



CMSS CDC Award: Specialty Societies Advancing Adult Immunization

Request for Proposal:

Learning Management System

ORGANIZATION PROFILE:

The Council of Medical Specialty Societies (CMSS) is a coalition of 48 specialty societies representing more than 800,000 physicians across the house of medicine. CMSS works to catalyze improvement across specialties through convening, collaborating, and collective action.

ABOUT THIS AWARD:

In 2021, CMSS was awarded a cooperative agreement by the Centers for Disease Control and Prevention (CDC) entitled “Improving Adult Immunization Rates for COVID-19, Influenza, and Routine Adult Vaccinations through Partnerships with Medical Subspecialty Professional Societies” (CDC-RFAIP21-2111). CMSS serves as the lead organization for this project and serves as a catalyst to work with subspecialty societies’ health care systems to incorporate the CDC’s Standards for Adult Immunization Practice into clinical care and drive adult immunization through education, dissemination, and quality improvement initiatives.

CMSS has partnered with seven collaborating subspecialty members who are subrecipients on the award:

- American Association of Clinical Endocrinology (AACE)
- American College of Cardiology (ACC)
- American College of Occupational and Environmental Medicine (ACOEM)
- American Geriatrics Society (AGS)
- American Society of Clinical Oncology (ASCO)
- American Society of Nephrology (ASN)
- American Thoracic Society (ATS)

Each of these seven societies will enter into agreements with 7-10 health system or occupational health partners to implement and report on quality improvement initiatives to advance adult immunization. CMSS and societies are in the process of identifying health system partners. By October 31, 2022, we anticipate that we will have at least 25 health systems awarded. We anticipate that the remaining 25-45 health system and occupational health partners will be awarded by September 2023.

Read more about the award [here](#).

SCOPE OF WORK:

The selected firm will provide CMSS with a robust Learning Management System (LMS) for use by CMSS, the seven specialty societies and 50-70 health systems partnering with CMSS in the implementation of the SSAAI project, and other CMSS member societies. CMSS, the specialty societies, and the health systems will have different levels of access to the LMS for uploading and maintaining content with CMSS staff and consultants having the primary role. The LMS will house educational and quality materials in various formats to support specialty care clinicians and their professional societies to improve rates of adult immunization. Materials will include written products, webinars, surveys, exams, other interactive tools, and videos.

The LMS vendor will be responsible for the following activities.

Activity 1. Define Platform Requirements. The vendor will support CMSS in defining the platform requirements and features. CMSS has preliminarily identified essential features of the LMS platform. The vendor will support CMSS in finalizing these requirements.

Activity 2. Establish and Maintain Platform. Based on the defined requirements, the vendor will provide and maintain the LMS platform.

Activity 3. Capture and Report User Feedback. The vendor will capture and report usage and user feedback data, including data on registration, use (e.g., log-ins, time engaged), downloads, and feedback.

Activity 4. Refine Platform Based on Feedback and Changes in Requirements. In consultation with CMSS, the vendor will make improvements to the platform based on user feedback and changes to CMSS requirements.

Preliminary List of Features

CMSS has developed a preliminary list of essential or preferred features for the LMS. We will review and finalize these with the selected vendor.

- Commercially available product (we are not seeking an open source platform)
- Cloud-based platform
- Secure platform
- Capable of integrating with other software (e.g. data management, membership, etc.)
- Optimized for multiple devices (e.g., web browser, app, smart phone, tablet)
- Content management system (CMS) incorporated into platform
- Compliant with SCORM and xAPI
- Provide single sign on access
- User feedback tool
- Reports on access, use, and user feedback
- Branding capability (e.g., CMSS logo, project logo)

- Learning portals, which may be handled by establishing levels of access so that different audiences have different access
- Ability to differentiate between free and paid content for different learner types (e.g., members/non-members).
- Auto enroll feature to enable users to automatically access content without having to register
- Capability of hosting or linking to webinar activities
- Ability to tag content
- Ability to search content via keywords (tags)
- Ability to search both the CMSS LMS and content outside of the CMSS LMS at the individual's discretion
- Ability to create topic specific libraries
- Offer a registration feature for content
- Offer a registration feature for live events
- Allow for e-commerce
- Provide options for surveys and exams both within content and as an independent function.
- Ability to generate various types of certificates (attendance, CME, CEU)
- Capability for CMSS staff with administrative rights to access data and generate feedback reports (e.g., survey results, exam results, use data, access data)
- Data migration to/from the LMS and project data management platform (vendor TBD)
- Gamification capabilities
- Ability to incorporate social learning tools (Facebook, Tic Toc, Instagram, etc.)

KEY CONTACTS AT CMSS:

The selected firm will work closely with the following contacts at CMSS to complete all deliverables.

*Project Director (Sarah Imhoff, MPA) – Directs the overall project operations, including overseeing implementation of all project activities and coordination with the 7 subspecialty societies. Provides direction to LMS vendor on technical and contractual matters.

*Education Lead (Damon K. Marquis, MA, MS) – Oversees the collection and development of educational materials and interventions to advance adult immunization in specialty settings. Provides technical direction on the LMS.

Project Manager (Danielle Taylor, MHA) – Administers daily project activities, including collection of subrecipient reporting.

PI and CEO (Helen Burstin, MD, MPH, MACP) – Provides executive oversight, clinical expertise, and ensures alignment with CMSS strategic priorities and member needs.

*Denotes primary contacts.

PROPOSALS SHOULD INCLUDE:

- A workplan outlining how the proposed LMS will meet the requirements spelled out in this RFP. Note: This plan should provide sufficient detail on the steps and processes that will be undertaken to enable adequate evaluation of the proposed methods and include examples of potential dashboards and reports.
- Highlight your platform’s full capabilities and features, describe the platform hosting/background architecture and the mechanism utilized for making modifications and addressing problems encountered by CMSS and/or its learners in the use of the LMS.
- Describe dashboards or analytics that are available with your base platform
- Proposed individual/team members who will support the Scope of Work
- Proposed budget by task for Year 1 (10/1/22 – 9/30/23) and estimated fees for Years 2-4
- Client References (2)
- Status of your organization as a minority- or woman-owned business or a business in a Labor Surplus Area.

Proposals may be in the form of a letter. There is no page limit for the proposals.

FEDERAL CONTRACTOR REQUIREMENTS:

Your proposal should include confirmation that your company meets all the following requirements:

- Ensure that all covered contractor employees are fully vaccinated for COVID-19, unless the employee is legally entitled to an accommodation
- Have a drug free workplace
- Comply with the Equal Employment Opportunity Act
- Comply with the Buy American Act
- Are not on the government Debarment and Suspension List
- Will not use any funds received on this contract for lobbying
- All laborers are paid at rates the same or higher than federal labor standards

PROPOSAL EVALUATION PROCESS:

Responses will be evaluated based on:

- Overall Suitability: High-level work plan must meet the scope outlined above, provide sufficient detail to enable evaluation of the methods, and be presented in a clear and organized manner.
- Past Experience/Qualifications: Respondents will be evaluated based on their experience including the key personnel’s technical expertise/experience as it relates to this project.
- Value/Cost: Respondents will be evaluated on their ability to meet the proposed scope of work, use of efficient and cost-effective approaches to each of the activities, and estimated costs.

TIMELINE:

October 12, 2022	RFP Distributed
October 19, 2022	Questions Due from Potential Bidders
October 26, 2022	Answers to Submitted Questions Distributed
November 11, 2022	Proposals Requested

December 2022 Vendor Selection
January 3, 2023 Contract Begins

SEND QUESTIONS AND PROPOSALS TO:

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