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## FUNDING OPPORTUNITY: EVALUATION SUPPORT FOR FOUNDATIONAL PUBLIC HEALTH TRAINING DEVELOPMENT

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**Published: February 15, 2023**

**Funding Amount:** \$90,000

**Project Period:** March 13, 2023- June 30, 2023

**Eligibility:** This opportunity is available to members of the National Network of Public Health Institutes (NNPHI), Public Health Training Centers, and consultants/contractors.

**Award Mechanism:** This project is supported by the Centers for Disease Control and Prevention of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award (NOFO OT18-1802, titled Strengthening Public Health Systems and Services through National Partnerships to Improve and Protect the Nation's Health).

### Timeline:

RFP Released	Wednesday, February 15 <sup>th</sup>
Informational Webinar (optional)	Friday, February 24, 2023, at 3:00pm EST
Deadline to Submit Questions	Wednesday, March 1, 2023, at 5:00 PM EST
Proposal Submission Deadline	Monday, March 6, 2023, at 11:59 PM EST
Review Period	March 6-10, 2023
Notice of Selection status	Monday, March 13, 2023

### Objective

NNPHI seeks a contractor to complete evaluation and analysis activities related to two foundational public health training plans designed for both Public Health AmeriCorps members and a general audience. The evaluation activities will seek to address questions relating to the training plans' effectiveness, completeness, and perceived usefulness according to both participants as well as national partners.

### Background

Mobilizing more than 40 public health institutes throughout 32 states along with ten university-based regional training centers and 40 training affiliates, the National Network of Public Health Institutes (NNPHI) supports national public health system initiatives and strengthens public health institutes to promote multi-sector activities resulting in measurable improvements of public health structures, systems, and outcomes. To learn more about NNPHI, visit [www.nnphi.org](http://www.nnphi.org).

In collaboration with NNPHI, CDC seeks to provide foundational public health training and resources for the continuing influx of new hires and future applicants across the public health workforce. A curriculum was developed for the first incoming cohort of Public Health AmeriCorps members. The curriculum included a curated e-learning training plan, hosted in CDC TRAIN that aligns with the Core Competencies for Public Health Professionals and was adapted for a national public health audience. This project is intended to manage and expand upon these two training plans, keeping them up-to-date, relevant, accurate, supported with additional resources, and easy to navigate with the goal of high-quality learning that will inspire future public health careers.

### Scope of Work (SOW)

This RFP aims to establish agreements with an organization (herein referred to as "contractors")

to support evaluation and analysis activities for both training plans referenced above. The general scope of work is to design and execute an evaluation plan and provide recommendations for training updates.

*Scope of Work Activities:* Specific activities to be completed by the contractor include:

	Description of Activity	Proposed Deadline
Activity 1	<p>Create a high-level program evaluation plan that includes:</p> <ol style="list-style-type: none"> <li>1. Evaluation questions</li> <li>2. Data collection plan including instruments and participant type</li> <li>3. Data management and analysis plan</li> <li>4. Identification of audience for evaluation results/dissemination plan</li> </ol> <p>Evaluation plan could include:</p> <ul style="list-style-type: none"> <li>- Design focus group and interview guides to collect qualitative data from training participants and national AmeriCorps partners and/or grantees.</li> <li>- Focus groups with training participants and AmeriCorps grantees</li> </ul> <p>Potential topics of interest include:</p> <ul style="list-style-type: none"> <li>- Training program participant experiences (level of engagement, perceived value and effectiveness).</li> <li>- Completeness of training (whether learning objectives were met).</li> <li>- Degree to which training program participants benefited from the training.</li> <li>- Usefulness of the training program to AmeriCorps placement sites</li> </ul>	April 15, 2023
Activity 2	Implement evaluation plan and collect data relevant for updating the two Foundational Public Health Training plans.	April 15- May 30, 2023
Activity 3	Clean, review, and analyze existing registration data for 2 foundational public health trainings using Microsoft Excel and/or a statistical software package.	May 30, 2023
Activity 4	<p>Prepare and facilitate a formal presentation and Q&amp;A session for project stakeholders including NNPHI, CDC, and AmeriCorps. The presentation should include accessible and meaningful data visualizations designed to:</p> <ol style="list-style-type: none"> <li>1. Clearly communicate key findings from analysis of the primary and secondary data.</li> <li>2. Articulate programmatic / quality improvement recommendations based on the data.</li> </ol>	May 30, 2023

Activity 5	Produce a final deck of PowerPoint slides, taking into account questions, recommendations, and requested revisions from the presentation (see Activity 4).  Submit a 1 - 2 page high level summary of key findings and considerations. Use of data visualizations and/or accessible language and graphics is highly encouraged.	June 30, 2023
Activity 6	Produce an evaluation plan for the two updated Foundational Public Training series. The evaluation plan should consider a set of specific outcome and process measures.	June 30, 2023

### **Contractor Selection Criteria**

NNPHI will make contractor selection based on qualifications by the provisions of this RFP. The following criteria will guide NNPHI in reviewing and scoring applicants and determine the choice of a contractor(s) for this project:

1. Demonstrated deep knowledge of evaluation and analysis activities.
2. Experience working with the Centers for Disease Control and Prevention.
3. Demonstrated capacity to accomplish the SOW.
4. Reasonable and clear budget following provided guidelines.
5. Demonstrated capacity to manage a federal subaward in a fiscally compliant manner.
6. Completeness and quality of the proposal.

### **Funding**

Funds may be used for salaries and benefits for staff engaged in the project, meetings and meeting supplies, pre-approved project-related travel, research and database software, data collection and analysis, supplies, communications, marketing, and graphic design. Funds are not intended to supplant state or federal funding. Funds may not be used for: lobbying activities; ongoing general operating expenses or existing deficits; items for which third-party reimbursement is available; endowments; meeting meals; or capital costs, including construction or renovation.

### **How to Apply**

NNPHI is utilizing a Smartsheet Online System for the proposal submission process. Submit your notice of intent to apply, proposal, and all additional documents through the links below. If you have any technical difficulties, please [lprechter@nnphi.org](mailto:lprechter@nnphi.org). Submit your proposal and required attachments by **11:59 PM ET on Monday, March 6, 2023**. Click "[Here](#)" to submit your proposal via the NNPHI Smartsheet system.

### **Questions**

Submit questions about this funding opportunity "[Here](#)" by 5:00 PM ET on Wednesday, March 1, 2023. NNPHI will respond to inquiries within 24 hours. Please check back frequently to review the latest questions/answers.

### **Informational Session**

Join us for an optional informational session on Friday, February 24, 2023 at 3:00 PM EST. To join, please use the meeting link [here](#).

## **Proposal**

*Please respond to the following questions, do not exceed ten pages, single-spaced, Arial or Times New Roman 12-point font, with 1-inch margins. It is helpful to reviewers if you respond to the questions in the order presented below.*

1. Introduce yourself, your organization, and your interest in the project.
2. Explain why you are particularly well-suited to complete the SOW.
3. Describe how your organization's experience and expertise apply to the SOW.
4. Describe the background and experience of the staff who would be assigned to the project and any partners that will be engaged in the work.
5. Describe at least one example of similar work that speaks to your capacity to perform the SOW, including:
  - Key staff and partners
  - Approach and methodologies used and timeframe in which was the work was completed
  - Milestones
  - Deliverables
  - Outcomes
  - Include links to previous work
6. Describe your approach to the bullet points listed in the SOW section above address all issues from Phases 1-3.
7. Please describe previous experience with a project supported by federal funding (either as a direct recipient or as a sub-recipient).

## **Required Additional Information**

1. Cover Letter
2. Budget spreadsheet and detailed narrative that aligns with the SOW
  - a. [CDC Budget Guidelines](#)
3. Resume or CV of for all proposed personnel
5. Work Sample: Sample of work or a similar product (attachments and links)

## **Notice to Applicants**

Please be advised that NNPHI reserves the right to modify the terms of the RFP with reasonable notification to all interested parties. This RFP and any related discussions or evaluations by anyone create no rights or obligations whatsoever. NNPHI may cancel or delay this solicitation at any time at its discretion. Anything to the contrary notwithstanding, the contract executed by NNPHI and the selected applicant, if any, will be the exclusive statement of rights and obligations extending from this solicitation. Applicants are further advised that all information submitted in response to this solicitation shall remain in the public domain.