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## FUNDING OPPORTUNITY

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**Published:** April 5, 2022

**Funding Amount:** Up to \$50,000 per award

**Evaluation Project Period:** June 1, 2022-September 30, 2022

**Eligibility:** This opportunity is available to members of the National Network of Public Health Institutes (NNPHI) and private/public institutions of higher education, including Health Resources and Services Administration (HRSA)-supported Public Health Training Centers, and consultants/contractors.

**Award Mechanism:** NNPHI anticipates making up to two subawards for Strengthening Tuberculosis Prevention Efforts by Leveraging Electronic Medical Record Data to Target High-Risk Individuals, Centers for Disease Control and Prevention Cooperative Agreement 6NU38OT000303-04-01.

### Timeline:

Request for LOIs released	April 5, 2022
Deadline to submit questions	5:00 PM CT, April 15, 2022
Proposal submission deadline	5:00 PM CT, April 30, 2022
Review and interview period	May 1-10, 2022
Notice of selection status	5:00 PM CT, May 15, 2022
Project period	June 1, 2022-September 30, 2022

### Objective

NNPHI seeks to partner with one (1) to two (2) partners to conduct semi-structured clinician interviews designed to assess the utility of an electronic medical record alert system for individuals at risk for latent tuberculosis infection. Upon selection, we anticipate the project work to start on June 1, 2022.

### Background

The CDC's National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention funded the 'Strengthening Tuberculosis Prevention Efforts by Leveraging Electronic Medical Record Data to Target High-Risk Individuals' cooperative agreement to better understand latent tuberculosis infection (LTBI) screening practices in the United States. Longitudinal data from a large national research network (OCHIN) was used to characterize the incidence of LTBI and TB and analyze the adherence to and relevance of current TB screening best practices in primary care settings. The primary goals of this project were to: (1) evaluate the utility and feasibility of data generated through routine healthcare delivery as a surveillance tool for latent tuberculosis infection (LTBI); (2) provide accurate LTBI screening metrics by identifying patients at risk for LTBI using the PCORnet Common Data Model (CDM); and (3) identify appropriate partnerships and institutional mechanisms needed to transform data into improved action.

In addition to these goals, the project has expanded to include efforts to define and validate electronic health records (EHR) data related to TB diagnostic tests, TB and LTBI diagnoses, and treatment regimens. This study offers an exploratory evaluation of possible interventions to improve targeted testing in community clinics that care for populations traditionally at higher risk for TB infection and subsequent development of TB disease.

## **Scope of Work (SOW)**

The purpose of this Request for LOIs is to establish agreements with up to two (2) partners (herein referred to as “contractor(s)”) to conduct semi-structured interviews focused on the clinical staff’s experience using the electronic medical record alert for LTBI during patient visits.

The general scope of work is to conduct qualitative interviews expected to take place in July/August 2022. In addition to this primary activity, the following tasks will be within the scope of work for contractors:

- Meet with NNPHI staff and key stakeholders to coordinate activities outlined in the contractors’ workplans.
- Work directly with identified clinic “champions” to coordinate scheduling of Medical Director and clinician interviews.
- In partnership with NNPHI and CDC, contractors will:
  - Conduct 10-14 semi-structured interviews recorded using Zoom or a similar platform or in-person using an audio recording device
  - Analyze data from completed interviews
  - Present findings via a final written report

The contractor(s) will work in collaboration with NNPHI, CDC’s National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention Branch, and other national partners. The contract end date is September 30, 2022, with a potential for extension based on project needs and the availability of funding.

## **Project Requirements**

The independent contractor/evaluator shall:

- Demonstrate prior professional experience conducting qualitative interviews.
- Demonstrate expertise in qualitative data analysis and identifying emergent themes from coding of data.
- Submit required findings and reports with respect to the project timeline
- Experience collecting qualitative data on and off site from clinicians.
- Ideally have some prior experience and familiarity with clinical practice workflow and pace for physicians and nurse practitioners preferred but not required

## **Contractor Selection Criteria**

Contractor selection will be made by NNPHI based on qualifications in accordance with the

provisions of this Request for LOIs. The following criteria will guide NNPHI's selection of a contractor for this project:

- Qualifications and experience of the entity, including capability and experience of key personnel and experience with other public or private agencies to provide these services and meet any required timelines and other requirements.
- Adequate staff and resources to perform the specified tasks required to meet the services as outlined.
- Demonstrated expertise in conducting semi-structured interviews and experience in qualitative methodology and data analysis, specifically thematic coding of emergent themes
- Ability to conduct rapid and brief interviews (**virtually or in-person**) with Medical Director at each of the two sites, the clinical tool champion at each of the two sites, and approximately 3-5 prescribing providers at each of two sites (approximate total of 10-14 people).
  - Potentially available to conduct in-person interviews in the two sites located in Los Angeles, California and Portland, Oregon. Funding will include travel to support this activity.
- Experience collecting qualitative data on and off site from clinicians.
- Verified completion of CITI training or similar human subjects research training
- Access to Zoom or similar virtual meeting software and, if conducting in-person interviews, a recording device
- Proposed approach including demonstrated understanding of work to be performed
- Trained staff with capability to complete up to 14 interviews and produce a summary report within 4 months

### How to Apply

NNPHI is utilizing a *Smartsheet Online System* for the proposal submission process. Submit your proposal and all additional documents through the links provided below. If you have any technical difficulties, please contact Dr. Shakiera Causey at [E2A@nnphi.org](mailto:E2A@nnphi.org).

Submit proposal and required attachments [here](#) by **5:00 pm CT on April 30, 2022**.

### Questions

Submit questions about this funding opportunity [here](#) by **5:00 pm CT on April 15, 2022**. NNPHI will respond to questions within 24 hours. Please check back frequently to review latest questions/answers.

### Letter of Interest

Please include responses to the following questions as a part of the letter of interest, not to exceed four (4) single-spaced pages.

1. Introduce yourself and organization, and interest in the project. Explain why you are particularly well-suited to successfully complete the SOW.
2. Describe how your organization's experience and expertise applies to the SOW.
3. Briefly describe at least one example of similar work that speaks to your capacity to perform the SOW.
4. Briefly describe the staff capacity at your organization and who will lead this work.
5. Indicate your preferred start date for this work (June 1, 2022, or later within the project

- period).
6. Curriculum vitae, professional resume, or biosketch

You will receive confirmation of receipt within 24 hours of the deadline. In fairness to all applicants, NNPHI strictly enforces the submission deadline. **LOIs received after the deadline will not be reviewed. In your application, please indicate your available start date.** Up to two (2) partners or organizations will be selected. Note: If you do not receive a confirmation email or have any technical difficulties, please contact Dr. Shakiera Causey at [E2A@nnphi.org](mailto:E2A@nnphi.org). We recommend submitting early to avoid any problems.

### **Notice to Applicants**

Please be advised that NNPHI reserves the right to modify the terms of the LOI with reasonable notification to all interested parties. This LOI and any related discussions or evaluations by anyone create no rights or obligations whatsoever. NNPHI may cancel or delay this solicitation at any time at its own discretion. Anything to the contrary notwithstanding, the contract executed by NNPHI and the selected applicant, if any, will be the exclusive statement of rights and obligations extending from this solicitation. Applicants are further advised that all information submitted in response to this solicitation shall remain in the public domain.

*Funding for this opportunity has been provided to the National Network of Public Health Institutes (NNPHI) through a Cooperative Agreement with the Centers for Disease Control and Prevention (CDC 6NU38OT000303-04-01). NNPHI is collaborating with the CDC's National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention on this project. Contents of this RFP are solely the responsibility of NNPHI and do not necessarily represent the official views of CDC or the U.S. Department of Health & Human Services.*