



U N I V E R S I T Y O F
SOUTH CAROLINA

AMENDMENT NO.1 TO SOLICITATION

TO: ALL VENDORS

FROM: Kevin Sanders, Procurement Manager

SUBJECT: SOLICITATION NUMBER: USC-RFP-2700-KS
Strategic Planning for The South Carolina Institute of Medicine and Public Health (IMPH)

DATE: October 7 , 2014

This Amendment **No.1** modifies the Request for quote only in the manner and to the extent as stated herein.

Vendor Questions/Answers

BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT **NO.1** IN THE SPACE PROVIDED BELOW AND RETURN IT WITH THEIR BID RESPONSE. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.

Authorized Signature

Name of Offeror

Date

(1) Has either IMPH or its predecessor organization, SCPHI, undertaken a five (5) year strategic planning initiative in the past?

Yes, when first established in 2007, the South Carolina Public Health Institute (SCPHI) undertook a strategic planning process. That plan was in effect until the transition in 2011 to become the South Carolina Institute of Medicine and Public Health (IMPH). IMPH has not undergone a formal, comprehensive strategic planning process.

(2) If so, when did that occur and who took charge of it?

The last comprehensive strategic planning process was initiated in 2007. The process was led by the Center for Health Services and Policy Research at the University of South Carolina.

(3) What particular areas of concern were addressed in the prior strategic planning initiative? How was that done?

As SCPHI was the first institute of its kind in South Carolina, the main areas of concern during the prior strategic planning initiative was determining the role and function of SCPHI in South Carolina and the priority public health needs that SCPHI should address.

The strategic planning process consisted of high-level meetings of leading public health stakeholders in SC and a total of eight focus groups held in the four regions of the state. One focus group for community members and one focus group for public health professionals were held in each region. Interested stakeholders unable to attend one of the focus groups were able to submit their thoughts, opinions and insights in writing or during a phone interview.

(4) What, if any, initiatives undertaken during the prior strategic planning process remain ongoing matters of concern today?

The focus of IMPH is to continue to serve to as a neutral convener and provider of evidence-based information to inform policy to improve health and health care in South Carolina. Institute sustainability, as it is for most organizations, is a focus as well.

(5) According to its website, IMPH consists of a leadership and staff of eight (8) individuals who are under the oversight of a twelve (12) person Board of Directors. Can you describe what a typical week, or even month, looks like at IMPH in terms of the following:

(a) The day-to-day activities performed by each member of the staff and leadership team;

The brief bios available at <http://imph.org/about/leadership-staff/> outline the basic roles of each staff member. As projects and priorities vary, staff may spend their time conducting primary or secondary research; writing reports, meeting minutes or grants; preparing for and meeting with stakeholders or attending to the day-to-day management of the organization and staff.

(b) The nature of any interaction the team regularly undertakes with stakeholders and/or the public and the frequency with which such interaction occurs;

On any given day leadership and staff will have multiple interactions with stakeholders via in-person meetings, phone calls, email or through social media. Interactions range from facilitation of meetings; discussion of research projects or current/potential collaborations and partnerships.

(c) The percentage of time spent performing onsite versus offsite work and the precise nature of any offsite duties performed; and

All staff regularly have meetings out of the office in order to conduct their work. Meetings include but are not limited to: facilitating workgroups or taskforce committees; serving on boards and advisory councils; acting as part of a research team or meeting with partners and stakeholders.

(d) The frequency with which the team engages in-office meetings and/or meetings with the Board of Directors as well as the usual focus of such encounters?

Weekly staff meetings are scheduled for IMPH management and staff to discuss current and upcoming work. Additional staff meetings relevant to specific projects are scheduled as needed. The Board of Directors meets quarterly. The focus is the strategic direction of IMPH and current/future activities. Leadership and staff meet with Board members. On average, the executive director and staff interact with members of the Board 2-3 times per month. Formal, in-person meetings with the full Board occur quarterly.