

**Tri-County Health Department
Communities Putting Prevention to Work:
Healthy Eating and Physical Activity Initiative**

RFP Overview

In March 2010, Tri-County Health Department (TCHD) received funds from the Centers for Disease Control and Prevention (CDC) for the Communities Putting Prevention to Work (CPPW) Initiative. This initiative is part of the American Recovery and Reinvestment Act of 2009 (ARRA), also known as federal stimulus funds. The CPPW initiative focuses on increasing healthy eating and physical activity.

The goal of TCHD's CPPW Initiative is to increase opportunities for residents of Adams, Arapahoe, and Douglas Counties to make healthy choices related to food and physical activity by making sustainable policy, systems, and environmental changes in schools and communities.

Purpose of the Request for Proposal

The purpose of this RFP is for a project to adopt the Health Impact Assessment (HIA) methodology to assess how land use and public health policies, practices and regulations affect the ability of residents in Adams, Arapahoe and Douglas Counties (Colorado) to access healthy food, primarily fresh fruits and vegetables. To the extent possible, emphasis will be placed on differential impacts on population groups who are at high risk for poor nutrition. TCHD will review and approve the HIA scope of work, methodology, draft and final report.

Eligibility

1. Must have current knowledge of HIA methodology used in the United States
2. Experience with qualitative and quantitative research methodology
3. Knowledge of the food system from production to distribution to consumption
4. A minimum of five years of experience as a principal investigator
5. Must design, conduct and complete this project by December 2011.
6. Must be knowledgeable of the about Adams, Arapahoe and Douglas counties.

Grantee Expectations

The applicant that receives CPPW funds (grantees) must be able to conduct the work described in this RFP and have the fiscal and contracting capacity to manage a CPPW award. Grantees must establish and maintain accounting and administrative controls to effectively manage this grant award. Requirements include financial stability, fiscal solvency, separate reporting of CPPW funds, and staff to oversee the scope of work and comply with the contract.

Grant Amount

Grant award will range from \$100,000 - \$150,000 for this project.

Project Preparation Instructions

All applicants must submit a proposal that addresses the stated goals and criteria in this Request for Proposals. A review committee will review the proposals using the selected criteria. Please follow the following format for the proposal.

Section I

1. Cover Sheet

Complete and submit in the body of your email the Cover Sheet Form on page 4 of the RFP. In lieu of a written signature, this form will be considered the official signature. Please see that the email is sent by the person authorized to approve the final contract for this project.

2. Organizational Description

Include the history of the provider, and indicate how this project is currently consistent with their goals and objectives. Describe your administrative structure and staff capacity to effectively implement the project/service for the CPPW grant. Include key relationships with other agencies or institutions, if any that support the proposed project.

3. Program Description

Please include all information below in the order listed and with headings

- Identify the project
- Define the goals and objectives of the project
- Briefly describe the process you propose to design, conduct and complete.
- Why do you think your proposal will be effective?
- Describe the research base behind your project.
- Describe how cultural competency will be addressed in this project.
- What are the anticipated challenges of completing this project?
- What constitutes success in your proposed project and how will you measure it?
- Describe how you envision this project will have impact beyond the grant period.

4. Evaluation of the Project

- Briefly describe previous experiences, if any, with evaluation.
- Describe the program's capacity to collect data.

5. Program Work Plan

Using the template below, provide a work plan outlining the activities to be carried out to implement the proposed program. Include the program objectives and descriptions of the activities necessary to carry out the objectives, the person(s) responsible for completing the activity and an estimate of when the activity will be completed.

Objective	Activity	Activity Description	Person(s) Responsible	Estimated Completion Date

List key staff positions, their full time equivalencies (FTEs) and tasks to be performed.

Section II:

Financial Information

- The acceptable use of grant dollars includes, but is not limited to: personnel, office operations and materials, travel, and community outreach.
- Grant dollars cannot be used for new construction or renovation, lobbying, political or religious purposes.
- All applicants must verify in writing that CPPW funds will be accounted for separately throughout the grant period.
- Payment will be made upon receipt of the final report with invoice.
- Staff benefits may not exceed 25% of staff salaries
- Agency indirect costs may not exceed 1) negotiated rate or 2) 25% of overall grant, whichever is less.
- If any services are subcontracted out, indirect cost does not apply.
- Submit the full proposal by email to pboyd@tchd.org by July 10, 2010.

Review Criteria

Proposals will be reviewed and evaluated on the basis of the following criteria:

- Completeness of the proposal
- Demonstrated understanding of the project
- Evidence of knowledge and skills to complete the project
- Clarity of the focus and goals of the proposed project

Duration of Contract

The duration of the contract will be for the time period of July 2010 to December 30, 2011. Tri-County Health Department may terminate the contract at any time prior to December 30, 2011, if, in TCHD's judgment, the grantee becomes unable to carry out the goals of the grant.

Reporting Requirements

The grantee must submit progress reports January 2011, June 2011, and September 2011. These reports must summarize progress toward accomplishing goals and objectives. Tri-County Health Department maintains the right to withhold grant payments or withdraw grant support if reporting requirements are not met in a timely fashion. Progress reports will be included in CPPW reporting to Center for Disease Control (CDC).

Project Timeline

July 12, 2010 at 1:00 PM	Proposals are due to TCHD
July 30, 2010	Grant Award announced
August 15, 2010	Grantee orientation at TCHD

**Tri-County Health Department
CPPW RFP
Project Cover Sheet
June 2010**

Name of Contractor:

Address:

Phone number:

Fax number:

Contact person:

Email address:

Total amount of grant request:

Project time period:

Name of authorized officer (please print)

Signature of authorized officer

Title

**Tri-county Health Department
 CPPW RFP
 Program Funding Period
 July 2010 to December 30, 2011**

Contractor name: _____

Budget Category	Support	Applicant Support	Total
PERSONNEL (job titles)			
Fringe benefits (limited to 30% of total salary)			
Subtotal Personnel			
OPERATIONS (list line items)			
TOTAL BUDGET			