

FUNDING OPPORTUNITY

Published: March 22nd, 2023

Funding Amount: Up to \$44,000.00 for one (1) contractor

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

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

Objective

In this Request for Proposals (RFP), NNPHI seeks a partner to conduct listening sessions with academic, federal, state, tribal, local, and territorial health departments and national public health non-profits, and other related organizations stakeholders.

The overall objective of the listening sessions is to describe the current governmental public health workforce conceptualization of public health data science and public health leadership. Secondary objectives include 1) the outlining and description of emergent themes, 2) identification in current gaps in workforce capacity, training, and education and 3) recommendations for aligning academic data science and leadership curriculum with the public health workforce needs in ways that address current barriers and challenges.

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 with NNPHI and will be responsible for completing the SOW (Scope of Work) outlined in the RFP. Routine check-in calls and monthly progress reports will be required throughout the project period.

The general scope of work is outlined below:

Listening Session Series:

1. Conduct a series of up to four (4) listening sessions with individuals from academia, state, tribal, local, and territorial health departments and national public health non-profits, and other related organizations. A final report based on the findings of the listening sessions should include the following:
 - a. Qualitative analysis of listening session data to define key public health data science and leadership concepts for the workforce, based on a rubric developed in conjunction with NNPHI.
 - b. Characterize emergent themes across different stakeholders and organizations regarding current barriers and facilitators to support data science and leadership needs of the current workforce.
 - c. Identification of current gaps in the data science and leadership capacity, accessibility, training and education needs of the public health workforce, including both existing and newly hired staff.
 - d. Address ways that systems undermine efforts to create a more diverse public health workforce.
 - e. Outline and summarize recommendations for aligning workforce needs and current public health programs with data science and leadership curricula.
2. In addition to the primary activities detailed above, the following tasks will be within the scope of work for the contractor:
 - a. Participate in a NNPHI kick-off meeting to review scope of work and roles and responsibilities of contractor staff members.
 - b. Meet with NNPHI staff and key partners to coordinate activities outlined in

- the contractor's work plan (frequency will be identified at project start).
- c. In partnership with NNPHI and CDC (Centers for Disease Control), the contractor will:
 - i. Collaborate with NNPHI on the IRB and STARS submissions. The contractor will provide an outline of proposed incentives for recruitment, including the existing evidence base on why this is a worthwhile incentive for participants (if necessary). NNPHI will compile this information and submit it.
 - ii. Identify strategies that will be used to ensure diverse and inclusive recruitment of participants from academia, state, tribal, local, and territorial public health departments and national public health non-profits, and other related organizations. These include the following:
 - 1. Academia-Curriculum developers, Professors/Faculty, Coordinators/Staff and Current students from public health programs,
 - 2. State, local, tribal, and territorial health departments and federal agencies- Programmatic Staff, including Directors & Managers, Administrative staff, and Recent graduates, and
 - 3. National public health non-profits and other related organizations – Programmatic Staff, including Directors & Managers and Administrative staff.
 - d. Identify moderators for each of the listening sessions, with input and approval from NNPHI.
 - e. In collaboration and partnership with identified moderators, conduct up to four (4) virtual listening sessions, based on an identified group of participants above or based on a specific topic, and record each session using Zoom or a similar platform.
 - f. Provide NNPHI with all listening session notes and transcripts, including a debrief written report after each session, information and background on all participants.
 - g. Provide codebook and analyzes methodology and results with final report.
 - h. Support NNPHI in listening session pre and post evaluation activities and surveys.

Deliverables:

- a. A final written report and corresponding slide deck(s) for presentation(s) to internal and external partners.
- b. A visualization of listening session analysis and findings (career roadmap, data dashboard, infographic, etc.).

(** The deliverables above will be considered complete if NNPHI receives the following:
One (1) Listening Session Series Final Report with an appendix of summarized data,
One (1) or more Corresponding Slide Decks, at least One (1) visualization of listening session analysis. **)

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, certificates, and curriculums;
- State, tribal, local and territorial public health departments and national public health nonprofits and other related organizations;
- Experience conducting virtual listening sessions via Zoom or other teleconference platforms;
- Provide examples of work in diversity, equity and inclusion within public health;
- Knowledge of diversity, equity, and inclusion and health and racial equity;
- Experience applying a health and racial equity lens when conducting listening sessions;
- Experience identifying themes and categorizing needs from listening sessions;
- Experience conducting qualitative analysis of data from listening sessions; and
- Experience summarizing key findings and creating reports and presentations based on information.

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:

- Demonstrated experience in conducting virtual listening sessions with public health academics and practitioners;
- Familiarity with the current public health workforce, data science and leadership, and data communication;
- Demonstrated capacity to accomplish the SOW in a timely manner & a reasonable and clear budget that includes a timeline for the project period;
- Demonstrated capacity to manage a federal sub-award in a fiscally compliant manner; and
- Completeness and quality of the proposal.

How to Apply

NNPHI is utilizing 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 your proposal via the NNPHI SmartSheet system.

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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