

**Request for Proposals (RFP):
General Women's Health Projects
Region IX Conference Support Projects 2012**

A. Proposal Submission Deadline

- Proposals must be received no later than 5:00 p.m. Mountain Time (MT) on February 17, 2012.
- Please submit proposals in Microsoft Word or PDF format to owhapplication@jsi.com or mail to JSI, ATTN: Megan Hiltner, 1725 Blake Street, Suite 400, Denver, Colorado 80202
- Do NOT submit proposals to the Department of Health and Human Services (DHHS) Region IX Office on Women's Health.
- **Please read all instructions prior to submitting your proposal.**

For help with this RFP: Please e-mail: owhapplication@jsi.com or phone toll-free: 1-866-224-3815.

B. Funding Availability and Purpose

Region IX will award five (5) successful applicants up to \$4,000 to each.

Funding through this request is available to support women's health conferences only. The RFP will focus on a region-specific women's health problem, health gap, or on the health needs of a targeted group of women or girls. RFP priorities are defined by one of the ten Department of Health and Human Services (HHS) Regional Offices on Women's Health in accordance with the goals and objectives of the HHS Office on Women's Health strategic plan.

C. Who can apply?

Funding is available to those eligible entities located in the HHS Region IX (America Samoa, Arizona, California, Commonwealth of the N. Mariana Islands, Federated States of Micronesia, Guam, Hawaii, Nevada, Republic of the Marshall Islands, Republic of Palau). Eligible entities may include public and private non-profit organizations, community and faith-based organizations, health professional organizations, colleges and universities, community health centers, hospitals, health departments, and tribal and urban Indian organizations.

D. Background

The Office on Women's Health (OWH) was established in 1991 in the Office of the Assistant Secretary for Health, within the Office of the Secretary. Its mission is to improve the health of American women by advancing and coordinating a comprehensive women's health agenda throughout DHHS. OWH is the government's champion and primary agent for women's health issues, working to address inequities in research, health care services and education that have historically placed the health of women at risk. OWH is DHHS's focal point for ensuring that women's health policy, practice, and research are mutually informed and effectively integrated within DHHS. OWH accomplishes this by collaborating with other federal and non-federal partners on behalf of women and girls. OWH provides leadership to promote equity for women and girls through sex and gender specific approaches.

OWH has staff located in Washington, D.C. and a network of Regional Women's Health Coordinators (RWHCs) located in each federal region. The RWHCs coordinate and implement national public health

initiatives to promote a greater focus on women's health issues at the regional, state and local levels. The RWHCs advance the mission of the OWH by administering programs that improve the health of women in communities across the country, and by coordinating activities in health care service delivery, research, and public and health professional education. Sensitivity to local, state, and regional needs in women's health is reflected in their work to identify priority health areas, to establish networking relationships, and to implement initiatives addressing regional women's health concerns. For additional information about the RWHCs and the regional offices, please visit <http://www.womenshealth.gov/owh/about-us/>.

As part of its strategic plan, OWH continues to fund evidence-based interventions to address gaps in women's health that are not addressed at the national level by any other public or private entity. These interventions focus on health disparities in women's health, in which minority status, disabilities, geography, family history, sexual orientation, low socioeconomic status, chronic conditions, and infectious diseases are contributing risk factors.

OWH contracted with John Snow, Inc. (JSI) to provide general program support to the Central and ten Regional Offices on Women's Health to manage regional health projects and activities in women's health in the ten HHS regions. Therefore, JSI is lead contractor for administration of this RFP.

E. Focus Area

Promoting and providing consumer and/or professional education on women's health issues that support the shift from reaction to prevention in health care is one of the priorities of the Office on Women's Health. One way this priority is achieved is by funding conferences that focus on women's health from a gender-based perspective and address health status conditions affecting women and girls. Conference topics addressing women's and/or girls' health must be evidence and science based. Funding is available for conferences that address specific women's health issues and/or healthy behaviors where emphasis is given to women's and/or girls' health. Proposals with multiple partnerships to leverage funds will be given priority over those without collaborators.

F. Period of Performance

Proposed activities should take place from March 12, 2012 through July 31, 2012.

Examples of activities that will not be funded include: research, direct clinical services, screening services and testing kits. Final reports must be submitted to JSI by August 31, 2012.

G. Funding Guidelines

- Applicants may submit **only one** proposal for this funding opportunity. If an applicant submits more than one proposal, none of the proposals will be reviewed or considered for funding.
- Applicants **cannot apply** for support under this funding opportunity **if** they are receiving other funding from OWH for the same conference.
- See **"Proposal Instructions" for additional guidance.**

H. Funding Notification

This is a competitive process. All proposals will be reviewed by an objective technical review panel. Applicants will be notified by e-mail or mail by March 19, 2012, regarding final funding decisions.

I. Payment Process

Awardees will become subcontractors of JSI; therefore, no CFDA number is associated with these funds. The approved proposal will serve as a contract for required deliverables from awardees. Payment will be processed after the completion of an awardees project and within 30 days of receipt and approval of the final report.

Please Note: Any modifications to an awardees' proposal must be approved before the proposed project is implemented. Modifications to a proposed project that are not approved in advance may result in nonpayment. To request approval for any modifications, please contact JSI at owhapplication@jsi.com.

J. How To Submit a Proposal

- Submit proposals in Microsoft Word or PDF format to owhapplication@jsi.com or mail to JSI, ATTN: Megan Hiltner, 1725 Blake Street, Suite 400, Denver, Colorado 80202. E-mail is the preferred but applicants who do not have e-mail may send proposals via mail.
- Proposals must be received no later than 5:00 p.m. Mountain Time on **February 17, 2012**.
- You will receive confirmation that your proposal was received by JSI. If you do not hear from JSI within three (3) days after submission, please call 1-866-224-3815.
- Proposals will not be accepted by the Region IX Office on Women's Health.

K. Review Process

All proposals which meet the following criteria will be reviewed by a Region IX Technical Review Panel:

- The RFP was received by JSI by the deadline
- All sections of the RFP were completed.
- The RFP was signed by an official with contracting authority.
- The RFP does not exceed the 6-page limit.
- The RFP was prepared in 12 point Times New Roman font.

The Technical Review Panel will use the following points system to score each RFP:

- Cover Page (5 points)
 - All requested contact information is included.
- Organizational Background (20 points)
 - Description of organization's mission, history, and services is provided.
 - Description of geographic area and population served is provided.
- Proposed Conference Description (35 points)
 - Proposed conference description is provided.
 - Proposed conference goals and objectives are identified.
 - Community need for the conference is described.
 - Proposed partners and their contributions are described.
 - Proposed target population is described.
 - Planned activities and deliverables are identified.
- Project Evaluation (20 points)
 - Performance Measures are described and relate to the proposed conference goals and objectives.
- Budget (20 points)

- Budget expenses are detailed in the table provided and all itemized expenses are allowable based on the guidelines included on the form. Other sources and amounts of funding (if any) must be included.

Proposals with the highest scores will be selected for funding. **NOTE:** JSI reserves the right to request revisions to the budget and/or scope of work of any applicant.

L. Data Disclaimer

DHHS, OWH has contracted with JSI to administer this project. All materials submitted regarding this funding announcement becomes the property of DHHS. DHHS has the right to use any or all information/materials presented in a proposal, subject to limitations for proprietary or confidential information. Disqualifications or denial of the proposal does not eliminate this right.

It is the responsibility of the awardees to identify proprietary information and request that the information be treated as such. Any additional restrictions on the use or inspection of material contained within the proposal shall be clearly stated in the proposal itself. The privacy policy for JSI is available at <http://www.jsi.com/JSIInternet/privacy.cfm>. The HHS privacy policy is available at <http://www.hhs.gov/Privacy.html>.

Event materials supported through these funds must include acknowledgment of support from DHHS, OWH. The awardees must also include the following statement on materials distributed at events: **"Funding for this project was made possible in part by the Department of Health and Human Services (HHS) Office on Women's Health. The views expressed in written materials or publications and by speakers and moderators at HHS co-sponsored conferences, do not necessarily reflect the official policies of the U.S. Department of Health and Human Services; nor does the mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government."**

M. RFP Preparation Instructions

Below are instructions to assist you in preparing your RFP. If you follow them, they can help you to be a successful applicant rather than an unsuccessful one.

General

- Read the instructions in the application carefully.
- Proposals can be a maximum of 6 pages (including the Cover page).
- Proposals must be in 12 point font Times New Roman.
- Applications which exceed 6 pages are not reviewed by the Technical Review Panel.

Cover Page

- Proposals must be signed by an official with the authority to contract on behalf of the organization.
- For proposals submitted via e-mail, it is acceptable to include the following statement below the Official's signature line: "this typed signature represents an official signature".
- Applications that are not signed or that do not have the typed statement will NOT be reviewed by the Technical Review Panel.

Proposed Conference Description

- Your goals and objectives must be measurable. They form the basis for the evaluation of your conference.
- The following resources can help you develop SMART goals, objectives, and outcome measures. (SMART = Specific, Measurable, Achievable, Realistic, Timed).
 - <http://home.snc.edu/eliotelfner/333/numbers.html>
 - <http://webcasts.naccho.org/session-archived.php?id=1236>
- You must use an evidence-based model or proven practice or justify why you are taking the approach you propose to take.
 - See “The Community Guide” at <http://www.thecommunityguide.org/index.html>.
- You must use data to show that there is a need in the target audience/population for the information or training which will be provided by your conference. And, the data should be relevant to the proposed conference focus or topics, e.g., provide data on rates of breast cancer in the target audience to justify the need for a session on breast cancer risks and screenings.
 - For free, easy-to-use county and state level data, use *Quick Health Data Online* (QHDO) whenever possible (<http://www.healthstatus2010.com/owh/>).
- You must list the steps you and others will take to implement the conference from start to finish and who will be responsible for each listed step. You need show the Technical Review Panel that you know all the steps it takes to plan the conference.
 - Add more rows to the table as needed.
- Deliverables/Final products are the items to be provided to JSI to show whether you reached your stated goals or not and what materials, items, resources, etc. were purchased or developed with the funding.
 - Deliverables/Final Products should be related to your goals and objectives:
 - Example: If a goal is to have 250 teen girls attend the conference, one deliverable might be copies of the sign-in sheets to show how many teens actually attended.
 - Example: If a goal is that a percentage of attendees will have increased their knowledge of a particular health topic by “X” %, one deliverable might be copies of the pre and post-tests administered.

Project Evaluation

Performance measures should be directly related to the goals and objectives described in the “Proposed Conference Description” section above.

- Examples include a pre-post test to measure improved health indicators or a questionnaire to measure knowledge gained as a result of this project.

Project Budget

- Examples of expenses that can be funded include: training for health and social service professionals, educational sessions for the public, resource materials, speaker fees or stipends for spokespersons, audio-visual equipment rental, space rental, etc.
 - Educational materials purchased with this funding must be scientifically based, medically accurate, and up to date.
 - Make sure your budget figures add up correctly.
 - Be sure to include contributions from partners even if they are in-kind.
 - Funding will not be provided for:
 - capital building projects, overhead, or indirect costs
 - food and beverages
 - research, direct clinical or screening services, lab services and testing kits
 - printing/copying costs over \$1,000
 - promotional items (e.g., t-shirts, sunscreen, pens, pedometers, etc.)
 - creation of books, DVDs, and CDs
 - fundraising activities
 - purchase of equipment

GENERAL WOMEN'S HEALTH PROJECTS:
Region IX Conference Support Projects 2012
Cover Page

Contact Information:

Organization Name: _____

Mailing Address: _____

City, State/Pacific Jurisdiction, Zip Code: _____

Executive Director: _____

Project Director: _____

Point of Contact for this Proposal : _____

Phone Number: _____

E-mail Address: _____

Fax Number: _____

Organization's Employer Identification Number (EIN)/Tax
Exempt Number: _____

**Signature of Official with Contracting Authority: _____

Print Name: _____

**** This is the person with the legal authority to enter into a contractual obligation on behalf of the organization. For proposals submitted via e-mail, a typed electronic signature with a statement "this typed signature represents an official signature" is acceptable.**

NOTE: Answer the following questions in five (5) pages or less:

Organizational Background

1. Describe your organization's mission, history, and services provided. Include information on your organization's capabilities and qualifications to implement the proposed project.
2. Provide a brief description of the population and geographic area that your organization serves.

Proposed Conference Description

1. What is the proposed conference name?
2. What do you want to accomplish with this conference? List the goal(s) and objectives for the proposed conference. Include an explanation of why you think this conference will be effective.
3. Does the proposed conference include evidence based or proven activities or interventions? Will you be replicating an evidence based model? If yes, please describe.
4. Describe the community's need for this conference.
5. Describe your proposed project. How will you carry it out? Who are your partners?
6. What is the proposed project's target population? Include women/men, race and ethnicity, rural/urban, age groups, and consumer/professional. Where is the target population located? How many people will be reached by this project?
7. In the table below, provide a timeline and identify responsibilities for all activities required to carry out this project.

Activity	Start Date	End Date	Person Responsible

