



REQUEST FOR PROPOSALS: BioSense 2.0 Implementation Support

Background & Purpose:

BioSense 2.0 is a Centers for Disease Control and Prevention (CDC) sponsored program to create a nationwide syndromic surveillance system. State and local health departments can use BioSense 2.0 to perform syndromic surveillance within their jurisdictions and share syndromic surveillance data with other public health agencies. Through simple and jurisdiction-controlled data sharing options, BioSense 2.0 can help create regional and nationwide situation awareness and support national, state, and local public health responses.

The Council of State and Territorial Epidemiologists (CSTE) is partnering with CDC on this effort to facilitate state, territory, and large city adoption of BioSense. This funding announcement is intended to assist health departments implement BioSense 2.0. Specifically, this funding is targeted towards supporting syndromic surveillance and information technology personnel at State Health Departments who facilitate BioSense 2.0 implementation.

Source of Funds:

The Council of State and Territorial Epidemiologists receives funding through the Centers for Disease Control and Prevention cooperative agreement number [5U38HM000414]. Funds awarded to applicants under this announcement are subject to the laws, regulations and policies governing the U.S. Public Health Service grant awards.

Mechanism of Support:

CSTE will manage all matters related to the financial support for this project. CSTE will reimburse awardees upon invoicing for the project in a Fixed-Cost contract with awardees. Recipients are responsible for allocating appropriate amounts to support activities, including compensation for contractors, for the duration of the project.

Eligibility:

All state and qualified large urban¹ health agencies that submit letters of intent are eligible to apply for funds. The Letter of Intent is a required element of the application.

Availability:

Between 9 and 15 successful applicants will be awarded up to \$21,000 to support syndromic surveillance and IT personnel. The awardees will be notified by April 16, 2012. CSTE's support for this activity is limited to one-time awards. The proposed project should last 3-6 months unless otherwise approved.

Project Requirements:

These monies must support public health BioSense 2.0 implementation or integration of BioSense 2.0 into routine epidemiologic practice. These funds are intended to support personnel, not hardware or

¹ Qualified large urban health agencies are those that are eligible for CDC's ELC Funding (<http://www.grants.gov/search/search.do?mode=VIEW&oppld=56320>).

software purchases. Projects should ideally be completed within 3-6 months. Overall this project must address specific barrier(s) to implementing or supporting syndromic surveillance, which may include:

- renegotiating Data Use Agreements with hospitals and providers,
- recruiting new data providers,
- resolving IT and data submission issues,
- determining the utility of additional data elements, and
- training your workforce.

Application Instructions:

Letter of Intent (required):

Letters of intent should be single-spaced, typed in 12-point font on 8 ½ by 11-inch paper with 1" margins and should not exceed 1 page in length. All letters of intent should be submitted electronically to Beth Dunbar (edunbar@cste.org) by **close of business on March 9, 2012**. Please include the following information, in this order:

Contact Information
Agency Name Contact Person's Name Contact's Email Address Contact's Phone Number
Project Description
Barrier or challenge being addressed Desired outcomes Project Approach Estimated amount of funding needed Period of time required to complete project

Full Application:

Applications should be single-spaced, typed in 12-point font on 8 ½ by 11-inch paper with 1" margins and should not exceed 4 pages in length, excluding Budget documentation. Applications longer than 4 pages will not be reviewed. All applications should be submitted electronically to Beth Dunbar (edunbar@cste.org) by **close of business on April 9, 2012**. Please include the following information, in this order with the appropriate header titles:

Contact Information
- Agency Name - Agency Mailing Address (no P.O. boxes, please) - Primary Contact Person's Name¹ - Primary Contact's Email Address - Primary Contact's Phone Number - Proposal Title
¹ Please note all communication from CSTE regarding this proposal will be sent to the primary contact
Executive Summary
- A 4-6 sentence paragraph overviewing your proposed project

Desired Impact
– Describe the overall goal of this project – Describe how connecting to BioSense 2.0 will develop, support or enhance syndromic surveillance activities within your agency – If relevant, provide a description of data provider organizations that you hope to engage, including demographic information and population coverage
Implementation Plan
– Provide specific technical implementation plan for your proposal – Describe how you will address technical challenges associated with connecting to BioSense 2.0 – If relevant, please describe the strategies you will employ to engage data providers
Project Team
– Describe the members of your team, including their discipline (epidemiology, informatics, information technology etc.), role they will have in this project, and relevant experience
Budget & Timeline
– Illustrate how your agency would allocate these funds using the Budget template provided in Appendix A. This Budget will not count towards the 4-page application limit. – Outline the project timeline including project milestones and expected outcomes for each stage

Evaluation Process:

CSTE National Office Staff will evaluate Applications and award funds based upon the extent to which the respondent addresses the required proposal content above. Specifically, applications will be evaluated based on:

1. Overall project goal and desired impact (30%)
2. Clarity and feasibility of project implementation plan (30%)
3. Composition of project team (10%)
4. Extent to which budget is justified (20%)
5. Overall project timeline (10%)

Awardees will be notified via email and/or phone by **April 16, 2012**. Any delays in award notifications will be shared with all applicants. CSTE will also post answers to frequently asked questions on the CSTE BioSense website (www.cste.org/BioSense.asp).

Overall Timeline:

Letter of Intent Due (required)	Application Due	Awardees Notified	Project Period Begins	Project Period Ends
Mar. 9, 2012	Apr. 9, 2012	Apr. 16, 2012	Apr. 16, 2012	Dec. 31, 2012

Please submit all materials electronically to Beth Dunbar via edunbar@cste.org. For additional information on BioSense 2.0 and this project, please contact Beth (edunbar@cste.org | 770.458.3811). Please refer to the CSTE BioSense 2.0 website (www.cste.org/BioSense.asp) for answers to frequently asked questions.

Appendix A: Budget Template²

Cost Category				
Description	Individual's role or Purpose	Cost	Frequency	Total
Personnel				
Name	Role	Compensation Rate (\$)	Time (hours)	Cost (\$)
Total Staff Labor:				
Consultant/Contractual Personnel				
Name	Role	Compensation Rate (\$)	Time (hours)	Cost (\$)
Total Consultant Labor:				
Other Direct Costs				
Description	Purpose	Rate (\$)	Time (hours)	Cost (\$)
Total Other Direct Costs:				
Indirect Costs				
Description	Purpose	Rate (\$)	Time (hours)	Cost (\$)
Total Indirect Costs:				
Project Budget Total:				

² Email Beth Dunbar via edunbar@cste.org if you would like an editable template.