

**Special Olympics**



## Request for Proposal

### **Rosemary Collaboratory:**

Leveraging Research and Advocacy to Make  
Health Systems More Inclusive of People with  
Intellectual Disabilities

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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 system<sup>1</sup> in their country using a framework and tool that will be provided by SOI and develop an advocacy plan for achieving a change in a health system<sup>2</sup> in their country 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 countries where the Rosemary Collaboratory is active.

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<sup>1</sup> Where there is more than one health system operating within a country, 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.

<sup>2</sup> 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 country 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 country 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 10 countries (excluding the United States of America, which has a separate RFP).

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

The total amount of funding available for Phase 1 is US\$220,000. Individual contracts are not expected to exceed a value of US\$30,000 and differences in costs across localities will be considered in analyzing proposal costing.

### 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 countries. Proposals from consultants based in and/or looking to implement the project in the below-listed countries are specifically requested.

Antigua and Barbuda	Ireland	Papua New Guinea
Australia	Israel	Paraguay
Belize	Jamaica	Peru
Brazil	Japan	Rwanda
Canada (specific provinces – please inquire)	Jordan	Saudi Arabia
Chile	Kenya	Senegal
China	Kuwait	South Africa
Chinese Taipei	Lebanon	South Korea
Colombia	Malaysia	Tanzania
Dominican Republic	Malta	Thailand
Ecuador	Mauritania	Uganda
Egypt	Mexico	United Arab Emirates
El Salvador	Mongolia	United States (specific states – inquire for separate RFP)
Germany	Montenegro	
India	Morocco	VietNam
Indonesia	Nigeria	Zambia
	Pakistan	

**Consultants interested in conducting projects in countries *not* listed are strongly encouraged to contact [inclusivehealth@specialolympics.org](mailto: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](mailto: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 7am and 5pm UTC ( <a href="#">link to register</a> )
Phase 1 Proposal Due	October 29, 2023, 11:59pm UTC
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 UTC on October 29, 2023
- with "**RFP: Rosemary Collaboratory**" in the subject line
- in two attachments: the programmatic/technical proposal and the cost estimate/financials
- to [inclusivehealth@specialolympics.org](mailto:inclusivehealth@specialolympics.org), with CC to [spattanaik@specialolympics.org](mailto:spattanaik@specialolympics.org) and [acruz@specialolympics.org](mailto: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 country.

**Please state if it is common practice in your country to be required to obtain government permission to access government data sources and/or conduct research utilizing such sources.**

### 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. If it is common practice in your country to be required to obtain government permission to access government data sources and/or conduct research utilizing such sources, please ensure your timeline reflects the time to obtain such a letter.

### 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](mailto:inclusivehealth@specialolympics.org) with CC to [spattanaik@specialolympics.org](mailto:spattanaik@specialolympics.org) and [acruz@specialolympics.org](mailto:acruz@specialolympics.org).



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## SOI CONTACT INFORMATION

### *Questions*

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