



SUPPORTING TOBACCO-FREE LGBTQ COMMUNITIES

FUNDING OPPORTUNITY ALERT

HEALTH ACCESS FOUNDATION

CA LGBTQ Health and Human Services Network

REQUEST FOR PROPOSAL (RFP)

STATEWIDE INITIATIVE TO REDUCE TOBACCO-RELATED DISPARITIES

Who:

We Breathe: Supporting Tobacco-Free LGBTQ Communities provides expertise on working with LGBTQ communities, preventing and reducing tobacco use among LGBTQ Californians, and addressing tobacco-related health disparities within LGBTQ communities, to help funded projects reach their goal to eliminate tobacco use by 2035 in California.

Purpose:

The purpose of this RFP is to fund organizations interested in building their capacity to participate in LGBTQ tobacco control efforts. Select subcontractors to receive up to \$5,000 per year to participate in relevant scope of work activities. Contracts will be awarded following a competitive bid process. Subcontractors may be asked to participate in coordination/collaboration activities as defined by the RFP and provide success stories related to project activities.

By April 30, 2023, subcontractors will support the work of We Breathe to prevent and reduce tobacco use and related healthcare disparities within the LGBTQ community.

Applicants must address the tobacco-related health care disparities faced within the LGBTQ community.

Release Date:

June 14, 2019

Due Date:

July 14, 2019

Term:

August 1, 2019 through April 30, 2023

Eligibility:

- Nonprofit, public benefit corporations with evidence of tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and not classified as a private foundation. Good standing with the IRS as verified by an updated Guidestar profile.
- Applicants must demonstrate previous experience working with and/or serving LGBTQ populations and the LGBTQ community's key opinion leaders.

Scope of Work:

The items listed below in bold are required for the grant period.

- 1. Assist We Breathe staff in coordinating and facilitating a minimum of two Local District Information & Education Days (District Days) Events in Fall 2019 and Fall 2021. Recruit participants and serve as meeting leaders/facilitator/captain. Participate and distribute a satisfaction survey for local District Days events.**
- 2. Participate in evaluating the performance of the Coordinating Center through activities such as web-based surveys or key informant interviews.**
- 3. Assist with the development of the Policy Platform during the Summer and Fall of 2019: identifying LGBTQ opinion leaders for key informant interviews, supporting recruitment for project focus groups, and conducting and distributing intercept surveys to assess LGBTQ relationship with tobacco.**
- 4. Participate as an active member of the CA LGBTQ Health and Human Services Network at least 3 times annually on Network Calls; provide updates 1 - 2 times annually to be shared through the Network's moderated listserv by emailing ca-lgbt-hhs-network-listserv@googlegroups.com. Updates do not need to be related to tobacco control.**

Please select two additional activities for your grant period.

5. Provide educational information related to tobacco at 1 – 2 community events annually, (e.g., Pride festivals, LGBTQ film festivals, LGBTQ health fairs). We Breathe will provide educational materials for dissemination; subcontractors will be responsible for requesting materials at least 2 weeks in advance and record what materials were disseminated to the public.
6. Participate in the We Breathe Communications subcommittee. Membership of the subcommittee includes participating in quarterly remote meetings to provide input on the annual communications plan, social media strategy, and ensure the quality of LGBTQ tobacco-related educational materials such as brochures, factsheets, infographics, and/or videos.
7. In collaboration with We Breathe staff, adapt a 15-minute presentation for your local GSAs related to LGBTQ tobacco use. Conduct 1 – 2 educational presentations, at least 15 minutes in length to middle/high school Gender and Sexualities Alliance (GSA) clubs, or other LGBTQ school clubs. Presenters will be required to conduct a survey to capture information about presentation feedback and anticipated needs for additional future support.
8. Conducting 1 – 2 in-person presentations to LGBTQ leaders (e.g., Imperial Court System, International Mr. Leather, Trans Chorus, Pride Grand Marshalls, LGBTQ community leaders, etc.) to introduce them to We Breathe and the impacts of tobacco use on LGBTQ Californians. We Breathe staff will assist in setting meeting agendas, compiling meeting packets, and conducting meetings.

Reporting:

Project Coordinator will conduct an orientation with new subcontractors within the first month of the contract and will coordinate check-in meetings on at least a quarterly basis thereafter (either in person, via phone or video conference) to ensure applicants have materials needed to complete scope of work.

Subcontractors will provide progress updates during quarterly check-ins, and submit any tracking materials to the project coordinator on a monthly basis via e-mail.

Funding Schedule:

\$5,000 per year for August 2019 – June 2022

\$4,000 for July 2022 – April 2023

How to Apply:

1. Please read the eligibility requirements carefully.
2. Complete and answer all questions.
3. Submit the Application Packet. Packet MUST include:
 - Completed PDF Application
 - A copy of your current 501(c) (3) letter from the IRS
 - A completed IRS Form W-9
4. Applications must be received by:

11:59 p.m. on
July 14, 2019

Application Review:

Grants will be awarded on a competitive basis. Applications will be screened for eligibility and completeness by the LGBTQ Health and Human Services Network (Health Access). The LGBTQ HHS will evaluate each complete application and will forward grant recommendations to the review panel for final approval.

All applicants will be notified of the results, in writing, by **July 23, 2019**

For questions contact Amanda McAllister-Wallner at
(916) 497-0923 ext 802 or email to awallner@health-access.org

Application Requirements:

- Name of applicant agency
- Address and phone of agency
- Name and contact information of the person responsible for managing the scope of work and agency's CEO/Director
- EIN or Tax ID number

- Must state the organization's experience and capacity to carry out the scope of work
- Must describe experience working with the LGBTQ community
- Must describe experience working on tobacco policies and/or LGBTQ health care disparities (applicants with limited or no tobacco experience will still be considered)
- Must list other LGBTQ-serving agencies applicant have worked with in their area
- Must identify if their agency has additional tobacco control funding from another grant. Please list agencies, as applicants cannot receive duplicate funding to complete the same scope of work.
- Must state you will NOT receive funding from the tobacco industry
- Submit application to Amanda McAllister-Wallner via e-mail: awallner@health-access.org. Include in subject line: We Breathe RFP Application

Appeal Process:

Our RFP Appeals process allows for applicants or prospective applicants to formulate a protest regarding alleged irregularities or improprieties during the procurement process. Appeals may be submitted at any time during the procurement process, but not later than 5 days after Procurement's public notification of bid tabulation and recommendation of award. All appeals will be independently reviewed by both the Executive Director and the Director of Operations and Development. The independent reviewers will then formulate their recommendation and provide supporting evidence to the Project Director within 10 days of receiving the request for appeal. Notification of the appeal decision will take place 2-3 business days after the review and recommendation via telephone and/or e-mail.

*No appeal shall claim that the review committee's recommendation is not a responsive bidder/offeror

The written Appeal must contain all of the following:

1. Company/Individual name and Contact information
2. Identification of the RFP (i.e. title, number and/or service description and issue date);

3. The specific evidence for challenging the rejection or intended contract recommendation, including all arguments, materials and/or other documentation that may support the protester's position that the contract recommendation should be revised.

4. The specific basis for Appeal, for example:

- Using sole source when competition exists
- Employing unduly restrictive specifications or requirements to favor one applicant
- Providing information to only some applicants
- Waiving mandatory requirements for favored applicants
- Providing incomplete specifications in the bid documents
- Other reason(s) that can be supported and proved that bidder or applicant was improperly disadvantaged

The Appeal must be filed by or on behalf of either a Bidder or Offeror: A contractor, business entity or individual who is fully capable of meeting the requirements of the solicitation and subsequent contract. The individual filing the appeal must also possess the full capability, including financial and technical, to perform as contractually required and be able to fully document the ability to provide good faith performance.

An Appeal may be denied when:

1. The written Appeal does not contain all of the items set forth above;
2. The applicant's appeal is solely based on a disagreement with the Evaluation Committee's exercise of its proper discretion or professional judgment in the evaluation and scoring of a proposal;
3. The applicant's concerns could have been remediated during the RFP process working proactively through the applicant question and answer process
4. The applicant is seeking feedback regarding the perceived strengths and limitations of its proposal;
5. A protest of recommendation is filed after the 5 day protest period from the public notice of bid tabulation and recommendation of award.