

Ohio Mental Health and Addiction Services

Central Office
30 East Broad Street, Columbus OH 43215

Ohio Certified MBE Vendors Regional Epidemiologist

Request for Proposal Number: MHA15014
Request for Proposal Issued: July 15, 2014
Request for Proposal Due: July 22, 2014, by 2:00 PM

A. Project Overview

Under the direction of the Ohio Substance Abuse Monitoring (OSAM) team of the Ohio Department of Mental Health and Addiction Services (OhioMHAS): acts and conducts as a data collector for OSAM in the **Cleveland region** (primarily Cuyahoga County with coverage of surrounding areas), 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 OhioMHAS in the prioritization of resources based on emerging drug trends.

B. Scope of Work

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 (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 in Columbus); attend meetings and trainings as assigned. 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.

C. Vendor Requirements

OhioMHAS competitive opportunity proposals are posted five (5) business days in an Ohio Certified “MBE” Sheltered Market, if no qualified proposals are received by the 2pm deadline, the Sheltered Market opportunity will be closed and the competitive opportunity proposal will be reposted for seven (7) business days in an Open Market.

Master’s degree in social sciences (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 include: 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.

D. Evaluation of Proposals

1. Proposals will be scored and point values given to the following criteria.

Technical Criterion	Weight	Rating (0 – 5)	Technical Score
Master’s degree in social sciences	2		
Qualitative research experience	2		
Field data collection experience	2		
Knowledge of AOD addiction	1		
Experience in report writing	1		
Total Weight	8		
Total Technical Score	0 – 40		

Submission of Proposal Electronic bids must be sent to OhioMHASBidOpportunity@mha.ohio.gov. Original bid may be sent via U.S. mail to: **Lucille Fuller, Office of Financial Management, 30 East Broad St. Suite 1100, Columbus, OH 43215.**

The bid number MHA15014 must be clearly marked on the sealed envelope.

Bids are to be submitted on your company's letterhead before **2:00 PM on July 22, 2014**. Bids must include: vendor name, address, Federal Tax Identification number, contact person, phone number, signature, total cost, and documentation identifying experience relevant to proposals.

<http://procure.ohio.gov/proc/viewWhatsNewSolicitations.asp> this is where a potential vendor looks for opportunities.

Questions regarding the Request for Proposal must be sent via the State of Ohio Procurement Website under the Request for Proposal "Submit Inquiry".

Minority Business Enterprise (MBE) Set-Aside. The State is committed to making more State contracts and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services (DAS) pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This RFP is being issued as a minority set-aside contract in accordance Section 125.081 of the Ohio Revised Code. All offerors must be an Ohio certified MBE as of the Proposal due date. For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE businesses, please visit the DAS Equal Opportunity Division web site at: <http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/default.aspx>