FUNDING OPPORTUNITY

Published: March 22nd, 2023

Funding Amount: Up to $15,000.00 for one (1) contractor

Project Period: May 8th, 2023 – August 31st, 2023

Eligibility: This opportunity is available to an individual or members of the National Network of Public Health Institutes (NNPHI), Public Health Training Centers, academic institutions/universities, and/or consultants/contractors.

Award Mechanism: NNPHI anticipates making a sub-award for *Strengthening Environmental Health – Building Capacity for a More Diverse and Representative Workforce* support, award number 1 NU36OE000016-01-00.

Timeline:

Application Opens	**March 22nd, 2023**
Application Submission Deadline	**April 5th, 2023, at 11:59 PM ET**
Review Period	**April 6th – April 14th, 2023**
Notice of Selection status	**April 17th, 2023**
Project Period	**May 8th, 2023 – August 31st, 2023**

Objectives

In this Request for Proposals (RFP), NNPHI seeks a partner to conduct a quantitative review of public health degree availability AND a curriculum scan of public health data science and public health leadership curricula within associate, undergraduate, and graduate public health degree programs.

NNPHI is interested in two outcomes: 1) describing the public health degree landscape and 2) determining core competencies of data science and leadership and how these are made available and incorporated into public health degree programs.

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 multisector activities resulting in measurable improvements of public health structures, systems, and outcomes. To learn more about NNPHI, visit www.nnphi.org.

Public Health Leadership and Education, Advancing Health Equity and Data Science (PH LEADS) strengthens population and public health workforce pathways. This is achieved by identifying and supporting the implementation of best practices in leadership, data science education, training, recruitment, and retention practices. These efforts help build a more competent and diverse public and population health workforce committed to health equity.

Scope of Work

This RFP aims to establish an agreement with an organization (herein referred to as "contractor") to provide support to PH LEADS with the proposed objectives and activities. The contractor will work in consultation with NNPHI and will be responsible for completing the scope of work (SOW) as outlined in the RFP. Routine check-in calls and monthly progress reports will be required throughout the project period.

The general SOW is outlined below:

Review of Public Health Degree Landscape:

1. Describe institutes of higher education that offer degrees in public health, including Masters, Bachelors, and Associate-level degrees.

    a. List of CEPH and non-CEPH accredited institutions of higher education that use publicly available data sources and the National Center for Education Statistics (NCES) Integrated Postsecondary Education Data Systems (IPEDS)
    b. Create a database for NNPHI use that includes variables describing the institution of higher education that offers public health degrees, and the demographic description of students obtaining public health degrees, to the extent that this data is publicly available.

Curriculum Scan of Public Health Degree Programs:

1. Conduct a curriculum scan of data science curricula within associate, undergraduate, and graduate public health degree program identified in the "Review of Public Health Degree Landscape".

    a. List core competencies of public health data science programs.

  b. Compare/Contextualize data science key elements and core competencies within generalist programs and public health concentrations such as biostatistics, epidemiology, or informatics.

2. Conduct a curriculum scan of leadership programs within associate, undergraduate, and graduate public health degree programs.

  a. Conduct a leadership scan of existing programs including institutions that serve underrepresented and underserved populations (historically black colleges and universities, Tribal colleges and universities, Hispanic serving institutions, Alaska Native and Native Hawaiian, Asian American and Native American Pacific Islander-serving institutions, and institutions serving women.
  b. List core competencies taught in public health leadership programs offered.
  c. Identify innovations, modalities, and skills and who is teaching the public health leadership programs offered.
  d. Describe what skills and strategies of leadership programs can be incorporated into general core competencies for public health students.

Deliverables:

A. Database of public health institutions of higher education offering associate, bachelor, and/or master-level degrees in public health.
  a. List of variables describing the institutions of higher education that offer associate, bachelors and/or master of public health degrees.
  b. Demographic description of students obtaining public health degrees
  c. Geographic distribution and accompanying data of communities served by the institutions and public health degree programs.
  d. Inclusion of a data management plan.

B. Curriculum/ scan report that includes the following:
  a. An overview public health data science and leadership program key elements, competencies, and skills provided to students,
  b. An overview of how data science and leadership core competencies can be incorporated into public health programs, and
  c. An overview of where graduates are employed upon graduation.

C. A visual of curriculum scan findings and how it can be incorporated into public health programs.
  a. A slide deck presentation that could be shared with external partners, and
  b. A graphic or other visualization of curriculum findings for data science and leadership programs (digital infographic).

(** The deliverables above will be considered complete if NNPHI receives the following: One (1) Curriculum/Fellowship Scan Report, One (1) NCES Data Analysis Summary, One (1) Slide deck Presentation, One (1) Curriculum Finding Graphic or other visualization by the end of the project period. **)

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.

Contractor Selection Criteria

The selected contractor for this RFP must have demonstrated knowledge of the following:

- Public health academic programs and curriculums;
- Experience conducting curriculum or literature reviews;
- Experience summarizing key findings and creating based on information;
- Knowledge of diversity, equity, and inclusion and health and racial equity; and
- Experience applying a health and racial equity lens in a curriculum or literature review.

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 experience in conducting curriculum or literature reviews on public health concepts or topics;
2. Familiarity with public health academic programs and curriculums;
3. Demonstrated capacity to accomplish the SOW in a timely manner & a reasonable and clear budget that includes a timeline for the project period;
4. Demonstrated capacity to manage a federal sub-award in a fiscally compliant manner; and
5. Completeness and quality of the proposal.

How to Apply

NNPHI is using a SmartSheet Online System for the proposal submission process. Submit your proposal and all additional documents through the links below. If you have any technical difficulties, please email the Climate and Crisis Preparedness Portfolio – ccp@nnphi.org.

Submit your proposal and required attachments by **11:59 PM ET on Wednesday, April 5th, 2023.** Click "**here**" to submit the proposal via the SmartSheet Application Form.

Questions

Submit questions about this funding opportunity "**here**" by 5:00 PM ET on Monday, April 3rd, 2023. NNPHI will respond to inquiries within 24 hours. Please check back frequently to review the latest questions/answers.

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 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, addressing all activities with a proposed timeline and dates for completion within the project period.
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
4. Work Sample: Sample of work or a similar product (attachments and links)

(** Note – Any proposals that are missing any of "required additional information" items will be considered incomplete and will not be reviewed by NNPHI **)

Notice to Applicants

NNPHI views the application process as a learning opportunity. Information from the applications will be shared in the summary format with our funding agency and NNPHI members to support learning and capacity building for the public health workforce.

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.

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