

**Request for Qualifications: Supporting Physical Education and Physical Activity with Tribal and Urban Indian Students During COVID-19**

**Application Deadline: Friday, August 21, 2020**

**Published:** August 10, 2020

**Funding Amount:** Up to \$80,000

**Project Period:** September 1, 2020 – May 31, 2021

**Eligibility:** This opportunity is available to members of the National Network of Public Health Institutes

**Award Mechanism:** NNPHI anticipates making a subaward under CFDA 93.858 Centers for Disease Control and Prevention Cooperative Agreement 5 NU1ADP003094-05-00

**Overview**

Through a five-year Centers for Disease Control and Prevention (CDC) Cooperative Agreement, the National Network of Public Health Institutes (NNPHI) and Health Resources in Action (HRiA) co-lead *Springboard to Active Schools (Springboard)*, a national initiative that supports CDC-funded state grantees, NNPHI constituents, and other national and state partners to promote and implement proven policies, practices, and programs to promote physical education and physical activity (PE/PA) in schools. Through Springboard to Active Schools, NNPHI provides professional development, technical assistance, and education opportunities and creates and disseminates resources on such topics as recess, classroom physical activity, community and family engagement, and staff involvement.

CDC has awarded NNPHI supplemental funding to provide additional technical assistance to state and local education agencies as they consider return-to-school activities related to physical education and physical activity options post COVID-19 closure. NNPHI is seeking an organization or individual to assure the training and technical assistance NNPHI and Springboard to Active Schools provide to schools and education agencies reaches and is relevant to tribal and urban Indian students. Topics will include physical education and physical education (PE/PA) considerations as schools plan for and implement reopening and operation plans in the wake of the COVID-19 pandemic. This technical assistance will consider all models of school reopening (i.e., in-person, virtual, and hybrid).

**The Opportunity**

For the project period reference above, NNPHI will work with the selected organization/consultant to build upon existing relationships with Indigenous partners with the goal of helping schools, local education agencies, and states serving tribal and urban Indian students in integrating physical education and physical activity into the implementation of their reopening plans. This work will be focused on providing professional development and technical assistance; developing, adapting, and disseminating new and existing resources; and building and enhancing partnerships and collaborations as it relates to PE/PA in schools serving tribal and urban Indian students.

**Eligibility:**

This RFQ is open to NNPHI member institutes. NNPHI is seeking an organization or individual that has strong established, trusted relationships with Indigenous entities, ideally with schools, local education agencies, and states serving tribal and urban Indian students.

**Funding and Support Available**

The total funding available is \$80,000 to support the scope of work, in collaboration with NNPHI.

**Scope of Work**

Consultation and technical assistance activities include, but are not limited to:

- Discussions with Indigenous-serving organizations to identify any major professional development and technical assistance needs and considerations for schools, local education agencies, and states serving tribal and urban Indian students
- Adapt PE/PA component of school reopening guidance with an Indigenous perspective
- Co-facilitate with Springboard up to two virtual training opportunities to address the identified needs for schools, local education agencies, and states serving tribal and urban Indian students
- Co-facilitate with Springboard up to two virtual office hours to provide technical assistance and share ideas and strategies for integrating PE/PA into reopening and operation plans during the COVID-19 pandemic
- Gather and share success stories from the field related to PE/PA in schools serving tribal and urban Indian students
- Advise NNPHI and Springboard on optimal dissemination of resources through communication channels to reach Indigenous partners

NNPHI and the Springboard team will work closely with the selected organization/individual to provide guidance on discussions with Indigenous partners, trainings and technical assistance, adapted resources, and stories from the field. In addition, NNPHI will provide the platform for hosting training opportunities and office hours. The selected organization/individual will work closely in partnership with NNPHI to finalize and implement the scope of work.

**Contractor Selection Criteria**

Contractor selection will be made by NNPHI based on qualifications in accordance with the provisions of this RFQ. The following criteria will guide NNPHI's selection of a contractor for this project:

1. Established, trusted relationships with entities and/or organizations that serve Indigenous schools and students
2. Qualifications to meet the activities described in the SOW section
3. Reasonable hourly rates and related costs
4. Demonstrated capacity to manage a federal subaward in fiscally compliant manner
5. Completeness and quality of proposal

**Funding**

Funds may be used for salaries and benefits for staff engaged in the project, meetings and meeting supplies, project supplies, printing, and/or 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**

Applicants should submit responses to the questions below in PDF via email to [kholmes@nnphi.org](mailto:kholmes@nnphi.org) by 11:59 PM PST on Friday, August 21, 2020. Applications should not exceed 5 pages total single spaced using 1-inch margins in 12-point font.

**Application Questions**

1. Please provide a summary of your experience and expertise working with schools and/or local education agencies serving tribal and urban Indian students with an emphasis, if appropriate, on physical education and physical activity in schools.
2. Please list your current Indigenous partners who will be engaged for dissemination/consultation efforts and describe those partnerships based on the [Level of Collaboration Scale](#), (i.e., networking, cooperation, coordination, coalition, collaboration). Please note those partners who work with schools serving tribal and urban Indian students.
3. Please describe how you would go about rapidly gathering information from partners to determine professional development and technical assistance needs for schools serving Indigenous students. Be sure to describe tools, audience engaged, and how the assessment would inform future work.
4. Please share an example of a virtual professional development event that you have led or helped to facilitate, including a brief description and a sample of accompanying materials, such as agenda, slide deck, and facilitator's guide (accompanying materials will not count towards page count). Please highlight strategies utilized to engage participants through virtual interactive activities.
5. Please describe your existing dissemination and communication assets and how your organization would disseminate new and existing resources and upcoming trainings and education opportunities to key partners.
6. Additional Information: Please submit the following required items with your proposal (not included in the 5-page limit)
  - A detailed budget and budget narrative for all proposed staff (showing level of effort (LOE)/hourly rate(s) applied, benefits and any expected related costs). Budget must remain valid at least until July 31, 2021. Providers of Professional services should provide their hourly rate(s), LOE, and totals for the descriptive work
  - Resume or curriculum vitae of all key personnel/partners
  - Work sample: Relevant resources, data briefs, and/or reports (attach as PDF or provide URL)
  - Most recent fiscal/federal audit report (if applicable)
  - IRS Form 990 (if applicable)

**Notice to Applicants**

Please be advised that NNPHI reserves the right to modify the terms of the RFQ with reasonable notification to all interested parties. This RFQ 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 own 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.

*Funding for this opportunity has been provided to the National Network of Public Health Institutes (NNPHI) through a Cooperative Agreement with the Centers for Disease Control and Prevention (CDC 5 NU1ADP003094-05-00). NNPHI is collaborating with the CDC's School Health Branch on this project. Contents of this RFP are solely the responsibility of NNPHI and do not necessarily represent the*



*official views of CDC or the US Department of Health & Human Services.*

**ABOUT NNPHI:**

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 multisector 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).

**ABOUT SPRINGBOARD:**

Since 2016, Springboard to Active Schools provides training, technical assistance, education opportunities, and resources to CDC-funded state grantees, NNPHI constituents, and other national and state partners to promote and implement proven policies, practices, and programs to promote active school environments in schools. Grounded in the Whole School, Whole Community, Whole Child (WSCC) model, an active school environment (also known as a Comprehensive School Physical Activity Program) is a multi-component approach by which school districts and schools use all opportunities for students to be physically active.