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## FUNDING OPPORTUNITY

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**Title:** Performance Improvement Program Evaluation: Online learning community and cohort training program

**Funding Amount:** One award, funded up to \$80,000

**Project Period:** August 1, 2023 - June 30, 2024

**Eligibility:** This opportunity is available to NNPHI member institutes, Public Health Training Centers, and consultants/contractors.

**Application Deadline:** June 30th, 2023 at 5:00 pm ET

### Opportunity

NNPHI seeks to hire one (1) evaluation consultant or evaluation team to support assessment and analysis of two of NNPHI's core performance improvement programs: the Public Health Performance Improvement Network (phPIN) and Strategic Scholars. The goal is to determine successes, areas of improvement, and future directions of the two projects.

### Background

The [NNPHI Performance Improvement work](#) is comprised of multiple projects that provide technical assistance, resource sharing, and training for health departments nationally including territories and Tribal nations.

The [Public Health Performance Improvement Network \(phPIN\)](#) is a learning community and peer exchange network of public health performance improvement practitioners. Launched in January 2016, phPIN offers an online forum for innovative performance improvement practitioners in public health to network, access just-in-time resources, and share emerging practices on the topics.

[Strategic Scholars](#) is a cohort-based program that uses multiple learning modalities to build governmental public health workforce capacity in strategic skill areas. The program includes asynchronous training, live learning sessions, coaching, and a culmination project. The Strategic Scholars program is a competitive application process open to personnel working in state, Tribal, local, and territorial (STLT) health departments.

### Purpose

In order to prioritize continuous improvement and to offer high-quality programming and training to the public health workforce, NNPHI and CDC are investing in the evaluation of two cornerstone performance improvement programs. NNPHI and CDC have worked closely together over the last several years to develop a strong evaluation foundation for the Strategic Scholars program. Now, we are looking to do the same for phPIN and transition the Strategic Scholars evaluation to an external partner. The evaluation of the two programs will be built upon previous and available evaluation data that is created yearly post completion of phPIN and Strategic Scholars.

### Scope of Work

In partnership with CDC under Cooperative Agreement number 5 NU38OT000303-05-00, the NNPHI seeks to fund one evaluation consultant or team to evaluate the overall phPIN community by

examining:

- Community membership demographics and growth over time
- Community utilization of various features, including discussion boards and resource library
- The reach and impact of the monthly pHIN newsletter
- The reach and impact of pHIN affiliated events, including webinars and Project ECHO series
- The value of the pHIN community from the perspective of STLT members
- Areas where the community functions can be improved, including but not limited to accessibility and usability

NNPHI seeks for the evaluation consultant or team to evaluate the overall Strategic Scholars program by examining:

- The perceived value and quality of the program
- The perceived skill development of teams who participate in the program
- Potential improvements to program delivery, including online and in-person formats
- Coaching services offered
- The content and usability/accessibility of independent, web-based training for potential improvements.

### **Selection Criteria**

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

- Public health community programs and online community platforms;
- Experience conducting community assessment or media reviews;
- Experience summarizing key findings and creating recommendations based on past evaluation data of the two programs;
- Knowledge of diversity, equity, and inclusion and health and racial equity;
- Experience applying a health and community lens in a curriculum or literature review;
- Experience in evaluation of curriculums; and
- Past evidence of exploring evidence and data thoroughly and presenting findings in clear concise matter.
- Experience facilitating process and/or working with federal partners to facilitate Paperwork Reduction Act determinations and approvals for sponsored data collections.

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 curriculum or literature reviews on public health concepts or topics;
- Familiarity with public health online community programs and online platforms;
- 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.

### **Eligibility**

- 5-10 years of experienced evaluation, experience with network analysis is a plus but not required
- Demonstrated past capacity of successful evaluation of public health programs, especially related to workforce development and performance improvement

- Ability to act quickly and successfully implement scope of work on a tight timeline
- Consultant or team qualifications indicate capacity to complete the work
- Reasonable and clear budget, following provided guidelines
- Completeness and quality of proposal

## Costs

One evaluator or team will receive up to \$80,000 over the project period August 1, 2023 – June 30, 2024. Funds may be used for salaries for staff engaged in the project, consultants/contractors, meetings and meeting supplies, project-related travel, data collection and analysis, project supplies, and/or communications. Funds are not intended to supplant state or federal funding. Further, funds may not be used for lobbying activities; ongoing general operating expenses or existing deficits; items for which third-party reimbursement is available; endowments; or capital costs including construction, or renovation.

## Questions

FAQs: Applicants may submit questions by typing directly into this [FAQ Document](#). Questions will be accepted until **June 16, 2023 at 5 pm ET**. Questions will not be answered after the deadline. Please check back frequently to review the latest questions/answers.

## How to Apply

NNPHI uses *Smartsheet* online tool to collect proposal materials. Submit your proposal using the link below. You cannot save your proposal submission and return to it later; however, you can submit more than once if necessary.

Please submit a proposal of no more than four single-spaced pages responding to the application questions below.

**Submit your proposal [here](#) by June 30, 2023 at 5 pm ET.**

Note: If you have any technical difficulties, please contact Hanna Pratt at [hwpratt@nnphi.org](mailto:hwpratt@nnphi.org). We recommend you submit early to avoid problems in the final hours. **In fairness to all applicants, we will not accept any proposals that are submitted after the deadline.**

After submitting your proposal, if you do not receive a confirmation of receipt within 24 hours, please contact Hanna Pratt at [hwpratt@nnphi.org](mailto:hwpratt@nnphi.org).

## Selection

Applicants will be notified of selection status the week of July 17th, 2023.

Activity	Date
RFP Released	Tuesday, June 6, 2023
Opportunity to Submit Questions via <a href="#">FAQ Google Doc</a>	Friday, June 16, 2023 at 5:00 pm ET
Application Deadline	Thursday, June 30 at 5:00 pm ET
Review Period	Monday, June 16 – Friday, June 30, 2023
Notice of Award	On or before Friday, July 21, 2023
Project Period	August 1, 2023 – June 30, 2024

## 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.

*Funding for this project is pr has been provided to the National Network of Public Health Institutes (NNPHI) through a Cooperative Agreement with the Centers for Disease Control and Prevention (5 NU38OT000303-03-00). NNPHI has collaborated with CDC's Center for State, Tribal, Local and Territorial Support to support this work. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by CDC/HHS, or the U.S. Government.*

## **Application Questions**

Submit your proposal [here](#) by **June 30, 2023 at 5:00 pm ET**.

In up to four single-spaced pages, please respond to the following questions:

Applicant Name:

Primary Contact:

Email Address:

Phone number:

1. Describe your expertise and how it specifically applies to the requested scope of work.
2. Provide an example (or examples) of similar work that specifically speak to your capacity to:
  - a. Conduct an evaluation of a public health program, describing the similarities in approach to evaluating an online learning community and/or a training program
  - b. Use qualitative and quantitative data to understand value and impact of a public health program
  - c. Provide action-oriented recommendations for programmatic improvements
3. Please describe your approach to complete the scope of work, including:
  - a. Detailed timeline of potential activities and key milestones
  - b. If applying as a team, share key staff and partners who will lead the efforts
4. Please attach the following items to your proposal (not included in the 5-page limit)
  - a. A budget and budget narrative that aligns with the scope of work and is prepared according to the [CDC Budget Preparation Guidelines](#)
  - b. Resume or curriculum vitae of proposed personnel
  - c. Most recent fiscal/federal audit report, IRS Form 990, and federal negotiated indirect cost rate agreement (NICRA)

**Late submissions will not be accepted, and incomplete applications will not be reviewed.**

Thank you for your interest!