



REQUEST FOR PROPOSALS (RFP)
Consultants, Medicaid Claims Data Analysis and Data Integration

RFP Issue Date: March 3, 2023

RFP Closing Date: March 29, 2023

Anticipated Performance Period: April 10, 2023 – July 31, 2023

Anticipated Budget: \$230,000 estimated 1,650 hours total

Number of Consultants: 1 – 3 consultants

NASTAD seeks applications from experienced professionals to provide subject matter expertise on Medicaid claims data analysis and data-sharing initiatives. The consultants selected will inform NASTAD's systems coordination support for state public health and Medicaid program staff and contribute to developing technical assistance (TA) activities and resources.

Interested persons are encouraged to read this RFP, including specifics on submitting applications. Proposals that do not adhere to the parameters here will not be considered. Issuance of this solicitation does not, in any way, obligate NASTAD to award a contract, nor will NASTAD pay for any costs incurred in the preparation and submission of a proposal. NASTAD anticipates contracting with one to three consultants with complementary skillsets and areas of expertise using this RFP.

BACKGROUND

[NASTAD](#) is a leading non-partisan, non-profit association representing public health officials who administer HIV and hepatitis programs in the U.S. Our mission is to end the intersecting epidemics of HIV, viral hepatitis, and related conditions. We do this work by strengthening governmental public health through advocacy, capacity building, and social justice.

NASTAD, in partnership with AcademyHealth, HEALTHQUAL at the University of California San Francisco, and Georgetown University, serves as the Systems Coordination Provider for the Building Capacity to Improve Collecting and Reporting Viral Suppression Data to the Medicaid Adult Core Set initiative, HRSA-21-083. As part of this work, NASTAD and its partners develop technical assistance tools and resources to support state Medicaid and HIV programs establish data-sharing agreements, and implement data-sharing projects to report the HIV viral suppression measure as part of the Medicaid Adult Core Set (HVL-AD) and use that data to improve systems of care for Medicaid beneficiaries with HIV.

SCOPE OF WORK

The first performance period for this scope of work (SOW) is April 10, 2023 to July 31, 2023.

Medicaid Claims Query Optimization: The consultant will work with the project team to develop TA resources for states to identify beneficiaries with HIV and increase high-quality HVL-AD reporting.

Purpose: NASTAD proposes to work with selected state Medicaid program staff and their data analysis teams in developing queries and data cleaning tools to conduct and optimize a series of analyses,

including being able to identify people with HIV in claims data (while ruling out common miscoding issues). Through this technical assistance, states will be able to optimize and automate their reporting processes to improve the quality of the data they report, document their processes to facilitate replication and adoption of the HVL-AD measure, and develop an empirical method to assess the quality of their own data.

Outline of Key Activities:

1. Development of Technical Assistance Resources: Consultants will work with NASTAD staff to develop tailored technical assistance resources with up to 16 states focused on fine-tuning the various Medicaid claims algorithms and other techniques that state teams have developed.
 - a. States will join introductory calls with consultants and other project faculty and review existing literature on the use of claims data to identify people with HIV. Consultants and staff will guide state teams in defining the queries to be included, support them in optimizing their data cleaning processes, help establish data quality assurance and improvement plans, and be available to follow up with states as needed. Consultants will have access to HIV clinical experts to understand services and service patterns that may lead to miscoding (e.g., miscoded HIV testing, PrEP use, use of HIV antiretrovirals to treat hepatitis B).
 - b. Consultants will support Medicaid teams will implement the claims query methods, including data matches with state HIV registries to verify HIV status and improve the ability of Medicaid programs to identify people with HIV using their claims.
 - c. Queries will include codes related to HIV diagnosis, viral load and CD4 testing, antiretroviral prescription fills, and clinical visits, among others. Other queries to be developed could include analysis of hospitalizations or cost of care among this population.

Consultants are encouraged to describe their ability to support the adoption of machine learning querying techniques and other strategies to optimize these queries, including handling mis-matches with HIV surveillance to reduce manual case review and investigation.

Consultants will advise state Medicaid programs and may have access to de-identified modeling datasets to develop SAS code, but will not work directly on state Medicaid claims datasets.

2. HVL-AD Measure Denominator Data Quality Assessment Toolkit: Consultants will summarize the findings of the methods and tools used to optimize queries. The toolkit will provide a summary of the methods and activities implemented and the results that each obtained. It will also provide recommendations for other programs conducting similar queries.
 - a. Consultants may lead case review exercises to understand the possible causes associated with lower matching rates. These exercises will gather information about the capacity and data infrastructure required to obtain high-quality data through the various processes and algorithms to be examined.

3. Technical assistance planning and coaching: Provide subject matter expertise on claims data management and analysis as part of planning activities with NASTAD staff to inform TA resource development. In addition, consult with NASTAD staff and provide subject matter expertise to inform written materials, oral presentations, and other deliverables.
4. Needs Assessment Development: Develop the claims data-related components of a comprehensive needs assessment aimed at understanding the readiness and technical assistance needs of state Medicaid and HIV programs in order to report the HIV viral suppression measure as part of the Medicaid Adult Core Set.
 - Focal areas related to claims data may include: data governance and management, data analysis, security and privacy standards, and data quality.

DELIVERABLES

The deliverables associated with the scope of work outlined above may vary in length and the effort needed. NASTAD will work closely with each consultant to finalize the project activities and timeline for each deliverable, clarify requirements, approve expenditures, and discuss any support from NASTAD that may be needed during the performance period. Travel costs related to the project will be covered directly by NASTAD.

- Participation in planning and technical assistance calls, as appropriate and to be determined by the NASTAD project director.
- Meeting notes, reports, and other written materials and oral presentations, as described above, will be developed and submitted to NASTAD with prior approval for each activity.
- Preparation for monthly supervision calls will be held to evaluate progress on deliverables and for continuous planning.

REPORTING LINE

The project director will issue any approval for work tasks, requests, or changes to the project and ongoing supervision and agreements on the specific delivery of services within the scope of work.

PAYMENT TERMS

NASTAD expects to issue a cost-reimbursable contract through this RFP. NASTAD will pay the selected consultants for the proper performance of services based on the hourly rate established in the contract. The anticipated budget ceilings for the project is listed above and includes work to be conducted during the first performance period (April – July 2023). Additional funding and scope of work for the second performance period (August 2023 to July 2024) will be identified in June 2023. An invoice for services must be submitted within 30 days of the completion of each deliverable.

PROPOSAL APPLICATION AND SUBMISSION

Interested parties should submit an application package to ecg@nastad.org by 11:59 PM ET on March 29, 2023, with the following documents:

- Cover letter summarizing the candidate's experience conducting data analysis of Medicaid claims, including matches with other datasets and techniques to optimize and automate these processes. The consultant should state the proposed hourly rate, which is considered in the evaluation of candidates.
- CV/Resume
- A work sample demonstrating subject matter expertise and experience developing TA materials

NASTAD may invite a small number of applicants to participate in brief interviews to clarify expectations and discuss candidates' experience and subject matter expertise. Candidates will be evaluated based on their ability to demonstrate the expertise and experience to carry out the scope of work and meet the deliverables described above.