Request for Proposals

Survey Statistician Consultant

Date Issued: June 29, 2023
Due Date: July 17, 2023, by 5:00pm Eastern Time
1. **CDC FOUNDATION**

The CDC Foundation helps the Centers for Disease Control and Prevention (CDC) save and improve lives by unleashing the power of collaboration between CDC, philanthropies, corporations, organizations, and individuals to protect the health, safety and security of America and the world. The CDC Foundation is the go-to nonprofit authorized by Congress to mobilize philanthropic partners and private-sector resources to support CDC’s critical health protection mission. Since 1995, the CDC Foundation has raised over $1.9 billion and launched more than 1,200 programs impacting a variety of health threats from chronic disease conditions including cardiovascular disease and cancer, to infectious diseases like rotavirus and HIV, to emergency responses, including COVID-19 and Ebola. The CDC Foundation managed hundreds of programs in the United States and in more than 160 countries last year.

2. **PURPOSE**

The CDC Foundation seeks a Survey Statistician consultant to support a project that monitors electronic cigarette (e-cigarette) use among youth and young adults in the United States (US). This initiative aims to augment existing national- and state-level surveillance activities related to youth tobacco product use in the US by providing more timely and detailed data than are presently available. The consultant will support the CDC Foundation to assess within-person changes in behaviors, attitudes and knowledge related to tobacco product use and marijuana use among youth and youth adults living in the United States and within the state of California.

3. **BACKGROUND**

The CDC Foundation, through its public-private partnerships, remains committed in its mission to reduce the devastating imprint of tobacco use globally and domestically. *The Monitoring the E-cigarette Use Among Youth* is a U.S. initiative funded by Bloomberg Philanthropies to complement the existing surveillance activities used to monitor e-cigarette use with innovative rapid response data collection strategies that allow for greater nimbleness, sub-national representativeness, and evaluation capacity. Given the rapidly-changing market and regulatory dynamics, it is critical to assess within-person changes in behaviors among youth and young adults. Included in these surveillance activities is the Tobacco Epidemic Evaluation Network Study (TEEN+). This national, longitudinal cohort study uses address-based sampling to invite 13–24 year old respondents to complete an online survey related to electronic nicotine product use, other tobacco product use, marijuana use and attitudes.

4. **SCOPE OF WORK**

The scope of work for this consulting engagement is expected to include (but may not be limited to) the following goals, services, and anticipated deliverables:

4.1 **Goals**

To assess within-person changes in behaviors, attitudes and knowledge related to tobacco product use and marijuana use among youth and youth adults living in the United States and within the state of California.

4.2 **Services**

The Survey Statistician will be expected to contribute to statistical and demographic research planning focused on tobacco-related use, behavior, and attitudes. The consultant will have survey research experience, particularly with complex longitudinal surveys, and applied expertise in demography,
statistics, and epidemiology. Specifically, the selected consultant will:

- Consult on statistical analyses planning, model building and interpretation
- Train and support team members in conducting advanced quantitative methods used for longitudinal data analysis
- Assist with development of comprehensive reports that include findings from the analysis and evaluation of the project activities.
- Collaborate with internal and external subject matter experts and project partners to develop joint analyses and publications.

4.3 Period of Engagement

The CDC Foundation anticipates a period of engagement of approximately six months between August 7, 2023, and February 15, 2024, with a possibility to extend, based on performance and need.

The final term and due dates will be negotiated as part of the resulting agreement.

The CDC Foundation anticipates that the majority of work will be conducted virtually with the possibility for some in-person meetings at the CDC Foundation headquarters in Atlanta, GA.

5. ELIGIBILITY REQUIREMENTS

1. Master’s degree in Public Health, Statistics, Epidemiology, Biostatistics, or related field and five years of full-time, professional work experience with statistical analysis or doctoral-level degree and minimum of three years of full-time, professional work experience with statistical analysis.
2. Experience with complex longitudinal survey data analysis.
3. Expert knowledge on survey sampling, sample size and power calculations, weighting, imputation and data analysis and interpretation.
4. Knowledge of questionnaire development, survey management, and documentation.
5. Experience, training, and demonstrated proficiency with statistical software. Experience with SAS, SUDAAN, and/or MPlus strongly preferred.
6. Prior experience in tobacco control research preferred.

6. PAYMENT

CDC Foundation will pay the consultant a fee not to exceed a maximum Project Fee. The Project Fee will be negotiated as part of the resulting contract. CDC Foundation requests bidders include the proposed fee structure, including the total cost and hourly rate or fixed fees (inclusive of any travel, supplies, etc.).

7. INSTRUCTIONS

7.1 Submitting a Proposal

Proposal materials should be submitted by 5:00pm Eastern Time on July 17, 2023

Proposals must be submitted via online form here:
https://app.smartsheet.com/b/form/9d16f531c49f404c9355883e43203b11

An automated notification of receipt of the application will be generated upon submission.
The CDC Foundation is committed to providing accessibility for people with disabilities and is working towards making our materials more accessible. If this document presents accessibility challenges, please email ecigarettemonitoring@cdcfoundation.org with the subject line “Accessibility Assistance.” We will gladly work with you on providing the information in a different format.

The CDC Foundation reserves the right to award a contract based on initial offers, without discussion. Therefore, proposals should contain an applicant’s best solution, from cost/price and technical standpoints. The CDC Foundation may, at its discretion, invite presentations, hold panel interviews, request clarification, conduct discussions and/or solicit a best and final offer from any or all applicants. The CDC Foundation also reserves the right to conduct a pre-award risk assessment and may request additional financial and/or organizational information from TMCs for the purpose of conducting the assessment. Review findings may impact eligibility and/or award structure.

The CDC Foundation will not be responsible for any proposal which does not follow the instructions in this RFP, and may, at its discretion, reject any such non-compliant proposal. Further, this solicitation does not commit the CDC Foundation to pay any cost for the preparation and submission of a proposal.

### 7.2 Proposal Section 1: Individual or Company Overview

The following information should be provided directly in the online form linked above:

| • Legal Individual or Company Name | • Federal Tax Identification (ID) Number/Employer Identification Number (EIN) |
| • Physical Address | • Year Established |
| • Website | • Number of Employees |
| • Primary Point of Contact Name | |
| • Primary Point of Contact Phone Number | |
| • Primary Point of Contact Email | |

### 7.3 Proposal Section 2: Proposal Narrative

Applicants should upload the proposal narrative as an attachment to the online submission form. The narrative should be uploaded as a single Microsoft Word (.doc or .docx), Power Point (.ppt), or Adobe Acrobat (.pdf) file. Note that the maximum file size that can be uploaded is 30MB.

The proposal narrative should include the following:

- An overview of the proposed approach to meeting the goals listed in section 4.1 above and providing the services listed in section 4.2 above.
- Description of your experience providing similar consulting services to organizations comparable in size and mission to the CDC Foundation.
- Confirmation of your capacity to provide the requested services within the anticipated timeframes stated in section 4.3 above.
- Proposed fee structure, including the total cost and hourly rate or fixed fees (inclusive of any travel, supplies, etc.).
8. SELECTION PROCESS AND REVIEW CRITERIA

8.1 Anticipated Timeline

The timeline below is subject to change at the sole discretion of the CDC Foundation:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 29, 2023</td>
<td>RFP Release</td>
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<tr>
<td>July 17, 2023</td>
<td>Proposal Submission Deadline</td>
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<tr>
<td>July 21, 2023</td>
<td>Anticipated Selection Notification</td>
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<tr>
<td>August 7, 2023</td>
<td>Effective Date of Resulting Agreement</td>
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8.2 Communication During the RFP Period

All questions and requests for clarification regarding this RFP should be submitted by prospective consultants in writing via email to ecigarettemonitoring@cdcfoundation.org, with a subject line of: Survey Statistician Consultant RFP.

8.3 Evaluation

Submissions will be evaluated on applicants’ proposed approach to meeting the goals and providing the services listed in the RFP; described experience providing similar consulting services to organizations comparable in size and mission to the CDC Foundation; confirmation of your capacity to provide the requested services within the anticipated timeframes stated in the RFP; and your proposed fee.

8.4 Notification

All applicants will receive notification of whether they are selected. The CDC Foundation will not provide scores or specific review feedback to unsuccessful applicants.