REQUEST FOR CONTRACTED SERVICE PROPOSALS

Medical Debt Statewide Survey Project

Missouri Foundation for Health
a catalyst for change
Missouri Foundation for Health (MFH) is requesting proposals from qualified contractors to provide facilitation and delivery of a statewide survey focusing on the issue of medical debt in the state of Missouri, with a focus on how medical debt affects consumer health care behavior.

Description of Services Required
MFH is seeking a contractor to design, distribute and analyze the results of a short survey distributing questions about how medical debt (or lack thereof) has affected their health care access and experience. This survey will take into consideration the results of the Medical Debt Statewide Focus Group Project by MFH, scheduled to be completed in the months preceding this survey. The survey should be as representative as possible, reaching each part of the state, with the opportunity to stratify the data for trends. The questions should target the average health care consumer in a way that is digestible in terms of language and precision. The survey should examine medical debt including but not limited to hospital systems, physician provider groups, urgent cares, and the like, but also include separate questions regarding access to dental care and debt related to that care as well. Because oral health is a vital part of overall physical health, this type of care should also be observed in the survey for purposes of data collection and analysis. The overarching purpose of MFH’s medical debt statewide work is to provide a clear, comprehensive, accurate picture of the medical debt issue in Missouri, approaching the topic from various viewpoints. The Medical Debt Statewide Survey Project is the second step in that work, building off of the Medical Debt Statewide Focus Group Project.

Proposal Submission
Proposals must be submitted online and be received by noon Central on July 31, 2023. To begin a proposal, click here. To return to a proposal in progress, log in to your Account.

Proposal Requirements
- Submission acknowledgement. Complete and submit the one-page acknowledgement form.
- Proposal narrative. Address each of the sections below:
  - Approach to services. Provide a brief description of the approach to services and address each of the following:
    - Please describe your experience with conducting population surveys.
    - Are there any particular challenges you might foresee in conducting a survey in Missouri? How might you address them?
    - Do you have ideas or approaches to reach out to marginalized populations?
    - Please describe your experience with the issue of medical debt from a research standpoint. For this project, some of the overarching topics we are aiming to gain a better understanding of are as follows (please note that these are themes only; questions for the survey are to be developed later in this process):
      - How does having medical debt affect consumer health care behavior? Are patients in need of care more or less likely to seek care if they have existing debt with a medical system?
For those with existing medical debt, has it limited their ability to access care (i.e., ability to obtain a medical or dental appointment, as applicable, etc.)?

For those with current or past medical debt, were they able to access financial assistance from providers? If not, how has this affected their life holistically?

- **Deliverables and proposed timeline.** Provide a work plan and timeline that identifies activities and deliverables. For this project, written reports, data visualizations where possible, and analysis are preferred, highlighting overarching themes and trends found in the results.

- **Organizational history and qualifications.** Provide a summary of the experience and qualifications of the organization's staff as well as any proposed subcontractors. Include bios of key personnel. Provide information and examples demonstrating how your organization shares MFH values and critical concerns as described below.

- **Cost proposal.** Provide a detailed cost proposal and justification for: professional services (hourly rate and number of hours), travel specifically related to the project, subcontractor fees (attach proposal or contract), and other direct costs that can be tracked specifically to the project. Overhead/indirect expense can only be applied to other direct costs. Respondents should submit a cost proposal that aligns with the scope of the project and supports required deliverables. MFH reserves the right to negotiate proposed costs.

  *Note: If required, travel will be reimbursed for coach airfare booked within a reasonable timeframe, lodging, standard rental car or public transportation, meals, and incidental expenses at a rate not to exceed the federal per diem rate.*

- **Intellectual property list.** If applicable, attach a list of intellectual property that may be used in performing the services.

- **Additional required documents:**
  
  - The names and contact information of 2-3 individuals or organizations MFH can contact to verify past work.
  
  - Completed **W-9 Form**
  
  - Completed **Conflicts of Interest Disclosure form**

**Proposal Review and Evaluation**

Proposals will be reviewed in accordance with the requirements of this RFP. Only those proposals that meet all the mandatory criteria in the RFP will be given consideration.

A respondent’s submission of a proposal in no way guarantees procurement. MFH will not reimburse a respondent for the cost of developing or presenting a proposal in response to this RFP. The proposal will be considered confidential.
**Right to Reject**

MFH reserves the right to:

- Reject any or all proposals submitted
- Request additional information from any or all respondents
- Conduct discussions with respondents to ensure full understanding of and responsiveness to the solicitation requirements
- Negotiate modifications to a respondent’s proposal prior to final award for the purpose of obtaining best and final offers
- Approve subcontractors proposed or used in carrying out the work

**Contract Provisions**

The agreement will be up to six months in duration. If selected, the contractor will be required to enter into a Service Agreement with MFH. To review the terms of the agreement, click here.

**Contact and Deadline**

If you have questions please contact Sami Schrage Bunk, Health Policy Strategist, at sbunk@mffh.org or (314) 345-5539. Proposals must be received by noon Central on July 31, 2023.

For more information on the online submission process, click here. If there are additional questions, please contact Wendy Rohrbach, Project Coordinator, at wrohrbach@mffh.org or (314) 345-5504.

**MFH Values and Critical Concerns**

MFH is committed to engaging partners who share and demonstrate our values of equity, integrity, humility, and commitment. In addition, MFH has identified advancing equity and inclusion, promoting human dignity, and making environmentally conscious decisions as critical concerns. The organization will be asked to affirm that:

- Employment practices of your organization ensure that there is no discrimination in hiring and promotion practices. This includes discrimination based on gender, age, race, disability, veteran status, religious affiliation, or sexual identification
- No part of your organization’s operations or communication with the public discriminate against any individual or group based upon any of the factors listed above.
- Any violation of this provision shall be considered a violation of the material provision of this procurement and shall be grounds for cancellation, termination, or suspension in whole or in part of any related agreement by the MFH.

**About Missouri Foundation for Health**

Missouri Foundation for Health is building a more equitable future through collaboration, convening, knowledge sharing, and strategic investment. Working in partnership with communities and nonprofits, MFH is transforming systems to eliminate inequities within all aspects of health and addressing the social and economic factors that shape health outcomes. To learn more please visit mffh.org.