Requests for Bids: TIEMH Seeks Services for TCMHCC Data Administration

The Texas Institute for Excellence in Mental Health (TIEMH), University of Texas at Austin, has partnered with The Texas Child Mental Health Care Consortium (TCMHCC) to evaluate TCMHCC programs. To facilitate this work, TIEMH seeks to contract for Data Administration activities to provide advanced analysis of existing data repositories and data, including examination of data quality and structure, and identifying opportunities for analysis to drive programmatic decisions. The contractor would create documentation to map and define existing data sources, develop and document data quality routines and noted issues, and develop and maintain programmatic reports and visualizations to inform regional and state quality review and programmatic growth. In addition, this role may perform advanced data analysis using appropriate analytic methodologies and provides consultation to other analytic staff, ensuring proper documentation of data analysis efforts (data sources, reporting specifications, tools, issue/problem resolutions).

Quantity Needed: 1 position
Service dates: For six months, estimated start date November 15, 2023
Estimated service hours: 520 hours (20 hours per week)
Estimated cost: $40,000 to $50,000

Requirements

Experience and Qualifications

- Graduate degree in relevant field.
- Five or more years' experience as data analyst or data engineer or in similar role.

Knowledge, Skills, and Abilities

- Ability to create complex data visualizations with PowerBI, including expertise in DAX
- Skills to developing data dictionaries and documentation of data management and data analytic activities
- Skills in complex data analysis, including large datasets;
- Comfort working in team setting with internal and external collaborators.

Scope of Services

- Create, maintain, and revise analytic and reference files, including data glossaries / dictionaries, variable lists, raw data exports, and other related files.
- Identify and address quality issues with program and other data, including conducting data validation analysis and coordination with contracted data platform vendors.
- Create, maintain, and refine program dashboards and data visualizations for both internal and external audiences using PowerBI and other analytic tools.
- Perform ad hoc, advanced data analysis to contribute to overall program evaluation and decision-making. Provides consultation to other analytic staff and informs analytic decisions.
- Participate in programmatic and data governance meetings and coordinate with collaborators at multiple institutions to understand analytic needs, local context, and build consensus for data-based decision-making.

<u>Bid Process</u>

If you are interested in submitting a bid to provide these services, please complete and submit the application questions included below by 11:59pm CT on November 3rd, 2023. Please also email the following documents to the address: mlopez@austin.utexas.edu. Please label your email "TCMHCC Bid".

- Resume
- At least three professional references, with at least one who supervised the applicant's work

<u>NOTE</u>: Bids should include an estimated cost, the best overall bid will be awarded.

Next steps: Applicants selected for potential consideration will be contacted for a virtual interview. Applicants may also be asked to complete a timed analytic and / or data visualization task.

Final selections will be made by November 10.

TCMHCC Data Administrator: Application Questions

Please complete all of the information below and return your application (along with a resume and professional references, as outlined above) no later than October 31, 2023.

Vendor Proposed Hourly Rate (for up to 520 hours):

Applicant is an (<u>select one</u>):
   A. Organization or Business Entity
   B. Individual Consultant

Applicant contact information:
   Name of Business Organization/Individual:
   Primary Contact:
   Email Address:
   Phone Number:
   Mailing Address:

Please provide detailed responses to the following questions:

1. Please describe your experience in working with complex databases. What roles have you served in that work?
2. Please describe any experience creating data dictionaries and/or documentation for databases.
3. Please describe some of the data analyses you have performed and some of the analysis tools you have used.
4. Please describe your level of proficiency with databases, survey systems, and statistical software.
5. What data validation experiences have you had? Please describe how you approach this task.
6. Describe your experience in developing project dashboards visualizing data. What tools have you used? What is your skill level (1 low - 10 high) on Power BI and Data Analysis Expressions (DAX)?
7. If you were tasked with creating a data dashboard to support program managers in deciding the appropriate staffing to provide healthcare services in a program, what potential metrics would you think about visualizing?