

Request for Qualifications

This is a request for a statement of qualifications for **Project Management Consulting services** to support the SustiNet Board of Directors, its Committees and Task Forces accomplish their work plans and submit recommendations by two key dates, July 1, 2010 and January 1, 2011.

The **SustiNet Board of Directors** was created in 2009 by Public Act 148 of the Connecticut General Assembly, to preside over a process of implementation planning for the SustiNet plan and its related reforms in the systems of financing and delivery of health care. The Board's charge is to recommend legislation that will lead to increased access to quality and affordable health insurance, slow the rate of health spending in Connecticut and improve health outcomes. Several topic-specific committees and task forces exist to help the board meet its charge. The co-chairs of the SustiNet Board are Nancy Wyman, Comptroller of the State of Connecticut and Kevin Lembo, State Healthcare Advocate. For more information about the SustiNet health reform law, see <http://www.ct.gov/SustiNet/site/default.asp>.

SustiNet Board Performance measures/goals:

- SustiNet process inspires public and private confidence
- Legislation submitted in Jan. 2011 is comprehensive, addresses all of the issues in the initial enabling legislation and is responsive to any issues raised by the passage of federal health reform or other legislation
- Board functions well
- Committees function effectively

The SustiNet Committees and Task Forces have already been organized and launched, their deliverables defined, their respective work plans developed. The groups are underway yet they have a significant amount of work to accomplish in a short period of time. The work of the Committees and Task Forces could be enhanced through the provision of expanded staffing and facilitation support to ensure that: participants are fully engaged, the chairs/co-chairs are supported in their leadership role, the process is transparent and well-documented, and there is information exchange among and between the Task Forces and Committees as they develop their recommendations for the SustiNet Board of Directors and the General Assembly.

Working with two foundations, the SustiNet Board co-chairs are in the process of assembling a team of appropriately skilled consultants to support effective implementation of this multi-faceted SustiNet process and promote coordination of effort and communication among the several components/groups.

The intended objectives of consulting services to be engaged to support SustiNet's current work are:

- To work closely with the chairs and co-chairs of the committees/task forces to ensure that each group is accomplishing their work plan deliverables and the meetings are well organized, well run and productive.
- To ensure that the work that needs to get done between meetings is completed in a timely manner.

- To facilitate the communication of essential information about the work of each committee/task force among all relevant parties critical to SustiNet's success, including the co-chairs, the Board liaisons and members of each group.
- To document and disseminate meeting notes and decision points.
- To work closely with staff from the Healthcare Advocate's office to ensure that the SustiNet Board chairs have the information they need about the work of each Committee/Task Force to support the Board's oversight responsibility.
- To ensure that all deliverables to be produced by the respective groups are completed, done well and delivered on time.

Reporting Relationship

Project management consultant reports to Nancy Wyman, Comptroller, and Kevin Lembo, Healthcare Advocate, SustiNet Board Co-Chairs. All other supporting consultants report to the project manager.

Responsibilities

- Maintain close communication with SustiNet Board Co-Chairs on strategic and relationship matters
- Coordinate work with Board and content experts to draft legislation
- Manage the work of the SustiNet Board, Committees and Task Forces, including the work of consultants and staff to achieve goals and deliverables
- Manage process of completing SustiNet legislation by deadline
- Identify the needs of Board, Task Forces and Committees and work with Committee and Task Force co-chairs to procure resources, including consultants and guest speakers.
- Coordinate work closely with Lead Consultant
- Assure integration/communication among various parts of the planning process to avoid silos and duplication
- Assist in keeping key legislators/policy makers updated on SustiNet progress
- Keep public informed by managing the work of the communication consultants
- Assure appropriate public input into the process
- Monitor any state budget or policy decisions that impact Medicaid, state employee health coverage, or other areas related to SustiNet implementation and identify approaches to address those decisions
- Identify funding opportunities for pilot programs that could move SustiNet forward, and assure those opportunities are pursued by the appropriate entity/organization, working with funding consultant
- Develop understanding of current enrollment and information management capabilities in Medicaid to better inform the SustiNet planning process
- Act as steward of public and philanthropic funds, including reporting

Desired Qualifications

- Masters or doctorate degree in management, public health or public policy
- Knowledge of health policy, including quality improvement, cost containment, access issues and how they interrelate
- Strong meeting and process facilitation skills
- Experience with Boards and committees, particularly as part of public/private collaboration
- Excellent written and oral communication skills
- Demonstrated ability to manage a complex organization and planning process and move it forward
- Demonstrated experience in Medicaid and/or private insurance
- Experience working with and managing consultants
- Understanding of Connecticut's political environment preferred
- Understanding of interaction of state and federal health programs and policy

Eligible respondents include consulting firms, universities and/or individuals. Interested respondents should email a statement of qualifications to:

fpadilla@universalhealthct.org with a CC: to Lelliott-hugh@universalhealthct.org

Closing date April 9, 2010.