailed budget spreadsheet and corresponding budget narrative must be provided for each SFY project period.

After best and final negotiations and award, the Project Management Plan will become the applicant's management plan to fulfill the Contract and must incorporate other plans and performance requirements required by this RFP.

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[14] GRC provides the project management and fiscal support for all ten MEDTAPP HCA Initiative participating institutions (21 projects statewide) focused on recruiting, training, and retaining healthcare professionals to serve Ohio's Medicaid population.
[15] Throughout this RFP, the terms evaluator, subcontractor, and applicant are used interchangeably. All terms and conditions are applicable to the selected recipient of this funding opportunity.
[16] SFY 16 (July 1, 2015-June 30, 2016) is contingent upon availability of MEDTAPP federal financial participation funds through the Ohio Department of Medicaid.

9.   Proposal Evaluation Criteria

Evaluation of Proposals

The evaluation process may consist of up to four distinct phases:

1. The initial review of all proposals for defects;
2. The review committee's evaluation of the proposals;
3. Request for more information (interviews, presentations, and/or demonstrations); and
4. Contract award.

Proposal Evaluation Criteria

In the Proposal evaluation phase, the committee will rate the proposals submitted in response to this RFP based on the following criteria.

For each section, the score is the sum of points divided by total possible points and multiplied by the weight ((sum of points/total possible points) * weight). The maximum total score that a proposal can receive is 100. A proposal must achieve a score of at least 33 to be considered. The selected proposal will have the highest score. For more detailed information on the scoring for this RFP, please see p. 21.

Criteria	Points (0=Does not meet; 1=Partially meets; 2=Meets; 3=Exceeds)				Weight
Section 1: PROJECT MANAGEMENT PLAN	**Total Possible Points = 21**				15
1. Project management plan is appropriate to fulfill responsibilities identified in the RFP Scope of Work.	0	1	2	3	
2. Organizational and managerial structure is sufficient to carry out responsibilities.	0	1	2	3	
3. Proposal identifies major challenges presented by this project and describes appropriate strategies to address them.	0	1	2	3	
4. Proposal provides a sufficient explanation of how work will be completed on time, be of high quality, and meet the requirements outlined in the RFP.	0	1	2	3	
5. The Project Management Plan includes appropriate strategies for communication.	0	1	2	3	
6. Team members are assigned to tasks consistent with their roles.	0	1	2	3	
7. Project management plan includes a detailed work plan that has been completed in accordance with Appendix B.	0	1	2	3	
Section 2: METHODOLOGY AND DATA REQUIREMENTS	**Total Possible Points = 21**				40
1. Proposal adequately addresses how appropriate research questions will be developed.	0	1	2	3	
2. Preliminary research methodologies and design plans for evaluating all 21 MEDTAPP HCA Initiative projects and the overall MEDTAPP HCA Initiative are discussed and are methodologically appropriate.	0	1	2	3	
3. The approaches for evaluating whether Ohio's a) recruitment, b) training, and c) retention of healthcare providers to serve Ohio's Medicaid populations have improved are: a. described and include the identification of outcome measures and potential analytical models; and b. methodologically and analytically appropriate.	0	1	2	3	
4. Proposal adequately addresses how comparison recruitment, training, and retention strategies across all 21 MEDTAPP HCA Initiative projects could be identified.	0	1	2	3	
5. The approaches to identify any best-practices or lessons learned across projects from the synthesis of the project evaluations and semi-structured interviews are described and are methodologically appropriate.	0	1	2	3	
6. Proposal adequately addresses which aspects of the project will require IRB approval and identifies the IRB that will be used to approve the project.	0	1	2	3	
7. Proposal adequately addresses data security, transport, and access protocols that will be included in the evaluation study to ensure compliance with pertinent federal/state laws and regulation.	0	1	2	3	
Section 3: ORGANIZATIONAL CAPACITY	**Total Possible Points = 9**				10
1. Applicant has relevant experience working on projects similar to the work required of this RFP.	0	1	2	3	
2. Description of past project performance is consistent with the nature, size and scope of the current project.	0	1	2	3	
3. Description of past project performance includes Appendix C with all required fields populated.	0	1	2	3	
Section 4: STAFF QUALIFICATIONS	**Total Possible Points = 9**				30
1. Principal Investigator has desired qualifications identified in the RFP.	0	1	2	3	
2. Project Manager has desired qualifications identified in the RFP.	0	1	2	3	
3. Team member(s) assigned to Evaluation Design has desired qualifications identified in the RFP.	0	1	2	3	
Section 5: RESOURCE ALLOCATION AND BUDGETS	**Total Possible Points = 12**				5
1. Budget is within funding limitations described in RFP.	0	1	2	3	
2. Level of effort is appropriate for each team member.	0	1	2	3	
3. Proposal includes detailed budgets for SFY 2015 and SFY 2016 that were completed in accordance with the provided budget template.	0	1	2	3	
4. Proposal includes a budget narrative that details specific direct and indirect costs associated with the proposal.	0	1	2	3	

10.   RFP Terms and Conditions

As the financial representative of the Ohio Colleges of Medicine Government Resource Center, The Ohio State University reserves the right to:

* Reject any or all proposals received in response to this RFP;
* Request clarification from any applicant 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 applicants for interviews and further discussion.

Provisions

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

Ethical Conduct

Apart from a contact required for any on-going business at OSU, subcontractors are specifically prohibited from contacting any individual at or associated with the OSU regarding this RFP. Subcontractor communication shall be limited to the contact named on the cover page of this document. **A subcontractor's failure to adhere to this prohibition may, at OSU's sole discretion, disqualify the subcontractor's proposal**.

Cancellation for Lack of Funding

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

Quote
Applicant responses must be valid for 120 days.

Contract Term
The contract term will commence on the date of award and continue through June 2015. Pricing will remain firm for the initial period.

Records Documents and Information
The subcontractor agrees that any media produced pursuant to this Agreement or acquired with subcontractor funds will become the property of ODM. Media includes all documents, reports, data, photographs (including negatives), hardware, software and electronic reports and records. ODM will maintain the unrestricted right to reproduce, distribute, modify, maintain, and use the media in any way ODM deems appropriate. The subcontractor further agrees not to seek or obtain copyright, patent or

other proprietary protection for any materials or items produced under this Agreement. The subcontractor understands that all materials and items produced under this Agreement will be made freely available to the public unless ODM determines that certain materials are confidential under federal or state law. The subcontractor reserves the right to use such materials and items for research and academic purposes provided information deemed confidential by ODM is treated as such.

Requirements for Advance Approval

Prior to out-of-state travel of conference attendance by the subcontractor and/or its MEDTAPP subcontractors, the subcontractor will consult with ODM concerning the nature of, and cost of, each out-of-state travel plan and conference registration for an amount exceeding $1,000. The subcontractor must provide in detail how the travel is critical to the project purpose.

Data Use and Management
  a. The subcontractor will become familiar with and fully implement all requirements of HIPAA.
  b. The subcontractor will be in compliance with Federal, HIPAA and State confidentiality law, for data use, and management including but not limited to access, storage, and transmission, shall be role-based, specific to this agreement.
  c. The subcontractor shall enter separately into a Business Associate Agreement (BAA) with OSU-GRC to receive data funded/authorized under this agreement, in accordance with the Business Associate Agreement between ODM and OSU-GRC.
  d. The subcontractor shall enter separately into a Data Use Agreement (DUA) with OSU-GRC to receive data funded/authorized under this agreement, in accordance with the Data Use Agreement between ODM and OSU-GRC.
  e. The subcontractor shall not use any information, systems, or records made available for any purpose other than to fulfill the obligations specified herein.
  f. The subcontractor's possession of information provided may be considered confidential or proprietary under the laws of the State of Ohio or under federal law, and that contractor agrees to promptly notify OSU and ODM of the receipt of any public records requests for information related to this Agreement in order to seek to have any confidential or proprietary information withheld from the document prior to its release.
  g. All data provided to the subcontractor may only be used for the specific associated agreement and for no other use in projects not associated with the agreement, and that any contractor's data release, sharing, or transfer beyond its initial approved scope and specifications will be considered as unauthorized.

Information Technology Policy

The subcontractor shall submit an Information Technology (IT) Policy to ensure all equipment or supplies purchased with MEDTAPP funds are being used in accordance with HIPAA privacy and security rules. This policy must include letters from the: (1) Project principal investigator (PI) that outlines a detailed plan of how HIPAA compliance and/or data security is being implemented; and (2) Institution's designated personnel (e.g. HIPAA compliance officer, privacy/security officer, etc.) who has the authority to confirm and assume responsibility for certifying that the project's proposed activities are in compliance.

Presentation, Publications and Dissemination

The subcontractor shall obtain GRC and ODM prior approval for release of any results including preliminary and/or final results related to funded projects or funded data under this Agreement. GRC and ODM will review, approve or reject publications, presentations or disseminations resulting from activities of this Agreement.

GRC and ODM will review and comment within 30 days upon submission of a draft to ODM of peer-reviewed academic journal articles. Notwithstanding the proceeding, if the parties disagree concerning whether certain information should be deleted or modified, the parties agree to meet for the purpose of making good faith efforts to discuss and resolve any issues or disagreements. Time Sensitivity – Any data or publication release may be pending or delayed due to ODM policy/program change.

The subcontractor shall obtain GRC and ODM prior review and permission to release any products resulting from activities, funded data or projects under this Agreement.

When issuing press releases, requests for proposals, bid solicitations, and other documents or statements describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to State and local governments shall clearly state:
1. The percentage of total costs of the program or project which will be financed with Federal money;
2. The dollar amount of Federal funds for the program or project; and
3. The percentage and dollar amount of the total costs or the program or project that will be financed by nongovernment sources.

Interviews, Demonstrations, and Presentations

The proposal evaluation committee may require some applicants to interview with the committee, make a presentation about their proposal, and/or demonstrate their products or services. Such presentations, demonstrations, and interviews provide an applicant with an opportunity to clarify the proposal and 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.

Contract Award

OSU intends to award the contracts for the work no later than May 15, 2015 if OSU decides the work is in its best interests and has not changed the award date. OSU expects the Contractor to have its key and support staff available to "start work" within five business days after OSU issues a purchase order under the Contract.

OSU reserves the right to modify, by scope-of-work reduction or elimination, any elements of the work covered by this RFP and its OSU amendments, for any reason.

Contract

If this RFP results in a Contract award, the Contract will consist of this RFP, written amendments to this RFP, the Subcontractor's Proposal, written authorized amendments to the Contractor's Proposal, OSU Terms and conditions, and the agreement between OSU and the project's prime funding sponsor (ODM). It will also include any materials incorporated by reference in the above documents and any purchase orders and change orders issued under the Contract. If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:
1. Prime Sponsor Agreement;
2. OSU Terms and Conditions;
3. This RFP, as amended by OSU;
4. The documents and materials incorporated by reference in the RFP or OSU amendments;
5. The Subcontractor's Proposal, as amended by the Subcontractor; and
6. The documents and materials incorporated by reference in the Subcontractor's Proposal.

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

11. Contacts and Additional Information

Contacts

Potential applicants may request additional information about the MEDTAPP HCA Initiative by contacting:

Kyrsten Chambers
Healthcare Policy and Strategy Specialist
Phone: (614) 366-0539
Project Team Email: MEDTAPPHCA@osumc.edu

Applicant Questions
Questions regarding the RFP process must be submitted in writing to MEDTAPPHCA@osumc.edu. Answers to all questions received will be posted online at (http://grc.osu.edu/faqs/). Applicants should check periodically for updates.

Questions received after February 27, 2015 at 12:00 PM EST will not receive responses.

Appendix A

MEDTAPP Project Progress Report

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

Appendix B

Work Plan Template											
Program Overall Goals: As outlined in this RFP, the selected subcontractor will be responsible for evaluating the MEDTAPP HCA Initiative's current and projected future impact on Ohio's healthcare professionals that are trained and committed to serve the Medicaid population.											
Task or Deliverable	**Lead Person(s)**	**Timeline (Start and End Date by Quarter)**									
		Project Start – June 2015				**July 2015 – June 2016**					
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		

Appendix C

PAST PROJECT PERFORMANCE

REFERENCE/CONTACT

Applicant's Name:

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

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

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

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