

SUBRECIPIENT REQUEST FOR PROPOSAL (RFP)

The Ohio Department of Health (ODH) is soliciting proposals for professional services.

1. PROJECT INFORMATION:

- 1.1. Project Title: Newborn Screening (NBS) Strengthening Connections with Families
- 1.2. Solicitation Posting Date: Friday, January 31, 2025.
- 1.3. Inquiry Start Date: Friday, January 31, 2025.
- 1.4. Inquiry End Date: Thursday, February 20, 2025, by 3 p.m. All questions must be submitted via email to Procurement@odh.ohio.gov and include "DOH54467 Inquiry" in the subject line. Questions received after this date will not receive a response.
- 1.5. Solicitation End Date: Thursday, February 27, 2025, by 3 p.m. All required application components must be received by **February 27, 2025, at 3 p.m.** Applications should be submitted and emailed to Procurement@odh.ohio.gov and include "DOH54467 Proposals" in the subject line. Each application component (Technical and Cost Proposals) must be clearly labeled.
- 1.6. Project Background: Activity is required under HRSA Propel 6 H4NMC49267-01-02 Focus Area 2. Newborn screening is crucial for saving lives and enhancing the health of infants, and it is mandated by Ohio law for all babies born in the state. It is through newborn screening; infants are identified for risk of medical conditions that may impact their daily lives. Families play an essential role as equal partners in the newborn screening system. The Health Resources and Services Administration outlines a [Blueprint for Change](#), which serves as a national framework for providing a comprehensive system of services that outlines the importance of equal involvement and empowerment of parents and families. This project seeks to empower and compensate families for their involvement in enhancing the newborn screening system by participating in regional workgroups focused on improving outreach, education, and support for families of infants who have screened positive for newborn screening disorders at birth.
- 1.7. Project Objective: Families have expressed concerns regarding the adequacy of the existing service system. According to the National Survey of Children's Health, 85% of these children and youth do not receive services through an effective system, less than half have access to a medical home that sufficiently addresses their needs, and nearly all encounter significant challenges



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during the transition to adult care systems. Our objective is to ensure that every family receives the essential support for their child, enabling them to play, attend school, and develop into healthy adults by building capacity to enhance family engagement by empowering families to actively participate at all levels of the newborn screening system. This involvement includes providing parental perspectives in regional work groups, collaborating with ODH NBS programs, and offering reimbursement to parents who assist in completing deliverables.

1.8. Project Budget: \$624,000.00 Not Exceed (Including Renewal Terms).

1.9. Project Award: Six (6) Awards.

- One award of \$26,000.00 per region. The NBS Strengthening Connections with Family Regions are identified in six different regions throughout the state of Ohio.
 - Region I Counties: Adams, Brown, Butler, Clermont, Clinton, Hamilton, Highland, and Warren.
 - Region II Counties: Allen, Auglaize, Champaign, Clark, Darke, Greene, Hancock, Hardin, Logan, Mercer, Miami, Montgomery, Paulding, Preble, Putnam, Shelby, and Van Wert.
 - Region III Counties: Defiance, Erie, Fulton, Henry, Huron, Lucas, Ottawa, Sandusky, Seneca, Williams, and Wood.
 - Region IV Counties: Athens, Belmont, Coshocton, Delaware, Fairfield, Fayette, Franklin, Gallia, Guernsey, Harrison, Hocking, Jackson, Jefferson, Knox, Lawrence, Licking, Madison, Marion, Meigs, Monroe, Morgan, Morrow, Muskingum, Noble, Perry, Pickaway, Pike, Ross, Scioto, Union, Vinton, Washington, and Wyandot.
 - Region V Counties: Cuyahoga, Geauga, Lake, Lorain, and Medina.
 - Region VI Counties: Ashland, Ashtabula, Carroll, Columbiana, Crawford, Holmes, Portage, Mahoning, Richland, Stark, Summit, Trumbull, Tuscarawas, and Wayne.

1.10. Project Period: 4/1/2025 – 6/30/2025 with three (3) additional Renewal Terms may not exceed after 6/30/2028.

ODH reserves the right to execute multiple agreements with awarded provider to fulfill the entire project period, subject to and contingent on the discretionary decision of the Ohio



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General Assembly to appropriate funds (if needed) for the biennium, satisfactory performance of the awarded providers and the needs of the Ohio Department of Health.

- 1.11. Agreement Term: Initial contract agreement period of two (2) months, with three (3) optional renewal periods, each lasting twelve (12) months.
- 1.12. Renewal Terms: 36-months optional renewal periods structured as three (3) consecutive 12-month renewal options listed below:
 - Renewal Optional Year 1: 7/1/2025 -6/30/2026.
 - Renewal Optional Year 2: 7/1/2026 – 6/30/2027.
 - Renewal Optional Year 3: 7/1/2027 – 6/30/2028.

At the sole option of ODH, ODH may extend this Contract past the initial Agreement Term for a period of ninety (90) days. Renewal terms may be exercised by mutual agreement between the Subrecipient and ODH. The cumulative time of all mutual renewals may not exceed three (3) additional years and are subject to and are contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this project in each new biennium. If any renewal is exercised, a new contract will be issued at the beginning of the new biennium. ODH may evaluate whether a renewal is appropriate considering the satisfactory performance of the Subrecipient and the future and continuing needs of ODH's Programs.

2. PROJECT REQUIREMENTS:

- 2.1. Candidate Expertise Requirement: Offeror(s) must have the following requirements in order to be considered:
 - Offeror(s) must have at least five years of experience working with individuals and families with special health care needs.
 - Offeror(s) must have at least two years of experience convening workgroups to complete projects and working with diverse populations.
- 2.2. Notice of Award Requirements: Eligible organizations may include State, Local and Indian Tribal Governments, institutions of higher education, non-profit organizations (including faith-based, community-based, and tribal organizations), and hospitals. Specific eligibility requirements are found in the program specific Solicitation.

3. SCOPE OF WORK AND DELIVERABLES:

3.1. Scope of Work:

SCOPE OF WORK (SOW)	
3.1.1	<p>Offer(s) must recruit at least 5 parents to participate in the regional newborn screening work group.</p> <ul style="list-style-type: none"> Membership should represent families whose children have screened positive for endocrine, genetic, metabolic, sickle cell disease, hearing, and/or critical congenital heart disorders. Submit recruitment materials for review/approval and document recruitment efforts in quarterly reports.
3.1.2	<p>Offerors must plan and execute family orientation training with assistance from ODH newborn screening staff using the training framework provided.</p> <ul style="list-style-type: none"> The training is estimated to be at least 4 hours. Provide stipend per adult who attends orientation and maintain any necessary fiduciary paperwork. Adults must attend the entire training to receive the stipend. <p>Training dates, times, and attendance requirements must be included in recruitment, so adults are aware in advance. Submit attendance list and documentation that adults were paid for attendance.</p>
3.1.3	<p>Offeror(s) must develop and submit an initial Family Evaluation Report.</p> <ul style="list-style-type: none"> Evaluation report must include assessment of current knowledge of newborn screening, skill, ability, and self-efficacy to serve as leaders through entrance survey.
3.1.4	<p>Offeror(s) must develop and submit a three-year regional work group work plan.</p> <ul style="list-style-type: none"> The work plan must include quarterly goals, activities, and evaluation methods. The work plan must be developed in collaboration with work group members who represent families whose children have screened positive for endocrine, genetic, metabolic, sickle cell disease, hearing, and/or critical congenital heart disorders.
3.1.5	<p>Offeror(s) must manage administration of newborn screening workgroups including responding to emails.</p> <ul style="list-style-type: none"> Sending and updating materials as needed. Maintaining active membership lists. Submit quarterly report including membership updates to ODH on prescribed form.
3.1.6	<p>Offeror(s) must attend administrative update meetings with ODH newborn screening programs monthly.</p>



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	<ul style="list-style-type: none"> Provide agenda and action items for monthly meetings with ODH newborn screening staff.
3.1.7	<p>Offeror(s) must facilitate quarterly regional virtual family sessions, including setting up the web-based meeting.</p> <ul style="list-style-type: none"> Sending appointment reminders. Session evaluations and assisting ODH with the agenda. Provide a stipend per family for each 1-hour working session and maintain necessary fiduciary paperwork. Submit attendance list and documentation that adults were paid for monthly working meetings.
3.1.8	<p>Offeror(s) must develop and submit a final Family Evaluation Report.</p> <ul style="list-style-type: none"> Evaluation report must include assessment of knowledge change of newborn screening, change of skill level, change of ability and self-efficacy to serve as leaders through the exit survey.

3.2. Deliverables and Due Dates:

DELIVERABLES		DUE DATE
3.2.1	Offers must recruit at least five parents to participate in the regional newborn screening work group. Membership should represent families whose children have screened positive for endocrine, genetic, metabolic, sickle cell disease, hearing, and/or critical congenital heart disorders. Submit recruitment materials for review/approval and document recruitment efforts in quarterly reports.	6/30/2025
3.2.2	Offerors must plan and execute family orientation training with assistance from ODH newborn screening staff using the training framework.	6/30/2025
3.2.3	Offerors(s) must develop and submit an initial Family Evaluation Report.	6/30/2025
3.2.4	Offeror(s) must develop and submit a three-year Regional Work Group Workplan outlined in the scope of work.	12/31/2025
3.2.5	Offeror(s) must manage administration of newborn screening workgroups outlined in the scope of work.	Due quarterly in Years 1-3 throughout the agreement period.
3.2.6	Offerors must attend monthly administrative update meetings with ODH newborn screening programs and are required to provide an agenda for each meeting.	Due monthly in Years 1-3 throughout the agreement period.



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3.2.7	Offeror(s) must facilitate quarterly regional virtual family sessions, including setting up the web-based meeting, sending appointment reminders, session evaluations, and assisting ODH with the agenda.	Due quarterly in Years 1-3 throughout the agreement period.
3.2.8	Offerors(s) must develop and submit a final Family Evaluation Report.	6/30/2028

4. TECHNICAL EVALUATION CRITERION:

SUBRECIPIENT PROFILE		WEIGHT
4.1	Offeror(s) describes competence in convening workgroups to complete projects and working with diverse populations.	10
4.2	Offeror(s) describes competence in working with individuals and families with special health care needs.	10

STAFFING PLAN (PERSONNEL PROFILE)		WEIGHT
4.3	Offeror(s) describes staffing capacity to complete required activities.	3

WORK PLAN		WEIGHT
4.1	Offeror(s) describes a process where they will recruit membership for five family members of children who were diagnosed as a result of newborn screening to participate in work group.	25
4.2	Offeror(s) describes how they will plan to execute ODH-approved family orientation training with assistance from ODH newborn screening staff.	25
4.3	Offeror(s) describes a process where they will develop the initial Family Evaluation Report.	15
4.4	Offeror(s) describes a plan to develop and submit a three-year regional work group workplan that includes quarterly goals, activities, and evaluation methods.	15
4.5	Offeror(s) describes how they will manage administration of newborn screening family workgroups.	5



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4.6	Offeror(s) describes how they plan to meet monthly with ODH newborn screening programs.	3
4.7	Offeror(s) describes how they plan to facilitate quarterly regional virtual family work group and reimburse family members for participation.	2
4.8	Offeror(s) describes a process where they will develop the final Family Evaluation Report.	10
TOTAL		100

5. PROPOSAL SCORING

CRITERIA	MAXIMUM ALLOWABLE POINTS
Technical Proposal	500
Cost Proposal	200
Embedded MBE Set -Aside	50
Total	750