



Department of Alcohol &  
Drug Addiction Services

**Ted Strickland**, Governor  
**Angela Cornelius Dawson**, Director

August 24, 2010

Re: Invitation to Bid #ADA11-018  
Epidemiologist – Columbus Region

To Ohio Vendor:

The Ohio Department of Alcohol and Drug Addiction Services has identified your firm from existing lists and invites your company to bid on a current State contracting opportunity.

Please see attached "Invitation to Bid" form for Contract deliverables and time frames.

To assure consideration, please submit your Intent to Bid by August 27, 2010 via fax to ATTN: Duane Casto, Fax # 614-387-7956. All vendors submitting an Intent to Bid may also submit any questions by August 27, 2010.

Please note the submission deadline for this bid is August 31, 2010.

Thank you for your interest.

Sincerely,

Rosaland Tye, Chief Fiscal Officer  
Ohio Department of Alcohol and Drug Addiction Services

ODADAS' Vision: "An addiction-free Ohio that promotes health, safety, and economic opportunity."

280 North High Street, 12th Floor  
Columbus, Ohio 43215-2550  
Main 614-466-3445

FAX 614-728-4936  
TDD 614-644-9140  
800-788-7254 Treatment and Recovery Hotline  
[www.odadas.state.oh.us](http://www.odadas.state.oh.us)

*The State of Ohio is an equal opportunity employer.*

# Ohio Department of Alcohol and Drug Addiction Services

## *Invitation to Bid*

Date: August 24, 2010

Bid #: ADA11-018

Notice of Intent to Bid Required By: August 27, 2010

\*Intent to Bid letter must be received in order for bids to be considered.

Bid Submission Required By: August 31, 2010

Vendor's Name: _____	
Vendor's Address: _____	
City: _____	State: _____ Zip Code: _____
Contact Person: _____	Phone Number: _____
Signature: _____	Federal Tax Id Number: _____
Certified MBE/EDGE Vendor with the State of Ohio? _____	

**Project:** Ohio Substance Abuse Monitoring (OSAM) Network – Columbus Region (Franklin County)

**Projected time frame:** September 2010 through June 2011

Deliverable Description	Due Date	Unit Cost	Total Cost
<b>Meetings/Trainings</b> <ul style="list-style-type: none"> <li>• Attend/participate in training for Regional Epidemiologist (REPI) in Columbus</li> <li>• Attend/participate in biannual core scientific meetings with other REPIs &amp; OSAM team members in Columbus</li> <li>• Attend meetings &amp; trainings as assigned</li> </ul>	September 1, 2010  January 31, 2011 & June 30, 2011 June 30, 2011		
<b>Project Support</b> <ul style="list-style-type: none"> <li>• Provide monthly progress reports &amp; reports for OSAM as requested</li> <li>• Assist with report writing &amp; data presentation for biannual core scientific meetings</li> <li>• Assist in biannual writing of executive summary of regionally collected data following OSAM specific report-writing guidelines</li> </ul>	Monthly  January 31, 2011 & June 30, 2011 January 31, 2011 & June 30, 2011		
<b>Data Collection</b> <ul style="list-style-type: none"> <li>• Assist in recruitment of network informants (i.e., individual interview &amp; focus group participants)</li> </ul>	June 30, 2011		

<ul style="list-style-type: none"> <li>• Obtain participant written informed consent to participate in OSAM project</li> <li>• Interview informants &amp; conduct focus groups following appropriate scripted protocol</li> <li>• Produce audio recordings of all interview proceedings</li> <li>• Submit interview documentation (i.e., signed participant consent forms, completed surveys of participant characteristics, interview/focus group data collection forms, signed receipts for paid participant incentives &amp; all audio recordings)</li> </ul>	June 30, 2011  June 30, 2011  June 30, 2011 Monthly		
<b>Please provide a one-page summary indentifying relevant research experience in the area of qualitative data collection along with comment on knowledge of epidemiology and ethnographic research methods used in field data collection. Please also attach your current Curriculum Vitae. Final applicants are required to provide official college transcripts and may be subject to a criminal background check.</b>	Year One Total:		
<b>Grand Total</b>			

\*\* Note exact meeting and training quantity needs are not yet determined, but projected as noted.

The maximum duration of contract for this position will be until June 30, 2011 and the maximum amount budgeted for this contract is \$8,000. Upon successful completion of contract, contract may be renewed for a maximum duration of two additional years. For additional information, please see attached Regional Epidemiologist requirements/job description.

**Job Title:** Regional Epidemiologist

**Job Type:** Part-time, Contracted position, One-year term, Renewable

**Location:** Columbus region (primarily Franklin County with coverage of surrounding areas)

**Job Location:** Assignment to the above listed region

**Job Duties:**

**THIS IS A TEMPORARY SPECIAL PROJECT CONTRACT POSITION**

**WILL REQUIRE TRAVEL THROUGHOUT ASSIGNED REGION**

Under the direction of the Ohio Substance Abuse Monitoring (OSAM) team of the Ohio Department of Alcohol and Drug Addiction Services (ODADAS): acts and conducts as a data collector for OSAM in assigned region, assisting in the identification and establishment of a network of diverse individuals who have intimate knowledge of drug abuse trends in regional communities. Those eligible for network inclusion consist of, but are not limited to, the following: people actively engaged in drug use and/or drug recovery activities, alcohol and other drug (AOD) addiction treatment/prevention providers, law enforcement and probation officers, crime lab professionals, emergency room physicians and school counselors. Data are collected through focus group and individual interviews for the purpose of providing accurate epidemiological descriptions of substance abuse trends and emerging problems in Ohio's major metropolitan and rural areas every six months. Data will be utilized to respond to media inquiries, to aid local Alcohol and Drug Addiction Services (ADAS) and Alcohol, Drug Addiction and Mental Health Services (ADAMHS) boards in grant-writing efforts, to provide training to community professionals, to address and respond to important needs of state legislature, and to assist ODADAS in the prioritization of resources based on emerging drug trends.

Regional Epidemiologists assist in recruitment of network informants; obtain participant informed consent; interview individual informants and conduct focus groups following scripted protocol; produce audio recordings of all interview proceedings; submit interview documentation monthly (i.e., participant consent forms, brief demographic surveys, interview data collection forms and audio recordings); assist in writing executive summary reports of regionally collected data following OSAM specified reporting guidelines; attend biannual core scientific meetings with other regional epidemiologists and OSAM team members (meetings held at ODADAS offices in Columbus); attend meetings and trainings as assigned.

**Minimum Qualifications:** Master's degree in social sciences (i.e., public health, psychology, social work, counseling, anthropology or sociology) with relevant research experience in the area of qualitative data collection, or licensure in counseling/social work with extensive knowledge of

AOD addiction and 24 mos. experience in delivering AOD treatment/prevention services; Preference given to applicants with university research experience.

**Major Worker Characteristics:** Knowledge of epidemiology and ethnographic research methods used in field data collection. Ability to follow research protocols, collect data, thematically organize data, draw valid conclusions and prepare meaningful, concise and accurate reports.

**Supplemental Information:**

**This position has varied hours which may include evenings and weekends. Estimated 100 hours of project related work per each 6-mos. data collection cycle. A minimum of 40 interviews of people actively engaged in drug use and/or drug recovery activities and a minimum of 10 interviews of community professionals who have intimate knowledge of regional drug abuse is expected (combined total for focus group and individual interview participation).**

**This position requires travel; must utilize personal vehicle; must maintain valid driver's license and insurance.**

**The maximum duration of contract for this position will be until June 30, 2011. Upon successful completion of contract, contract may be renewed for a maximum duration of two additional years.**

**Final applicants are required to provide official college transcripts and may be subject to a criminal background check.**