

Adult Elective Percutaneous Coronary Interventions Rule Making Facilitating Stakeholder Group Statement of Work

November 2007 - March 2008

Brief Summary: Facilitate three stakeholder meetings and attend one open public meeting. Provide the Department of Health with a written report representing the recommendations of the stakeholders based on the evidence within the cardiac study and the interest of the stakeholders for the development of rules for elective percutaneous coronary interventions in facilities that do not have onsite cardiac surgery.

Phase I. Asses the Process, Identify the Parties' Interests, Propose the Structure, Attend one open public meeting of stakeholders where an independent contractor will present the recommendations of a report based on evidence of standards for elective angioplasty in facilities without onsite heart surgery.

Goals:

- Get the Stakeholder Group members and DOH staff to trust the facilitator as a fair independent, neutral facilitator with the skills to expertly manage this process.
- Achieve the Group's "ownership" of the process.
- Identify the mutual interests of the parties that can serve as the basis for a future agreement.

Phase II. Prepare for, Facilitate and Summarize Three Stakeholder Group Meetings

Goals:

- Each meeting is productive, creative, and focused on finding solutions that work for everyone
- Use the parties' mutual interests and the evidence based recommendation found in the cardiac care study to develop solutions that attain that standard.
- Use meeting summaries to document key discussions, decisions and agreements, thus moving the process forward.
- Work behind the scenes to help the parties reach consensus.
- **Meeting schedule,**
 - 1st meeting 2nd week in November, 07,
 - 2nd meeting 2nd week in January 08.
 - 3rd meeting 1st week in March

Tasks:

- Develop agendas for the three meetings, submit them to the Stakeholder Group and staff, review all comments and suggestions, incorporate them into a revised draft agenda, and submit final draft agendas to Stakeholder Group members, staff and other interested parties at least four days before the meetings.
- Facilitate the three six-hour meetings to be productive, creative and problem-solving sessions.
- Within forty eight hours of the adjournment of each meeting, develop and submit to the participants a summary of the key discussions, decisions and agreements.
- Between meetings, "check in" with the participants to ensure they continue to support the process and refine the process based on their comments.
- Serve as a "coach" or "sounding board" for the Stakeholder Group members as they develop and test their positions, and rehearse how they will communicate those positions at the meetings.
- Conduct "shuttle diplomacy" to enable the parties to identify alternatives and reach agreement on solutions that achieve the parties' mutual interests.

- Continually update and involve Department of Health staff in the process and the emerging recommendations.
- Update others who are following the process and need to be kept “in the loop.”

Phase III. Develop the Report of the Stakeholder Group

Goals:

- Develop a report that accurately reflects the key discussions of the Stakeholder Group and contains their consensus recommendations.
- Submit the report to the Department of Health during the 3rd week in March 08.

Tasks:

- Draft a report that accurately describes the key discussions, decisions and agreements of the Stakeholder Group, and identifies the issues, concerns and members’ mutual interests.
- Submit the draft report to the Group and staff for review and comments.
- Continue to revise the report to reflect the Group’s comments until there is consensus among the members for it.
- If needed, work with the staff and Stakeholder Group on strategies to communicate the results of the process to other interested individuals and groups.

Consultant’s qualifications and estimate of cost

Provide a detailed resume outlining relevant work experience in facilitating diverse stakeholder group meetings.

Desirable experience is:

- Work with stakeholder groups that have healthcare delivery system interests.
- Work with stakeholder groups that the purpose of the group is to recommend rules to be adopted by a regulatory authority.
- Work with stakeholder groups that have divergent interests, centered on a common subject matter.

Provide a detailed cost break down for each phase of the project as described in the statement of work.

Provide an outline of the approach you will use to address the goals identified in phase I of the statement of work.

Proposal due date:

All proposals are due the Department of Health by the close of business August 21, 2007.