



**Request for Proposal (RFP) For  
Grant Writer  
ISSUED BY THE  
NEW YORK eHEALTH COLLABORATIVE**

<b>APPLICATION INFORMATION</b>	
<b>CONTACT NAME</b>	NYeC
<b>EMAIL ADDRESS</b>	<a href="mailto:grantwriterrfp@nyehealth.org">grantwriterrfp@nyehealth.org</a>
<b>SUBMISSION DEADLINE</b>	May 1, 2019 by 11:59 pm EST

All correspondence and proposals should be submitted via email directly to the email address listed above and include Grant writer in the subject line.

## **I. STATEMENT OF PURPOSE**

The New York eHealth Collaborative (NYeC) is seeking applications from experienced contract writers to be included on our list of preferred technical writers that will coordinate and write responses, in collaboration with NYeC, through the Network of Quality Improvement and Innovation Contractors (NQIIC). NQIIC is an indefinite delivery/indefinite quantity contract -based funding vehicle (IDIQ) that will fund a variety of task orders related to quality improvement and innovation in healthcare.

## **II. INTRODUCTION**

The New York eHealth Collaborative (NYeC) is working to improve healthcare for all New Yorkers through innovative health information technology and exchange (HIT and HIE). Founded in 2006 by healthcare leaders, NYeC is a 501(c)(3) and the State Designated Entity (SDE) in New York charged with leadership, coordination, and administration of the Statewide Health Information for New York (SHIN-NY), the state's public health information exchange (HIE). In that capacity, NYeC works as a public/private partnership with the New York State Department of Health (NYS DOH) on the development of policies and procedures that govern how electronic health information in New York State is shared via the SHIN-NY, an innovative "network of networks" that interconnects New York's regional health information organizations (Qualified Entities or QEs). QEs allow participating healthcare professionals, with patient consent, to quickly access electronic health information and securely exchange data with any other participant in the state.

As the health data interoperability landscape continues to evolve there is an increasing need for innovation and collaboration in the market to allow data to be exchanged more effectively. To meet these needs, NYeC has developed a set of ambitious goals outlined in the SHIN-NY 2020 Roadmap, which outlines five strategies that together will allow NYeC to support the evolving health information exchange landscape. These strategies: ensuring a strong foundation for HIE within New York State, supporting stakeholder needs, enabling interoperability and innovation, promoting efficiency and affordability and collective advocacy, all support the need to understand the advances in interoperability and partnership that are being promoted nationally.

NYeC was an ONC-designated Regional Extension Center (REC), a program that helped healthcare providers choose the right EHR software and learn how to use it effectively. This program has evolved under our Healthcare Advisory Professional Services (referred to throughout as the provider assistance team). To date, the provider assistance team has supported roughly 10,000 providers in practices of all sizes in implementing technologies and processes to improve healthcare delivery across New York State. This provider assistance team

has provided support and guidance to providers working to achieve their practice transformation and clinical quality goals across various programs for about a decade. These programs encompass a wide variety of goals and objectives under the aegis of transformation. They have also introduced NYeC to stakeholders across the state, who we continue to collaborate with across different programs.

### **III. BACKGROUND INFORMATION**

Since 2015, NYeC's provider assistance team has been the lead entity for the New York State Practice Transformation Network (NYSPTN). The NYSPTN is a state-wide Practice Transformation Network initially funded by CMS via the Transforming Clinical Practice Initiative (TCPI), with the goal of helping over 4,000 providers across New York transform by moving into alternative payment models and improving the quality of patient care.

In addition to the NYSPTN, In June of 2017, the New York Department of Health awarded NYeC a contract to transform up to 300 primary care practice sites through the NYS PCMH program to achieve a New York State specific PCMH recognition. The National Committee for Quality Assurance (NCQA)'s Patient-Centered Medical Home (PCMH) recognition program is the most widely adopted PCMH evaluation program in the country. Approximately 13,000 practices (with 67,000 clinicians) are recognized by NCQA. More than 100 payers support NCQA recognition through financial incentives or coaching. PCMH is a care delivery model where the primary care team, with the involvement of the patient (and family, when appropriate), is responsible for managing the full spectrum of health care needs, coordinating with clinicians in other settings when care cannot be provided in the primary care setting. The PCMH model emphasizes care coordination, population health, evidence-based guidelines and effective use of HIT to meet the patient's needs. A practice needs to achieve 52 required criteria along with 12 New York state specific measures to achieve NYS PCMH recognition.

The REC program has evolved into the current EP2 initiative. As the lead on the EP2 project, funded by New York State, NYeC has led the recruitment of 4,000 providers, impacting over 550,000 patients. NYeC was awarded by NYS DOH a 5-year initiative to assist providers with their attestation for MU. As of December 2016, through in-house expertise and subcontracted Technical Assistance providers that are strategically placed throughout the state, we have assisted more than 3,000 providers with their attestation for MU in the current EP2 program.

In 2019, NYeC was one of 59 organizations nationwide awarded a prime in the Network of Quality Improvement and Innovation Contractors (NQIIC). NQIIC is an indefinite delivery/indefinite quantity contract -based funding vehicle (IDIQ) that will fund a variety of

task orders related to quality improvement and innovation in healthcare. The NQIC contract is funded for up to 10 years through CMS (The Centers of Medicare and Medicaid Services) and includes over \$25 billion in contracting funds. Task orders will be released on a rolling basis and will have brief turnaround windows. Because the task orders may be released at any time, we are looking for experienced contract writers that can, at short notice, provide technical writing support.

#### **IV. ELIGIBILITY CRITERIA**

Eligibility to apply for this contract writer opportunity is contingent on the following skills and qualifications:

Required Skills and Qualifications:

1. At least 5 years of experience writing health care contracts and/or grants.
2. Knowledge of health care assistance/quality improvement/technical assistance type work.
3. Understanding of Federal Acquisition Regulations (FAR).
4. Ability to work on a tight timeline, as soon as April 2019 depending on task order release date.
5. Familiarity with CMS, ONC, and other health related agencies.
6. Ability to provide at least 3 references.
7. Cannot be a current technical assistance advisor for NYeC.
8. Qualified applicants will be asked to provide a short writing sample of past contract work.

Preferred Skills and Qualifications:

1. Understanding of the New York State healthcare landscape.
2. Knowledge of Federal IDIQ contracts.

#### **V. MANDATORY REQUIREMENTS**

NYeC is requiring applicants to submit a letter of intent announcing their interest in applying for this work. The letter of intent should include the name of the organization, the main contact information, and state that they are not current technical assistance subcontractors of NYeC. The letter of intent will trigger a confidentiality agreement. After receiving a signed confidentiality agreement, NYeC will send a sample from the initial prime contract application with instructions for review.

## VI. SCOPE OF WORK

Qualified applicants shall work in conjunction with NYeC to prepare responses to task orders released by NQIIC. NYeC will provide all applicable background information for the task order to ensure all task deliverables are being addressed in the response. For this RFP, NYeC is hoping to gain a list of pre-qualified grant writers who are able to work with us on future task orders as they are released.

Successful applicants will present the following as part of their application:

- A narrative section describing how they meet the criteria stated in the above section, especially their experience working on healthcare grants and contracts, their understanding of the Federal Acquisition Regulations (FAR), and their knowledge (if any) of the IDIQ funding vehicle structure. The background section should also include a description of how applicant would consider appropriating staff resources to this work.
- A brief writing sample demonstrating their decision making, problem solving, and general style.
- A 2-5 page critique of a previous task order written by NYeC, describing what the applicant would have done differently.

## VII. APPLICATION PROCESS AND TIMELINE

Proposals will be evaluated by a selection committee comprised of NYeC staff. Proposals that do not address all the criteria indicated may not be evaluated by NYeC.

Proposal submissions are due **May 1st, 2019 by 11:59 pm EST**. Applicants may only contact NYeC using the email address [grantwriterrfp@nyehealth.org](mailto:grantwriterrfp@nyehealth.org) for questions or other matters concerning this RFP.

If you have questions about the application, all questions must be submitted to [grantwriterrfp@nyehealth.org](mailto:grantwriterrfp@nyehealth.org) no later than April 19<sup>th</sup>, 2019 by 9:00am EST. NYeC will post all questions received and answers by April 22<sup>nd</sup>, 2019 at <https://www.nyehealth.org/resources/rfps/>.

Applicants may only contact NYeC through the designated mailbox, and may not contact any NYeC staff, NYeC board members, or any other stakeholders regarding this project in the period between the issuance of this RFP and the notice of award, as stated in the timetable above. Any oral communication will be considered unofficial and non-binding regarding this RFP and subsequent award.

NYeC reserves the right to amend or cancel this RFP at any time prior to a signed contract. NYeC is not responsible for any costs incurred in the preparation of a response to this RFP.

Please submit your application in Microsoft Word format with limit lengths that do not exceed those defined in Section IX, Evaluation Criteria, using font size 12. All valid applications must include all sections identified in the evaluation criteria.

*Timeline for application materials*

<b>Item</b>	<b>Due Date</b>
RFP Release	April 15, 2019
Deadline to submit Questions to NYeC	April 19, 2019 by 9:00 am EST
Q&A Document posted	April 22, 2019 by 5:00 pm EST
Last day to submit Letter of Intent	April 24, 2019 by 5:00 pm EST
Proposal due	May 1, 2019 by 11:59 pm EST

## **VIII. METHOD OF AWARD**

Qualified applicants will be placed on a list for future task order support, the pre-qualified grant writer list.

Individuals on the pre-qualified grant writer list will be called upon if and when a new task order comes up that NYeC will need help to create a response. Because the task orders are released on a rolling schedule, NYeC will announce upcoming task orders and share with the pre-qualified grant writer list. The task order will be awarded to a grant writer on the short list based on availability and cost. If selected to participate in a task order response, awardees will be expected to review the task order and participate in developing an outline for the written response. NYeC staff will do the bulk of the content writing while awardees will be expected to review and edit a draft for completeness, accuracy, and continuity of editorial tone. Task orders are expected to have a 2-4 week turnaround time, awardees should plan to participate in the early stages and in the editing stages.

## **IX. EVALUATION CRITERIA**

### **Applicant Narrative; Up to 10 pages: 30 Points**

A brief overview of the applicant and/or organization and contact information to direct future inquiries regarding the proposal. Must include a brief narrative that demonstrates the applicant's understanding of the services requested by this RFP and the scale and complexity of

this initiative. Applicants must demonstrate how they meet the required skills and criteria listed in Section IV, Eligibility Criteria. They must provide detail on their qualifications and experience with successful grant applications for similar projects, including references. The ideal applicant will have at least five years of healthcare grant or contract writing experience, be able to provide a writing sample of a previously completed project of a similar scope and have an understanding of the New York State healthcare landscape. This section should also include a list of key personnel and a staffing plan.

**Writing Sample; Up to 5 pages: 40 points**

Provided writing samples should be selected to highlight decision making, tone, and general style of the writing team. Writing samples should also demonstrate knowledge of and experience with health care grant or contract writing.

**Prime Contract Critique; 2-5 pages: 30 points**

After submitting a letter of intent applicants will receive an excerpt from the NYeC prime application, along with instructions and background information. Applicants are asked to review the sample and the instructions and provide a 2-5 page critique. Special attention should be paid to: discontinuity in voice or in tone, missing sections, and areas or topics needing more clarity and detail. The submitted critique document may take the form of a bullet list, describing line by line recommendations and observations, or it may be a narrative document, describing what was missing. The purpose of this document is to demonstrate the applicant's approach to understanding a new concept and evaluating writing about that concept.