Ohio | Department of Alcohol & Drug Addiction Services

30 West Spring Street, 6th Floor
Columbus, Ohio 43215-2256

John R. Kasich, Governor
Mary Taylor, Lieutenant Governor
Orman Hall, Director

July 11, 2012

Re: Invitation to Bid #ADA13-001
Epidemiologist – Akron/Canton Region

To Ohio Vendor:

The Ohio Department of Alcohol and Drug Addiction Services is accepting bids for an Epidemiologist in the Akron/Canton Region. Please see attached "Invitation to Bid" form for contract deliverables and time frames.

To assure consideration, please submit your bid by July 25, 2012. If you have any question, please contact Duane Casto at 614-728-5463 or at duane.casto@ada.ohio.gov.

Thank you for your interest.

Sincerely,

Rosaland Gatewood- 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."

Ohio Department of Alcohol and Drug Addiction Services

Invitation to Bid

Date: 7/11/12 Bid #: ADA13-001

Bid Submission Required By: 7/25/12

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? (Yes/No): _____

Project: Ohio Substance Abuse Monitoring (OSAM) Network – Epidemiologist Akron/Canton Region

Projected time frame: August 1, 2012 through June 30, 2013

Deliverable Description	Due Date	Total Cost
Meetings/Trainings • Attend/participate in biannual core scientific meetings with other REPIs & OSAM team members in Columbus • Attend meetings & trainings as assigned	January 31, 2013 & June 30, 2013 June 30, 2013	
Project Support • Provide monthly progress reports & reports for OSAM as requested • Assist with report writing & data presentation for biannual core scientific meetings • Assist in biannual writing of executive summary of regionally collected data following OSAM specific report-writing guidelines	Monthly January 31, 2013 & June 30, 2013 January 31, 2013 & June 30, 2013	
Data Collection • Recruit network informants (i.e., individual interview & focus group participants)	Ongoing through June 30, 2013	

• Obtain participant written informed consent to participate in OSAM project • Interview informants & conduct focus groups following appropriate scripted protocol • Administer Brief Surveys of Participant & Gambling Characteristics & South Oaks Gambling Screen (SOGS) to all focus group participants • Produce audio recordings of all interview proceedings • Submit interview documentation (i.e., signed participant consent forms, completed surveys of participant & gambling characteristics, SOGS, interview/focus group data collection forms, signed receipts for paid participant incentives & all audio recordings) • Purchase supplies critical to conducting successful focus groups (includes incentive costs) on a reimbursement basis ($2,500 allowable maximum for reimbursement)	Ongoing through June 30, 2013 Ongoing through June 30, 2013 Ongoing through June 30, 2013 Ongoing through June 30, 2013 Monthly Ongoing through June 30, 2013	
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.	**Grand Total**	

**Note exact meeting and training quantity needs have not yet been determined, but projected as noted. The maximum duration of contract for this position is until June 30, 2013, and the maximum amount budgeted for this contract work is $8,000. For additional information, please see attached Regional Epidemiologist requirements/job description.

Fax completed bid form and supporting documentation to Duane Casto at 614-644-9116.

Questions regarding bid, contact Duane Casto at 614-728-5463 or at duane.casto@ada.ohio.gov.

Job Title: Regional Epidemiologist

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

Locations: Akron-Canton region (primarily Summit and Stark Counties with coverage of surrounding areas), Athens region (primarily Hocking, Vinton and Athens Counties with coverage of surrounding areas), Cleveland region (primarily Cuyahoga County with coverage of surrounding areas), Cincinnati region (primarily Hamilton County with coverage of surrounding areas), Columbus region (primarily Franklin County with coverage of surrounding areas), Dayton region (primarily Montgomery County with coverage of surrounding areas), Toledo region (primarily Lucas County with coverage of surrounding areas) and Youngstown region (primarily Mahoning and Columbiana Counties with coverage of surrounding areas)

Job Location: Assignment to one of the above listed regions

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, as well as problem and pathological gambling 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; administer brief surveys of participant and gambling characteristics; administer South Oaks Gambling Screen (SOGS); 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 surveys and screens, interview 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 academic 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, 2013.

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