

Special Olympics



Request for Proposal

Rosemary Collaboratory - USA: Leveraging Research and Advocacy to Make Health Systems More Inclusive of People with Intellectual Disabilities

Issue Date: August 14, 2023

Optional Q&A webinar: September 13, 2023 ([link to registration](#))

Response Due Date: October 29, 2023

Special Olympics

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Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities



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STATEMENT OF PURPOSE

Through this Request for Proposal (RFP), Special Olympics Inc. (SOI) will identify consultants to assess a health system¹ in their state using a framework and tool that will be provided by SOI and develop an advocacy plan for achieving a change in a health system² in their state that stands to improve health access or outcomes for people with intellectual disabilities (ID).

This is the first phase of a larger project for which Special Olympics hopes to engage these consultants on an ongoing basis to:

- gather complementary data to the assessment that is useful for advocacy and
- implement the advocacy plan.

BACKGROUND INFORMATION

Special Olympics Health

Special Olympics Inc. (SOI) is an international NGO serving over 3 million people with ID in over 200 countries and jurisdictions. While best known for sports opportunities, SOI offers a vast array of health interventions and collects and maintains the largest database on the health of people with ID in the world.

Special Olympics Health, made possible by the Golisano Foundation, and in the United States in collaboration with the U.S. Centers for Disease Control and Prevention, is creating a world where people with ID have every opportunity to be healthy. SOI's Health strategy is directed towards health equity and reducing disparities for the 3+ million Special Olympics athletes and the estimated 1-3% of the global population living with ID through four strategic pillars:

- (1) Prevention, including our Young Athletes early childhood intervention program for children less than 8 years old, as well as our lifespan fitness programs and health promotion activities,
- (2) Assessment directed at early detection of the most common and deadly conditions for people with ID and making connections to care,
- (3) Training of the health care workforce using evidence-based active learning that employs virtual and hands-on interactions, and
- (4) Promoting health systems strengthening through awareness-building of this population's health-related vulnerabilities and promoting strong advocacy and outreach.

Rosemary Collaboratory is a new initiative under the SOI's fourth strategic pillar of health systems strengthening. It aims to accelerate country/local-level research, policy, and practice for ID-inclusive health through connections to and support from a global network and social movement. The key outputs for the Rosemary Collaboratory are:

- (a) a global report on the health of people with intellectual disabilities, aimed to increase awareness and catalyze action for ID-inclusive health systems reforms, and
- (b) health systems reforms that stand to improve health access or outcomes for people with intellectual disabilities in states or countries where the Rosemary Collaboratory is active.

¹ Where there is more than one health system operating within a state, the specific health system targeted with the advocacy must stand to improve health access or outcomes for a significant number of people with intellectual disabilities—i.e., targeting a small private hospital system is unlikely to be considered adequate.

² See note 1.



SCOPE OF WORK AND PERFORMANCE TIMELINE

SOI will build the Rosemary Collaboratory in several phases. **Only Phase 1 (described below) will be awarded at this time.** However, SOI hopes to award the work of subsequent phases to consultants selected for Phase 1, contingent on factors such as available funding, specificity of state context, and strength of Phase 1 deliverables.

Phase 1 – January – June 2024

Phase 1 is the planning phase of Rosemary Collaboratory. The first health system assessments will provide a baseline against which to assess progress across subsequent years of the project. Consultants will also assess the advocacy environment and formulate plans that inform the next phase of the project.

Specific responsibilities and deliverables under the Phase 1 contract include:

Deliverable 1: Completed intellectual disability health system inclusion assessment (consisting of set of indicators under development by the Missing Billion Initiative, based on their existing [health system assessment](#)) (due June 30, 2024)

- Includes participation in a virtual workshop regarding the assessment framework and tool (January 2024)
- Assessment must be completed in coordination with the local Special Olympics chapter and with the meaningful participation of individual(s) with intellectual disabilities

Deliverable 2: Report identifying opportunities for systems change, including findings from Deliverable 1, and mapping of stakeholders as they link to the relevant policy processes (due June 30, 2024)

- Analysis must:
 - o Identify and summarize existing policy processes aimed at addressing system gaps identified in Deliverable 1 assessment
 - o Recommend and justify the top three opportunities for systems change by October 2026

Deliverable 3: Advocacy plan and proposal for achieving a change in a health system in your state that stands to improve health access or outcomes for people with intellectual disabilities (due June 30, 2024)

- Includes active participation in a virtual capacity-building workshop (April/May 2024)
- Includes development of detailed budget for implementing the advocacy plan in the remainder of 2024 and in 2025 and 2026 (for consideration for Phase 2 funding)

Deliverable 4: Biweekly (semi-monthly) Zoom progress reports on the project's status (January – July 2024)

SOI shall have up to 15 working days from receipt of Deliverables 1, 2, and 3 for quality review. Based upon such quality review, SOI may require consultants to modify and re-submit deliverables.



ANTICIPATED FUTURE PROJECT PHASES AND SCOPES OF WORK

Rosemary Collaboratory is a planned three-year project. Phase 2 will include collection of additional data for the Global Report, implementation of the advocacy plan, and monitoring and evaluation of advocacy efforts, with specific deliverables and milestones to be defined collaboratively between SOI and each consultant.

NUMBER OF CONTRACTS AND AVAILABLE FUNDING

Through this RFP, SOI expects to award contracts that lead to the deliverables listed above in approximately 3 states.

Consultants may submit a proposal for one state or multiple proposals (for different states). Multi-state proposals will also be considered, but the budget must be clear as to costs per deliverable per state to make comparison across consultant proposals possible.

The total amount of funding available for Phase 1 is \$180,000. Individual contracts are not expected to exceed a value of \$60,000.

TERMS OF CONTRACT

Contract terms and conditions will be negotiated upon selection of the winning bidders for this RFP. This may include the amount to be allocated to each deliverable, with payment of such amount to be made upon the satisfactory completion of said deliverable. Therefore, bidders must break their budget submission down by deliverable. All contractual terms and conditions will be subject to review by Special Olympics legal and finance departments and will include scope, budget, schedule, and other necessary items pertaining to the project.

Special Olympics is not obligated to any course of action as the result of this RFP. Issuance of this RFP does not constitute a commitment by Special Olympics to award any contract. Special Olympics is not responsible for any costs incurred by any vendor or their partners in the RFP response preparation or presentation. Information submitted in response to this RFP will become the property of Special Olympics. All responses will be kept private from other vendors. Special Olympics reserves the right to modify this RFP at any time and reserves the right to reject any responses to this RFP, in whole or in part, at any time.



PROPOSAL REQUIREMENTS

Preferred Consultant Qualifications and/or Experience

SOI expects that most successful consultants will have a cross-disciplinary team or consortium approach to responding to this RFP, with the following qualifications and/or experience represented across the members of the team:

- Proven track record of collaboration with relevant governmental health stakeholders, with favorable consideration given to technical assistance/advisory roles,
- Advanced university degree in Public Health, Health Policy and Management, Law, or related field,
- At least 5 years' experience conducting health advocacy,
- Experience conducting research with government assent or cooperation, community-based participatory research and/or advocacy for issues affecting marginalized populations; specific experience advocating for people with disabilities preferred,
- Ability to communicate effectively in English with a diverse range of stakeholders.

SOI may consider proposals for projects in all states. Proposals from consultants based in and/or looking to implement the project in the below-listed states are specifically requested.

Alaska

Arizona

Arkansas

Connecticut

Louisiana

Minnesota

New York

Pennsylvania

Washington

Wisconsin

Consultants interested in conducting projects in states *not* listed are strongly encouraged to contact inclusivehealth@specialolympics.org prior to preparing a proposal.

Consultant responses compliant with instructions below will be read and evaluated by the selection/implementation team. Consultant responses will be evaluated based on criteria including, but not limited to, the following:

1. Ability to meet the project needs and timelines of Special Olympics
2. Methodology for implementation and ongoing support
3. Cost and fees allocated to each deliverable



INSTRUCTIONS

Questions and Key Dates

Specific questions concerning this RFP may be emailed to: inclusivehealth@specialolympics.org.

Below is a summary of key dates for this RFP and project. All dates are subject to change.

RFP Released	August 14, 2023
Informational Webinar (optional)	September 12, 2023, choose between 3am and 1pm EDT (link to register)
Phase 1 Proposal Due	October 29, 2023, 11:59pm EDT
Phase 1 Proposal Evaluation – Technical and Finance	October 30 – November 15, 2023
Notification of Selected Consultant(s)	November 17, 2023
Contract Initiation and Implementation Start	January 1, 2024
Virtual Workshop – Assessment Framework	January 2024
Virtual Workshop – Advocacy Capacity-Building	April/May 2024
Phase 1 Deliverables Due	June 30, 2024
Review of Phase 1 Deliverables and Phase 2 Continuation Discussions and Decisions	July 1 –August 2, 2024
Phase 2 Implementation Start	September 2, 2024

Proposals

Proposals shall be submitted in PDF format and sent using electronic mail. Proposals should be submitted:

- by 11:59pm EDT on October 29, 2023
- with "**RFP: Rosemary Collaboratory – [insert your state name here]**" in the subject line
- in two attachments: the programmatic/technical proposal and the cost estimate/financials
- to inclusivehealth@specialolympics.org, with CC to spattanaik@specialolympics.org and acruz@specialolympics.org

Receipt will be acknowledged via email.

Consultants should organize their proposals as defined below to ensure consistency and to facilitate the evaluation of all responses. All the sections listed below must be included in the proposal, in the order presented, with the Section Number listed. The responses shall be submitted in the following format:

- Section 1 – Executive Summary
- Section 2 – Consultant Profile
- Section 3 – Specifications
- Section 4 – Implementation Plan
- Section 5 – Work Samples and References
- Section 6 – Cost Estimate



Section 1: Executive Summary (provide concise summary of proposed approach)

Section 2: Consultant Profile

Using the template below, please provide the requested information.

General	
Name	Click here to enter text.
Address (Headquarters)	Click here to enter text.
Address Continued	Click here to enter text.
Main Telephone Number	Click here to enter text.
Website	Click here to enter text.
Publicly Traded or Privately Held	Click here to enter text.
Parent Company (if applicable)	
Name	Click here to enter text.
Address	Click here to enter text.
Address Continued	Click here to enter text.
Telephone Number	Click here to enter text.
Main Contact	
Name	Click here to enter text.
Title	Click here to enter text.
Address	Click here to enter text.
Address Continued	Click here to enter text.
Telephone Number	Click here to enter text.
Fax Number	Click here to enter text.
Email Address	Click here to enter text.
Additional Information	
Has your company acquired, been acquired, merged with other organizations, or had any "change in control" events within the last five (5) years? (If yes, please provide details.)	Click here to enter text.
Is your company planning to acquire, be acquired, merge with other organizations, or have any "change in control" events within the next five (5) years? (If yes, please provide details.)	Click here to enter text.
Please provide information on any outstanding lawsuits or judgments within the last five (5) years. Please indicate any cases that you cannot respond to as they were settled with a non-disclosure clause.	Click here to enter text.



Describe your organization and its capabilities, highlighting any prior involvement with local, state, and territorial health agencies.

Click here to enter text.

Detail your subject matter expertise as it would apply to the matters described in the scope of work section of this document.

Click here to enter text.

Clearly indicate any current or past contracts your organization has held to related projects (similar scope or subject matter).

Click here to enter text.

Section 3: Specifications

Describe, in detail, the data sources, methodology, tools and/or techniques that would be utilized to implement the outlined project (particularly Deliverables 1 and 2). Please note any anticipated barriers to completion of the health system assessment in your state.

Section 4: Project Team and Implementation Plan

Describe the proposed staff assigned to this project, their background, and their periods of proposed work on this project, and attach their CVs. Where possible, please indicate anticipated availability or limitations on availability for projected future phases of the project.

Provide a high-level implementation plan with timeline based on the deadlines included for each deliverable.

Section 5: Work Samples and References

Provide examples of products created by consultant/team/consortium that are relevant to the scope of work, such as research plans involving government data sources and resulting research products, advocacy plans and/or descriptions of implemented advocacy initiatives and results, and a reference list of relevant clients/projects. Please specify and describe any you may have experience obtaining access to data held by the government that is not available to the general public.

Section 6: Costs

Provide detailed costs of total costs you will be charging for meeting the required deliverables outlined above in this RFP in **Phase 1**. This budget should be presented:

- (a) with an allocation to each deliverable, as payment will be made upon the satisfactory completion of each deliverable and
- (b) with a date through which the provided pricing is valid.

The budget should be submitted in a separate document from the technical/programmatic proposal, as a PDF or Word document, via email to inclusivehealth@specialolympics.org with CC to spattanaik@specialolympics.org and acruz@specialolympics.org.

Section 7: Sources of Funding and Compliance Requirements

For those in the United States only. Please note that this assignment will be fully funded by the USA Federal Agency Center for Disease Prevention and Control (CDC) under the Department of Health and Human Services (DHHS). Therefore, you will need to comply with all applicable federal laws and regulations



including OMB 2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule. <http://www.ecfr.gov/>.

SOI CONTACT INFORMATION

Questions

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