



Health First St. Joseph County Request for Proposals (RFP) 2023

Due Monday, November 22, 2023, by 5:00 p.m. via [REDCap link](#)

Questions should be sent to hfsjc@sjcindiana.com

I. Background/Overview

August 2021, established by Executive Order 21-21 by Governor Eric J. Holcomb, the Governor's Public Health Commission was charged with studying the strengths and weaknesses of Indiana's existing public health system and making recommendations for improvement in the following focus areas: governance, infrastructure, and services; dedicated public health funding; public health workforce, data and information systems; emergency preparedness; and child and adolescent health.

Senate Enrolled Act 4, now named "Health First Indiana", is the state's initiative focusing on creating a set of core public health services, accessible, recurring, and dedicated funding, and defined measurements for success and progress with the goal of ensuring every Hoosier can achieve optimal health.

Focus

Health First St. Joseph County aims to transform public health through local partnerships to deliver core services at a county level. With many existing and thriving partnerships, the St. Joseph County Department of Health understands that to achieve the best outcomes for the core public health services, the community is best served when a well-developed plan is created utilizing internal SJCDoh programming combined with existing or new community partner programming, projects, and/or activities in several core service areas.

This request for proposals is seeking out organizations, etc. to support the Department of Health's ongoing work and assist in the following key core service areas:

- Maternal and Child Health
- Immunizations
- Tobacco Prevention and Cessation
- Chronic Disease Prevention
- Infectious Disease Surveillance
- Tuberculosis (TB) Control and Management

- Lead Poisoning Prevention and Management
- School Wellness (immunization support and health and wellness programming)

Applicants are asked to submit proposals for only one of the listed core public health service areas. Proposals will include a detailed budget with a budget narrative as well as an evaluation plan of key performance indicators (KPIs) for the spending period which will be eleven (11) months (February 1, 2024 – December 31, 2024). In order to apply for additional funding, all awarded applicants must submit all required reports, including an annual report of the program, project, or activity.

Eligibility

Health First St. Joseph County award grant contracts for funding and services completion to an individual, business, nonprofit organization, for-profit organization, higher education institution, medical or healthcare entity, or any combination of the mentioned for the purpose of providing core public health services in St. Joseph County.

II. Overview of RFP

While Health First Indiana identifies 22 core public health service areas, the St. Joseph County Department of Health has identified 8 priority core public health service areas for potential external funding opportunities in 2024. The core public health service area, as well as the state required KPI, is listed below.

Maternal and Child Health

KPI: A documented processes to refer families to needed services including reproductive care, WIC, home visiting, prenatal care, substance use disorder treatment, and insurance navigation.

KPI: Identified opportunities to improve birth outcomes and implementation of an evidence-based or promising program or activity to improve that birth outcome.

Immunizations

KPI: Vaccinate all individuals wishing to receive a vaccine at time of service regardless of insurance status

KPI: Extended vaccination hours beyond routine business hours to meet the needs of the community/jurisdiction through the LHD or community partners.

Tobacco Prevention and Cessation

KPI: Through a tobacco prevention and cessation coalition have a comprehensive program to address youth tobacco and addictive nicotine prevention including vaping.

Chronic Disease Prevention

KPI: The establishment of a healthy community coalition that has a comprehensive, evidence-based program to address obesity and obesity-related disease prevention.

Infectious Disease Surveillance and Prevention

KPI: Provide testing and counseling for HIV, hepatitis C, and other sexually transmitted infections.

Tuberculosis (TB) Control and Case Management

KPI: Established partnerships for housing, food security, and interpretation services to assist in case management services for patients with TB and latent TB infection in St. Joseph County.

Lead Poisoning Prevention and Management

KPI: Access to programming and testing that promotes a lead-free community.

School Wellness (immunization support, health & wellness programming)

KPI: Partnership with schools, based on community need, to implement wellness policies and comprehensive strategies to promote student health.

Proposal Requirements

Each proposal must include the following:

- Detailed description of how the proposed program, project, or activity will address/impact the current health gaps in the entity's chosen core public health service area (please only choose 1 core public health service to address).
- Identify measurable key performance indicators and specific improvements in one core public health service area within a defined population; can be defined by any health, demographic, or geographic criteria or a combination of these.
- Timeline to achieve the proposed measurable improvements/outcomes, ideally, ones achieved within the proposed funding timeline (one year).
- A plan to sustain the program, project, or activity after the funding period ends.
- Evidence-based programs to prevent or reduce the negative impact on the health of those who reside in St. Joseph County are strongly preferred.

Submission Requirements/Deadlines

All interested applicants must submit a letter of intent (LOI) via the REDcap link by November 10, 2023, at 5:00 p.m. **Not all LOIs will be asked to submit a full proposal.** Applicants that are asked to submit a full proposal must do so by Wednesday, November 22, 2023, at 5:00 p.m. via a REDcap link. LOIs will be reviewed daily to determine alignment between the proposed program, project, or activity and the core public health service and KPIs. All sections of the proposal must be complete. Incomplete proposals will not be considered.

Required Reporting

Awardees will be required to submit de-identified, aggregate information on the implementation and outcomes of the funded project and as it relates to the core public health

service as required by IC 16-20-1-12(e). The St. Joseph County Department of Health reserves the right to request additional information as needed.

Awardees will submit four (4) reports during the funded year of the program, project, or activity; 3 quarterly reports and one annual report at the conclusion of the program, project, or activity.

Applicable Dates/Timelines for Submission and Reporting 2024 Awardees

Timeline is subject to change

Grant Program Step	Due Date
Letter of Intent Submission	November 10, 2023
Full Proposal Submission, *if requested*	November 22, 2023
Review Period	November 23-December 15, 2023
Public Presentation, *if requested*	December 13, 2023
Notice of Awards	December 18, 2023
Signed Contract DUE	January 17, 2024
Award Begins	On or after February 1, 2024
Quarterly Reports/Annual Report	5/1/2024, 8/1/2024, 11/1/2024, 12/31/2024 (final/annual report)
Award Ends	December 31, 2024

In accordance with Indiana law, all local departments of health must post all prospective employment or grant contracts to the public for at least thirty (30) day prior to entering into a final contract. The St. Joseph County Department of Health will post the LOI, RFP and contract template on its website at www.sjcindiana.com/health. Once award announcements are made and contracts have been drafted, a list of all grant awardees and their program summaries will be hosted on the website as notification to the public, alerting them to our intent to contract with the awarded organizations, etc.

III. Submission Guidance and Requirements

A. Organization profile

- a. Name
- b. Contact information
 - i. Email
 - ii. Phone number
 - iii. Title
- c. Type of organization

B. Grant Proposal

- a. The core public health service and key performance indicator(s) the organization intends to address.
- b. The proposed program, project, or activity overall purpose and objectives.

- c. The targeted population/demographic/health subset you intend to reach/serve and the projected number of individuals you aim to reach/serve.
- d. The method or activities planned/proposed to address the core public health service.
 - i. If incentives are proposed, they must be educational or are a protective public health measure (i.e., car seats, hand sanitizer, etc.).
- e. The program, project, or activity timeline.
- f. The program, project, or activity intended/expected measurable outcomes (listed as SMART objectives) along with an evaluation plan to ensure timely management and improvement if necessary.
- g. A statement indicating how the proposed program, project, or activity will remove barriers as it relates to healthcare and/or social drivers of health.
- h. A plan for how to continue with positive impact after the funding cycle has ended.
- i. Total funding amount being requested along with a detailed budget and budget narrative (see template).

Proposal Review

The following criteria will be used to review all submitted full proposals:

- A. Completeness of proposal
 - a. Clear description of proposed program, project, or activity as it relates to the core public health service and how it will improve health outcomes.
 - b. Clearly identified key performance indicators.
 - c. Detailed budget with budget narrative.
 - d. Documented history of providing similar services or related work.
- B. Proposal (100%)
 - a. Clear purpose, scope, scaled deliverables (KPIs) and timeline (20%)
 - b. Clear connection between proposal and core public health service (20%)
 - c. Appropriate program, project, activity scaling to proposed population served (10%)
 - d. Measurable and specific objectives demonstrated in core public health service on specified population; including ongoing evaluation plan (15%)
 - e. Statement on removing barriers (5%)
 - f. Sustainability post award (10%)
 - g. Budget and justification (15%)
 - h. Inclusion of additional partners (5%)

Eligible and complete proposals will be reviewed by a St. Joseph County Department of Health internal committee (with support of community experts as necessary) based on the criteria listed above. Proposals that are not complete will not be reviewed, and therefore, ineligible for funding.

Additional information

For questions, as it relates to this RFP and its process, should be directed to hfsjc@sjcindiana.com.

Items that are NOT allowable per the State of Indiana include:

- A. Personal items
- B. Items NOT related to IC 16-46-10-3 (pursuant to changes made during the 2023 legislative session)
- C. Capital expenses not permitted by IC 16-46-10-3 (c) (vehicles, motorized items, trailers, buildings/structures, renovations, etc.)
- D. Scholarships
- E. Donations
- F. State or Federal Lobbying or any political activity
- G. Food/beverages (including alcoholic beverages)
- H. Any unallowable expenditure as determined by the Indiana State Board of Accounts
- I. Any expenditure not allowable by Indiana State Law
- J. Other activities or purchased deemed inappropriate by the St. Joseph County Department of Health.

Budget Narrative

Please list all items on a separate line in the sections listed below. Please provide, in detail, the justification for the items requested under each section.

A. Personnel: List position names for those whose work is tied to this proposal

Position(s)	Annual Salary or Hourly Rate	Total Cost
		TOTAL \$ (column to self-total)

Justification: Roles and responsibilities of the position(s) listed needed to achieve the KPIs listed for the program / project / activity being proposed.

B. Fringe Benefits: List position names for those whose work is tied to this proposal and the benefits covered

Position(s)	Benefits Covered	Total Cost
		TOTAL \$ (column to self-total)

Justification: Roles and responsibilities of the position(s) listed needed to achieve the KPIs listed for the program / project / activity being proposed.

C. Supplies: Tangible items with a useful life of one year or less.

Item	Qty	Total Cost
	TOTAL	\$ (column to self-total)

Justification: How will the item(s) be used to achieve the KPIs listed for the program / project / activity being proposed.

D. Services: Can be in for the form of a contract or agreement.

Name	Service Provided	Total Cost
	TOTAL	\$ (column to self-total)

Justification: How will the service(s) help to achieve the KPIs listed for the program / project / activity being proposed?

E. Equipment: Tangible items with a useful life of more than one year.

Description	Total Cost
TOTAL	\$ (column to self-total)

Justification: How will the item(s) be used to achieve the KPIs listed for the program / project / activity being proposed.

F. Other: Additional expenses not listed above.

Description	Total Cost
TOTAL	\$ (column to self-total)

Justification: How will the item(s) and/or service(s) be used to achieve the KPIs listed for the program / project / activity being proposed.