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## FUNDING OPPORTUNITY

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### **Facilitation Support: Public Health AmeriCorps Career Development Webinar Series**

**Funding Amount:** One award, funded up to \$60,000

**Project Period:** February 5, 2024 – June 10, 2024

**Eligibility:** This opportunity is available to NNPHI member institutes and any interested public health- or training-related organizations.

**Application Deadline:** January 26, 2024 at 9:00am PST

### **Opportunity**

With funding from the CDC Foundation, the National Network of Public Health Institute (NNPHI) seeks to partner with one (1) public health or training organization to provide facilitation support for an upcoming webinar series focused on career development for Public Health AmeriCorps service members. The selected partner will be responsible for facilitating 8-10 interactive career development webinars using a pre-developed curriculum (which includes facilitator guides) that will be provided at the start of the project.

Facilitation support will also include collaboration with NNPHI and CDC Foundation teams to adapt pre-written curriculum and facilitator guides as needed, identify and invite subject matter experts and guests to join webinars, and provide supplementary materials for Public Health AmeriCorps service member to review. Supplementary materials will be stored on an online learning and sharing platform and can include recommended articles, podcasts, trainings, and more. Additionally, the selected partner will be responsible for monitoring and encouraging discussion on the online learning and sharing platform throughout the series.

### **Project Background and Need**

The CDC Foundation's Centers for Disease Control and Prevention (CDC)-funded project, Support for the Public Health AmeriCorps Program: Education Award, provides funding to support Public Health AmeriCorps (PHA) and its grantees, host sites, and members. CDC Foundation project activities will improve grantee management and supervision of members, teach PHA members more about public health, and provide opportunities to network in the field. This project aims to increase the overall impact of PHA on the public health workforce. PHA is a new AmeriCorps program that is creating and uplifting the next generation of the public health workforce, with support from the CDC. PHA has two main goals: 1) address public health needs of local communities by providing support in state and local public health settings to advance more equitable health outcomes for underserved communities and 2) create pathways to good quality public health-related careers through onsite experience and training, with a focus on recruiting AmeriCorps members who reflect the communities in which they will serve. To support PHA's second goal, CDC Foundation will host two virtual career fairs to help PHA members network with other public health professionals and to provide career

opportunities they can pursue after their service is complete. There are currently a mix of 7,000 full-time and part-time member positions funded across the country, including at NNPHI. To prepare PHA members for the career fairs, the CDC Foundation enlisted NNPHI's National Coordinating Center for Public Health Training (NCCPHT) to support the creation and implementation of a career development webinar series.

NNPHI was founded 22 years ago with an ongoing mission to improve public health structures, systems, and outcomes by supporting the public health workforce, promoting collaboration across sectors, and driving the field towards cutting-edge research and practice. NNPHI founded the NCCPHT in 2014 to offer diversified and up-to-date technical assistance, capacity building, and leadership development in the public health field. NCCPHT offers innovative ways for diverse learners to engage with public health and workforce development resources through trainings, convenings, coaching, and communities of practice; as well as publicly available materials like the Public Health Learning Navigator (Learning Navigator) and its Learning Pathways, the NCCPHT Digest, Project ECHO for public health series, and the Racial Justice Competency Model. NCCPHT facilitates programs in partnership with the NNPHI network to support workforce development and pipeline programs for the public health workforce.

### **Scope of Work**

#### **Tasks & Activities:**

1. Review and adapt existing curriculum and facilitation guides for 8-10 webinars.
2. Recommend supplementary materials for 8-10 webinars based on webinar topic, curriculum, and objectives.
3. Identify potential subject matter experts and guests to participate in 8-10 webinars based on webinar topic, curriculum, and objectives.
4. With support from NCCPHT, facilitate 8-10 webinars, which may include live or pre-recorded content. Webinar facilitation should be dynamic and meet the objectives of each webinar. Participate in webinar preparation and/or debrief calls as required.
5. Support ongoing engagement on the online learning and sharing platform, including supplying and responding to discussion prompts from participants.

### **Selection Criteria**

1. Demonstrated capacity to support a quick-moving project on a four to six-month timeline.
2. Demonstrated success in the facilitation of virtual trainings.
3. Familiarity with AmeriCorps, Public Health AmeriCorps, and/or workforce development programs.
4. Network access to identify relevant subject matter experts.
5. Completeness of proposal. *Note: incomplete proposals will not be reviewed.*
6. Reasonable cost and justification for costs.
7. Proof of SAM registration.
8. Note: NNPHI network members will receive an extra point in the scoring of the applications.

### **Eligibility**

Applicants are not required to be from a NNPHI member institute. All Category A, B, and C NNPHI members are eligible to apply.

### **Costs**

It is estimated that the primary project expenses will be staff time and costs to cover material review and development.

## Questions

Q&A: Applicants may submit questions by typing directly into this [Smartsheet Form](#). Questions will be accepted until **Monday, January 22, 2024 at 5:00pm PST**. Questions will not be answered after the deadline. Please check the [Q&A page](#) frequently to review the latest questions/answers.

You are also invited to join a virtual Q&A session about the RFP process with the NNPHI team to share any of your questions. This will take place on **Wednesday, January 17, 2024 from 8:30am – 11:00am PST** at this video conferencing [link](#).

## How to Apply

Please submit 1) a proposal in PDF format of no more than 5 single-spaced pages responding to the application prompts listed in the Application section below and 2) the requested attachments as separate documents. You cannot save your proposal submission and return to it later; however, you can submit more than once if necessary.

NNPHI uses a Smartsheet online tool to collect proposal materials. **Submit your proposal [here](#) by Friday, January 26, 2024 at 9:00am PST.**

Note: If you have any technical difficulties, please contact Amy Jacobs, NCCPHT Program Manager, Project ECHO at [ajacobs@nnphi.org](mailto:ajacobs@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 Amy Jacobs at [ajacobs@nnphi.org](mailto:ajacobs@nnphi.org).

## Selection

Applicants will be notified of selection status **no later than Monday, February 5, 2024.**

Additional timeline activities are outlined below:

Activity	Date
RFP released:	Wednesday, January 10, 2024
Virtual Information Session:	Wednesday, January 17, 2024, 8:30am – 11:00am PST
Questions accepted until:	Monday, January 22, 2024, 5:00pm PST
Proposals due:	Friday, January 26, 2024, 9:00am PST
Applicants notified:	No later than Monday, February 5, 2024
Project begins:	Week of February 5, 2024
Project period:	Monday, February 5, 2024 – Monday, June 10, 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.

### **Funder Statement**

This project: Support for Public Health AmeriCorps: Education Award is supported by the Centers for Disease Control and Prevention (CDC) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$1,564,540 with 100 percent funded by CDC/HHS. 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**

Submit your proposal here **by Friday, January 26, 2024 at 9:00am PST.**

In up to five single-spaced pages, please respond to the following prompts. We recommend that you use consistent and easy-to-read formatting and font types throughout your application.

Applicant Name:

Primary Contact:

Email Address:

Phone number:

1. Please introduce yourself.
  - a. Provide a brief overview of your organization and describe your interest in this project.
  - b. Describe your experience with public health-related initiatives. This may include programming, training and technical support, advocacy, or other.
  - c. Describe your experience with career and workforce capacity development. This may include programming, training and technical support, advocacy, or other. I
  - d. NNPHI is committed to advancing health and racial equity. How will your organization bring a health and racial equity lens to this webinar series?
  - e. Describe your experience with Public Health AmeriCorps; experience with Public Health AmeriCorps is not required.
2. Describe your experience developing and/or facilitating virtual training content for workforce capacity development.
  - a. What are specific examples of tools and approaches you use to make virtual programming both accessible to a variety of audiences and engaging for all participants?
3. Please share about the staff members who will be engaged with this work, including:
  - a. Who will be the primary point of contact.
  - b. Description of the capacity key staff have to engage in the work.

### **Additional Materials:**

Include the following additional items as separate attachments (these are not included in the 5-page limit):

- a. Budget and budget narrative that aligns with the scope of work and is prepared according to the [CDC Budget Preparation Guidelines](#).
- c. Resumes and CVs for key staff who will be engaged in the project.
- d. At least one example of previous virtual training curricula.

- e. At least one example of previous training facilitation workplans or a recording of real-time facilitation.
- f. At least one summary report from a training or facilitation project, including satisfaction surveys if available. In lieu of quantitative and qualitative survey results, please provide at least one letter of recommendation from a former training participant or client.