



Request for Proposals

Newborn Screening Data Analytics Professional Development

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INTRODUCTION

Thank you for your interest in receiving funding support for newborn screening data analytics professional development opportunities. This funding may be used for staff to enroll in data analytic specific courses chosen by the state newborn screening program, to purchase data analysis and visualization software licenses or other professional development opportunities for newborn screening programs to better handle and use data effectively. This opportunity is available to all state newborn screening (NBS) programs. Only one application is needed per state.

BACKGROUND

As state newborn screening programs continue to expand and add complex conditions to their State recommended uniform screening panel (RUSP), there is a need to upgrade data analysis software, learn new methods of parsing data, and use data analytics to streamline manual processes. The Association of Public Laboratories (APHL) has opened this Request for Proposals (RFP) funding support for newborn screening data analytics professional development opportunities to assist NBS programs with fulfilling these goals.

CONFLICT OF INTEREST

APHL will ask potential reviewers to complete and sign APHL's **Conflict of Interest Disclosure Statement** in order to disclose any real or perceived conflict of interest prior to the start of the evaluation process and to affirm that they have no conflict of interest that would preclude an unbiased and objective review of the proposals received. A copy of the disclosure statement and the related Fiduciary Responsibility and Conflict of Interest Policy is attached as Appendix C: Conflict of Interest Disclosure Form and Policy. APHL will not select reviewers with a perceived or potential conflict of interest. Once potential reviewers have been identified, APHL's Director, PPHR will have final approval over the review team's composition.

TIMELINE

Applications are due by February 12, 2021 at 11:59 pm ET. Email the completed application to Guisou.Zarbalian@aphl.org.

- January 5, 2021 - Applications are open
- February 12, 2021 - Applications are due by 11:59 ET to APHL
- February 13, 2021 - Application review process
- February 19, 2021 - Awardees notified
- March 26, 2021 - Contracts ratified between APHL and awardees

June 30, 2021 - Data analytics project funded

July 15, 2021 - Progress report due for professional development activities

ELIGIBILITY

All U.S. and territorial NBS programs are eligible to apply for this funding and are subject to the requirements to be set forth in a contract between APHL and the funded entity. NBS programs can use funding to enroll staff in data analytic specific courses chosen by the program, to purchase data analysis and visualization software licenses or other professional development opportunities for newborn screening programs to better handle and use data effectively. Only one application needs to be submitted per state. States may request that APHL directly purchase specific trainings and software if there are significant barriers related to procurement. However, states that can purchase independently of APHL are encouraged to do so. Newborn screening programs will be responsible for sustaining costs of software purchased beyond the funding opportunity timeline.

SCORING RUBRIC

Applications are evaluated based on the scoring criteria in the table below. Please note that funding is limited and, unless otherwise discussed with APHL staff, funding requests should not exceed \$5,000 per person or \$15,000 per newborn screening program. See [appendix](#) for complete scoring rubric.

Scoring Criteria and Points	
Goals and Objectives	40 points
Staffing Support	5 points
Impact	20 points
Budget and Budget Justification	25 points
Timeline	10 points
Total Points Attainable	100 points

APPLICATION

Section A: General Information

NBS Program Name:

Address 1:

Address 2:

City:

State:

Zip Code:

Point of Contact:

Point of Contact Email:

Section B: Proposed Goals and Objectives

Please describe:

- What you are hoping to accomplish with this funding?
- What are your goals between now and the professional development activity end date to improve newborn screening data analytic capabilities? Please be specific and detailed.
- What are the approximate start and completion dates (awarded funds must be spent by June 30, 2021)?
- Please list any barriers you foresee and your plans to overcome them
- Complete Goals Table, below. Please add or modify the table to suit the needs of your professional development goals.

Data Analytics Professional Development Goals Table

Goal 1:					
Goal 1	Professional Development Activity (i.e. course, software license)	Outcome	Start Date	End Date	Staff Lead
Goal 2:					
Goal 2	Professional Development Activity (i.e. course, software license)	Outcome	Start Date	End Date	Staff lead

Section C: Staffing Support

Please describe:

- What support you need outside of financial support to implement the proposed NBS enhancement solution (if any).

- The number of staff that will be included in this funding opportunity and how they will participate.

Section D: Impact

Please describe:

- What is the impact of this professional development activity on your NBS program and the mission of your NBS activities?
- What metrics or tools will you use to track progress and impact?
- How will the outcomes from this activity be sustained?

Section E: Budget and Budget Justification

Please include a detailed budget and a budget justification for all expenses for which you are requesting funding. Itemize and justify all expenses (including software cost, course cost or other expenses).

Section F: Timeline

Please provide a timeline of activities, with the professional development activity start date anticipated as March 26, 2021 and end date of project (money spent no later than June 30, 2021).

Section G: Progress Report Template (Due July 15, 2021)

Data Analytics Professional Development Progress Report						
Goals	Professional Development Activity (i.e course, software, software license):	Start Date:	Anticipated End Date:	Staff Lead:	Progress:	Other:
Goal 1:						
Goal 2:						
Goal 3:						

APPENDIX A: SCORING RUBRIC

Name of Applicant:	
	SCORE
SECTION B: GOALS AND OBJECTIVES (40 points)	
Goal is well defined	
Goals are appropriate given the professional development activity outline	
Goals are reasonable/acheivable	
Goals table is complete (or a variation of it)	
Barriers are described	
Barriers described are comprehensive	
Plans to overcome any barriers are clear	
Start and completion dates are provided	
SECTION TOTAL	0
SECTION C: STAFFING SUPPORT (5 points)	
Staffing number , capabilities and needs are articulated	
SECTION TOTAL	0
SECTION D: IMPACT (20 points)	
Impact of project is stated	
Impact of project is well defined	
Tools and metrics to measure impact are described	
Plans to sustain outcomes from this activity have been described	
SECTION TOTAL	0
SECTION E: BUDGET AND BUDGET JUSTIFICATION (25 points)	
Budget is described	
Budget is reasonable (<=\$15,000 unless exempted)	
Budget aligns with proposed activities	
Budget justification is provided	
Goals are attainable within the proposed budget	
SECTION TOTAL	0
SECTION F: TIMELINE (10 points)	
Timeline is provided (money spent by June 30, 2021)	
Timeline is reasonable/ attainable	
SECTION TOTAL	0
TOTAL APPLICATION SCORE (Maximum 100)	0

SCORING SCALE				
Strongly Disagree	Disagree			Strongly Agree
1	2	3	4	5

APHL CONFLICT OF INTEREST DISCLOSURE STATEMENT (FOR COMPLETION BY REVIEWERS ONLY – APPLICANTS DO NOT NEED TO COMPLETE)

Association of Public Health Laboratories
Conflict of Interest Disclosure Statement

Applicability: Disclosure of the following information is required of all Officers, Directors, committee members, staff members and other volunteers who have been designated and who have accepted responsibility to act on behalf of APHL ("APHL Personnel"). Please answer the following questions and, where indicated, include the same information for your immediate family members (your parents, your spouse or partner, your children and your spouse/partner's parents).

APHL will keep your completed disclosure statement in the corporate records of the association.

1. Please list the name, address, phone number, email address and type of business of your current employer. If you are self-employed, please note that below and provide us with the address, phone number, email address and type of business you operate.

Do you, or does any family member, currently serve as an officer, director, committee member, or other volunteer (or work as an employee of or a paid consultant to) any organization serving the interest of laboratory science or public health laboratories other than APHL or your state or local laboratory?

Yes No

If yes, please list the organization(s) and provide detail on your or your family member's interest or position in the organization(s).

Do you, or any family member, have an existing or potential interest in, or compensation arrangement with, any third party providing goods or services to APHL, or with which APHL is currently negotiating?

Yes No

If the answer is yes, please provide the name of the organization below and describe in detail the nature of the position held.

4. Please note any other financial or business interest you may have with any organization serving the interests of public health laboratories.

If you have none, please check this box:

Do you, or does any family member, have any other interest or affiliation that is likely to compromise your ability to provide unbiased and undivided loyalty to APHL, or that could come in conflict with your official duties as an Officer, Director, committee member, staff member or other volunteer who has been designated and who has accepted responsibility to act on behalf of APHL?

Yes **No**

If you answered yes, please describe in detail below the nature of each such interest or affiliation.

6. If you are currently aware of any actual or possible conflict of interest that might otherwise hamper your ability to serve APHL to your best ability and with the highest degree of care, loyalty and obedience – **including any potential conflict you or a family member may have with one or more of the RFP applicants** – please describe them in detail below.

7. Do you agree that so long as you are an Officer, Director, committee member, staff member or other volunteer who has been designated and who has accepted responsibility to act on behalf of APHL you will immediately disclose to the other Directors and/or Officers or, for staff members, the Executive Director and/or General Counsel the nature of any interest or affiliation which you may hereafter acquire, which is in or is likely to become in conflict with your official duties with APHL?

- Yes** **No**

YOU MUST READ THIS SECTION AND THEN SIGN BELOW

I acknowledge that I have received and read APHL’s Fiduciary Responsibility and Conflict of Interest Policy (the Policy). I have listed all my relevant fiduciary responsibilities and affiliations, and I have identified any actual or potential conflict of interest on this Disclosure Statement and I agree to abide by the Policy. I understand that it is my responsibility to inform APHL in writing

Signature: Date:

For Review

APHL Fiduciary Responsibility and Conflict of Interest Policy

1. Policy Statement and Purpose

The members of the APHL Board of Directors understand the importance of serving APHL to the best of their ability and with the highest degree of obedience, loyalty and care. Accordingly, the Board adopts the following policy for APHL Officers and Directors, all staff, committee members, and other volunteers who have been designated and who have accepted responsibility to act on behalf of APHL ("APHL Personnel").

2. Individual Duty and Annual Disclosure

APHL Personnel will avoid any conflict of interest with APHL. APHL Personnel will not profit personally from their affiliation with APHL, or favor the interests of themselves, relatives, friends or other affiliated organizations over the interests of APHL. As used in this Policy, "Conflict of interest" includes any actual, apparent, and potential conflict of interest.

Upon commencing service with APHL, each APHL Personnel will file with the Board an annual statement disclosing all material business, financial, and organizational interests and affiliations they or persons close to them have which could be construed as related to the interests of APHL or the profession of public health laboratory science. Each APHL Personnel has an obligation to make an additional disclosure if a conflict of interest arises in the course of the individual's service to APHL, whether arising out of his/her employment, consulting, investments, or any other activity. These disclosures will be documented promptly in writing and recorded in the Board minutes and corporate records.

3. Procedure

Whenever APHL considers a matter, which presents an actual, apparent, or potential conflict of interest for APHL Personnel, the interested individual will fully disclose his/her interest in the matter, including the nature, type, and extent of the transaction or situation and the interest of the individual or that individual's relatives, friends or other affiliated organizations. The Board, after consultation with counsel as appropriate, will determine whether an actual and material conflict exists and, if so, what is the appropriate course of action under this policy and the Board vote will be recorded in the minutes.

Any Board member having a conflict of interest must either (i) voluntarily abstain from and be disqualified from participation in all deliberation and voting on all Board actions relating to the situation or matter that gives rise to the conflict of interest, or (ii) ask the Board to determine whether an apparent or potential conflict of interest is considered by the Board to be an actual and material conflict.

In the event that the Board member in question requests that the Board evaluate the apparent or potential conflict, that Board member will abstain and be disqualified from participating in (and voting on) the determination of whether the issue presents an actual and material conflict. If the Board determines that an actual and material conflict exists, the Board member in question will abstain from all voting on, and will be disqualified from participation in all deliberation concerning all Board actions relating to the conflict of interest. The vote will be recorded in the minutes.

These procedures will neither prevent the interested individual from briefly stating his/her position on the matter, nor preclude him/her from answering pertinent questions of Board members, since his/her knowledge may be of assistance to the Board's deliberations.

APHL Personnel must be cautious and protective of the assets of APHL and insure that they are used in the pursuit of the mission of APHL. The association's policy requires APHL Personnel to avoid transactions in which APHL personnel may have a significant financial interest in any property which APHL purchases, or a direct or indirect interest in a supplier, contractor, consultant, or other entity with which APHL does business. The Board, after consultation with counsel as appropriate, will determine whether an actual and material conflict exists and, if so, determine whether the transaction is nonetheless favorable to APHL before considering whether to approve it.

4. Other Duties and Obligations

Whenever any APHL Personnel discovers an opportunity for business advantage which is relevant to the activities of APHL, the opportunity belongs to APHL and the individual must present this opportunity to the Board. Only once the Board determines not to pursue the matter and relinquishes the opportunity may the individual consider it a matter of possible personal benefit.

APHL Personnel may not accept favors or gifts exceeding \$75.00 from anyone who does business with APHL.

All APHL Personnel will keep confidential those APHL matters designated confidential. APHL Personnel are prohibited from disclosing information about APHL to those who do not have a need to know or whose interest may be adverse to APHL, either inside or outside APHL, and are prohibited from using in any way such information for personal advantage to the detriment of APHL.

All APHL Personnel who participate in APHL activities, including committee activities and international consultation activities, must be adequately prepared to fully participate as their position descriptions require and will do so in accordance with the applicable laws and regulations of their respective state or territory and APHL's Articles of Incorporation, Bylaws, and corporate policies. The APHL Board will read and understand the association's Articles of Incorporation, Bylaws, corporate policies and financial statements, and routinely verify that all state, federal, and local tax payments, registrations and reports have been filed in a timely and accurate manner.

Board members will never exercise authority on behalf of APHL except when acting in meetings with the full Board or the Executive Committee or as authorized by the Board. If any member of the Board has significant doubts about a course of action of the Board, he or she must clearly raise the concern with the Executive Director and the Board and, when appropriate, seek independent expert advice.