



**STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF TENNCARE
CHIEF MEDICAL OFFICE**

**REQUEST FOR INFORMATION
FOR
COMMUNITY HEALTH WORKER PROGRAM ACCREDITATION**

**RFI # 31865-00712
February 6, 2023**

1. STATEMENT OF PURPOSE:

The State of Tennessee, Division of TennCare (TennCare), Chief Medical Office issues this Request for Information (“RFI”) for the purpose of gaining deeper insight into statewide stakeholder associations focused on the advancement and standardization of the Community Health Worker (CHW) workforce. TennCare is seeking information and insight from experienced associations and professional organizations to inform TennCare’s efforts to establish CHW organizational program standards and organizational accreditation processes. This information may aid in organizing requirements for a formal procurement. TennCare appreciates all input and participation in this process.

This RFI is intended to identify statewide CHW associations in Tennessee that can meet the following needs:

- Governance board with multiple stakeholders from health providers, community organizations, state agencies, experienced CHWs, and other key stakeholders from all grand regions of the State
- Governance Board and/or Senior Executive Leadership team should have at least 3 CHWs or CHW supervisors with direct experience working within CHW community
- Experience with providing evidence based CHW training statewide
- Experience with establishing CHW organization program standards and CHW organizational strategy
- Subject matter expertise in development of accreditation pathways and policies for CHW organizations
- Experience with administration and implementation of State or Federal grants

Given that TennCare is seeking to identify statewide associations that have the expertise to provide accreditation of CHW services, organizations who directly employ CHWs to provide direct care coordination and CHW services to members are not eligible to reply to this RFI.

2. BACKGROUND:

The Division of TennCare is leading an agency priority called Health Starts which is focused on helping address TennCare member’s health related social needs. One of the primary Health

Starts initiatives will be to establish consistent and sustainable infrastructure within the Community Health Worker (CHW) workforce to better engage CHWs and ensure high-quality care services are provided to TennCare beneficiaries to address health-related social needs. The TennCare Health Starts Initiative focuses on identifying and addressing social risk factors through connection with community organization and access to non-traditional healthcare providers such as community health workers. To ensure members receive adequate and high-quality support, there is a gap in statewide infrastructure to support CHW organizations employing and deploying evidence based CHW models of care. TennCare seeks information from statewide organizations who meet the outlined criteria in (1) and who also have the technical expertise, stakeholder buy-in, and in-depth knowledge to provide information requested regarding Tennessee CHW programs and CHW organizations.

3. COMMUNICATIONS:

3.1. Please submit your digital questions and response to this RFI to:

Matt Brimm, Director of Contracts
 Division of TennCare
 310 Great Circle Road, TN 37243
 (615) 687-5811
 matt.brimm@tn.gov

3.2. Please reference **RFI # 31865-00712** with all communications to this RFI.

4. RFI SCHEDULE OF EVENTS:

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		February 6, 2023
2.	RFI Response Deadline		February 20, 2023

5. GENERAL INFORMATION:

5.1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the State.

5.2. The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the state chooses not to go further in the procurement process and responses are never evaluated, the responses to the procurement including the responses to the RFI, will be considered confidential by the State.

5.3. The State will not pay for any costs associated with responding to this RFI.

6. INFORMATION FOR RESPONDING:

6.1. The Technical Information Form shown below indicates the information specified to be included in your response. All components should be addressed according to the

instructions within this section and any item-specific instructions, e.g. page limitations, as noted below.

- 6.2. Respondents are not expected to insert responses directly into the RFI template. Please provide your response under separate cover in accordance with the details noted in the sections of the Technical Information Form below.
- 6.3. Please clearly label each question/item in your response according to the exact numbering system used in the Technical Information Form below.
- 6.4. To better enable an efficient and effective review process, please respond as succinctly as reasonably possible to satisfy the questions/requirements.

RFI #31865-00712	
TECHNICAL INFORMATIONAL FORM	
1.	RESPONDENT LEGAL ENTITY NAME:
2.	RESPONDENT CONTACT PERSON: Name: Title: Address: Phone Number: Email:
3.	BOARD OF DIRECTORS SHOWING SIGNIFICANT COMMUNITY ENGAGEMENT: (please limit your response to Question #3 to 1 page or less) 3.1 Please provide the name, title, organization name, and organization address for each member of your Board of Directors. 3.2 Please describe how your organization incorporates local CHWs into your governance structure or business operations (500 words or less)
4.	EXPLANATION OF RELEVANT STATEWIDE ORGANIZATIONAL EXPERIENCE: (Please limit your response to Question #3 to 5 pages or less) 4.1 Please provide the following information about your statewide association/organization: a. Background and history b. Mission Statement c. Strategic plan 4.2 Please provide a brief description of experience providing similar scope of services/products for the following services: a. Describe a strategic partnership with a healthcare provider to establish a CHW program b. Present a project plan for development of statewide CHW program standards 4.3 Please provide the following information about your approach to establishing an accreditation organization: d. Describe the key steps your association/organization will take to develop an accreditation process for CHW programs specifically for TennCare e. Describe the subject matter experts you will have available to implement an accreditation process for CHW programs
5.	EXPLANATION OF RELEVANT STATEWIDE/FEDERAL CONTRACTING EXPERIENCE

(Please limit your response to Question #5 to 1 page or less for each grant described)

5.1 Please describe your experience providing services under a state or federal grant and include the following information

- a. State/Federal Agency Name
- b. Summary of Scope of Work