



Center for Healthy Aging and Wellness
College of Nursing and Health Professions

Request for Statement of Qualifications

- Telehealth Curriculum Specialist -

- Questions due by 2PM CDT on Friday, August 28, 2020 to Jeff Sponn: jsponn@usi.edu
- Answers provided by 12PM CDT on Tuesday, September 1, 2020.
- Bids due Friday, September 4, 2020/2PM/CDT

Contact Information for Questions:

Jeff Sponn, Assistant Director of Procurement
University of Southern Indiana
8600 University Blvd., Evansville, IN 47712
Email: jsponn@usi.edu



Background

The Center for Healthy Aging and Wellness of the College of Nursing and Health Professions at the University of Southern Indiana was awarded fiscal year 2020 Coronavirus Aid, Relief and Economic Security (CARES) Act funding by the U.S. Health Resources and Services Administration to support transition of the regional healthcare workforce to telehealth care services. Part of this award requires the consultative services of a telehealth curriculum specialist to identify available, discipline-specific telehealth training curriculum and support college faculty program chairs in the review and adoption of curriculum suited to faculty development activities and undergraduate and graduate academic programs within the College of Nursing and Health Professions. The Center for Healthy Aging and Wellness seeks a qualified candidate to perform these activities for a period not to extend beyond March 31, 2021 and with an expected start date of September 15, 2020. Up to \$10,000 is available to compensate the selected consultant.

Statement of Qualifications

The statement of qualifications should contain the following sections, in the outlined sequence, totaling no more than 7 pages.

1. Completed and signed RFP cover form for Procurement Services
2. Cover letter
3. Statement of Qualifications
 - a. Statement of Work
 - b. Curriculum Experience
 - c. Health Professions Knowledge
 - d. Other Relevant Work Experience
4. Work plan
5. Budget
6. 2 professional references

Interested parties may submit up to two attachments of example work for consideration. In addition, parties must submit Insurance Certificate naming USI as “Additional Insured,” Workers Compensation, Auto Liability and Employers Liability coverage in the bid package.

Please return USI bid package to Procurement Services, Dan Martens, Support Services Building, dmartens@usi.edu or 812-461-5275 (fax) per instruction on cover sheet.

Deliverables

1. A menu of available telehealth training and curriculum options per discipline.
2. Consultation provided to program chairs on discipline-specific options.



3. Curriculum recommendations by discipline ready for use or to submit to institutional curriculum modification process by spring 2021.

Eligibility

Individuals, partnering entities, and organizations, both for-profit and nonprofit, are eligible to submit a statement of qualifications and be awarded the contract.

Review Criteria

The consultant will be selected based on the strength of his/her qualifications, capacity to complete services within required timeframe, and responsiveness to the Request for a Statement of Qualifications.

The committee assigned to review Statements of Qualification will select the final candidate based on:

1. Completion of materials as instructed
2. Demonstrated understanding of work requirements and deliverables as discussed in the cover letter and statement of work
3. Qualifications to perform professional services based on Curriculum Experience, Health Professions Knowledge, and Other Relevant Work Experience
4. Responsiveness and efficiency of work approach as described in the cover letter and the statement of work
5. Commitment of sufficient resources to fulfill professional services.
6. Feedback and relevancy of professional references

The review committee is under no obligation to select the contractor offering the lowest bid.

Next Steps

The review committee will notify all candidates of the outcome of the selection process by September 15, 2020. Finalists should be prepared to provide a brief presentation and answer questions about qualifications.

The selected consultant will be asked to sign a Professional Services Contract with the University of Southern Indiana prior to commencing work. The contract will incorporate the statement of work, workplan and a budget summary from the consultant's statement of qualifications. The university's business office will negotiate any final contracting provisions.

Monthly payment for services will be issued upon invoicing. Invoices should include a brief description of services provided and percentage of project deliverables completed. Invoices will be paid with Net 30 terms. All invoices must be emailed to acctspay@usi.edu.