



Request for Proposals

New England Rural Health RoundTable

Network Consultant

The mission of the New England Performance Improvement Network (NEPI) is to facilitate performance improvement among Critical Access Hospitals (CAH) and small rural hospitals in Maine, Massachusetts, New Hampshire and Vermont. This mission is fulfilled through the coordination of regional performance improvement projects designed according to the HRSA Rural Hospital Flexibility Program (Flex) grant guidance. NEPI is convened by the New England Rural Health RoundTable (NERHRT) and funded by a portion of each state's Flex grant. A steering committee for the Network includes representatives from each state's State Office of Rural Health including the Flex grant coordinators as well as advisors from quality improvement organizations within the states.

Purpose of Request for Proposals

The New England Rural Health RoundTable is soliciting proposals from qualified individuals to advise the NEPI steering committee by identifying focus areas and potential projects that: are aligned with the current and future priorities of the federal Office of Rural Health Policy, will complement the current NEPI quality improvement and financial/operational improvement initiatives and ultimately foster innovation and lead the region's CAH and small rural hospitals in improving their progress in meeting the Triple Aim. This is a contracted consulting position with a budget of \$10,000. It is a one year contract with the potential for additional years. The NEPI Network is a four-state collaborative model which is unique within the Flex program and the Network's steering committee will benefit from guidance as they assess the needs of the region and determine strategies to facilitate regional performance improvement projects. The selected individual or organization will work under the direction of the Executive Director and the New England State Offices of Rural Health to develop recommendations of priority areas of focus as well as strategies and projects.

Scope of Services/Proposed Work Steps and Required Deliverables

- Meet with NEPI leadership by conference call on a monthly basis.
- Present a market assessment including the: priorities of federal agencies including CMS and HRSA (especially their Flex program), regional initiatives and future related plans that impact CAH's and small rural hospitals.
- Present recommendations, based on the market assessment, for future efforts of NEPI including priority areas of focus and potential projects.
- The market assessment and recommendations will serve as a foundation for the creation of the Flex work plan for each of the state's Flex grants (grant deadline anticipated March 9, 2015).

- Assist the NERHRT Executive Director in drafting proposed work plan for Flex grants mentioned above.
- On an ongoing basis provide support and guidance to NERHRT staff and the NEPI steering committee as they implement their annual work plan.
- In collaboration with the NEPI steering committee identify evaluation criteria for recommended activities including annual goals with output and outcome measures.
- Identify and share additional technical assistance resources and opportunities for collaborative relationships.

Qualifications

Consultants interested in this project should submit a written proposal that includes:

- ◆ A statement of the technical and methodological approach to consulting role
- ◆ A description of their qualifications and capacity
- ◆ Examples of similar consulting work
- ◆ A proposed timeline of activities
- ◆ Budget narrative

The proposal, not including attachments, should not exceed 10 pages.
The successful applicant for this project will have:

- ◆ Demonstrated expertise and knowledge of federal agencies including CMS and HRSA especially the Federal Office of Rural Health Policy and the role of the Flex program within it.
- ◆ Demonstrated knowledge of rural hospital strategic, organizational, and technical needs, trends and future directions.
- ◆ Working knowledge of the current environment related to performance improvement initiatives of CAHs and small hospitals within the region (MA, NH, VT and ME).
- ◆ A clear understanding of health care issues with specific knowledge of rural issues, the impact of health care reform and the New England health care environment with specific expertise in Critical Access Hospitals, small rural hospitals and the Flex grant.
- ◆ An ability to work with a committee to achieve the goals that are developed;
- ◆ Experience planning, developing or implementing innovative performance improvement activities for CAHs and small hospitals.
- ◆ Appropriate references from previous contracts.

Proposal Submission Instructions

Proposals shall be submitted to:

New England Rural Health RoundTable

ATTN: Kim Mohan, Executive Director

P O Box 72

Starksboro, VT 05487

Telephone: 802-453-5475

Email: neruralhealth@gmail.com

The proposal shall be received (not simply post-marked) via mail or email by NERHRT no later than 4:30 PM, EST on August 22, 2014. No extensions will be granted. Faxed copies will NOT be accepted. The responsibility for submitting a response to this RFP on or before the stated time and date will rest solely and strictly with the bidder. NERHRT will in no way be responsible for delays in delivery caused by the U.S. Postal Service, courier services, internal agency mail handling or other causes. An electronic version can be submitted.

Scoring Criteria

NERHRT will convene a review panel to conduct an objective review of proposals received in response to this RFP process. The panel will be comprised of representatives from each of the four states. Scoring of proposals will be based solely on what is submitted in writing by the bidder in response to this RFP. The merits of each proposal will be evaluated and scored according to the scoring criteria described below. The NERHRT reserves the right to request additional information in order to make a final determination of the successful bidder(s).

Work Plan	60 points
Experience	20 points
Budget	20 points

Procedure for Bidder Selection and Notification

A letter of selection will be sent to selected bidders by the date noted in the procurement timetable. The scope of services and budget may be negotiated based upon the merit of the proposal as evaluated by the review panel, availability of funding, and conditions of the award. Currently there is \$10,000 available for this contract. Bids that exceed this amount will not be considered.