

The vendor will provide the following:

- The timeline of this work (start & end date) are based on when a vendor is awarded and the length of the contract execution process.
- Review the current Indiana Asthma Strategic Evaluation Plan (SEP) and work with the Indiana Department of Health's Chronic Disease program to determine feasibility and areas needing redirection.
- Facilitate a GAP SWOT analysis of existing Indiana Asthma Program structure.
 - A SWOT analysis is a strategic planning tool used to evaluate the Strengths, Weaknesses, Opportunities, and Threats of a business, project, or individual.
- Aid program with the identification of evaluation advisory team members ("interest holders").
- Identify opportunities for Individual Evaluation Plans (IEP) and provide direction in the development of IEPs.
 - At least one IEP is required in the first year.
- Facilitate a semi-annual evaluation advisory team meeting and an annual SEP revision/update.
- Provide technical assistance and contribute to capacity building for programming staff and evaluation advisory team members, as appropriate.
- Work with Indiana Asthma surveillance lead to identify/develop data collection tool(s), as needed, to satisfy CDC performance measure requirements.
- Aid in completion of required CDC reporting (relevant sections of annual continuation application, APR, and performance measures).
- Provide direction on the development of a business case for asthma education and management programs.
- Meet annually with CDC Asthma Evaluation Technical Advisor; additional meetings may be required at the direction of CDC.
- Project Director support will be provided by a primary point-of-contact, including facilitation of regular (monthly at minimum) check-in meetings with IDOH staff to discuss progress and ensure deliverables are being met.