

Congenital Syphilis Study

FREQUENTLY ASKED QUESTIONS (7/13/17)

The entire proposal submission process must be completed online on or before **5:00 PM (ET) on Friday, July 14, 2017** to <http://modresearchgrants.egrant.net>. Please direct any questions to cs-study@marchofdimes.org.

INTRODUCTION AND BACKGROUND

(No questions in this section.)

STATEMENT OF WORK

SELECTING HIGH-MORBIDITY GEOGRAPHIC AREAS

Q1. Does the applicant have to have local knowledge of the selected counties?

Local knowledge will be useful in working with local departments of health, but lack of local knowledge will not result in an automatic disqualification of a proposal.

PRENATAL CARE PROVIDER ASSESSMENT

Q1. Can there be fewer than 16 or greater than 20 interviews?

The funders would like to see a minimum of 8 prenatal care providers interviewed for each of the two counties selected. If an applicant believes that more than 10 provider interviews may be warranted in a county, he should include his reasoning.

Q2. What if there are not enough obstetricians? Can the majority of provider type be another provider type other than obstetricians?

The providers should not all be obstetricians. The RFP requests inclusion of multiple provider types, "All interviews should be conducted with clinical providers who play a role in CS prevention during pregnancy; common provider types include obstetricians, nurse midwives, and family practice physicians or advanced practice nurses conducting prenatal care, but may justifiably include less-traditional provider types, like emergency department physicians. Diversity in provider types is appreciated." If prenatal care in a given geographic area is predominantly performed by non-obstetrician providers (i.e., family practice physicians), then the applicant may justify a research plan where the majority of provider interviews are conducted among another clinical category.

Q3. Will the awardee be required to get approval from the Office of Management and Budget (OMB), as there are more than 9 respondents?

Yes, the awardee will need to work with CDC to obtain OMB Paperwork Reduction Act and IRB approvals through the CDC/HHS process. CDC will complete the necessary paperwork with input from the awardee, such as interview guide, facilitator guide, etc.

HIGH-RISK PREGNANT WOMAN ASSESSMENT

(No questions in this section.)

DATA ANALYSIS

Q1. Does the applicant need approval from MOD and CDC for how they will analyze the data? What method should be used?

An applicant does not need approval prior to submitting her proposal. Regardless of the method she chooses, the applicant should choose a well thought-out approach to data analysis and be able to explain why it was chosen.

Q2. If the applicant needs to purchase a software package, can that be included in the budget?

Yes, this expense can be included in the budget.

DELIVERABLES

Q1. How frequent are the conference calls in which the applicant is expected to participate?

There is some flexibility, but calls will likely take place every 2-4 weeks.

Q2. Can transcripts from in-depth interviews and focus group discussions be edited prior to sharing with CDC and MOD?

Yes, and identifying information should be redacted from the transcripts.

Q3. Will the meeting where the consultant presents the final results be in-person or by telephone? If this meeting is in person, where will it be held?

We anticipate that this meeting is expected to take place virtually – either by phone or video conference. If the consultant is in the Atlanta or NYC area, s/he can meet in person at CDC or March of Dimes national office with the other organization participating virtually if s/he prefers.

PROJECT SCHEDULE

Q1. May the applicant allot time in her/his proposal to conduct a literature review?

Yes, but it is expected that the applicant will have an understanding of the subject prior to proposal submission. It is also expected that the total project will not exceed one year from project launch date (launch anticipated: 8/31/17).

Q2. What is the deadline to submit notification of intent and proposal? Will extensions be made?

The deadline to notify MOD and CDC is July 14, 2017. If the deadline is extended, notice will be posted at <http://www.marchofdimes.org/research/research-grants.aspx>.

Q3. When will applicants be notified of consultant selection?

On or before August 15, 2017

Q4. Will the project launch meeting be in-person or by telephone? If this meeting is in person, where will it be held?

The project launch meeting will likely be convened by phone or video conference. If the consultant is in the Atlanta or NYC area, s/he can meet in person at CDC or March of Dimes national office with the other organization participating virtually if s/he prefers.

GUIDELINES FOR PROPOSAL

Q1. What is the maximum budget for this assessment?

All assessment-related expenses for a two-county proposal should total \$150,000 or less.

Q2. If an applicant organization does not have an approved indirect rate agreement, will a traditional time and materials budget be acceptable (i.e., burdened labor hours plus direct costs)?

Applicants should follow the requested CDC budget format referenced on page 5 of the RFP. The applicant is allowed to include a 10% indirect rate if a federally approved indirect rate is not in place. Please refer to Uniformed Guidance - 200.414 Indirect (F&A) costs.

Q3. What information should be included in the references from two organizations?

Please provide contact information for groups for whom the applicant has provided services comparable to those outlined in the Congenital Syphilis RFP. Statements of reference are not requested. Contact information is defined as name or names of people with whom the consultant worked directly, as well as his/her phone number, email address, and physical address of the organization.

Q4. Does the maximum budget for this assessment include indirect costs?

Yes, the maximum budget for the services outlined in the Congenital Syphilis RFP is \$150,000, inclusive of indirect costs (or overhead) the consultant intends to bill to the project.

Q5. Are the Current Financial Report, Pending Financial Report, and General Professional Personnel documents are required for this application? They are not mentioned in the congenital syphilis RFP, but they are listed as requirements on the "Application Instructions / Guidelines" page (<http://www.marchofdimes.org/research/march-of-dimes-application-instructions--guidelines.aspx>).

All of the criteria for the congenital syphilis RFP are outlined in this FAQ document and the RFP document itself (<http://www.marchofdimes.org/materials/congenital-syphilis-study-2017.pdf>). The information on the "Application Instructions / Guidelines" page does not apply to the congenital syphilis project.

EXPECTED NUMBER OF AWARDS

(No questions in this section.)

CRITERIA FOR SELECTION

Q1. What skills/knowledge is the applicant required to have to submit a proposal?

- *Prior work/consulting experience*
- *Demonstrated skill in qualitative assessment and report writing*
- *Ability to gather information from multiple sources and adapt a data collection plan to stakeholder needs*
- *Knowledge about the public health issues of sexually transmitted disease or desire to learn this content areas and quick ability to do so*

Q2. What skills/knowledge are strongly preferred in the successful applicant submitting a proposal?

- *Experience in the field of public health, particularly maternal and infant health or sexually transmitted diseases*

Q3. What skills/knowledge are preferred in the successful applicant submitting a proposal?

- *Experience working with Federal organizations/agencies*

Q4. What skills/knowledge will be useful for the successful applicant submitting a proposal?

- *Knowledge of both selected counties, for working with local departments of health*
- *Knowledge of the CS epidemic, for guiding the selection of appropriate prenatal care providers and high-risk pregnant women for this assessment*

Q5. What elements will be primary considerations in evaluating submitted proposals?

- *Completion of all required responses in the RFP*
- *Understanding of Engagement and Work Plan (under Guidelines for Proposal) is complete, time-framed, and realistic*
- *Applicant's capacity, experience, and knowledge to deliver quality service and resources in accordance with the Study's needs and expectations*
- *Budget is realistic and clearly linked to outcomes and project activities. All activities are allowable*

VALID OFFER PERIOD

(No questions in this section.)

CONFIDENTIALITY/NON-DISCLOSURE

(No questions in this section.)

ADMINISTRATION INFORMATION

(No questions in this section.)