

Response to Applicant Questions

UPDATE(S) TO PREVIOUS VERSION:

- **Question 9 has been added to the General Questions, reflecting the extension of the proposal deadline one week from March 3, 2023 to March 10, 2023.**

General Questions

- 1. Can applicants assume that in-person meetings can be held at venues that will be available at no cost to the applicant (e.g., local health departments, AOHC or ODH space)?**
 - a. Answer: Yes, a no-cost space will be available for each meeting listed in the RFP. If they prefer, contractors may choose to utilize a different location at the expense of the contractor.
- 2. Can applicants assume that the final report will be fewer than 50 pages, not including attachments and appendices?**
 - a. Answer: While there is no page limit, the final report should clearly and concisely distill salient findings into a format that can be effectively shared and reviewed to support and advance public health in Ohio.
- 3. Can you confirm that a cost-reimbursement budget with hourly rates for consultant time is allowed as long as the overall project costs are within \$250,000?**
 - a. Answer: Yes, that is allowable.
- 4. When is the anticipated project start date?**
 - a. Answer: The project will start after the vendor is selected and a contract is executed. It is anticipated the project will be underway no later than the 2nd quarter of this year.
- 5. Will the funder conduct the marketing and recruitment of participants for the listed meetings, or does the contractor need to perform these tasks?**
 - a. Answer: The contractor will need to develop meeting materials (appointments, meeting links, meeting announcements, agendas, etc.) and send them to the provided contact list. The funder will amplify the contractor's efforts to maximize participation.
- 6. Is the funding for this project from federal sources?**
 - a. Answer: Funding is being provided from a variety of sources.
- 7. Is membership of the QI Committee set? What is the membership?**
 - a. Answer: The QI Committee has already been established; it comprises senior officials at ODH and LHDs across the state.

- 8. Are there guidelines, requirements, and/or concerns relating to publishing findings emerging from the work done in response to this submission? While it is clear that the final report must be written and finalized first (with “approval from the AOHC Board and ODH leadership”), we are interested in knowing whether or not the contractor would be permitted to use data collected through this project to publish findings that may be of interest in other venues.**
- a. Answer: All data and information produced through this project will be owned by AOHC. Any other uses of the data must be approved, in writing, by the AOHC Board, in consultation with ODH.
- 9. When are proposals due?**
- a. The proposal deadline has been extended one week from March 3, 2023 at 5:00 p.m. to March 10, 2023 at 5:00 p.m. The contractor-selection process has also been extended a week to accommodate the new timeline. Please review the updated RFP for all relevant information.

Deliverable Questions

- 1. Which meetings can be held remotely?**
- a. Answer: Below are the meeting designations by deliverable; the contractor may choose to conduct remote meetings hybrid or in person.
 - i. Deliverable 1:
 - 1. Listening session for topics: Remote
 - ii. Deliverable 2: N/A
 - iii. Deliverable 3:
 - 1. Pre-work presentation to QI Committee: Remote
 - iv. Deliverable 4:
 - 1. Conduct listening sessions to review identified topics: Hybrid, in each district
 - a. Districts may choose to hold their 2nd and 3rd listening sessions fully remotely, reducing the total number hybrid meetings;
 - b. The contractor may choose to make additional, remote sessions available to maximize participation;
 - 2. Follow-up sessions (if needed): Contractor may choose mode of delivery
 - v. Deliverable 5: N/A
 - vi. Deliverable 6:
 - 1. Conduct key-informant interviews: Remote
 - vii. Deliverable 7:
 - 1. Preview draft findings with AOHC membership and ODH: Remote

- viii. Deliverable 8:
 - 1. Present draft findings to the QI Committee: In person in the Columbus area
 - ix. Deliverable 9:
 - 1. Present draft findings to the AOHC Board and ODH for review and approval: In person, in the Columbus area
 - x. Deliverable 10:
 - 1. Series of reviews: hybrid in each district, unless the district requests remote only
 - 2. Review with the QI Committee: In person, in the Columbus area
 - 3. Review with the AOHC Board and ODH leadership: In person, in the Columbus area
- 2. In Deliverable 1, will AOHC provide a list of contacts and/or introductions to appropriate LDH and ODH personnel?**
- a. Answer: The funder will provide a list of contacts for this project, including core contacts for meetings.
- 3. How many listening sessions should be planned in the case of Deliverable 1?**
- a. Answer: At least one listening session, but the contractor could choose to conduct more.
- 4. Do the participants included in Deliverable 1 listening sessions (LDH and ODH staff) differ from participants in the Deliverable 4 listening sessions?**
- a. Answer: We anticipate that many of the participants will be the same. However, additional participants from within health departments or in partner agencies may join the listening sessions for Deliverable 4.
- 5. For the initial “listening session(s) to gather topics for review” under Deliverable 1, will AOHC, ODH, and/or the QI Committee identify ODH and LHD personnel for the contractor to consult, or will the contractor(s) be expected to identify ODH and LHD officials to be consulted and reach out to them on their own?**
- a. Answer: The funder will provide a contact list and support amplifying the scheduled listening session(s).
- 6. For Deliverable 2, will ODH/AOHC provide “submitted local AARs” and/or “CRI COVID 19 Response Lessons Learned Workbooks” for contractor review and use, or should the contractor plan to track them down and gain access to them?**
- a. Answer: The funder will gather local AARs and workbooks and provide them for review.
- 7. Under Deliverable 2, which is described as “pre-work”, Facilitated Discussion deliverable submissions are mentioned as a part of the task of reviewing**

“existing response documentation”. Will these Facilitated Discussion deliverable submissions be provided by ODH and/or AOHC?

- a. Answer: Yes, the funder will provide them.

8. In Deliverable 2, a review of existing response documentation is mentioned. Will the materials be provided to the organization or is the organization responsible for locating these?

- a. Answer: The funder will provide some documentation for review (as described in the answers to questions 14 and 15 in this “Deliverable Questions” section), and the QI Committee can also consult on local or Ohio sources of information. However, the contractor will be expected to identify and review publicly accessible sources, like media, government websites, or industry information as well.

9. What is included in the response timeline for Deliverable 2?

- a. Answer: The response timeline should include all significant events for Ohio and the nation in the COVID response, beginning in January 2020 through the current date at the time of development. Anticipated timeline entries include but are not limited to the following:
 - i. Public health orders
 - 1. Initial closings
 - 2. Reopening, rescinding orders
 - ii. Releases or key changes in guidance
 - iii. Disease milestones, e.g., first case, first death, milestones with deaths/hospitalizations, etc.
 - iv. Significant events:
 - 1. Canceling the Arnold, for example
 - 2. Vaccine receipt; change in eligibility by week
 - v. Court cases
 - vi. Events of national significance
 - 1. Shut down of Janssen
 - 2. Close/open travel to countries
 - vii. Significant legislative action
 - viii. Hospital situation/impacts (waves)
 - ix. Systems built and launch timeframes

10. How many people do you anticipate participating in each listening session in deliverable 4?

- a. Answer: Participation will vary by district. We estimate up to five (5) individuals per participating LHD. Total participants could be more or fewer than this estimate.

11. In terms of the listening sessions in deliverable 4, should the offerings in terms of key audiences and topics be the same across each of the 5 districts?

- a. Answer: Yes, the covered topics will be the same in each district.

12. In Deliverable 5, could the survey also be shared with personnel who were unable to attend listening sessions?

- a. Answer: Yes, it may.

13. For Deliverable 5, what are some examples of “relevant response personnel”?

- a. Answer: Relevant response personnel include any individuals who supported the public health response to COVID. Personnel outside of public health agencies may be included at the discretion of the QI Committee.

14. How many interviews are expected in Deliverable 6? Is this left up to the discretion of the contractor?

- a. Answer: The contractor will consult with the QI Committee to determine the total number of interviews needed to obtain regionally representative information on topics identified by the contractor for further definition.

15. We would like to provide visuals for some of the deliverables. While we can write these visuals out in narrative form, showing them would be easier for the committee to understand and allow us to keep our narrative shorter. Is an Appendix (of visuals or other information) allowable under the structure of the Project Plan submission?

- a. Answer: The purpose of the work plan is to help the QI Committee understand your approach to the deliverables. Though not expected, if including supplementary material would support that goal, you may do so. Please clearly connect any supplemental material to the applicable deliverable work plan, so it can be properly considered during review.