



FUNDING OPPORTUNITY

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Funding Amount: Up to \$22,000 for a **Public Health and Racial Equity Consultant**

Project Period: January 15, 2021- June 30, 2022

Eligibility: This opportunity is available for individual consultants as well as members of the National Network of Public Health Institutes (NNPHI) and Health Resources and Services Administration (HRSA)-supported Public Health Training Centers

Award Mechanism: NNPHI anticipates making a sub-award for consultants through an agreement with the Northwest Center for Public Health Practice.

Timeline:

January 6, 2021 5pm ET	Deadline to submit questions
January 7, 2021, 12pm ET	Informational Webinar
January 14, 2022 5pm ET	Deadline to Apply
January 2022- February 2022	Identify an Anti-racism Audit Tool
February-April 2022	Data Collection
April – May 2022	Consult NWCPHP an Anti-Racist Action Agenda
June 2022	Report on Findings

Objective

NNPHI's National Coordinating Center for Public Health Training (NCCPHT) will coordinate an Anti-Racism Audit for the Northwest Center for Public Health Practice and their associated organizational structure, trainings, and training development process. NNPHI seeks to hire a **Lead Public Health and Racial Equity Consultant** to assist with identifying an Anti-Racist Audit Tool, and guiding the NWCPHP through an audit and make recommendations for anti-racism work within its operating capacity.

The NCCPHT will select a core group of *Expert Advisors* comprised of the Director of the NCCPHT, the Director of Health and Racial Equity at NNPHI, a Lead Public Health and Racial Equity Consultant. This group will provide advice and input on the development of the customized Anti-Racist Audit Tool for the NWCPHP, will oversee the audit implementation, and will craft a series of recommendations for an Anti-Racist Action Agenda. Input will be solicited via town hall meeting, surveys, or interviews. Furthermore, the Expert Advisors will work with NWCPHP to evaluate their organization culture, policies, and programs to ensure they are following best practices following the audit.

The Racial Equity Consultant will be responsible for:

- Developing standard practices for environmental scans for organizations to examine the organization and curricula of the NWCPHP.
- Identifying stages in the PHTC Equity Competency Model to incorporate into the organizational audit and environmental scan.
- Review an environmental scan of NWCPHP and assess the quantitative and qualitative data to make recommendations and assess readiness for change.
- Consult the Northwest Center for Public Health Practice on the implementation of an Anti-Racism Audit Tool

Background

NNPHI's NCCPHT will coordinate an audit of NWCPHP to address racial justice by interrupting and dismantling racist and white supremacist practices, policies, and attitudes that disproportionately harm communities of color. Initially, the consultant will review the work performed by NWCPHP for foundational data. The *Expert Advisors* will assist NWCPHP in identifying and customizing an (existing or newly created) Anti-racism Audit Tool by helping with interviews, interpreting the environmental scan results, and researching the demographics and structure of the training center. Additionally, the consultant will spearhead an initial assessment of the NWCPHP's "readiness for change" and assist with selecting and developing audit tool development and making suggestions toward future steps for the center. Additionally, the *Expert Advisors* will consult with the Northwest Center team on an assessment of NWCPHP's organizational structure, programs, relationships, and policies to evaluate their work using the anti-racism audit tool. Following the scan, the expert advisors will make recommendations to assist NWCPHP in dismantling racism in its structure, policies, programs, and culture.

Scope of Work (SOW)

The selected consultant will work with the *Expert Advisor* team to select and modify and/or create an anti-racism audit tool, provide technical assistance as the audit is conducted, create a tool that can be used to audit the NWCPHP's Public Health Management Certificate program curriculum, and use the audit findings to develop an NWCPHP Anti-Racism Action Agenda. As a result of the scan and audit, the consultants will make recommendations and present the results to the NWCPHP. Collectively, the *Expert Advisors* will:

Project Management: Participate in regular meetings and calls of the *Expert Advisor* team

- a. Consult with the NWCPHP and conduct an environmental scan of its programs, stakeholders, and staff.
- b. Use the Racial Equity Competency Model to establish a set of standards for the environmental scan and audit of the NWCPHP
- c. Establish a set of meeting standards and develop a timeline to check in with the group and provide feedback
- d. Participate in workgroup meetings with NCCPHT before conducting the environmental scan and recommendations post-scan
- e. Provide expert feedback and work with NWCPHP to include anti-racism practices in all programs, relationships

Phase 1a: Environmental Scan

Activities:

- Conduct an initial document review to assess where NWCPHP is in their equity work, and their readiness for change

- Gather the foundational data about the size, structure, mission, goals, resources, strategies, constituency, and geographic location of NWCPHP.
- Interview key NWCPHP staff and partners

Deliverables:

- a. Presentation of findings to the NWCPHP core team
- b. One-page or infographic with results

Phase 1b: Anti-Racism audit tool

Activities:

- Analyze the results of the environmental scan, and foundational data
- Assist NWCPHP in modifying and/or creating an anti-racism audit tool for associated trainings and training development plans.

Deliverables:

- a. Tailored Anti-Racism Audit Tool

Phase 2: Data Collection

Activities:

- Provide recommendations to the core team to help prioritize which programs, policies, and practices will be examined in the audit.
- Work with the core team to develop a schedule and method to utilize the Anti-racism Audit Tool within the Public Health Management Certificate.

Deliverables:

- a. Recommendations on priority assessments.

Phase 3: Develop the NWCPHP Anti-Racism Action Agenda

Activities:

- Apply the results of the Anti-Racism Audit and any recommended changes to NWCPHP's Public Health Management Certificate Program, NWCPHP's training development tool and any additional tools or trainings as identified by the core team.
- Review the results with the Expert Advisors and NWCPHP and help establish the next steps for the organization to become necessary to becoming a fully inclusive, multicultural, and anti-racist institution with products and services that align with an anti-racist approach.

Deliverables:

- a. Recommendations to improve racial equity and update organizational policies and procedures for NWCPHP as needed

- b. Recommendations for the Public Health Management Certificate Program, training development tool and any additional tools or trainings as identified by the core team

Contractor Selection Criteria

NNPHI will make contractor selection based on qualification following the provisions of this RFP. Please respond to the following questions within 10-pages. The following criteria will guide NNPHI's selection of contractors for this project:

1. Demonstrated knowledge of health equity, health disparities, and social determinants of health, and organizational change
2. Demonstrated understanding of racial equity and anti-racism work (Racial Equity Consultant)/ organizational change readiness (Organizational Change Consultant)
3. Demonstrated capacity to accomplish SOW
4. Clean budget following guidelines
5. 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 get in touch with Serena McCovery, smccover@nnphi.org

1. Submit your proposal and required attachments by 5:00 PM on **Friday, January 14, 2022**. 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 Thursday, January 6**. NNPHI will respond to inquiries within 24 hours. Please check back frequently to review the latest questions/answers.

Register [HERE](#) to attend the informational webinar on Friday, January 7, 2022.

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 and your interest in working with the project.
2. Explain why you are well suited to complete the SOW.

3. Describe how your experience and expertise applies to the SOW.
4. Describe your background and knowledge in anti-racism work.
5. Describe how you will approach completing the SOW, including milestones within the timeline, methodologies used and approach taken, work plan, and highlight the activities and partners needed to complete the project and outcomes.
6. Describe how you will work with the *Expert Advisors* team consisting of both consultants and the NNPHI Director of Health and Racial Equity, and NCCPHT Director.
7. Describe previous experience with a project supported by federal funding (either as a direct recipient or as a sub-recipient).

Required Additional Information

Please submit the following required items with your proposal (not included in the 10-page limit):

1. Cover letter
2. A budget spreadsheet and detailed narrative that aligns with the work scope.
3. Resume or curriculum vitae for all proposed personnel
4. Work sample: One sample of a similar product (e.g., final report, link to an online tool, etc.) you have developed related to one of the four domains (attach as PDF or provide URL)

You will receive confirmation of receipt within 24 hours of the proposal deadline. In fairness to all applicants, NNPHI strictly enforces the submission deadline. **Proposals received after the deadline will not be reviewed.** Note: If you do not receive a confirmation or have any technical difficulties, please contact Serena McCovery at smccover@nnphi.org. We recommend submitting early to avoid any problems.

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 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.

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