REQUEST FOR PROPOSALS (RFP)

PH WINS: Model Policies and Practices Challenge

I. Summary Information

Purpose: The Association of State and Territorial Health Officials (ASTHO) and the de Beaumont Foundation seek exemplary model policies and practices related to workforce development in state and local health agencies.

Proposal Due Date and Time: 11:59pm EDT, July 7, 2017

Selection Announcement Date: Sept. 20, 2017 at the ASTHO Annual Meeting in Washington, D.C.

Monetary Assistance Available to Awardees: Approximately 3 prizes of $10,000 will be provided, with one prize to the top state/territorial policy or practice, one prize for the top local policy or practice, and one prize for best overall policy or practice.

Maximum Funding Amount: $10,000

Eligibility: State, territorial, and freely-associated state health agencies in good standing with ASTHO, and local health departments in good standing with the National Association of County and City Health Officials (NACCHO) are eligible to apply. States and Big Cities Health Coalition cities that were selected for and participated in the PH WINS: Research to Action Learning Collaborative are welcome to submit policies and practices for inclusion in the database but are not eligible to receive a prize. Eligible agencies may submit multiple applications with one policy or practice per application. However, if an eligible agency submits multiple applications, only one application may be awarded a prize.

ASTHO Point of Contact: Kyle Bogaert, MPH, director of workforce research (kbogaert@astho.org)

II. Description of RFP

Purpose

ASTHO and the de Beaumont Foundation seek submissions from interested state health agencies and local health departments to apply for the Model Policies and Practices Challenge. The challenge will allow for state health agencies and local health departments to identify and submit successful and innovative workforce development policies and practices for an award recognizing the policy or practice as a model for other agencies and departments to adapt and implement. Examples of topics may include succession planning, fostering innovation and creativity, equitable recruitment and hiring practices, and workforce development and support, among others.

ASTHO and the de Beaumont Foundation will recognize the best state/territorial, local, and overall policies or practices submitted with a financial prize. Policies and practices submitted for the challenge will be categorized by topic, and included in a database to facilitate the sharing of best practices with other state health agencies and local health departments. The goal of the database is to provide examples for agencies to adapt and implement in their own agency.
Background

The National Academies of Sciences, Engineering, and Medicine’s (formerly known as the Institute of Medicine) 2002 report, *The Future of the Public’s Health in the 21st Century*, made three broad recommendations about the United States governmental public health workforce:

1. All governmental public health professionals engaged in providing essential public health services should be able to demonstrate mastery of relevant core competencies.
2. Congress should provide additional federal funding for workforce development.
3. Governmental agencies should make leadership training, support, and development a priority.

No single agency has taken the lead for the public workforce to address these recommendations in any substantial way. The Public Health Workforce Interests and Needs Survey (PH WINS), a product of the partnership between ASTHO and the de Beaumont Foundation, was the first step to gather the necessary data to address the IOM’s recommendations. Data from PH WINS provides the concrete evidence on a national level to identify current problems and future directions. For example, we are now able to say that 38 percent of the state health agency workforce plans to leave their organization before 2020, and with our help, agencies can now prepare for it. Previous studies relied on retirement eligibility to predict turnover, but PH WINS is based on individual workers’ expressed intentions, and is therefore more likely to represent actual turnover. PH WINS also revealed that public health workers have not mastered competencies related to policy development, management, and the social determinants of health, but are eager to learn. PH WINS has given us a map to use with our partners, and take action.

III. Financial Award

Approximately 3 prizes of a fixed price of $10,000 will be awarded, contingent upon funding. One prize will be awarded to the top state/territorial policy or practice, one prize for the top local policy or practice, and one prize for best overall policy or practice.

Agencies identified as winning one of the prizes must be able to provide the name, title, address, telephone number, and email address of the primary programmatic and lead financial contacts upon notification of selection.

IV. Required Content and Selection Criteria

Agencies must supply a copy of the policy or complete description of the practice nominated for the prize, including the date the policy was implemented and the date of its last review. Additionally, a narrative that addresses the key components identified below must be included. Narrative text may not exceed 6 pages in length, and should be 11 point font. Appendices are not required, but may be submitted as appropriate and will not count against the 6 page limit. Proposals must include all components listed below to be considered.

A. **Identifying Key Staff** (10 points): Include the contact information for the lead programmatic contact person (name, address, e-mail, and telephone number). Include
information about how critical personnel are designated to facilitate the model policy or practice within the health agency, how efforts are dedicated towards identifying the key staff, and how key staff provide policy or practice support to ensure optimal success.

B. Senior Leadership Engagement and Support (15 points): Include information about senior leadership involvement and commitment to the policy or practice, and to what degree senior level personnel support the policy or practice.

C. Review Process (5 points): Include information about a regular review process of the policy or practice to ensure it is regularly updated.

D. Communication Process to Staff (10 points): Include information about how the policy or practice is communicated to current and new staff and whether the processes allow for two-way feedback and questions.

E. Innovative or creative approach taken (20 points): Address how the policy or practice cultivates innovation or creativity at the agency or how the policy or practice addresses a workforce challenge in a creative or innovative way.

F. Relevant partners (10 points): Include information on internal or external partners relevant to the policy or practice who are engaged.

G. Evaluation (10 points): Describe monitoring and evaluation of the policy or practice that have been completed. Include information about any established benchmarks for the success of the policy or practice, and any data related to quality improvement as it relates to the policy or practice.

H. Impact (20 points): Include information related to measurable impact or ongoing improvement due to the policy or procedure, and information about how the impact or improvement is measured.

I. Lessons learned (not scored): Include lessons learned from developing, implementing, and/or evaluating the policy or practice at the agency.

V. Submission Information

Application Procedure:
ASTHO must receive applications by 11:59pm EDT, July 7, 2017. Please submit an electronic copy of the application to Kyle Bogaert, Director of Workforce Research, at kbogaert@astho.org. Incomplete applications or applications received after the deadline will not be considered.

Timeline
- Thursday June 8, 2017: RFP released
- 11:59pm EDT, Friday July 7, 2017: Deadline for submission of applications
- August 24-25, 2017: Winners contacted
- September 20, 2017: Awardees announced
- October 31st, 2017: Disbursement of prize

Selection Process
Two ASTHO staff members, one de Beaumont Foundation staff member, and experts in the field of public health workforce development will independently review and score each complete and timely application using the selection criteria.
ASTHO and its panel of experts will convene a review session during which reviewers will discuss their scores and assessments of reviewed applications. ASTHO staff reviewing each application will come to a consensus on scoring. A prize will be given to the top state/territorial health agency submission, top local health department submission, and the best overall submission.

Applicants will be notified of their selection status in mid-August, and will be recognized at the ASTHO Annual Meeting on Sept. 20, 2017.

Applicant Questions and Guidance
Interested parties may contact Kyle Bogaert, director of workforce research (kbogaert@astho.org).

Disclaimer Notice
This RFP is not binding on ASTHO, nor does it constitute a contractual offer. Without limiting the foregoing, ASTHO reserves the right, in its sole discretion, to reject any or all proposals; to modify, supplement, or cancel the RFP; to waive any deviation from the RFP; to negotiate regarding any proposal; and to negotiate final terms and conditions that may differ from those stated in the RFP. Under no circumstances shall ASTHO be liable for any costs incurred by any person in connection with the preparation and submission of a response to this RFP.