

**Request for Proposals**

Contracted services for data collection and drafting of report on barriers to health access for Maine citizens with disabilities

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| RFP Release Date | May 11, 2022  RFP can be found at: <https://drme.org/news/2022/health-equity-rfp> |
| Optional Bidder’s Call: | Optional Bidders Call  May 19, 2022 03:00 PM ET  Join Zoom Meeting  <https://us02web.zoom.us/j/86475065138?pwd=Syt2L1JjK01uaWZTMWMwd2tvaXA4UT09>  Meeting ID: 864 7506 5138  Passcode: 036056 |
| Proposals Due | June 10, 2022  Email proposals to:  Kim Moody  Executive Director  [kim@drme.org](mailto:kim@drme.org)  This due date may be extended at the sole discretion of Disability Rights Maine (DRM). DRM reserves the right in its sole discretion to reject any or all proposals. |
| Contract Award | June 2022 |
| Project Period | June 2022 – January 2023 |
| Major Project Milestones | Structured interviews of approx. 150 ppl, draft report |
| Contract Amount | Target Budget: $30,000 |

Contact information:

Kim Moody, Executive Director [kim@drme.org](mailto:kim@drme.org)

**Disability Rights Maine**

Disability Rights Maine (DRM) is Maine’s “protection and advocacy” organization for people with disabilities. DRM is funded by both the federal and state government to enhance and promote the equality, self-determination, independence, productivity, integration, and inclusion of people with disabilities through education, strategic advocacy and legal intervention.

# Statement of Purpose

Disability Rights Maine has issued this RFP to identify a vendor to assist in conducting structured interviews of people with disabilities statewide, to collect and analyze existing data on access to quality health care among Maine citizens with disabilities, and to then draft a report of the findings.

# Background Information

Disability Rights Maine (DRM) receives very specific funding to focus advocacy and legal work on very specific violations of rights based on disability. Starting in 1977, Congress funded DRM to protect the legal rights of citizens with developmental and intellectual disabilities. Over the intervening years, Congress expanded DRM’s mandate and funding to advocate on behalf of all individuals with disabilities experiencing discrimination or rights violations having specifically to do with their disability and in specific areas such as voting access and assistive technology. Although Congress identified specific issues and disabilities and instructed the protection and advocacy agencies to focus our work in these areas, they have never identified access to quality health care or advocacy for good health outcomes as one of these issues. As a result, while healthcare is of utmost importance to all people, and while disability often reduces one’s access to healthcare and increases one’s likelihood of experiencing health disparities, DRM and our “sister” agencies around the country have not prioritized advocating for equal access to quality healthcare for those we serve.

Maine Health Access Foundation (MeHAF), however, has been actively encouraging DRM to add a specific priority involving access to healthcare to our advocacy toolbox. As we began examining healthcare access as a potential priority, we realized that many of our existing cases indeed included access to healthcare as a component. The need for a systemic approach to access to quality healthcare for people with disabilities was clear, but as we began seeking data on disability with relation to access to health care and health outcomes, we quickly realized that there was very little to draw upon.

Our Access Team formed a sub-team on Health Equity, and the new team decided to seek assistance in the collection and analysis of existing and new data and to issue a public report that will bring to light what we believe to be a significant lack of equity in access to health care for people with disabilities in our state. DRM’s Health Equity Team was involved in the Maine Shared Community Health Needs Assessment and sees the value in using relevant information collected through that process, and gathering and publishing expanded data that will provide far more detail and information to the health care system and to policy makers.

# Scope of Work

**Overview**:

Disability Rights Maine (DRM) seeks a vendor to train DRM staff and to conduct community forums and structured interviews of at least 150 Maine people with disabilities including people who are Deaf and hard of hearing, blind and visually impaired, people with intellectual and developmental disabilities, people who are recipients or former recipients of mental health services, and people with mobility issues/wheelchair users. The vendor will collect and analyze qualitative (and quantitative) data on the barriers to health care and the health priorities of Mainers with disabilities.

1. **Facilitation**

Vendor facilitation of 4-6 disability specific forums across the State of Maine. DRM will assist in finding the people to participate.

1. **Training**

Train 6 DRM staff on how to conduct structured interviews. Develop the interview tool.

1. **Data Analysis**

Compile and analyze findings from both the forums and the structured interviews

1. **Data Collection**

Conduct a comprehensive search for existing data on access to health care for people with disabilities, barriers to access, health outcomes and any other relevant information that comes out of the process.

**Vendor Qualifications**:

* Skilled and experienced in capturing community input in large group settings using a nominal group process.
* Skilled and experienced in using virtual tools to lead large groups through a nominal group process and capturing community input.
* Skilled in data interpretation and translating findings in plain language for lay audiences.
* Proficient in qualitative data analysis.
* Ability to work collaboratively among multiple teams of varying professional capacities.
* Experience working in multi-disciplinary teams to conduct population-level studies.

# Proposal Narrative & Scoring

Please respond to all questions and attach supporting documents as directed.

Points per section:

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| Organizational Qualifications and Experience | 35 Points |
| Work Plans and Timelines | 25 Points |
| Budget | 35 Points |
| Completeness of Proposal | 5 Points |

1. Organizational Qualifications and Experience **(35 Points)**
2. **Cover Page:** 
   1. Please include as the first page of your proposal.
      1. Name of firm
      2. Primary contact person with email and phone
      3. Title of RFP to which the proposal is responding.
3. **Approach and Methods:** Describe in detail the general approach and specific methods your firm will use to deliver the Scope of Work described in this RFP.
4. **Key Staff:** Describe in detail the members of your team who you plan to assign to this project.

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1. **References:** Please provide contact names and phone numbers for three customer references for work you have done previously that is relevant to this effort. Include in the Attachments.
2. Work Plans and Timelines **(25 points)**
3. **Work Plan and Timeline**: Provide a realistic and detailed work plan for the deliverables you are proposing to complete.
4. Budget **(35 points)**
5. **Budget:** Provide an understandable and clearly delineated cost proposal for each element as outlined in Section III Scope of Work.
6. Completeness of Proposal **(5 points)**
7. **Proposals should include, in the following order:** 
   1. Cover Page
   2. Table of Contents
   3. Narrative
   4. Work Plan and Timeline
   5. Job Description or CV’s for all Key Staff (Attachment)
   6. Organizational Chart (Attachment)
   7. Work Examples (Attachment)
   8. References (Attachment)
   9. Budget
8. **Proposal length:** Should not exceed **16** pages. Proposals should be single-spaced with 1” margins using 12 point Times New Roman. The cover page, table of contents, budget and attachments are **not** included in the page limit.

# Award Process

1. DRM will evaluate proposals based on qualifications, relevant experience, completeness of implementation work plans and timelines, as well as references. Using the point values indicated in Section IV, the Selection Committee will objectively evaluate and score each bidder’s proposal.
2. The successful applicant will be contacted by DRM.

This RFP does not commit DRM to award a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. DRM reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any firm, and to cancel or change the RFP. DRM may act on this RFP in the exercise of its sole discretion.