



Call for Proposals: MINT Virtual Coding Lab

The MINT Board of Directors invites proposals from MINT members who are highly experienced MITI coders and capable of managing ongoing coding services required by MINT.

In order to meet the need for coding services, MINT will approve one contractor to fulfill this role where the Work hours will be variable based on demand and needs but should average up to 10 hours per week initially with increased demand for coding anticipated in the future. The Virtual Coding Lab will work closely with the Scientific Advisory group, the International Advisory group, the TNT Coordinator, the MINT operations staff, the practitioner certification committee, and the MINT Board. Contract approval will be for 1 year, automatically renewable if services provided are satisfactory to the MINT Board.

Future organizational needs include the ability to provide coding (or practice sample review) for the TNT application process (including individual feedback to applicants), practitioner and trainer certification, providing consultation regarding MI coding (or practice sample review) for coding labs, practitioners, and researchers, as well as providing training and consultation to the MINT community on MINT coding processes and standards.

The scope of work will include:

1. Coding all samples for MINT-sponsored TNTs.
 - a. Conduct coding for all applicants and double coding on a random selection of 20% of the English-language practice samples by two expert coders.
 - b. Provide a second, independent coding to any applicant who appeals his or her coding results.
 - c. Provide coding for practice samples in languages other than English.
 - d. Provide one paragraph of feedback for each practice sample intended to help the TNT applicant strengthen his or her MI practice skills within two weeks from the date of receipt of materials. Turn-around time for samples in languages other than English will be negotiable.
 - e. Data entry of all MITI codes within a spreadsheet format, to be entered as practice samples are coded and submitted in complete form.
 - f. Produce descriptive statistics for the entire group of coded English-language practice samples and inter-rater reliability statistics for the double-coded practice samples.
 - g. Demonstrate reliability of coding for non-English practice samples.
2. Providing support for groups applying for MINT-endorsed TNTs to help ensure they have in place necessary coding or practice sample review procedures in place to prepare their TNT applicants prior to their TNT application.
 - a. Provide coding (as described in #1 above) for selected Endorsed TNT applicants.
OR
 - b. Consult with group to ensure that Endorsed TNT coding lab meets standards to provide TNT application coding.



3. Providing and developing operational capabilities to help set up and train Non-English language coding capabilities. Consultation includes ensuring that materials are translated appropriately, coding is provided and inter-rater reliability is achieved. This could also include creating training tapes to be coded, best practices in using standardized patients and other processes that could be helpful in ensuring expanding and maintaining high quality coding and practice sample review of clinical work that is not in English.
4. Providing and developing organizational capabilities to ensure sustainability of high quality coding capability within MINT. This includes creating written policies, standards, guidelines, with the consultation of the Scientific Advisory group, the International Advisory group, the TNT Coordinator, the Practitioner Certification Committee, and the MINT Board.

Proposals for approved status will be evaluated by a committee of MINT members with TNT training and MITI coding experience: Liz Barnett, John Baer, and Colleen Marshall. The most important criteria for approval will be ability to demonstrate experience in providing reliable coding in a timely manner and the ability to manage complex needs of an international organization.

To indicate your interest in providing these services to MINT, please submit a proposal to the Board of Directors that addresses the following 5 questions. For all responses please consider your ability and plan to address these issues both domestically and internationally.



Application

Step 1: Letter of Interest: If you intend to submit a response to this proposal please send an email to chair@motivationalinterviewing.org prior to August 1, 2015 notifying us of such. This will help us send you any clarifying questions or answers that maybe asked in the process.

Step 2: Application Submittal: Please **carefully read the request for proposal as well as the addendum questions below. In your response please answer the application questions, including enough detail to explain how you will meet the needs of the proposal. The addendum provides items for you to consider and address in your application.**

If you have any questions please contact us in writing at chair@motivationalinterviewing.org. All questions will be answered in writing and provided to all respondents.

Application Questions:

- 1) Please describe how you intend to meet the needs of the scope of work listed in this request for proposal.
- 2) Please describe how you intend to meet the administrative and data management needs.
- 3) Please describe how you will meet the coding and reliability needs.
- 4) Please describe products and processes you will develop to guide and advise the MINT Board and other MINT groups to establish standards and best practices for MINT to use in review of future coding and practice samples
- 5) Please attach an annual budget, itemizing your expenses and costs associated with meeting the demands of this proposal.

To provide further guidance, the MINT offers the following specific needs that can be addressed in the 5 application questions.

Addendum Questions

Administrative Capacity and Data Management:

- 1) Information management
 - a) A plan for handling the receipt, storage, and destruction of work samples.
 - b) A plan to compile the coding results for each year and provide reports to the BoD.
 - c) A plan to track and monitor the results of the coding over time.
- 2) Coders:
 - a) How coders will be tracked, assigned and managed for timely delivery of recordings and coding paperwork.
 - b) A plan for maintaining original coding documentation (paper & electronic), aggregate datasets, and double coding.
- 3) TNT applicants:
 - a) A plan to manage communication and timely delivery of coding feedback to applicants.
 - b) Plans for providing secure storage and transmission of all applicant recordings and feedback.
- 4) Organizational Communication



- a) A plan for communication and collaboration with other organizational entities (e.g. the BoD, Scientific Advisory Group, TNT committees)
- b) Plans for the development of guidelines, procedures, and policies regarding coding. Note that standards for coding might vary from one task to another.

Coding and Reliability

1. How, when, and by whom your coders were trained in use of the MITI.
2. Knowledge and experience in coding practice samples using the MITI 3 and MITI 4.
3. Data regarding inter-rater reliability of MITI coding by your group, including plans for training and/or quality monitoring of coders.
4. How you plan to achieve rigorous inter-rater reliability in coding the practice samples, including how you will address discrepancies and remediating problems.
5. A plan for ensuring accurate data entry and validation of the data.
6. A plan for providing reliable MITI coding in languages other than English.
7. A plan for the use of standardized patients

Budget

For the purpose of submitting a 2016-2017 (12 month) budget for this proposal please include the following detail:

1. Budget for the coding of one TNT (160-200 practice sample of 20 minutes each that need to be complete in 6 month time frame)
2. Include any consultants or staff you will use to meet the needs of proposal. Include their role, job duties and fees/salary
3. Include any operational costs, including software, hardware, storage or office supplies.

Applications are due by August 15, 2015, and applicants will be notified regarding the success of their application for approved status by September 1, 2015.

Submit your application to mintboard@gmail.com. Please place the phrase "Application for Virtual Coding Lab" in the subject line.

Members of the Board of Directors and selection committee members are not eligible to apply.