

**National Women's Health Week, 2013 (NWHW)  
Request for Proposals (RFP)**

**A. Proposal Submission Deadline**

- Proposals must be received no later than **October 25, 2012**, at 5:00 p.m. Mountain Time.
- Please submit proposals in Microsoft Word or PDF format to [owhapplication@jsi.com](mailto:owhapplication@jsi.com) or mail to JSI, ATTN: Jodie Albert, 1725 Blake Street, Suite 400, Denver, Colorado 80202.
- Please **DO NOT** submit proposals to the U.S. Department of Health and Human Services (HHS) Office on Women's Health (OWH) or the Regional Offices on Women's Health.
- Please read and follow all instructions prior to preparing and submitting your proposal.

**For help with this RFP:**

Please e-mail: [owhapplication@jsi.com](mailto:owhapplication@jsi.com) or phone toll-free: 1-866-224-3815.

**B. Funding Available**

Funding through this request is available for National Women's Health Week (NWHW). This funding opportunity provides support for activities and events that promote the health of women and girls in the United States and its affiliated territories. Funding is available for projects that empower women and girls across the country to get healthy by taking action to improve their health and the health of their community. Community-based partnerships and collaborations are strongly encouraged. Projects will be funded up to a maximum amount of \$2,500.

This is a competitive process. All proposals will be reviewed by an objective technical review panel. Applicants will be notified by e-mail or mail by **December 6, 2012**, regarding funding decisions.

**C. Who Can Apply**

Funding is available to eligible entities located in the 50 states, the District of Columbia, the six U.S.-Affiliated Pacific Island Jurisdictions, Puerto Rico, and the U.S. Virgin Islands. Eligible entities include public and private organizations, community- and faith-based organizations, health professionals' organizations, colleges and universities, community health centers, hospitals, health departments, and tribal and urban Indian organizations.

Organizations may submit **only one** proposal for this funding opportunity. If more than one proposal is submitted, none of the proposals will be reviewed or considered for funding. An exception will be made for national organizations with affiliates and universities. However, different schools within the same university may not submit more than one proposal. In addition, organizations working together on the same project may only submit one proposal for that project.

**Background**

OWH was established in 1991 in the Office of the Assistant Secretary for Health, within the Office of the Secretary. Its mission is to improve the health of American women by advancing and coordinating a comprehensive women's health agenda throughout the U.S. Department of Health and Human Services (HHS). The HHS Office on Women's Health is the government's champion and primary agent for women's health issues, working to redress inequities in research, health care services, and education that have historically placed the health of women at risk. OWH is the Department's focal point for ensuring that women's health policy, practice, and research are mutually informed and effectively integrated within HHS. OWH accomplishes this by collaborating with other federal and non-federal partners on behalf of women

and girls. OWH provides leadership to promote equity for women and girls through sex and gender specific approaches.

OWH has staff located in Washington, D.C. and a network of Regional Women's Health Coordinators (RWHCs) located in each of the ten federal regions. The RWHCs coordinate and implement national public health initiatives to promote a greater focus on women's health issues at the regional, state, and local levels. The RWHCs advance the mission of the OWH by administering programs that improve the health of women in communities across the country and by coordinating activities in health care service delivery, research, and public and health professional education. Sensitivity to local, state, and regional needs in women's health is reflected in their work to identify priority health areas, to establish networking relationships, and to implement initiatives addressing regional women's health concerns. For additional information about the RWHCs and the regional offices, please visit <http://www.womenshealth.gov/about-us/who-we-are/regional-offices/#role>.

As part of its strategic plan, OWH continues to fund evidence-based interventions to address gaps in women's health that are not addressed at the national level by any other public or private entity. These interventions focus on health disparities in women's health in which minority status, disabilities, geography, family history, sexual orientation, low socioeconomic status, chronic conditions, and infectious diseases are contributing risk factors.

OWH contracted with John Snow, Inc., (JSI) to provide general program support to the Central and ten Regional Offices on Women's Health to manage regional health projects and activities in women's health in the ten HHS regions. Therefore, JSI is lead contractor for administration of this RFP.

#### **D. Focus Area**

The awards made through this funding announcement must address National Women's Health Week activities. NWHW is May 12-18, 2013. The nationwide initiative encourages women to make health a top priority and take simple steps for a longer, healthier, and happier life. During the week, families, communities, businesses, government, health organizations and other groups work together to educate women about steps they can take to improve their physical and mental health and prevent disease. Some activities that could be funded include: sponsoring activities that promote healthy behaviors such as engaging in physical activity most days of the week; making healthy food choices; visiting a healthcare provider to receive regular check-ups; preventive screenings; education around hepatitis B virus (HBV) and hepatitis C Virus (HCV); education for immunizations such as influenza and hepatitis A and B; and avoiding unhealthy behaviors, like smoking and not wearing a seatbelt.

Proposed activities should take place between Sunday, May 12 and Saturday, May 18, 2013. However, proposed activities that would be conducted between May 1 and June 15, 2013 are acceptable.

Examples of NWHW activities include: health workshops for women and girls, health walks, and health fairs. Resources for planning events including sample press releases, media tools, and checklists are available on the NWHW website: <http://www.womenshealth.gov/whw/>. The website also offers ideas for projects, posters, and other educational materials. (Please note that the website currently displays information for 2012. It will be updated with information for 2013 in early January.)

All funded events must be registered on the NWHW website <http://www.womenshealth.gov/whw/>.

Examples of activities that will not be funded include: research, direct clinical services, screening services and testing kits. (See also Section V, page 8). The period of performance for projects selected for funding

will begin upon receipt of award notification and end by June 28, 2013. Final reports must be submitted to JSI by June 28, 2013.

### **E. Payment Process**

Awardees will become subcontractors of JSI; therefore, no Catalogue of Federal Domestic Assistance (CFDA) number is associated with these funds. The approved proposal will serve as a contract for required deliverables from awardees.

Awardees will receive their award in one payment. Payment will be processed after the completion of the awardees' activity and within 30 days of receipt and approval of the final report. (The final report format will be provided by JSI.)

Please Note: Any modifications to a proposal must be approved before the proposed project is implemented. To request approval for a modification, please contact JSI at [owhapplication@jsi.com](mailto:owhapplication@jsi.com). Modifications to a proposed project that are not approved in advance may result in nonpayment.

### **F. Project Time Frame**

Awardees will have until June 28, 2013 to complete their projects, including the submission of the final report.

### **G. How to Submit a Proposal**

- Please submit proposals in Microsoft Word or PDF format to [owhapplication@jsi.com](mailto:owhapplication@jsi.com) or mail to JSI, ATTN: Jodie Albert, 1725 Blake Street, Suite 400, Denver, Colorado 80202. E-mail is the preferred method for proposal submission. Applicants who do not have e-mail may submit proposals via mail. (Please note: handwritten proposals will not be accepted.)
- Proposals will not be accepted by OWH or the Regional Offices on Women's Health.
- Proposals must be received by JSI by e-mail or mail submission by **October 25, 2012**, at 5:00 p.m. Mountain Time.
- Proposals cannot exceed 6 pages, including Section I-Contact Information. Proposals should be prepared in 12-point Times New Roman font. If the proposal is greater than 6 pages, it will not be considered.
- Proposals must be signed by an official with the authority to commit the organization to a contractual obligation.
- You will receive confirmation of your submission within three days. If you do not receive a confirmation, please call 1-866-224-3815.

If you have questions or need assistance, please call 1-866-224-3815.

### **H. Review Process**

Proposals will be reviewed by an objective technical review panel. Successful proposals will be selected on the basis of their relevance to OWH program objectives and the following criteria:

- **Section I. Contact Information (5 points)**
  - All requested contact information should be provided
- **Section II. Organizational Background (20 points)**

- Description of organization’s mission, history, and services is provided.
- Description of geographic area and population served is provided.
- Description of organization’s ability to implement project is provided.
- **Section III. Proposed Activity Description (35 points)**
  - Proposed project description is provided.
  - Proposed project goals and objectives are identified.
  - Community need for project is described.
  - Proposed partners and their contributions are described
  - Proposed target population is described.
  - Project planning tasks and timeline is provided.
  - Deliverables or final product is identified.
- **Section IV. Project Evaluation (20 points)**
  - Performance measures are described and relate to the proposed project goals and objectives.
  - Description of how performance measures will be analyzed and reported is provided.
- **Section V. Budget (20 points)**
  - Budget expenses are accurate and detailed in the table provided.
  - All itemized expenses requesting OWH support are allowable based on the guidelines included on the form.
  - Budget table clearly indicates the project expenses OWH funds will support.
  - Proposed partners’ actual and/or in-kind contributions are described.
  - NOTE: JSI reserves the right to request revisions to the budget and/or scope of work of any applicant.

## **I. Data Disclaimer**

The Department of Health and Human Services (HHS) Office on Women’s Health has contracted with JSI to administer this project. All materials submitted regarding this funding announcement become the property of HHS. HHS has the right to use any or all information/materials presented in a proposal, subject to limitations for proprietary or confidential information. Disqualifications or denial of the proposal does not eliminate this right.

It is the responsibility of the awardee to identify proprietary information and request that the information be treated as such. Any additional restrictions on the use or inspection of materials contained within the proposal shall be clearly stated in the proposal itself. The privacy policy for JSI is available at <http://www.jsi.com/JSIInternet/privacy.cfm>.

The HHS privacy policy is available at <http://www.hhs.gov/Privacy.html>.

## **J. Required Acknowledgement of OWH Support**

Event materials supported through these funds must include acknowledgment of support from the **U.S. Department of Health and Human Services Office on Women’s Health**. The awardee must also include the following statement on materials distributed at events: **"Funding for this activity was made possible in part by the Department of Health and Human Services (HHS) Office on Women's Health. The views expressed in written materials or publications, and by speakers and moderators at HHS co-sponsored activities, do not necessarily reflect the official policies of the U.S. Department of Health and Human Services; nor does the mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government."**

## **K. Proposal Instructions**

- Complete all sections of the proposal:
  - Contact Information (included as Section I)
  - Organizational Background (included as Section II)
  - Proposed Activity/Project Description (included as Section III)
  - Activity/Project Evaluation (included as Section IV)
  - Activity/Project Budget (included as Section V)
- **Proposals must meet the following criteria to be eligible for review:**
  - Use the current 2012-2013 RFP template
  - Be 6 pages or less
  - All five sections of the RFP are complete

**National Women’s Health Week, 2013 (NWHW)**  
**Contact Information– Section I**

**Contact Information:**

HHS Region: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Project Director: \_\_\_\_\_

Point of Contact for this Proposal: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Organization’s Employer Identification Number  
(EIN)/Tax Exempt Number: \_\_\_\_\_

\*\*Signature of Official with Contracting Authority: \_\_\_\_\_

Print Name: \_\_\_\_\_

**\*\* This is the person with the legal authority to enter into a contractual obligation on behalf of the organization.** For proposals submitted via e-mail, a typed electronic signature with a statement **“this typed signature represents an official signature”** is acceptable.

**Organizational Background – Section II**

1. Describe your organization’s mission, history, and services provided. Include information on your organization’s capabilities and qualifications to implement the proposed project.
2. Provide a brief description of the population and geographic area that your organization serves.

**Proposed Project Description – Section III**

1. What is the proposed project name?

2. What are the purpose, goal(s), and objective(s) of the project? Goals and objectives should be measurable.
3. Describe your proposed project. How will you carry it out? Who are your partners and what will they contribute?
4. Does the proposed project include evidence based or proven activities or interventions? Will you be replicating an evidence based model? If yes, please describe. (For information on a wide range of programs and policies that have been found to be effective, please see “The Community Guide” at <http://www.thecommunityguide.org/index.html>.)
5. Describe the community’s need for the project. Use Quick Health Data Online statistics whenever possible (<http://www.healthstatus2010.com/owh/>).
6. Who is the proposed target population for the project? The description of the target population should include but not be limited to:
  - anticipated number of participants
  - race and ethnicity of participants
  - whether the participants are rural, urban, or both
  - age of participants
  - whether the participants are consumers and/or professionals, and whether this is the same population normally served by your organization
7. How many people will be reached by this project? Describe your marketing and outreach plans for reaching your proposed target population.
8. In the table below, provide a timeline and identify responsibilities for **all** activities required to carry out this project. (Add more rows as needed.)

Activity	Start Date	End Date	Person and Organization Responsible

9. What final product(s) will you submit to JSI at the completion of your project? (e.g., report on proceedings; training curriculum, etc.)

### **Project Evaluation – Section IV**

1. What performance measure(s) will you use, and how will you evaluate the success of your project? Performance measures should be directly related to the goals and objectives described in section III. (Examples of evaluation methods include pre/post-test to measure improved health indicators or questionnaire to measure knowledge gained as a result of this project.) How will the data be analyzed and reported to JSI?

### **Project Budget- Section V**

Funding **will not** be provided for the following:

- capital building projects, overhead, or indirect costs
- equipment to support a Webinar (e.g., purchase of computers)
- food and beverages (including bottled water)
- research, direct clinical services, lab services, and testing kits
- printing and copying over \$1,000
- promotional items (e.g., t-shirts, sunscreen, pens, conference bags)
- creation of books, DVDs, CDs, and other marketing media—this does not include reprinting of DHHS materials
- fundraising activities

Note: Educational materials purchased with this funding must be scientifically-based, medically accurate, and up to date.

**Examples of expenses that can be funded include: speaker fees, facility rental, printing and copying up to \$1,000, and equipment rental.**



1. Describe the entire budget for the project in the table below. (Add or delete rows as needed.)

	<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Budget Line Item and Justification</b>	<b>OWH Contribution (\$)</b>	<b>Contribution from Other Sources (\$) (Identify the Source)</b>	<b>Cost (\$) (Column A+B)</b>
Total			

2. If your budget for the requested funds includes salaries or staff time, please provide a justification.