

Request for Proposals

Data Coder – Contractor Role

Date Issued: January 23, 2025

Early Response Deadline: February 7, 2025, by 5:00pm Eastern Time

Rolling Response Deadline: Until the Position is Filled

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1. CDC FOUNDATION

The CDC Foundation helps the Centers for Disease Control and Prevention (CDC) save and improve lives by unleashing the power of collaboration between CDC, philanthropies, corporations, organizations, and individuals to protect the health, safety and security of America and the world. The CDC Foundation is the go-to nonprofit authorized by Congress to mobilize philanthropic partners and private-sector resources to support CDC's critical health protection mission. Since 1995, the CDC Foundation has raised over \$1.9 billion and launched more than 1,200 programs impacting a variety of health threats from chronic disease conditions including cardiovascular disease and cancer, to infectious diseases like rotavirus and HIV, to emergency responses, including COVID-19 and Ebola. The CDC Foundation managed hundreds of programs in the United States and in more than 160 countries last year.

2. PURPOSE

The CDC Foundation seeks a Data Coder to support a project that monitors electronic cigarette (e-cigarette) use among youth and young adults in the United States (US). This project aims to generate defensible and rapidly available data to assess the effectiveness of e-cigarette flavor restriction policies through analyzing retail sales data for e-cigarettes and other tobacco products and implementing surveys to collect timely estimates of e-cigarette use and related behaviors among youth and young adults. The Data Coder will support an activity to obtain real-time nicotine and tobacco product retail sales data, nationally and in select states, to enable the evaluation of the impact of state-level flavored tobacco policies on e-cigarette sales volume, market share and product consumption.

3. BACKGROUND

The CDC Foundation, through its public-private partnerships, remains committed in its mission to reduce the devastating imprint of tobacco use globally and domestically. The *Monitoring Tobacco Product Use Among Youth and Young Adults in the United States* project is an initiative funded by Bloomberg Philanthropies to complement the existing surveillance activities used to monitor e-cigarette use with innovative rapid response data collection strategies that allow for greater nimbleness, sub-national representativeness and evaluation capacity.

4. SCOPE OF WORK

The scope of work for this engagement is expected to include (but may not be limited to) the following goals, services, and anticipated deliverables:

4.1 Goals

To monitor e-cigarette and other tobacco product sales to provide a comprehensive picture of the overall US tobacco product market.

4.2 Services

The Data Coder will:

- 4.2.1 Assist with categorizing features of tobacco and nicotine products (e-cigarettes, cigarettes, cigars, etc.), such as flavors and subtypes of products, to prepare for analysis;
- 4.2.2 Maintain a database of all information found online about searched products, which includes documenting sources and links;
- 4.2.3 Explain and justify decisions made around product categorization;
- 4.2.4 Collaborate to discuss decisions and come to consensus when there are differences of opinion regarding categorization;
- 4.2.5 Contribute to documentation of processes and best practices in codebook and methods documents;
- 4.2.6 Meet with team regularly to discuss novel product trends and discuss categorization challenges;
- 4.2.7 Provide high-quality work within specified timelines; and
- 4.2.8 Other duties and projects as assigned.

4.3 Period of Engagement

The CDC Foundation anticipates a period of engagement of approximately ten months between March 17, 2025, and December 31, 2025, with a possibility to extend, based on performance and need. This is a part-time role, averaging 10-15 hours per week.

The CDC Foundation anticipates that all work will be conducted virtually. The CDC Foundation will provide Microsoft Office and other required software to the selected candidate.

5. ELIGIBILITY REQUIREMENTS

- 5.1.1 Bachelor's degree in public health, statistics, epidemiology, biostatistics, public policy, economics or related field preferred; direct experience and familiarity with tobacco products and tobacco control work can be substituted in place of educational experience.
- 5.1.2 One year of related work experience, including paid internships or part-time positions within public health, health administration or social sciences.
- 5.1.3 Prior experience with or interest in tobacco control research and/or retail sales data strongly preferred.
- 5.1.4 Strong technical skills, including word processing, spreadsheet, and database management.
- 5.1.5 Strong written and oral communication skills, including the preparation and presentation of reports.
- 5.1.6 Strong interpersonal, teamwork and collaboration skills.
- 5.1.7 Self-starter with ability to be efficient and consistently deliver high-quality work under time constraints.
- 5.1.8 Applicants should not have any affiliation with or received support from the tobacco industry or its associates in the past five years.

6. PAYMENT

The CDC Foundation will pay the contractor a fixed hourly rate of \$25.00. During surge periods, as defined by the CDC Foundation project team, the contractor will be paid a fixed hourly rate of \$37.50.

7. INSTRUCTIONS

7.1 Submitting a Proposal

Proposal materials should be submitted by **5:00pm Eastern Time on February 7, 2025, for Priority Consideration**

Proposals must be submitted via online form here:

<https://app.smartsheet.com/b/form/695ad9c58f1b404ab81ef0145669a6a8>

An automated notification of receipt of the application will be generated upon submission.

The CDC Foundation is committed to providing accessibility for people with disabilities and is working towards making our materials more accessible. If this document presents accessibility challenges, please email ecigaretteMonitoring@cdcfoundation.org with the subject line "Accessibility Assistance." We will gladly work with you on providing the information in a different format.

The CDC Foundation will not be responsible for any proposal which does not follow the instructions in this RFP, and may, at its discretion, reject any such non-compliant proposal. Further, this solicitation does not commit the CDC Foundation to pay any cost for the preparation and submission of a proposal.

7.2 Proposal Details

The following information should be provided directly in the online form linked above:

- 7.2.1 Legal Name
- 7.2.2 Address
- 7.2.3 Phone Number
- 7.2.4 Email
- 7.2.5 Briefly explain your interest in the Data Coder role.
- 7.2.6 Briefly explain any educational or professional experiences related to the Data Coder role.
- 7.2.7 Weekly Availability and Start Date
- 7.2.8 Resume or Curriculum Vitae

8. SELECTION PROCESS AND REVIEW CRITERIA

8.1 Anticipated Timeline

The timeline below is subject to change at the sole discretion of the CDC Foundation:

| | |
|------------------------------|---|
| January 23, 2025 | RFP Release |
| February 7, 2025 | Proposal Submission Deadline for Priority Consideration |
| February 14, 2025 | Interview Request Notification to Applicants who Submit for Priority Consideration |
| March 3, 2025 | Anticipated Selection Notification to Applicants who Submit for Priority Consideration |
| March 17, 2025 | Effective Date of Resulting Agreement to Applicants who Submit for Priority Consideration |
| Until the Position is Filled | Proposal Submission Deadline for Remaining Applicants |
| On a Rolling Basis | Interview Request, Selection and Agreement Start for Remaining Applicants |

8.2 Communication During the RFP Period

All questions and requests for clarification regarding this RFP should be submitted by prospective contractors in writing via email to ecigarette-monitoring@cdcfoundation.org, with a subject line of: Data Coder RFP.

8.3 Evaluation

Submissions will be evaluated on applicants' ability to meet the goals and provide the services listed in the RFP based on their educational and professional experiences and confirmation of capacity within the anticipated timeframes stated in the RFP.

8.4 Notification

All applicants will receive notification of whether they are selected. The CDC Foundation will not provide scores or specific review feedback to unsuccessful applicants.