

FY24 Tobacco Prevention and Control (Community Based Grants) Program – Request for Proposals

Deadline for Written Inquiries: March 20, 2023

Deadline for Proposals: March 30, 2023

REMINDER: If your agency intends to respond to this RFP, please follow these instructions: Make sure you have signed into your myAlaska account associated with your agency. After selecting the 'Apply' at the bottom of the solicitation an application will be generated. A yellow bar will appear at the top of the application which states "DOH is requesting that you indicate your intent to apply for this opportunity." Please select the 'Send Notice' button to indicate your intentions. This is not required but greatly appreciated.

GEMS Overview: GEMS stands for Grants Electronic Management System. It is our management tool for our service grantees, as well as a tool for applicants.

Once on the GEMS portal webpage, all members of the public can view posted Request for Proposals by clicking on the Solicitations tab located in the upper left corner under the State of Alaska seal. To fully utilize the site, you must have a GEMS account and a myAlaska account to authenticate your identity.

If an agency has an active grant or has had a grant with DHSS in recent years (or DOH/DFCS), **registration may not be necessary.** Please contact your Agency Power User, Grants Administrator, or Alyssa Hobbs, the Grants Manager, at (907) 465-3469 to confirm if your agency and contact information already exists in GEMS. Creating duplicate agencies or contacts may cause errors within the system.

Agency Power Users must log in to assign permissions and invite other agency users into GEMS. Once permissions have been assigned, users must login using their myAlaska account to authenticate their identity.

Please see the GEMS training section of the portal webpage to find helpful training videos regarding the system and its usage. <https://gems.dhss.alaska.gov/>

If you need any assistance with GEMS, please contact me directly at Amy.Burke@alaska.gov, or (907) 465-1624.

Update to Criterion: In 4.04 2.d., there should be three (3) MOAs requested here rather than one (1) and scoring has been updated to reflect that change (increased 80).

Questions and Answers from written questions and the pre-proposal teleconference:

Question #1: The RFP notes that Application Group 1 should work to address Goal 3. Promote cessation of tobacco use among youth and adults (p. 9), and the RFP Workbook further clarifies that Group 1's supported strategy is Goal 3, C-2: Implement health systems change concepts for

tobacco cessation, but does not appear to include Goal 3, C-1: Conduct public education awareness campaigns to promote cessation resources. If we opt to apply under Application Group 1, are we able to utilize some level of funding to support broader public awareness education campaigns, or is Group 1 funding restricted solely to those items which are attached to Goal 3, C-2? Specific examples of things our program has historically supported that we would like to see continue if possible, include paid media advertising for the Quit Line, travel to our outlying villages to participate in community events such as rural Village Health Fairs, and other similar activities.

Answer #1: In terms of the public awareness campaign question, this requires clarification through this amendment. Group 1 awardees will be allowed to put funds toward media/promotional efforts if they elect to implement the CDC Million Hearts Change Package for Tobacco Cessation's change concept to create a supportive environment for cessation within their system or clinic. Examples of media include placing media in waiting rooms and throughout the clinic or hospital system. We will adjust to include the Goal 3, C-1 strategy in the menu of strategies for grant work plans. Travel is permitted to outlying communities only if it's to another clinic in the funded health system and is included in the health systems change activities within the grantee work plan. Group 1's grant is focused on improving internal systems for tobacco cessation referrals within the applicant's organization.

Question #2: If there is only one grant allowed per service area (i.e., 7 area awards), how do you handle if both Aleutian Pribilof Islands Association and Eastern Aleutian Tribes or another entity in our region applies?

Answer #2: Please refer to section 1.01 regarding the application groups of the RFP. The Group 2 Application is for a regional grant and the awardee will have the option to sub-grant with one agency in the region they serve per year. The awardees are scored based on the criteria outlined in the RFP by a Proposal Evaluation Committee (PEC).

Question #3: Can the required position be in Anchorage or out in the region?

Answer #3: The position can be located out of the region, but the agency must demonstrate that it has and is able to fully serve the region. This is not defined in the RFP and this amendment serves a that update.

Question #4: On the Memorandum of Agreement (MOA) form. Is it intended to work with the State? If so, who would sign the MOA or who is the president there?

Answer #4: Please read sections within the RFP; sections 1.03 and 2.01 and 2.04 regarding the MOA as its for partnering organizations, not the State.

Question #5: The bullets below are directly from the RFP and state that the MOA should be coming from our IT Department. I read this as the department at agency that support staff with their computers, etc. This doesn't seem correct. Is the IT team referring to something else?

My understanding of what this MOA should be would be an agreement with our organization and another partner (Tribe, City, School, etc.). That seems like the most logical way to have an MOA for this project. Are you able to clarify this a bit further?

- Memorandum of Agreement (MOA) from organization's Information Technology team (IT)
- One (1) Memorandum of Agreement (MOA) was provided by agency's IT department that demonstrates support and prioritization of project.

Answer #5: It really depends on which application group you are applying for. Yes, one is needed from your IT dept due to likely changes in electronic health records when implementing health system change concepts such as screening and treatment. IT availability and support is critical to the success of changes to electronic health records. Application group 1: If you are applying for application group 1. Three MOAs are needed from local or regional partners or coalition members if you are applying for application group 2. See the chart on page 4 of the Workbook that helps to breakdown what is needed to be submitted by each applicant group.

	Group 1	Group 2
Title	Health Systems Change for Tobacco Cessation	Regional Tobacco Prevention Policy and Coalition Development
Ideal Applicant	Health care system	Community-based organizations (e.g., non-profits, governments, etc.)
Concepts Followed	CDC's Million Hearts® Change Package for Tobacco Cessation	CDC's 2014 Best Practices for Comprehensive Tobacco Prevention and Control Programs
Community Served	Health System Service Area	Local Public Health Region
Max Award Amount	\$145,000 per fiscal year	\$205,000 per fiscal year
Coordinator FTE Minimum	Minimum 0.5 FTE	Minimum 0.95 FTE
Coalition Requirement?	No, but a multidisciplinary team should be established to support the project	Yes
Sub-Grant Permitted?	No	Yes
TPC Strategies Supported	Goal 3, C-2	All except Goal 3, C-2. Goal 4 is supported specifically through sub-grants.
Application Attachments	<ul style="list-style-type: none"> ○ Group 1 Proposed Action Plan ○ Group 1 Internal Healthcare Partners Form ○ 1 Internal Letter of Support from agency leadership ○ 1 Memorandum of Understanding from agency I.T. department ○ 2 external partner Letters of Support 	<ul style="list-style-type: none"> ○ Group 2 Proposed Action Plan ○ Group 2 Community Coalition Form ○ 1 internal Letter of Support from agency leadership ○ 3 external partner Memorandum of Understandings ○ <i>Optional:</i> Sub-Grantee Action Plan

Question #6: Can you provide a sample letter of support? I'm not sure what the letter should be addressed to and any specific formatting.

Answer #6: We do not have an example, but these are the sections that can be referred to for more information:

Section 2.04 goes into more detail on what is expected from the letter of support from internal agency leadership.

Section 4.04 has the criteria for letters of support and describes what we would expect to see highlighted in those letters.

Question 7: Please see below our written inquiries and clarifications for the RFP:

1. Under 1.06 Program Funding:

- a. The RFP states that Application Group 1 must include a minimum of 0.5 FTE for a Health Systems Coordinator. Is splitting the minimum FTE between two positions allowable (for example funding 2 staff at 0.25 FTE each to split the coordinator duties)?
- b. The RFP states that we must budget for a minimum of 2 people to attend the Awardee Orientation and Training in Anchorage. Can you please specify how many days this training is? This will determine travel costs such as hotel and per diem.

2. Section 1.02 Program Goals and Anticipated Outcomes:

- a. Regarding the deliverables listed on page 6 of the RFP: Can you please clarify the Quarter 1 Deliverable? Specifically, who needs to complete the *Brief Intervention Training and Behavioral Health Module*? It is unclear whether this is a requirement for all staff within the healthcare system or for the Health Systems Coordinator Position and direct program staff only.

3. Section 1.03 Program Services/Activities

- a. Where can I find the Internal Healthcare Partners Form reference on page 8?

Answer #7:

1. Under 1.06 Program Funding:

- a. The 0.5 FTE position is required for Application Group 1 as is the 0.95 FTE position for Application Group 2. The position for application group 1 cannot be split due to the nature of the project. The position for application group 2 can only be split between two positions if the applicant clearly demonstrates how the roles and project activities will be delegated between those positions. Both positions are required to meet the qualifications identified in section 2.02 Project Staffing. It is strongly recommended that awardees maintain the 0.95 FTE to support consistent outreach and coalition work within the region.
- b. The Annual Training is typically held over 3 days in Anchorage.

2. Section 1.02 Program Goals and Anticipated Outcomes

- a. These trainings will only be required for the designated coordinator under the grant.

3. Section 1.03 Program Services/Activities

- a. This should be included under the attachments titled FY24 Group 1 Healthcare Partners Form

Question #8: We have three questions:

1. MOA - are 3 or 1 partner MOAs required? Question 4.04.2.d. I believe it is 3 because that is mentioned throughout the RFP, but in Section 4 the question evaluation criteria lists (1)

MOA to be provided. So, confirming if we need 3 MOAs and if all 3 are to be uploaded in the PDF for this question.

2. Timeline Question 4.04.3 is this a textbox field or a pdf upload attachment? Any preferred format for the timeline document?
3. Org chart under staffing needs Question 4.05.2.g Should an org chart be uploaded as one of the attachments in the single staffing PDF? or provided in another format?
4. Community support and partnerships questions 4.06.1 and 4.06.3. Is this a different attachment than the MOAs? If different, what format is preferred for this document?

Answer #8:

1. Three partner MOAs are required for Application Group 2. There is an error in the criteria section that states only one is required but it will be three.
2. The timeline should be submitted with the written proposal and can be written/designed in the preferred format of the applicant.
3. PDF is acceptable.

Question #9: If my organization applies under group one, would we be able to use award funds to maintain our current public education programs, like the anti-vaping classes in the schools?

Answer #9: ANSWERED on call and sent to KATIE 3/16- Application group 1 is focused specifically on internal health system change for tobacco cessation and the goal is to work within a clinical setting on enhancing an existing referral system or implementing one for tobacco cessation. If you want to put in your proposal how you think that would work in a clinical setting, you are welcome to, but I do encourage you to review the materials and the criteria to see how such a partnership would support health systems change work as identified in CDC's Million Hearts Tobacco Cessation Change Package.

Question #10: Questions on attachment in application group, is there only one MOA that we need to submit from agency's IT dept., one letter of support from agency leadership, two letters of support from community partners, is that correct?

Answer #10: ANSWERED on call – Yes that is correct for Application Group 1.

Question #11: If an agency has an MOA with a current partner, would we be able to submit that in place of a letter of support?

Answer #11: ANSWERED on call- I would suggest you review the attached example of the MOA so that would kind of match what we are looking for the submission and also review the criteria for the MOA for submission.

Question #12: Will the agency get a confirmation email once the proposal is officially submitted?

Answer #12: ANSWERED on call- GEMS does not generate an email confirmation when it's submitted but there is a yellow bar in GEMS that states it has been submitted. An Agency Power User or a designated Agency User can submit applications. Click on the Submit button after the validation is successful. Once you submit your application, the status of your application changes from Draft to Submitted, under the Grant Application tab. You have the ability to withdrawal the application within the deadline timeframe, say if you caught a mistake, you could pull it back, make adjustments and re-submit it but you will not get a GEMS generated email.

Question #13: I have a question on section 4, the evaluation and review criteria, it appears that the first two technical requirements on the bottom of page 21 in the RFP, some apply to application group 2 and 1 and some only apply to application group 1 and some only apply to application group 2, so the criteria applies to whichever group we are applying to?

Answer #13: ANSWERED on call- Yes, so when apply you will be able to select a box next to the application group you are intending to apply, or maybe both boxes are selected. GEMS will then create an application for you and only pull over the criteria that is related to your application group. Most criteria will apply to both application groups and you will see that, both groups will want the same answer or criteria.

Question #14: Is application group #2 similar to what we currently utilize in being able to do community outreach, tribes, and checking our stores to make sure they are in compliance?

Answer #14: ANSWERED on call- Application group 2 is very similar to how the current grant is set up for any current grantees. The best way to describe it is that goal Cessation 2 has been taken to be a singular focus for application group 1, and within application group 2 all the other goals are covered; however, we are asking applications to only select one (1) strategy within youth prevention strategies, one (1) strategy within secondhand smoke strategies, as well as promoting cessation resources within their region or supporting a regional coalition.