



**Solicitation Information**

*April 6, 2011*

RFP# 7448489

TITLE: ARRA- Communities Putting Prevention to Work – Physical Activity Nutrition and Tobacco

Submission Deadline: April 28, 2011 @ 11:00 AM (Eastern Time)

Questions concerning this solicitation must be received by the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) later than **April 15, 2011 at 12:00 Noon (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Gail Walsh  
Buyer II**

**Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)**

Note to Applicants:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## SECTION 1: INTRODUCTION

### SECTION 1: INTRODUCTION

The Rhode Island Department of Health (HEALTH), Division of Community, Family Health and Equity was awarded the ***Communities Putting Prevention to Work- Physical Activity Nutrition & Tobacco (PANT)*** grant through the American Reinvestment and Recovery Act issued by the Centers for Disease Control (CDC) to increase community support locally to reduce youth access to tobacco products and unhealthy foods through local ordinance(s) and or statewide policy changes that make the healthy choice the easy choice.

The ***Physical Activity Nutrition & Tobacco (PANT)*** is soliciting proposals from community-based, public or non-profit organizations to implement environmental policy change to reduce youth access in the retail environment. Funds will be awarded to address youth access on the local level bringing access issues to the forefront by outreaching and engaging key decision makers, conducting grassroots activities and countering industry tactics using media advocacy. Funds may be awarded to more than one agency. The total PANT amount available for this work is \$114,000. Each agency can apply up to \$57,000 for a 10-month project period beginning approximately May 1, 2011 through February 04, 2012. Strong consideration will be given to agencies that have demonstrated success in local policy change and agencies that are not currently receiving ARRA funds to do similar work.

Each community-based agency will be eligible to apply for up to \$57,000 for approximately 10-months and will participate in a required performance reviews quarterly. The anticipated contract period will begin approximately May 1, 2011 through February 04, 2012, with the option to extend the performance period based on approval for additional funding. Consideration will be given to modifying the contract amount based on a need for service within the contract's scope of work, contractor's performance, and the availability of funding.

### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or [charles.newton@doa.ri.gov](mailto:charles.newton@doa.ri.gov). Visit the website <http://www.mbe.ri.gov>.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI
- Equal Employment Opportunity (RIGL 28-5.1)  
 § 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email [raymond.lambert@hr.ri.gov](mailto:raymond.lambert@hr.ri.gov).

- Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- While E-Verify is not required in any of its purchasing and/or hiring, the Federal Acquisition Regulations may in this instance require that the State obtain evidence of E-Verify compliance by the successful bidder.

#### ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)."

## **SECTION 2: BACKGROUND AND PURPOSE**

### **BACKGROUND:**

Health's Tobacco Control and Initiative for a Healthy Weight Programs are committed to promoting the health and well being of all Rhode Islanders by changing social, political and physical environments to support healthy lifestyles. HEALTH recognizes that in order to improve the health and well being of Rhode Islanders, addressing the cumulative impact that the environment and policies have on health is critical for changes in health outcomes.

The Tobacco Control Program (TCP) works to strengthen local and statewide tobacco control policies that create healthier environments for all Rhode Islanders using best practices and evidence based approaches. This RFP will support the TCP goal to decrease youth access to existing and emerging tobacco products such as snuff, snus, roll your own tobacco, and little cigars with particular attention around industry advertising, marketing and point of purchase in the retail sector.

The Initiative for a Healthy Weight (IHW) program aims to change social, political and physical environments in order to make the healthy choice the easy choice for Rhode Islanders. The IHW program works to increase participation in best practice nutrition and physical activity programs, ensuring obesity prevention and integration into routine primary care, and improving wellness policies and programming. This RFP will support IHW goal to make the healthy choice the easy choice with particular attention around access, industry advertising, marketing and point of purchase in the retail sector with particular attention to unhealthy foods.

**PURPOSE:**

Through this RFP, the Department of Health seeks to integrate TCP and IHW strategies, build support for healthier communities and encourage agencies to work with public officials to address the impacts of social equity on health by furthering the TCP and IHW goals.

As a result of this project, municipalities and community-based organizations will be positioned to make policy, systems and environmental changes that will decrease the prevalence of chronic disease due to obesity and tobacco use. This project aims to reduce health disparities through an integrated approach between TCP and the IHW that will strengthen local and statewide policies to reduce youth initiation of tobacco products and limit unhealthy food consumption by:

- Engaging in media advocacy work that support local policy initiatives and exposes the industry's deceptive marketing practices.
- Identifying key stakeholders in the local community who will be champions for tobacco control policy change initiatives.
- Mobilizing community members to work cooperatively with these stakeholders to create better public health policy.

**SECTION 3: ELIGIBILITY CRITERIA**

Eligible applicants must be community-based, public or non-profit agencies who are in good standing with the federal government. The applicant must have extensive experience in community organizing, proven success in policy change efforts, a pulse on their local community, and the capacity to use media advocacy effectively. It is essential that community partners be self-motivated, skilled team builders and have the ability to inspire and motivate others to come together for a common goal.

The Contractor must have a Project Director responsible for overseeing all activities described in the Scope of Work, Project Coordinator to implement the project and a fiscal person responsible for all ARRA related fiscal reporting. The Project Director and Coordinator must have experience and demonstrated success in policy work, media advocacy and project management.

Applicants must have the following capabilities:

- Experience and proven success in community organizing and complex public policy work
- Capacity to service this contract adequately using existing resources
- Ability to implement innovative approaches to address community needs
- Ability to coordinate development of online and offline communication methods
- Ability to manage contracts, and subcontracts of needed
- Ability to hire qualified staff as needed
- Experience or proposed commitment to addressing tobacco control issues
- Experience or proposed commitment to engage in statewide and local-level policy change
- Experience in working with or the capacity to reach disparately affected populations

- Ability to submit annual budgets, monthly and quarterly expenditure reports timely
- Have fiscal reporting capacity for ARRA related financial reports
- Past performance of agency with managing TCP/IHW contracts will be considered, if applicable

The Contractor must have a Project Director responsible for overseeing all activities described in the Scope of Work, Project Coordinator to implement the project and a fiscal person responsible for all ARRA related fiscal reporting. The Project Director and Coordinator must have experience and demonstrated success in policy work, media advocacy and project management.

#### **SECTION 4: SCOPE OF SERVICES**

The primary goal of the Physical Activity Nutrition and Tobacco – PANT grant is to produce policy change that will result in a reduction in the youth initiation of tobacco products and consumption of unhealthy foods. Contractors should organize their work plan to ensure policy work clearly and directly aligns with RITCP and IHW policy goals. The work plan should further incorporate best practices, community mobilization, media advocacy and clearly outline the process. Activities may include but not limited to include:

##### **Media Advocacy**

Contractors will work to change social norms around tobacco and unhealthy food access by engaging in public relations activities that support policy priorities. Activities should be captured in a comprehensive media plan developed in close collaboration with RITCP. Plan elements should include:

- List of local media outlets to support advocacy efforts
- Strategic use of paid, earned and social media as well as special events to generate community support for policy initiatives
- Collateral development (i.e., policy briefs, fact sheets, banners, etc.)
- Detailed strategy for leveraging community media and alternative media as well as social networking to build campaign momentum and recruit supporters (ie, listservs, blogs, community bulletins/social clubs, newsletter, community event flyers, faith-based meetings, etc.)

## **Community Mobilization**

Contractors will increase broad-based support for tobacco control policy initiatives by engaging community members at every level and sector (public, private and nonprofit/advocacy).

Activities should include:

- Educating and mobilizing community members, local leaders and other advocates, including other local coalitions to actively support policy work
- Participating in the legislative process through testimony and through rallying constituent participation
- Intensifying media advocacy efforts during pique policy activity periods
- Participating in Rhode Island Tobacco Control Network and the Health Promotion Policy Council events and activities
- Identifying venues/opportunities to discuss industry targeting that will support efforts
- Recognizing community businesses and leaders who are actively working to adopt policies and leveraging their testimony and support during the legislative season and in media advocacy campaigns

## **Mapping the Policy Change Process**

Contractors will need an in-depth understanding of the political process and climate in their respective communities in order to conduct the policy work supported by this grant. Funded agencies should be familiar with (or have the capacity to quickly learn) the steps involved in changing local policies – be they legislative or regulatory in nature. Activities might include:

- Determining the official and unofficial process involved with initiating policy change
- Power mapping: identifying and educating key decision makers and influencers to serve as champions of the proposed change; if legislative policy change, identifying legislative sponsor(s) to officially propose the change during the session
- Thorough understanding of the ordinance/policy passage process
- Meeting with city council members and attending council meetings (or Boards, if regulatory policy change)

## **SECTION 5: DELIVERABLES**

By the end of the contract period, the contractor will have:

- Engaged in efforts leading to (or supporting) local policy change
- Developed a list of community champions who wish to be a part of the work long term
- Met with key decision makers to discuss policy priorities
- Mapped the policy change process in their respective community
- Executed on a media advocacy plan to promote policy work
- Participated actively in related policy events and activities

- Increased the number of advocates in Rhode Island, developing a database of new, energized supporters
- Outreached, mobilized and conducted grassroots activities and or meetings with communities and key decision makers to support and strengthen youth access laws and point of purchase priorities
- Identified and engaged key community leaders on industry tactics such as emerging tobacco products that target youth.
- Respond quickly to emerging counter-marketing opportunities on an ad hoc basis
- Participate in monthly Tobacco Control Network and Health Promotion Policy Council meetings
- Work in close partnership with HEALTH by attending monthly partner meetings to understand the local, statewide and national issues around obesity and tobacco control
- Participate in a Physical Activity Nutrition and Tobacco-PANT orientation upon receipt of the grant, ongoing trainings and monthly partner meetings
- Collaborate with other Tobacco Control and Initiatives for a Healthy Weight partners in Rhode Island. (Collaboration includes attending some activities of other partners as needed)
- Actively participate in the Rhode Island Tobacco Control Network and Health Policy Promotion Council work to support policy priorities.
- Work closely with HEALTH staff and participate in all mandatory trainings sponsored by HEALTH
- Agencies will meet all mandatory detailed programmatic **monthly electronic** reporting requirements to support monitoring efforts and the outcome evaluation. Any potential grantee unable to meet this requirement will not be eligible.
- Agencies will meet all mandatory detailed fiscal **monthly electronic** reporting requirements as dictated by ARRA. ARRA grant funds must be tracked separately and use and outcomes related to these funds must be fully transparent. Any potential grantee unable to meet this requirement will not be eligible.

## **SECTION 6: ADMINISTRATIVE INFORMATION:**

### **PROJECTED TIMETABLE**

Approximate start date of contract

May 1, 2011 – February 04, 2012

### SUBMISSION PROCEDURES

**The deadline for submission is stated on Page 1 of this solicitation. Applications will not be accepted after this date and time.** Proposals sent by mail are sent at your own risk. Applicants are urged to hand deliver their proposals, which will be date stamped upon receipt. Faxed and e-mailed applications will not be accepted.

All proposals must be typed in English and single-spaced. The Proposal Narrative is limited to a maximum of six (6) pages (this excludes budget and appendices). One original and five copies must be delivered to:

RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> Floor  
One Capitol Hill  
Providence, RI 02908-5855

**NOTE:** Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed or e-mailed to the Division of Purchases will not be considered. The official time clock is located in the Reception Area of the Division of Purchases.

### SELECTION PROCESS

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies that have experience working with community-based programs. Proposals will be reviewed and scored based upon the Proposal Evaluation Score Sheet (attached). The maximum possible score is 100 points and applicants scoring below 60 points in the technical review will not be considered. HEALTH reserves the right not to fund any proposal(s).

Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in the proposal.

## **SECTION 7: REQUIRED COMPONENTS OF THE PROPOSAL**

All proposals must be typed in English, single-spaced, and paginated with 1-inch margins. The Project Narrative is limited to six (6) pages (this excludes budget and appendices).

1. **COVER PAGE:** The purpose of this page is to provide very basic summary and identification information regarding the proposal. Please use attached form.
2. **COVER LETTER:** The applicant must include a signed cover letter on official organization letterhead from an agent who is authorized to sign contracts on behalf of the applicant. Please include the agency's FEIN number.
3. **APPLICANT DESCRIPTION:** Provide a detailed description of the agency include past work with HEALTH and environmental policy change. Also include, but not limited to, the following information:
  - Type of agency, Mission & Vision
  - Current policy related activities, services and population served
  - History/Major accomplishments to include current and or past partnerships with HEALTH, state and other organizations pertinent to this grant
  - The department within the organization where the initiative will be housed
  - Proof of non-profit status (501 (c) (3)); attach as an appendix
  - Structure and organization of agency including the ethnicity of current staff and Board of Directors
4. **PROJECT NARRATIVE:**

The narrative must include:

  - (a) Background: Describe prior experience working with your community and experience related to issues that will enable you to meet the goals described in the scope of services. Provide demonstrated experience working on policy change and implementing grassroots strategies. This section should provide evaluators with a broad understanding of the offeror's experience with similar projects, technical approach and ability to execute the project.
  - (b) Project Work Plan (Including Goals, Objectives, Activities/Strategies): Prepare a project work plan including goal statements, objectives and activities in line with Scope of Services in this RFP. Objectives must be SMART (Specific, Measurable,

Achievable, Realistic and Time-limited). Agencies should include a media plan that aligns with project goals/objectives indicating the person responsible for the project completion and a timeline based on 10 months.

- (c) Evaluation Plan: Include an evaluation plan that clearly describes how you will measure success in meeting goals and objectives. Describe how you will demonstrate the impact of your initiatives on your local community. Indicate the tools and how the evaluation data will be applied.
- (d) Project Staff and Organization: This section should identify all staff and/or subcontractors proposed as members of the project team, duties, percentage of time devoted to this grant, resumes, curricula vitae, or statement of prior experience and qualifications. Resumes, curricula vitae, organizational charts for staff and identification of Board of Director's members should be included in the appendices, with race/ethnicity identified for each. Include a description of the business background of the offeror (and all subcontractors proposed), including a scope of work, a description of their financial position; and a copy of the agency's proof of non-profit status (501c3 must be attached).
- (e) Budget and Budget Narrative ( see section 9 for directives).

Subcontractors will be expected to attend Partner meetings every month to coordinate activity, receive training, and/or receive information or materials and are subject to approval from HEALTH prior to beginning services.

## **SECTION 8: REPORTING REQUIREMENTS**

The contractor will be required to submit a monthly activity report to reflect activities conducted and invoices by the 10<sup>th</sup> of each month following the delivery of services and accompanied by appropriate documentation to monthly reporting requirements. A reporting form will be provided by HEALTH. An annual work plan should be submitted at the beginning of the grant period and for each year to follow. A final project report including a description of program activities, lessons learned and evaluation results will be due within 30 days of the annual grant end date. There will be required quarterly performance reviews with the Project Coordinator and his/her direct supervisor or Executive Director to gauge progress on the work plan and grant goals. Contract renewal, contingent upon funding, will be based upon contractor performance and progress in meeting grant goals.

## **NOTICE TO APPLICANTS**

See Supplemental Terms and Conditions for Contracts and Sub-Awards Funded in Whole or in Part by ARRA

Attached is a solicitation from the **Rhode Island Department of Health (HEALTH)** for proposals for funds to address the goals of the **American Recovery and Reinvestment Act of 2009 (ARRA)**. ARRA was signed into US law February 17, 2009 and is designed to stimulate economic recovery, and to reduce healthcare costs through prevention activities.

**HEALTH** is a **Prime Recipient** of ARRA funds, which means it is a non-Federal entity that will expend Federal awards directly from a Federal awarding agency to carry out a Federal Program. Under ARRA rules, any entities that are awarded ARRA funds by HEALTH or HEALTH Sub-Recipients and/or Vendors will be subject to special reporting requirements, as outlined in the attached **Supplemental Terms and Conditions for Contracts and Sub-awards Funded in Whole or in Part by ARRA**.

**Additional requirements for ARRA Sub-Recipients (Sub-Grantees)** – entities receiving ARRA funds through HEALTH, the Prime Recipient, to carry out an ARRA funded program or project:

- Comply with Supplemental Terms and Conditions for Contracts and Sub-awards Funded in Whole or in Part by ARRA.
- Designate a person or persons to attend all required RI Office of Economic Recovery & Reinvestment (RI OERR) ARRA training and to do required reporting.
- Attend RI OERR 1512 sub-recipient training and jobs data training due to ARRA funding.
- Report jobs data to **HEALTH** no later than two (2) days after the quarter end.

**Additional requirements for ARRA Vendors** – a dealer, distributor, merchant, or other seller providing goods or services that are required for the project or program funded by ARRA:

- Comply with Supplemental Terms and Conditions for Contracts and Sub-awards Funded in Whole or in Part by ARRA.
- Designate a person or persons to attend RI OERR jobs training to report jobs retained or created due to ARRA funding.
- Report on jobs data to **HEALTH** no later than two (2) days after the quarter end.

## **SECTION 9: BUDGET AND BUDGET NARRATIVE**

1. Project Budget for a 10-month period
2. Budget Narrative: detailed description of each expense category listed

This component consists of two parts:

- 1) an expense category that lists allowable expenses (below is a list of allowable expenses).
- 2) a budget narrative that is a description of each budget line item entry.

## ALLOWABLE EXPENSES

- Personnel - Indicate each staff position for this project. Include the hourly rate, number of hours, total annual salary/wage and percentage of time each staff member will devote to the project, the personnel costs being requested under this RFP, and the percent of time that will be in-kind, if any.
- Fringe Benefits - Include those benefits normally provided by an organization, such as state/federal taxes, health coverage, FICA, pension plans. Also indicate the fringe benefit rate for the organization. Must provide breakdown of fringe for all staff.
- Consultants - List each proposed consultant(s) individually, scope of work, purpose and hourly rate. Only expenses for functions related to this project may be included. Consultants are subject to approval by HEALTH prior to rendering services.
- Travel - Include both local and out of state travel. Reimbursement for mileage expenses related to program operations is not to exceed *.50 cents per mile* (or the current rate effective for RI State employees). Reimbursement of travel expenses is allowed for activities related to this project only.
- Training – Any expenses towards this will require prior approval from HEALTH.
- Printing/Copying - Include the cost for outreach activity materials or printing of flyers, brochures, booklets, information sheets and other pertinent materials related to the project should be included.
- Supplies - List office and program supplies allocated to the project. (Refreshments and equipment are not an allowable expense.)
- Telephone - Include telephone expenses associated with the project.
- Postage - Indicate postage expenses allocated to the project.
- Resource Materials - List of related materials such as books, curricula, videos or other resource materials needed for the program.
- Facilities/Rental Expense - Indicate the cost of office space and other facility expenses incurred as a result of this project (e.g. rental of program space).
- Subcontracts with Other Organizations - Payments to not-for-profit community-based organizations and private for-profit entities that provide services to the applicant organizations in support of funded project activities are allowable. **Subcontracts with not-for-profit entities may not exceed 25% of the total project budget. Subcontracts with for-profit entities may not exceed 10% of the total project budget.** A memorandum of agreement must be provided for each subcontract.

Please submit an appropriate, realistic budget for a 10-month period that is sufficient to accomplish the project goals and not inflated. The contract award will be prorated monthly in accordance with the actual start date of the contract.

Applicants will be scored according to the overall soundness of the proposed budget and accompanying budget narrative, including the extent to which costs reflect direct services vs. administrative costs. Those projects ranked highest by the Technical Review Committee may

be asked to make oral presentations or provide clarifications or revisions prior to final recommendation for award.

### **SECTION 9: APPENDICES**

- A. Letters of support/collaboration
- B. Curriculum Vitae/Resumes for key personnel
- C. Copy of organization's Smoke-Free Policy, if available
- D. Copy of organization's Board of Directors with race and ethnicity of Board Members indicated
- E. Copy of 501(c)(3) (proof of non-profit status)

### **SECTION 10: SELECTION PROCESS**

HEALTH's review committee will review proposals and evaluate the proposals that conform to this RFP application. The scoring guidelines will follow those listed in the proposal evaluation score sheet listed in Appendix A.

#### **Right to Award, Reject, or Negotiate**

The Tobacco Control Program & Initiative for a Healthy Weight reserves the right to:

- Award a contract with or without further discussion of the proposals submitted;
- Reject any and all proposals submitted;
- Request an oral presentation of the proposal to the Tobacco Control Program & Initiative for a Healthy Weight staff to clarify the proposal and to ensure mutual understanding;
- Arrange an on-site pre-award visit by the Tobacco Control Program & Initiative for a Healthy Weight staff to determine the Applicant's ability to meet the terms and conditions

- of the RFP; and
- Establish a later effective date in the contract if circumstances are such that it is in the Tobacco Control Program & Initiative for a Healthy Weight's program's best interest to delay funding.

**Appendix A**

**PROPOSAL EVALUATION SCORE SHEET**

The State will commission a Technical Review Committee to evaluate and score all technical and cost proposals based on the evaluation criteria below. All reviewers shall use this form to score each proposal. The maximum possible score is 100 points. Proposals scored below 60 points in the technical review will not be considered.

<hr style="width: 100px; margin-bottom: 5px;"/>	<b>Applicant Description/Background</b> A detailed description of the organization is provided including existing partnerships with state and local health care agencies and coalitions. Applicant has provided demonstrated experience and success working to provide services similar to those in the Scope of Work. Applicant has described the program within the organization in which this initiative will be carried out. If the agency was a past vendor for HEALTH, Tobacco Control Program and/or the Initiative for a Healthy Weight, the agency's past performance will be judged as 50% of this total. Agency indicated receiving ARRA funds.
<hr style="width: 100px; margin-bottom: 5px;"/>	<b>Project Work Plan/Timeline</b> Applicant has presented a plan of action that is clear and detailed, including the goal, objectives and activities that is SMART (Specific, Measurable, Achievable, Realistic and Time-limited). This section should describe the applicant's understanding of the State's requirements, including the result(s) intended.
<hr style="width: 100px; margin-bottom: 5px;"/>	<b>Evaluation Plan</b> Applicant has outlined an evaluation plan that describes how they will measure success in meeting goals and objectives with process and outcome measures. The applicant has a plan for applying evaluation data to the initiative.
<hr style="width: 100px; margin-bottom: 5px;"/>	<b>Organization and Project Staff</b> Applicant included identification of all staff proposed as members of the project team, indicated roles, duties, responsibilities, and concentration of effort that apply to each (as well as resumes or statements of prior experience and qualification). Include resumes/CVs in appendix.
<hr style="width: 100px; margin-bottom: 5px;"/>	<b>Budget</b> Applicant has submitted a 10 month budget and budget narrative that reflects appropriate expenses to accomplish the project goals and is cost effective. Applicant has used the template provided.
<hr style="width: 100px; margin-bottom: 5px;"/>	<b>TOTAL SCORE</b>

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Appendix B**

**COVER PAGE**

Please provide basic summary information about the proposal that the prospective funding source can review quickly and use for identification.

NAME OF APPLICANT AGENCY \_\_\_\_\_

ADDRESS OF APPLICANT AGENCY \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

F.E.I.N. NUMBER \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_

SUMMARY OF PROJECT: Briefly describe the goal and objectives of project, in not more than two paragraphs, in the space below.

## Appendix D

### BUDGET AND BUDGET NARRATIVE

Physical Activity Nutrition Tobacco – PANT GRANT

BUDGET PERIOD: **May 1, 2011 TO February 04, 2012**

Organization:

I. GRANT FUNDS: EXPENSE CATEGORY	Subtotals by category	Narrative
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**1. Personnel**

Program Coordinator  
(% of time, hourly wage)  
Program Director  
(% of time, hourly wage)

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Subtotal:

Fringe Benefits: (must break down fringe items)

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**Total Personnel**

**2. Travel (local):**

Employee mileage reimbursement:

**3. Travel (Out of State):**

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**4. Printing, Copying:**

**5. Supplies:**

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**6. Resource Materials:**

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**7. Telephone:**

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**8. Postage:**

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9. Subcontracts (must be approved by HEALTH prior to rendering services): Specify scope, hourly rate and number of hours.

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10. Other items:  
Media

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<b>TOTAL DIRECT COSTS TO GRANT:</b>
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11. INDIRECT ADMINISTRATIVE COSTS:

<b>TOTAL PROGRAM COSTS TO GRANT:</b>	<b>\$0.00</b>
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II. IN-KIND CONTRIBUTIONS:

<b>TOTAL OF IN-KIND CONTRIBUTIONS:</b>
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