

REQUEST FOR INFORMATION (RFI)

PROPOSAL NUMBER: 65-RFI

ISSUE DATE: July 2017

TITLE: Health Research Stakeholder Engagement Services

ISSUING AGENCY: Community Engagement Program: RFI
North Carolina Translational and Clinical Sciences Institute
University of North Carolina at Chapel Hill
Brinkhous-Bullitt Building, 2nd Floor CB 7064
160 N. Medical Drive
Chapel Hill, NC 27599-7064

USING AGENCY: North Carolina Translational and Clinical Sciences Institute (NC TraCS)

IMPORTANT: This is a Request for Information (RFI) only and is not a Request for Proposal. No cost and pricing data are requested nor should these be included with your response. Responses may be submitted via email to cares.nctracs@unc.edu or via mail in a sealed envelope addressed to the **Issuing Agency** listed above. The subject of the email or the front of the envelope should indicate the name of the applicant and “Stakeholder Engagement RFI Application”.

Responses to this Request for Information will be received **on an ongoing monthly basis due the 5th of each month**. Responses received after **3:00 p.m. on the 5th of a month** will be considered the following month.

Questions concerning this RFI may be submitted via email to the NC TraCS Community Engagement Program at cares.nctracs@unc.edu. Please ensure that the subject line of your email includes the phrase “Stakeholder Engagement RFI Application” so that your questions will be properly identified and not discarded as possible spam.

Pursuant to G.S. 143-48 and Executive Order No. 150, the state invites and encourages participation in this process by businesses owned by minorities, women and the disabled.

PURPOSE:

This Request for Information (RFI) is being issued to obtain contracts with health research stakeholders to collaborate with faculty and staff of the North Carolina Translational and Clinical Sciences Institute (NC TraCS) at the University of North Carolina at Chapel Hill (UNC-CH) on initiatives aimed at increasing stakeholder engagement in health research and access to health research for diverse communities. NC TraCS seeks health research stakeholders with a variety of experiences, expertise, racial and cultural family histories, primary languages and geographic areas of residence within NC. Prior experience with health research is not required. Individuals from or with a knowledge base in NC populations underrepresented in health research, and agencies serving underrepresented populations, are especially encouraged to apply. Health research stakeholders interested in becoming UNC-CH vendors through this RFI application and selection process will be expected to provide a variety of stakeholder engagement services (See

“**SCOPE OF WORK AND KEY DELIVERABLES**” section). The overarching goals of these services include:

- Supporting NC TraCS in achieving its health research stakeholder engagement goals;
- Assisting NC TraCS in identifying health priorities and in communicating these priorities to multiple communities;
- Representing health research to constituent communities; and,
- Contributing to the creation of mutually beneficial, equitable, and sustainable partnerships between health research stakeholders and health researchers.

Chosen health research stakeholders are expected to be available for work upon notice of application approval. All work in this contract is specific to NC TraCS, while supporting a variety of schools, institutes, and departments at UNC-CH, North Carolina Agricultural and Technical State University (NC A&T), North Carolina State University (NCSU), and the Research Triangle Institute International (RTI). Work may begin within days of selection and notification.

BACKGROUND INFORMATION:

Central to the mission of NC TraCS is its Community Engagement Program, responsible for the organization of initiatives that link researchers with health research stakeholders. The program serves as a catalyst for the translation of research into practice and policy by engaging diverse health research stakeholders and communities using best practices of community-engaged research (CEnR). NC TraCS has built a national reputation for UNC-CH in leadership in CEnR initiatives through its continuous development, testing and dissemination of innovative approaches to stakeholder engagement. Recognizing that equitable and sustainable stakeholder engagement is critical for relevant health research and acceleration of research translation to improved health, the overarching goal at NC TraCS is to create an integrative approach to stakeholder and community engagement across the translational research spectrum. Built on principles and models of community stakeholder engagement in transdisciplinary translational sciences, our framework includes collaborative strategies designed to promote stakeholder input, from conceptualization to dissemination of research findings.

NC TraCS seeks to diversify its stakeholder capacity to include a wide range of health research stakeholders that can contribute to the formation of stakeholder-informed research designs and dissemination methods.

UNIVERSITY PROVIDED MATERIALS:

NC TraCS will provide meeting spaces, conference call lines, and other communication resources.

DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY:

Staff of the Community Engagement program of NC TraCS will serve as primary contacts for deliverables and will facilitate access to university stakeholders.

SCOPE OF WORK AND KEY DELIVERABLES:

The following provides an outline of the anticipated scope of work and key deliverables for this engagement. The scope and/or deliverables may be modified to accommodate the specific research needs of the projects seeking health research stakeholder engagement. With this in mind, the following represents the forecasted detail of health research stakeholder roles on research projects.

Individual and organizational applicants selected to serve as NC TraCS stakeholders may collaborate with NC TraCS and University researchers in various ways, including but not limited to:

1. Contributing to the design, implementation, dissemination, and evaluation of research protocols, including the provision of direct logistical research support;
2. Contributing to the development and dissemination of research materials;
3. Co-developing NC TraCS training workshops for researchers and stakeholders;
4. Contributing to the design of recruitment and retention strategies for populations underrepresented in health research;
5. Reviewing research resources for dissemination outside of university settings;
6. Informing NC TraCS of community resources for distribution;
7. Participating in and assisting in the formation of stakeholder groups as needed; and
8. Identifying and recruiting other stakeholders to participate in the activities listed above.

DESIRED AGENCY AND INDIVIDUAL QUALIFICATIONS:

Agencies and organizations interested in collaborating on and contributing to health research are encouraged to apply. Such agencies/organizations may include those serving populations underrepresented in health research (i.e. those of low-income status, racial or ethnic minorities, speakers of primary languages other than English, LGBT (Lesbian, Gay, Bisexual and Transgender) populations, older adults and caregivers, and children and caregivers); those serving patient populations with rare, chronic, or infectious diseases; advocacy organizations; faith-based organizations; professional associations; and academic institutions.

Individual applicants interested in collaborating on and contributing to health research are encouraged to apply. Such individuals may include those from populations underrepresented in health research (i.e. those of low-income status, racial or ethnic minorities, speakers of primary languages other than English, LGBT populations, older adults and caregivers, and children and caregivers); patients with rare, chronic, and infectious diseases; members of faith-based communities; those who serve as advocates in their communities; and those with expertise in community engaged research

CONDITIONS FOR REQUESTS FOR INFORMATION (RFI)

RESPONSES

All responses are subject to the conditions outlined herein. All responses shall be controlled by such conditions and the submission of other terms and conditions and other documents as part of an applicant's response shall be waived and have no effect on this Request for Information.

REQUIRED RESPONSE CONTENT

All responses shall be submitted in accordance with the requirements of this Request for Information. Responses need only to provide a straightforward, concise description of the applicant's abilities to satisfy the requirements of this Request for Information.

Individuals responding to this call for stakeholders will include in their response:

- A resume or biographical statement that describes the person's areas of expertise and previous health research experiences (if applicable),
- How the individual would like to collaborate with health researchers, and
- A list of at least 3 references whom we may contact. The reference list should include their relationship with you and the best way to reach them.

Agencies/Organizations responding to this call for health research stakeholders will include in their response:

- Descriptive information about their organization, including mission statement, populations served, previous health research collaborations (if applicable), ownership or nonprofit status documentation, as well as any other information that helps NC TraCS to get to know your organization,

- How the agency would like to collaborate with health researchers, and
- The contact information for the designated agency representative who can speak on behalf of the organization.

RESPONSE SUBMISSION AND OPENING

The response must be received by NC TraCS by the 5th of the month for consideration within that month. Responses that are sent in paper format are to be sent in a sealed envelope with the complete name of the applicant on the outside and “Stakeholder Engagement RFI Application”.

Responses sent via email are to be sent to the NC TraCS Community Engagement Program at: **cares.nctracs@unc.edu**. Please ensure that the subject line of your application includes the phrase “Stakeholder Engagement RFI Application”.

EVALUATION OF RESPONSES

The NC TraCS Community Engagement staff will evaluate the responses received and will consider the following factors in recommending candidates for selection. These factors are not necessarily listed in order of priority.

- A. Overall experience and qualifications of the applicant
- B. Experience and/or credentials in providing the professional services required
- C. Performance of the applicant as evaluated by the references supplied

Applicants are cautioned that this is a Request for Information, not a request to contract, and the University reserves the unqualified right to reject offers for any reason when such rejection is deemed to be in the best interest of the University.

ELABORATE RESPONSES

Elaborate responses in the form of brochures or other presentations beyond that necessary to present a complete and effective response are not desired.

ORAL EXPLANATIONS

The University at its option may request oral presentations, or discussions with any or all applicants for the purpose of clarification or to amplify the material presented in any part of the response. However, applicants are cautioned that the University is not required to request clarification; therefore, all responses should be complete and concise. The University shall not be bound by oral explanations or instructions given at any time during the process.

REFERENCE TO OTHER DATA

Only information which is received in response to this Request for Information shall be evaluated; references to information previously submitted shall not be evaluated.

RIGHT TO SUBMITTED MATERIALS

All responses, inquiries, or correspondence relating to or in reference to this Request for Information, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the applicants shall become the property of the University when received.

COST OF RESPONSE PREPARATION

Any costs incurred by the applicant in preparing or submitting responses are the applicant’s sole responsibility; the University shall not reimburse any applicant for any costs incurred to include costs associated with presentations if asked for.

CONFIDENTIAL INFORMATION

To promote maximum participation and to protect the Request for Information process from being used to obtain information that would normally not be available otherwise, the University shall maintain the confidentiality of certain types of information. All such information intended to be kept confidential must be designated in writing "Confidential." The obligations of non-disclosure shall not apply to the following:

- A. Information which, at the time of disclosure is in the public knowledge;
- B. Information which, after disclosure becomes part of the public knowledge by publication or otherwise, except by breach of this Agreement;
- C. Information which was in the possession of the University at the time of disclosure and which was not acquired, directly or indirectly by recipient from the disclosing party, and which prior possession can be proven by documentary evidence;
- D. Information received from third parties, provided such information was not obtained to their knowledge by said third parties, directly or indirectly, on a confidential basis;
- E. Information which is independently developed by the University's personnel not privy to the Information.
- F. Information contained in any subsequent pricing schedules if and when asked for.

ADVERTISING

In submitting the response, the applicant agrees not to use the results there from as a part of any news release or commercial advertising without prior written approval of the University.

TITLES

Titles and headings in this Request for Information and any subsequent documents are for convenience only and shall have no binding force or effect.

EXECUTION OF PROPOSAL

TITLE: Health Research Stakeholder Engagement Services

PROPOSAL NUMBER: 65-RFI

APPLICANT NAME:

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

PHONE NUMBER: _____ **FAX NUMBER:** _____

FEDERAL TAX IDENTIFICATION NUMBER: _____

PRINCIPAL PLACE OF BUSINESS IF ORGANIZATIONAL APPLICANT AND IF DIFFERENT FROM ABOVE: _____

NAME: _____

TITLE IF ORGANIZATIONAL SIGNATURE: _____

SIGNATURE (IN INK): _____ **DATE:** _____

EMAIL ADDRESS:
