

FUNDING OPPORTUNITY

Published: February 1st, 2024

Funding Amount: Up to \$30,000.00 for one (1) contractor

Project Period: April 1st, 2024 – July 15th, 2024

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	February 1st, 2024
Application Submission Deadline	March 1st, 2024, at 11:59 PM ET
Review Period	March 4th, 2024 – March 8th, 2024
Notice of Selection status	March 8th, 2024
Project Period	April 1st, 2024 – July 15th, 2024

Objective

In this Request for Proposals (RFP), NNPHI seeks a partner to conduct a feasibility study. The primary objective of this feasibility study is to assess the viability and effectiveness of implementing a leadership "Train the Trainer" program. The study will explore the key curriculum, methodologies, and resources necessary for a successful program. The consultant will analyze existing Train-the-Trainer programs, review their curriculum qualitatively and quantitatively, and propose strategies for recruiting and engaging leadership cohorts. Recommendations and strategies will be provided to NNPHI based on the scoping review, accompanied by a timeline for program development and implementation. Additionally, a pilot model will be created, and potential community partnerships for the Train-the-Trainer program will be identified.

NNPHI 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.

Project Background

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. The feasibility study of Train-the-Trainer programs supports the PH LEADS project by identifying and enhancing leadership opportunities within the public health workforce.

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:

Feasibility Study:

1. Work in consultation with NNPHI to determine strengths, weaknesses, opportunities and threats, and resources required to carry out Train-the-Trainer leadership cohort.
2. Identify curriculum in Train-the-Trainer programs to inform development of future leadership cohorts.
3. Develop a methodology to identify and analyze established or existing Train-the-Trainer programs.
4. Perform a qualitative and quantitative review of existing Train-the-Trainer leadership programs and their curriculum.
5. Review where existing Train-the-Trainer leadership programs engage community partnerships and how they could be established throughout the Train the Trainer program.
6. Develop strategies for recruiting leadership cohorts to participate in the program. Outline methods to engage participants and maintain their commitment.
7. Provide recommendations and strategies to NNPHI based on scoping review.
8. Create a timeline for the development and implementation of the Train-the-Trainer program, including key milestones.
9. Provide a pilot model to NNPHI based on the recommendations and strategies from the scoping review.

Deliverables:

- a. Feasibility study report that includes the following:
 - An overview of leadership programs within public health and data science.
 - A qualitative and quantitative review of existing Train-the-Trainer programs for leadership development within public health and data science.
 - A qualitative and quantitative review of Train-the-Trainer programs curriculum for leadership development.
 - Outline the curriculum for the Train-the-Trainer program. Specify the leadership topics, training modules, and learning objectives.
 - Public facing and shareable across NNPHI communication channels.
- b. Visual to accompany the report with the analysis of the scoping review.
 - Visual must be able to stand alone and ensure it provides a detailed representation of key concepts of the findings from the scoping review. Highlight critical data points and trends through clear and concise graphical elements.
 - Visual should be geared toward NNPHI's target audience, ensuring that the visual is both informative and aesthetically appealing.
 - Engage in a collaborative process, seeking input and feedback at various stages. Share preliminary drafts or concepts for discussion and refinement.
 - Convey complex information in a visually accessible manner. Include annotations or labels to guide the audience through the content.

(** The deliverables above will be considered complete if NNPHI receives the following: One (1) Feasibility Study Final Report with an appendix of summarized data, One (1) or more Corresponding Slide Decks, at least One (1) visualization of feasibility study 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;
- Provide examples of work in diversity, equity, and inclusion within public health;
- Experience gathering resources for a feasibility study, conducting SWOT analysis,

and creating curriculums;

- Knowledge of diversity, equity, and inclusion and health and racial equity;
- Experience applying a health and racial equity lens when reviewing training programs and their accessibility;
- Experience identifying themes and categorizing needs from feasibility study data;
- Experience conducting qualitative analysis of data from feasibility study; 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 feasibility studies, analysis and reporting recommendations;
- 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 Friday, March 1st, 2024**. 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 Wednesday, February 28th, 2024**. 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 assigned to the project and any partners 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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