

UPDATED SEPTEMBER 18, 2023

Question 1: What do I do if I missed the webinar?

Answer 1: First and foremost, if you tried to join on September 13, accept our apologies for misstating the webinar date on the first page of the Request for Proposals! The correct webinar date of September 12 was stated in the Zoom registration link and later in the Request for Proposals, but unfortunately didn't make it to the front page.

You can access the webinar recording at [this link](#). The password for accessing the recording is kK+Lks2Y and please note that it is often necessary to key in the password rather than copy and pasting it. The recording will also be linked [here](#) in the next few days.

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Question 2: Can I conduct this project in a location other than where I am physically based?

Answer 2: Yes. Your proposal should indicate how such an approach is expected to work for this specific project, as well as any track record of success with such an approach.

Question 3: What is the role and engagement of the local Special Olympics chapter in this project?

Answer 3: Special Olympics local chapters will primarily coordinate and support athletes to participate in all aspects of the project. They will also help organize activities and recruit athletes and family members to gather supplementary data that we may need for the global report (not within the deliverables of this RFP).

Question 4: What is the assessment framework and tool? Can it be locally adapted?

Answer 4: The assessment framework will be an intellectual disability-specific version of the Missing Billion Initiative's health systems framework. The tool will look similar to the indicators matrix available for download from the Missing Billion website. When it comes to local adaptation, the tool should be considered a floor, rather than a

ceiling; that is, data for all indicators in the framework must be gathered, but the local consultant may gather additional information deemed relevant.

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Question 5: What are allowable and unallowable costs under these contracts?

Answer 5: Contracts through this RFP will be paid out with successful completion and acceptance of each deliverable.

Local consultants in the United States 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/>. That is because this work 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).

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Question 6: Can I submit a multi-country proposal?

Answer 6: Yes. However, these proposals should include costing information by deliverable by country. We encourage consultants who submit multi-country proposals to clearly state any economies of scale that may exist. This will allow Special Olympics to compare single-country proposals against one another.

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Question 7: Is this a full-time role?

Answer 7: This is not an employment offer, but a contract. Special Olympics does not control the time or location of performance, so long as the deliverables are completed in accordance with the time schedule laid out in the Request for Proposals. Whether this is a full-time role depends on the conditions of individuals and organizations who submit proposals and how they decide to structure the project.

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Question 8: Can I be connected with the local Special Olympics chapter to ensure that the proposal is fit for purpose and takes into account if they have dense networks and connections? If we do not already have a relationship with our local SO chapter, is that a problem? Should we reach out to them as we consider an application?

Answer 8: Please contact inclusivehealth@specialolympics.org to request a connection with the local Special Olympics chapter rather than reaching out directly. Special Olympics, Inc. (SOI) cannot guarantee a connection with the local Special Olympics chapter will happen at this juncture.

The division of roles and responsibilities outlined in the Request for Proposals and webinar means that a connection with the local Special Olympics chapter is not

expected and should not be necessary for a consultant to assemble and submit a proposal that can be successful.

It is not a problem if the local consultant does not already have a relationship with the local Special Olympics chapter.

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Question 9: How is "health system" defined for the purpose of this project?

Answer 9: The default health system for this project should be the national health system. In devolved or decentralized health systems, this may not be the case, and the ongoing work by the Missing Billion Initiative includes generating guidance for applying the framework in devolved health systems.

Those undertaking this project in the United States should consider state-level health systems to be the unit of analysis. An important consideration is the extent to which the health system you are considering would stand to improve the health of people with intellectual disabilities in that state. Depending on the distribution of responsibilities within and among your state health systems, you may need to apply different parts of the framework to different agencies to complete the assessment. For example, the governance and leadership indicators may be more appropriate for the state department of health, whereas the information related to service delivery may be most appropriately gathered from a Managed Care Organization or the state Medicaid system.

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Question 10: At what level of advocacy does Special Olympics anticipate the focus of the plans be? Can they be local, regional, and state as is applicable based on the results of the assessment?

Answer 10: We are not prescriptive about the level of advocacy. The advocacy planning deliverable should depend on the findings of the assessment and the stakeholder and advocacy opportunities mapping deliverables. This is the reason that the advocacy planning capacity-building will occur around April/May—to provide enough time for those other deliverables to be advanced or completed before turning to advocacy planning.

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Question 11: Will the revised/updated health system assessment tools/framework be more relevant for US state level implementation?

Answer 11: Yes, Missing Billion Initiative has conducted interviews with experts on disability and health in the United States context. The framework and tool that is due to be completed at the end of October 2023 should be better suited to US state-level implementation.

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Question 12: Can SOI provide a letter to help access government data sources?

Answer 12: Yes, upon selection of the local consultants, SOI can provide a letter explaining the award of the contract to local consultant and the project.

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Question 13: Can I conduct this project in a state or country not listed in the Request for Proposals?

Answer 13: The rationale for the inclusions in (and exclusions from) the list in the RFP has to do with the role of the Special Olympics local chapter in this project. Special Olympics may approve this project in states or countries not listed in the Request for Proposals, but it is not very likely. Consultants interested in conducting projects in countries not listed are strongly encouraged to contact inclusivehealth@specialolympics.org prior to preparing a proposal.

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Question 14: If a country's timeline for gaining access to health information through national channels and structures is very long, could this exclude an application entirely? For example, if permission for access could take 4 to 6 months...

Answer 14: This would not exclude us from considering the proposal, but you should reflect this within your proposal, as it would impact the project timeline.

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Question 15: Are applications from university-based researchers allowed?

Answer 15: Yes, Special Olympics is not restrictive or prescriptive as to the type of organization (or indeed individual or consortium) that carries out this contract. We will view favorably those who have existing relationships or track records of collaboration with government or indeed government involvement reflected within their team.

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Question 16: What accessible formats should consultants consider for making information accessible for Special Olympics athletes and for presenting deliverables?

Answer 16: Plain language / easy-to-read and audio formats are often the most accessible formats for Special Olympics athletes. We are not requiring that the deliverables within this contract be in those formats. However, during the course of implementing the project, it is possible that the consultant may need to use such accessible formats or other reasonable accommodations to ensure meaningful participation of individuals with intellectual disabilities.

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Question 17: In what currency should budgets be presented?

Answer 17: All budgets should be presented in United States Dollars.

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Question 18: Has SOI already connected with the preferred states that are listed in USA RFP and received their commitment to take part in the project?

Answer 18: In all regions, SOI shortlisted Special Olympics local chapters based on our knowledge of their work. We were considering things like track record with Special Olympics health programming and the extent to which their teams have engaged in or expressed interest in health systems and/or government relations work. We shared those lists with the regional teams for review and approval prior to finalizing and circulating the RFPs.

There is a varying, but growing, level of awareness among Special Olympics local chapters of this project. On October 31, SOI will be hosting an orientation session for Special Olympics local chapters, focused on those from whose states/countries we received a local consultant proposal, to prepare them to engage in reviewing the proposals. SOI is also responding to all questions and technical assistance requests received from regional offices and local chapters.