

**STATE OF TENNESSEE
DEPARTMENT OF HEALTH**

REQUEST FOR APPLICATION

FOR

**EVALUATION SERVICES FOR TOBACCO USE PREVENTION & CONTROL
PROGRAM**

RFA # 34347-85722

I. Introduction:

According to America's Health Rankings' 2020 Annual Report, Tennessee ranks 43rd for smoking, 41st for low birth weight, 44th for cardiovascular disease, 45th for premature death, and 36th for cancer. Each of these conditions is heavily influenced by tobacco use, and all of these rankings could improve if Tennessee reduced its dependence upon tobacco-related products.

Public health interventions addressing tobacco use and dependence leads to short-term health benefits and curbs the tobacco death burden in the long term. Investments in effective prevention and cessation strategies provide the best opportunity to improve the health of Tennesseans.

Several groups within Tennessee face significant tobacco use disparities and subsequent negative health outcomes. One of the most notable of these groups are LGBTQ+ Tennesseans. In 2019, the current smoking rate among Tennesseans who identified as LGBTQ+ (23.4%) was 3.5 percentage points higher than the general population in the state. LGBTQ+ Tennesseans are also more likely to have ever smoked and to have ever used e-cigarettes than Tennessee's general population. Tennessee Department of Health's Tobacco Use Prevention and Control Program has collaborated with local, state, and national partners to reduce tobacco use, dependence, and exposure through targeted interventions related to preventing youth initiation, eliminating secondhand smoke exposure, and promoting tobacco cessation.

In order to reduce disparities in tobacco use and tobacco-attributable morbidities and mortality, the Tennessee Department of Health (TDH) is investing in the implementation and evaluation of evidence-based tobacco prevention policy, systems and environmental (PSE) approaches to reduce tobacco-related disparities among the LGBTQ+ community. TDH is seeking to fund one organization with the capacity to provide technical assistance and evaluation services to support a local lead agency working toward achieving reductions in tobacco use and dependence and associated health risks within the LGBTQ+ population of a selected community in Tennessee. Technical assistance and evaluation services may include but are not limited to contributing to the development and implementation of surveys; assessing program reach; and identifying barriers, potential solutions, and best practices for program implementation.

The purpose of this Request for Application (RFA) is to evaluate evidence-based strategies (scientifically proven to produce positive results; best practices used in the field) implemented by a local lead agency to decrease tobacco-related disparities among the LGBTQ+ population in a selected community in Tennessee. The target populations to be impacted are LGBTQ+ communities disproportionately impacted by tobacco use and dependence prevalence, exposure to secondhand smoke, and health disparities in tobacco cessation such as inadequate access to care, and access to social support services. The goal of this funding opportunity is to support improving program processes

and outcomes aimed at reducing tobacco use and dependence among Tennessee's LGBTQ+ population in a selected community.

Required Activities:

The awarded applicant will be required to work with TDH to complete the following activities:

- A. On an annual basis the recipient will submit an evaluation plan that at minimum includes the following activities:
 1. Collaborate with TDH to develop and implement culturally appropriate evaluation activities for PSE strategies and activities implemented by the local lead agency
 2. Monitor and assess the effectiveness of each local lead agency strategy and activity
 3. Identify key questions, stakeholders, indicators, short, medium and long-term outcome measures and data sources for the LGBTQ+ population in the selected community
 4. Utilize the [CDC Framework for Program Evaluation to develop an Evaluation Plan](#). Final Evaluation Plans must be approved by the TDH Tobacco Use Prevention and Control Program.

- B. In collaboration with TDH and CDC's LGBT Cancer Network:
 1. Provide a demographic description that demonstrates the health needs of this targeted population
 2. Utilize results from a community health needs assessment for the selected community (conducted/collected within previous 5 years) to establish baseline, set targets, outline applicable local tobacco control policies, and available healthcare facilities (as potential partners to increase reach)
 3. Collaborate with TDH and CDC's LGBT Cancer Network to determine the minimum number of people within the selected population that will be reached by the PSE strategies and activities.

- C. In collaboration with TDH, the local lead agency, and community stakeholders, the recipient will complete the following activities:
 1. Meet with the local lead agency at least monthly
 2. Meet with TDH as requested to discuss progress, collaborate, receive and share data, etc.
 3. Provide technical assistance and evaluation services to the local lead agency including the development of annual evaluation plans, logic models, conducting data collection and analyses on local lead agency processes and outcomes
 4. Provide quarterly progress reports to TDH on evaluation activities, progress, outcomes, and deliverables
 5. Provide annual written reports to TDH and the local lead agency on ways in which the local lead agency and state can improve processes & outcomes to better reach, engage, and improve tobacco-related health outcomes among the LGBTQ+ population in the selected community

6. Conduct a joint readiness assessment (with technical assistance provided by TDH and CDC)
- D. Collaborate with TDH to develop best practices document and other data dissemination materials based on lessons learned, promising practices, and evaluation findings identified during the funding period.

The State is seeking applications to provide the services outlined in this RFA and will offer one (1) grant for a total of **\$75,000**. The project period is expected to begin on June 1, 2022 and will last for 12 months.

Non-Allowable Costs Include, but are not limited to:

- Construction, alteration, maintenance of buildings or building space;
- Dues for organizational membership in professional societies;
- Food and drinks;
- Research projects;
- Lobbying;
- Clothing;
- Gift or gas cards;
- Childcare services;
- Billable services provided by physicians or other providers conducting medical treatment services;
- Permanent equipment not essential to project implementation (e.g. computers, printers, video monitors, furniture);
- Anything considered medication;
- Advertising materials and purchase of media time/space that has not been pre-approved by the Tennessee Department of Health; and
- Mental health or crisis services.

II. APPLICATIONS:

To respond to this Request for Application, please complete the **Application and Competitive Requirements**. See also IRS Form W9 and State of Tennessee, Department of Finance and Administration ACH (Automated Clearing House) Credits and Instructions for completion. The Application contains detailed questions about your organization's background and the specifics of your proposed project. Please provide a goals and activities document (Exhibit 1) and a project narrative (Exhibit 2) detailing the services that participating partners will provide to your organization and their willingness to continue to provide those services.

Attachment 3 is the Grant Budget. This section shall contain all information relating to cost, based on a line item budget. Complete the Grant Budget form and the attached Line Item Details form. A description of how dollars will be used must be provided for each line item completed, as applicable for the Budget form.

Note: Please use the Department of Finance and Administration – Policy 03 Schedule A, (please refer to pages 11-16 of that policy) for your use in determining which expense category an item should be listed in your grant budget. This policy can be found on the internet at the address listed below:

https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy3.pdf

Given the limited amount of available funding and the nature of these applications, priority will be given to applications that minimize indirect costs.

III. Schedule of Events

The following is the anticipated schedule for awarding grants for the Evaluation Services for Tobacco Use Prevention & Control Program. The State reserves the right to adjust the schedule as it deems necessary.

| EVENT | TIME (Central Time) | DATE (all dates are state business days) |
|---|--------------------------------|---|
| 1. RFA Issued | | May 12, 2022 |
| 2. Pre-response Teleconference | 11:00 a.m. | May 17, 2022 |
| 3. Written “Questions & Comments” Deadline | 2:00 p.m. | May 19, 2022 |
| 4. State Response to Written “Questions & Comments” | | May 24, 2022 |
| 5. Deadline for Applications | 2:00 p.m. | June 10, 2022 |
| 6. Evaluation Notice Released | 2:00 p.m. | June 22, 2022 |
| 7. Effective Start Date of Contract | | August 1, 2022 |

Pre-response Teleconference:

A Pre-response Teleconference will be held at the time and date detailed in the RFA Schedule of Events to answer questions concerning the funding opportunity. The information for the Pre-response Teleconference is as follows:

Meeting Name: RFA #34347-85722
Meeting number (access code): 2314 460 3978
Meeting password: FuABXK72Ai5
Meeting Link:
<https://tn.webex.com/tn/j.php?MTID=m0f0053eb6839dd992b48be00fa67ab7d>
Join by phone: +1-415-655-0003 US TOLL

Any applicant desiring to submit an application in response to this RFA is encouraged to have at least one (1) representative on the teleconference, however attendance is not mandatory. If you cannot participate, please direct your questions by the scheduled deadline as indicated above, to Melissa Painter, Competitive Procurement Coordinator, listed below in Section IV.

Questions and Answers:

All questions concerning this RFA must be presented to the Competitive Procurement Coordinator shown in Section IV., in writing, on or before the Deadline for Written Questions and Comments as detailed above in the Schedule of Events. Questions may be faxed, emailed, mailed or hand-carried to the Competitive Procurement Coordinator. The State's responses will be emailed and posted as an Amendment to the following website: <https://www.tn.gov/health/funding-opportunities.html>.

Deadlines stated above are critical. If documents are submitted late, they will be deemed to be late and cannot be accepted. The clock-in time will be determined by the time of the online submission. No other clock or watch will have any bearing on the time of application receipt.

Each applicant shall assume the risk of the method of dispatching any communication or application to the State. The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch.

IV. Submission of APPLICATIONS:

Please submit the completed application with all attachments by online submission via the following link no later than the deadline specified in Section III, Schedule of Events in the form and detail specified in this RFA.

Web Link: <https://www.tn.gov/health/funding-opportunities.html>

The Competitive Procurement Coordinator at the address shown below is the sole point of contact for this competitive process. **The APPLICATION and all attachments must use 12-point font.**

Melissa Painter
Competitive Procurement Coordinator
Service Procurement Program

Division of Administrative Services
Andrew Johnson Tower, 5th Floor
710 James Robertson Parkway
Nashville, TN 37243
Phone: (615) 741-0285
Fax: (615) 741-3840
Email: Competitive.Health@tn.gov

Checklist for Submission of Applications:

- Application Form (**Attachment 1**) (Expand up to max of 3 pages if needed)
- 2-page Budget Form (**Attachment 3**)
- Goals and Activities (**Exhibit 1**)
- Project Narrative (**Exhibit 2**)
- State of Tennessee, Department of Finance and Administration ACH (Automated Clearing House) Credits and Instructions (**Mailed per instructions of form.**)
- Form W-9, Request for Taxpayer Identification Number (TIN) and Certification (**Mailed with ACH form.**)

V. Application Evaluation:

An evaluation committee made up of at least three (3) representatives of the Department of Health will be established to judge the merit of eligible applications.

- A. The committee shall review applications on the basis of the information requested in the RFA. Applications will be evaluated based on the following criteria:

- Adequacy of plan of operation
- Access to data needed
- Proposed expenses and cost effectiveness
- Plan for project execution
- Past experience with similar projects
- Experience of key project personnel
- Collaboration with relevant partners
- Level of projected impact

The committee will evaluate and recommend for selection to the Commissioner of the Department of Health, the applications which is most responsive to the State's needs.

- B. Any application that is incomplete or contains significant inconsistencies or inaccuracies shall be rejected. The State reserves the right to waive minor variances or reject any or all applications. The State reserves the right to request clarifications from all applicants.

VI. Sample Grant Contract:

Following the State's evaluation, grant contracts will be prepared as shown in the **Sample Grant Contract**.

It is imperative that each applicant review the entire Sample Contract with their legal counsel prior to submitting an application for an Evaluation Services for Tobacco Use Prevention & Control Program grant award and notify the State *in advance* if it cannot accept any terms or conditions. The Application for an Evaluation Services for Tobacco Use Prevention & Control Program grant award asks you to list any terms or conditions that your organization cannot accept. **Taking any exceptions to State contract language may result in the Application being deemed non-responsive and rejected. Any later requests for contract changes will not be considered.**