



REQUEST FOR PROPOSAL

Procurement Services
8600 University Blvd
Evansville, IN 47712-3597

GWEP Healthcare Consultant

Proposal No: 22-9-21163-01695 Due Date / Time: 2-18-22/2PM/Local Time	Instructions: Please see attachment	Return to: Jeff Sponn, Director of Procurement University of Southern Indiana Procurement Services (Support Services Building) 8600 University Blvd Evansville, IN 47712 jsponn@usi.edu @usi.edu
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GENERAL INSTRUCTIONS TO PROPOSERS

USI Proposal form must be returned to:
JEFF SPONN, Director of Procurement
Email: jsponn@usi.edu
PROCUREMENT, Support Services Building

- Non-sealed proposal form may be emailed by due date/time.
- Late submissions will NOT be considered in bid analysis.

Please direct any questions concerning this proposal to:

Jeff Sponn, Director of Procurement
University of Southern Indiana
Phone: 812-464-1982 Email: jsponn@usi.edu

Insurance Certificate naming USI as "Additional Insured", General Liability, Workers Compensation Liability, Auto Liability, and Employers Liability coverage is to be included in bid package.

For proposal results please view our website at www.usi.edu/procurement/competitive-bids-results

A. General Terms and Conditions

1. Prices to include F.O.B. University of Southern Indiana
2. Freight or other costs will not be allowed unless included in your proposal.
3. Unless otherwise understood, there are no restrictions on the number of items or quantity that may be ordered.
4. If alternates are offered, full descriptive information and literature must be submitted with proposal.
5. The University of Southern Indiana is a political subdivision of the state of Indiana and is not subject to state sales tax. A tax exemption certificate will be sent upon request.
6. Material Safety Data Sheets are to be submitted with your proposal for any applicable items or products.

B. Terms/Shipping (VENDOR: PLEASE COMPLETE THE FOLLOWING)

1. Prices are firm for _____ days
2. Expected terms are Net 30, if not, please indicate here: _____
3. Shipment to be made from _____ within _____ days

C. Minority Business Information (VENDOR: PLEASE COMPLETE THE FOLLOWING)

1. Is your business a certified minority?
Yes _____ No _____
2. If yes, how certified: _____

Company Name: _____

Authorized company signature: _____

Printed name: _____


For questions arising from this proposal request, please complete:

Contact Person Name: _____

Contact Person Email: _____

Contact Person Telephone: _____

Nondiscrimination and affirmative action. This contractor and its subcontractor(s), if any, shall abide by the requirements of Indiana Civil Rights Act, IC 22-9, Executive Order 11246 and the Equal Opportunity clauses as set forth in 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals with respect to his hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. As used herein, "contractor" shall be deemed to mean "Vendor" or "Supplier" and "contract" shall be deemed to mean this Agreement. The contractor will also comply with all applicable affirmative action reporting requirements. In addition, the contractor shall cause the Equal Opportunity clause references to be included in their subcontracts or purchases orders hereunder unless exempted by rules, regulations and orders of the Secretary of Labor issue pursuant to Section 201 of the Executive Order 11246 and 11375 as amended.

Signature:  _____
Jeff Spohn, Director of Procurement

Date: 2-1-22



Center for Healthy Aging and Wellness
College of Nursing and Health Professions

Request for Statement of Qualifications

- Healthcare Consultant -

- Questions due by 2PM CDT on Wednesday, Feb 9th, 2022 to Jeff Sponn: jsponn@usi.edu
- Answers provided by 5PM CDT on Friday, Feb 11th, 2022
- Bids due Friday, Feb 18th/2PM/CDT

Contact Information for Questions:

Jeff Sponn, Assistant Director of Procurement
University of Southern Indiana
8600 University Blvd., Evansville, IN 47712
Email: jsponn@usi.edu



Background

The Center for Healthy Aging and Wellness of the College of Nursing and Health Professions at the University of Southern Indiana was awarded a Geriatrics Workforce Enhancement Program (www.usi.edu/gwep) by the U.S. Health Resources and Services Administration to support improving the health outcomes of older adults in southwest Indiana. Part of this award requires consultative services to support the documentation of two models employed in the USI GWEP. The first is a model deployed the primary care clinics that marries the healthcare system, the Area Agencies on Aging, and academia. The second is the USI GWEP initiative as a whole, which integrates additional academic-focused and community-based components.

The Center for Healthy Aging and Wellness seeks a qualified candidate to perform the consultative services described in this RFQ for a period not to extend beyond June 30, 2022 and with an expected start date of March 1, 2022. Up to \$40,000 is available to compensate the selected consultant. Given the scope of the RFQ and the timeline for fulfilling services, USI expects teams or firms, rather than individual consultants, to apply.

Statement of Qualifications

The statement of qualifications should contain the following sections, in the outlined sequence, totaling no more than 7 pages.

1. Completed and signed RFP cover form for Procurement Services
2. Cover letter
3. Statement of Qualifications
 - a. Statement of Work
 - b. Healthcare Experience
 - c. Technology and Graphic Experience (or that of Collaborative Partners)
 - d. Other Relevant Work Experience
4. Work plan
5. Budget
6. 2 professional references

Interested parties may submit up to two attachments of example work for consideration. In addition, parties must submit Insurance Certificate naming USI as “Additional Insured,” Workers Compensation, Auto Liability and Employers Liability coverage in the bid package.

Please return USI bid package to Procurement Services, Jeff Sponn, Support Services Building, jsponn@usi.edu or 812-461-5275 (fax) per instruction on cover sheet.

Deliverables

- 1) White paper that documents and contextualizes the models within healthcare research



- 2) Literature review synthesizing research on healthcare models engaging primary care to address social determinants of health and discussing strengths and limitations associated with different models
- 3) Model framework visualizations that reflect “viz” best practices,
- 4) Recommendations on utilization of Gluu software to support replication and scaling of the modeled initiatives
- 5) Two or more infographics depicting the outcomes and the implementation requirements of these models

Eligibility

Individuals, partnering entities, and organizations, both for-profit and nonprofit, are eligible to submit a statement of qualifications and be awarded the contract.

Review Criteria

The consultant will be selected based on the strength of the statement of qualifications, capacity to complete services within required timeframe, and responsiveness to the Request for a Statement of Qualifications.

The committee assigned to review Statements of Qualification will select the final candidate based on:

1. Completion of materials as instructed
2. Demonstrated understanding of work requirements and deliverables as discussed in the cover letter and statement of work
3. Qualifications to perform professional services
4. Work approach as described in the cover letter and the statement of work
5. Commitment of sufficient resources to fulfill professional services
6. Relevancy and feedback from professional references.

The review committee is under no obligation to select the contractor offering the lowest bid.

Next Steps

The review committee will notify all candidates of the outcome of the selection process by **Friday, February 25th**. Finalists should be prepared to provide a brief presentation and answer questions about qualifications.

The selected consultant will be asked to sign a Professional Services Contract with the University of Southern Indiana prior to commencing work. The contract will incorporate the statement of work, workplan and a budget summary from the consultant’s statement of qualifications. The university’s business office will negotiate any final contracting provisions.

Monthly payment for services will be issued upon invoicing. Invoices should include a brief description of services provided and percentage of project deliverables completed. Invoices will be paid with Net 30 terms. All invoices must be emailed to acctspay@usi.edu.