



**December 2009 Request for Proposals
For
NW Ohio Neighborhood Emergency Help Center (NEHC) Supply Caches**

Funding Source: U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response (ASPR), C.F.D.A. 93.889, H1N1 Funds, through the Ohio Department of Health, to the Hospital Council of Northwest

RFP Award Amount: Up to \$56,500

Due Date: January 11, 2010

The medical surge capacity planning and responses of the northwest Ohio health care system depends on a network of partners. In particular, the regional hospitals can benefit from the implementation of the Modular Emergency Medical System (MEMS) components, to expand the capabilities and capacity of a local health care system to respond to mass casualty incidents.

For the past several years, the NW Ohio health care system has been planning for, training, and exercising the operations of regional alternate care facilities which could serve as low-level medical treatment facilities or evacuation sites for hospitals during mass casualty incidents. The region has purchased the necessary equipment and medical and patient care supplies to support the regional sites. In addition to these alternate care facilities, several NW Ohio counties are planning to expand medical surge capacity and compress the demands on local hospital emergency rooms by operating Neighborhood Emergency Help Centers (NEHC), a triage and basic medical treatment center. At the present time, the NW Ohio region does not have a cache of patient care supplies to support NEHCs. To this end, the Northwest Ohio Healthcare Systems Coordination Project, ASPR (Office of the Assistant Secretary for Preparedness and Response) grant, funded through the Ohio Department of Health to the Hospital Council of Northwest Ohio, has made available to a vendor (s) **up to \$56,500 for the purchase of from one to three Neighborhood Emergency Help Center (NEHC) patient care and basic medical treatment supply caches.** Successful proposals must outline a portable, self-contained system which is easily stored and maintained and includes the necessary equipment, patient care, and medical supply purchases, to set-up and operate a Neighborhood Emergency Help Center with a daily throughput of 300 minimum and 500 maximum patients per day for a three-five day initial operational period. A suggested list of possible supplies has been included in Appendix A. Requests for proposals should include all costs associated with the purchase, packaging, and delivery of the NEHC supply caches. **All funds must be spent by February 28, 2010.**

Proposals for any portion of the available funds must include: 1). a detailed narrative account of how the project will be approached; 2). a complete list of all proposed purchases; 3). drawings and/or pictures which detail how the supplies will be stored for the rapid and easy transportation to a neighborhood emergency help center site.

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A detailed operating budget will also be required, and upon completion of the work, a final program narrative report of associated activities and a final budget report must be submitted to Kathy Silvestri, Regional Healthcare System Coordinator **by no later than March 21, 2010.**

All NEHC supply cache proposals are due electronically by **Monday, January 11, 2010.** Please send completed proposals to Kathy Silvestri at: ksilvestri@hcno.org All questions about the NEHC RFP should be also be e-mailed to Kathy Silvestri no later than **Wednesday, December 30, 2009.**

A Selection Committee of volunteers from the 2009/2010 NW Ohio Hospital Steering Committee (10 members including participants from NW Ohio hospitals and regional public health) will review all complete requests for proposals and will make the final mini-grant selections using a quantitative scoring system. Successful proposal applicants will be notified no later than **Monday, January 18, 2010.**

Scope of Work

- 1. Within two weeks of the executed contract, work with a team of NW Ohio county planners and HCNO to finalize the NEHC supply cache contents and to determine the supply cache delivery, storage, and maintenance requirements.**
- 2. By no later than, February 14, 2010, secure the cache storage site locations, proper signatures and paperwork, necessary for the final delivery of the supply caches.**
- 3. By no later than, February 21, 2010, place all orders for the pharmaceutical and supply caches.**

All applicants must be willing to comply with the grants administration responsibilities and duties as outlined in the Ohio Department of Health Grants Administration Policies and Procedures Manual (GAPP), available upon request from the Hospital Council of Northwest Ohio or by accessing the ODH website.

**2009/10 Request for Proposals
For
NW Ohio Neighborhood Emergency Help Center (NECH) Supply Caches**

Funding Source: U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response (ASPR), C.F.D.A. 93.889, through the Ohio Department of Health, to the Hospital Council of Northwest

CONTACT INFORMATION

Please list an organizational address (not home address). All correspondence concerning the grant will be mailed to the address listed below:

Contact Person: _____

Organization: _____

Address: _____

Daytime Phone: _____

Fax Number: _____

E-mail address: _____

Total Amount Requested: _____

NW Ohio ASPR: _____
Hospital Partner

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SUMMARY SHEET

PROJECT NAME: _____

Applicant Organization / Agency: _____

Collaborating Groups / Agency (if applicable): _____

Brief Statement of Need:

Project Objectives: _____

Project Description: _____

Evaluation Activities and Measurable Outcomes:

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PROJECT NARRATIVE

To assist in the organization and development of your narrative, refer to the enumerated items below. The narrative provides the primary means by which your proposal is evaluated and ranked to compete with other applications for available funding. Supporting documents may be included if they will help to present information more clearly. Specific factual information and statements of measurable goals are of particular interest. Narratives will be evaluated on substance not length. Pages should be numbered for easy reference.

All project information described in this part should relate directly to the budget information requested.

The project narrative should address the following:

- 1.) Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished for each activity indicated in the Budget. Cite factors that might accelerate or decelerate the work.
- 2.) List projected accomplishments and their target dates.
- 3.) Identify the types of data to be collected and maintained.
- 4.) List organizations, cooperating entities, consultants, or other key individuals who will work on the project. Include a short description of the nature of their effort/contribution.
- 5.) Describe how you will evaluate the results of your project. In addressing the evaluation of results, define how you will determine the extent to which the program has achieved its stated objectives. Explain the methods that will be used to determine if needs identified are being met.
- 6.) Complete a budget narrative. Identify any other sources of support you expect for the project, if any. In addition to the narrative, please complete the Budget Worksheet.

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BUDGET WORKSHEET

In Column A, describe any research project expenses and estimate costs. NOTE THAT NONE OF THE FUNDING CAN BE ALLOCATED FOR WAGES AND/OR BENEFITS OR TO PURCHASE FOOD ITEMS. In Column B, indicate how much of the requested funding will be used towards this item.

Column A	Column B
<i>Item Description</i>	<i>Requested Funds</i>
Column Total: <i>(This is the total amount of funding being requested.)</i>	

Appendix A: Proposed NEHC Patient Care, Medical Supply, and Pharmaceutical Cache List

**Proposed
NW Ohio
NEHC
Supply
List**

Trauma Cache

Qty	Item	Unit
3	Tape, Paper, 1"	12/box
3	Tape, Transpore, 1"	12/box
3	Cloth Tape 2"	6/box
3	Band-aids	100/boc
3	Alcohol Preps	ea
15	Trauma Scissors	ea
10	2x2 Sterile	ea
10	4x4 Sterile	ea
6	Gauze, Sterile, 3" roll	ea
6	Gauze, Non-Sterile 4" roll	ea
3	Burn Kit	ea
8	ABD Dressing, 5x9	ea
2	Hand Sanitizer - Alcohol Foam	ea
1	Ice Packs	24/cs
3	Hot packs	6/box
20	SAM Splints, 6"	ea
10	Stiffneck - Pediatric	ea
20	Stiffneck - Adult	ea
15	Stethoscopes	ea
3	Penlights	ea
3	B/P cuffs	ea
1	Gloves, Nitrile - Small	ea
5	Gloves, Nitrile - Medium	ea
5	Gloves, Nitrile - Large	ea
3	Gloves, Nitrile - X-Large	ea
1	Broselow Tape	pk/5
1	Broselow Tape - Chem Warfare	pk/5
1	Triage site command flag kit	ea
1	Triage response kit	ea
500	N-95 masks (3M 1860 or Kimberly-Clark 46767)	
1000	Procedural masks	
10	Digital thermometers with disposable supplies	

**IV
Cache**

Qty	Item	Unit
1	IV Start Pack	200/cs
100	10cc Prefill Flush	ea
1	IV Ango 16g 1-1/4"	50/box
2	IV Angio 18g 1-1/4"	50/box
2	IV Angio 20g 1-1/4"	50/bx
2	IV Angio 22g 1"	50/box
1	IV Angio 24g 3/4"	50/box
3	IV Set Tubing 15ggt	50/cs
2	IV Set Tubing 60ggt	50/cs
1	IV Set 60 gtt Buretrol	20/cs
1	STAT 2 pumpette IV controller	60/cs
2	T-Connector	50/box
10	IO Kit	ea
5	carpuject	ea
1	1cc Syringe w/ needle	100/box
1	5cc Syringe	100/box
1	10cc Syringe	100/box

Airway Cache

Qty	Item	Unit
2	Oral Airway Kits	ea
2	Nasal Airway Kits	ea
50	Nebulizers	ea
50	Nonrebreather Masks	ea
25	Nonrebreather Masks-Pediatric	ea
50	Nasal Cannula-Adult	ea
1	Nasal Cannula-Pediatric	50/cs
10	Ambu bag, Adult	ea
5	Ambu bag, Toddler	ea
5	Ambu bag, Infant	ea
2	Laryngoscope Kit	ea
1	CO2 detector	24/cs
1	CO2 detector Peds	25/cs
12	Tube Holder Pedi, Thomas	ea
12	Tube Holder-Adult, Thomas	ea
10	Stylette - ET, 10 Fr	ea
10	Stylette - Pedi	ea
5	ET Tube, 2.5	ea
5	ET Tube, 3.0	ea
5	ET Tube, 3.5	ea

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5	ET Tube, 4.0	ea
5	ET Tube, 4.5	ea
10	ET Tube, 5.0	ea
10	ET Tube, 5.5	ea
10	ET Tube, 6.0	ea
10	ET Tube, 6.5	ea
10	ET Tube, 7.0	ea
10	ET Tube, 7.5	ea
10	ET Tube, 8.0	ea
10	ET Tube, 8.5	ea
10	ET Tube, 9.0	ea
2	Masimo RAD 57 CO Oximeter	ea
1	Mass Casualty O2 Manifold	ea
8	V-Vac Handheld Suction	ea
16	V-Vac Replacement cartridge	ea