

**Alabama Department of Public Health
Bureau of Health Promotion and Chronic Disease
Alabama Asthma Program Trainings
Request for Proposals 2013**

I. Overview and Purpose

The Alabama Asthma Program (AAP) of the Alabama Department of Public Health (ADPH) is accepting Request for Proposals (RFP) from entities who want to provide asthma trainings in the state. Asthma education and trainings must be based on the 2007 National Heart Lung and Blood Institute Guidelines for the Diagnosis and Management of Asthma (EPR3), which can be found at <http://www.nhlbi.nih.gov/guidelines/asthma>.

Trainings must focus on one or more of the following:

- preparing individuals to take the asthma educator exam in Alabama
- preparing health care professionals and certified asthma educators to teach asthma self-management
- education on asthma triggers in the home and/or school environment
- case management services to individuals who have asthma

The agreement will run from projected start date of March 8, 2013 to August 1, 2013. The maximum amount of available funds is \$10,000.

Funding for this opportunity is made possible by CDC – ADPH Cooperative Agreement (Addressing Asthma From a Public Health Perspective in Alabama) Number 5U59EH000493-04.

II. Eligible Applicants

- Entities that share a common goal of providing asthma education in Alabama.
- Entities working with individuals living with asthma in Alabama. Preferences include: children 0-9, females, and African Americans.
- Must be able to provide E-Verify information to ADPH if selected.

III. Mini-Grant Requirements

Awardees must:

- Receive approval from the funder for training content and person(s) conducting training so that it meets the goals of the Alabama Asthma Coalition (AAC) State Plan (State Plan can be found at www.adph.org/asthma under publications).
- Attend planning conference calls as requested by the Department.
- Develop a budget, submit invoices to the Department, and provide backup documentation for expenditure of funds.
- Provide evaluation data as requested by the AAP evaluator.

IV. Budget Requirements

Use of Funds

Funds will be used to conduct activities outlined above. Activities will commence within 30 days after execution of the contract agreement with the Department.

Contract funds can be used for:

- Salary
- Postage
- Office supplies/printed materials (such as training booklets, flyers etc.)
- Travel for training trainers/presenters only
- Training venues (meeting rooms, rental fees)
- Satellite time
- Speakers fees
- Cost associated with Continuing Education Units (upon approval by funder)
- Purchase of spacers, peak flow meters, and empty inhaler devices for training and demonstration purposes only

Grant funds MAY NOT be used for:

- Research
- Patient clinical care
- Personal health services, medications, medical devices (such as spacers or peak flow meters), or other costs associated with the medical management of asthma.
- Scholarships for children to attend asthma camps
- Asthma screenings or population-based asthma registry activities
- Construction
- The purchase of items such as pillow case/mattress covers, vacuum cleaners, cleaning supplies, or remediation projects
- Asthma Educator Certification Exam Fees
- Promotional items such as t-shirts, pens, etc.
- The purchase of furniture or equipment
- The purchase of food
- Honorariums
- Fundraising initiatives
- Travel for training attendees

V. Reporting Requirements

For detailed reporting requirements, see Attachment E.

All reports must be turned in by August 15, 2013.

VI. Administration Requirements

Deadline for Submission:

Applications must be received by close of business on February 8, 2013. You may mail or email your application.

Email: melissa.dean@adph.state.al.us Mail:
Melissa Dean, LGSW
Alabama Asthma Program
Alabama Department of Public Health
201 Monroe Street, Suite 900H
Montgomery, AL 36104

Technical Assistance

Applicants requiring technical assistance contact Melissa Dean:

Email: melissa.dean@adph.state.al.us Phone: 334-206-5504

RFP Terms and Conditions

ADPH reserves the right to:

Alter, amend, or modify provisions of this RFP.

Adjust or correct cost figures with the concurrence of the applicant if an error exists and can be documented to the satisfaction of the Department.

Negotiate with the applicants responding to the RFP to serve the best interests of ADPH and State of Alabama.

Modify the detail specifications should none of the applications received meet all of the stated requirements.

If ADPH is unsuccessful in negotiating a grant agreement with the selected applicant within an acceptable time frame, ADPH may begin agreement negotiations with the next qualified applicant(s) in order to serve and realize the best interest of the State.

Project Duration and Start Date

Applicants will be notified in writing of a selected/non-selected application after February 15, 2013. Each selected applicant will enter into a grant agreement with ADPH for the project's period. The projected start date of this grant is March 8, 2013 through August 1, 2013.

VII. Application Content and Format

Please provide the following information in the order listed:

1. Application cover page (Attachment A)
2. Previous relevant work experience (Attachment B)
3. Training Description (Attachment C)

4. Budget (Attachment D)
5. Evaluation (Attachment E)

VIII. Completing the Application

The total pages should not exceed 6 pages (not including appendices and vita). Pages must be typed, double-spaced, and 12-point font.

IX. Grant and Award Criteria

Each application submitted will be reviewed using a two-tiered process. Upon receipt of the application, ADPH staff will check applications for required components. Incomplete applications will not advance through the review process. Grant applications that meet requirements will go through the second tier of the review process. A panel made-up of ADPH professionals who have expertise in community interventions and evaluation will score proposals on the following criteria:

- Application cover page (5 points)
- Previous relevant experience (20 points)
- Training Description (40 points)
- Budget (15 points)
- Meet goals within the AAC State Plan (20 points)

Applications will be placed in rank order.

Attachment A

Applicant Information

1. Name of Organization:

2. Organization Tax ID Number:

3. Organization Mailing Address and Physical Address:

4. Organization Telephone Number and Fax Number:

5. Name, title, contact information, and signature for Training Coordinator/Contact Person:

Signature: _____

6. Name, title, contact information, and signature of organization's chief executive officer

Signature: _____

7. Name, contact information, and signature of organization's chief financial officer:

Signature: _____

Attachment B

Previous Relevant Experience
(Please attach a curriculum vita)

Attachment C

Training Description

Answer the questions below.

What is the focus of your training?

Describe how your training will increase knowledge and skill in asthma education and maintenance.

Who is your target audience and approximately how many persons do you expect to train?

Who or what organization is planning this training?

Who will be conducting the training?

What is your projected timeline to accomplish this training? (Training must be completed by August 1, 2013)

Describe your training format and venue.

Will you provide CEU's (Continuing Education Credits) to the trainees and, if so, how many credits and which disciplines?

Attachment D

Training Budget

Present a full project budget using the template as a guide. Describe how the funds will be used to support activities. Indicate other funds or resources that may be used to accomplish project activities (in kind, cash).

Category	Description	Alabama Asthma Program Funds	TOTAL
Travel			
Supplies List individual supplies and why they are needed (including copying, printing, and postage).			
Promotion List how you plan to promote the training			
Salaries and Fringe			
Other* Identify other needs and explain them here (devices for training and demonstration purposes, satellite time, speakers fees, training venues, CEU's).			
Subtotal			
Institutional Indirect (not to exceed 19.2% of salaries).			
Grand Total			

Attachment E

Evaluation Questions--Prior to Training or Intervention

- Type of training or intervention
- Target audience
- Expected outcome and unit of measure
- Projected timeline for completion
- Will CEU or CRT credits be given for training? How many?

Evaluation Questions Embedded in Pre- and Post-Tests

- Contact information: _____
- Age: _____
- Race: _____
- Occupation: _____
- Will you use the information presented today in your job? _____
- If not, state how you will utilize the information? _____

You must turn in a copy of all pre- and post-test answers, with the above questions included within 30 days of training completion or no later than August 15, 2013.