

Florida Department of Health

(RFA23-006)

**COMPREHENSIVE HEALTH RESEARCH
GRANT OPPORTUNITY**



Florida Department of Health

May 29, 2024

Application Deadline:

June 4, 2024, at 5:00pm Eastern Time

TABLE OF CONTENTS

RFA23-006 TIMELINE

1.0 INTRODUCTION	1
1.1 Program Authority	1
1.2 Notice and Disclaimer.....	1
1.3 Purpose.....	1
1.4 Available Funding.....	1
2.0 PROGRAM OVERVIEW	1
2.1 Background.....	1
2.2 Priority Areas.....	1
2.3 Program Expectations.....	1
2.4 Applicant Project Results.....	2
3.0 TERMS AND CONDITIONS OF SUPPORT	2
3.1 Eligible Applicants.....	2
3.2 Eligibility Criteria	2
3.3 Minority Participation.....	2
3.4 Corporate Status.....	3
3.5 Period of Support	3
3.6 Use of Grant Funds.....	3
4.0 APPLICATION REQUIREMENTS.....	4
4.1 Application Forms	4
4.2 Order of Application Package.....	4
4.3 Compliant Budget Form and Budget Justification Narrative	4
5.0 REQUIRED CONTENT OF THE NARRATIVE SECTION.....	4
5.1 Project Summary.....	4
5.2 Statement of Need.....	4
5.3 Objectives	5
5.4 Program Plan.....	5
5.5 Evaluation Plan	5
5.6 Management Plan.....	5
5.7 Appendices.....	5
6.0 SUBMISSION OF APPLICATION.....	6
6.1 Application Deadline	6

6.2 Submission Methods.....	6
7.0 EVALUATION OF APPLICATONS	6
7.1 Receipt of Applications.....	6
7.2 How Applications are Scored	6
7.3 Awards	7
7.4 Award Criteria	7
7.6 Posting of Awards.....	7
8.0 REPORTING AND OTHER REQUIREMENTS	7
8.1 Post Award Requirements.....	7
9.0 REQUIRED FORMS	
9.1 Application For Funding.....	
9.2 Budget Narrative.....	
9.3 Certification Of Drug Free Work Place	
9.4 IRS Non-Profit Status Section 501(C)(3)	

PROJECT SUMMARY OUTLINE

SAMPLE WORK PLAN

FLORIDA DEPARTMENT OF HEALTH STANDARD CONTRACT

FINANICAL COMPLIANCE AUDIT

TIMELINE
RFA# 23-006

Prospective applicants shall adhere to the Request for Application (RFA) timelines as identified below.

Schedule	Due Date	Location
Request for Applications Released and Advertised	05/29/2024	Department of Health Grant Funding Opportunities Website: https://www.floridahealth.gov/about/administrative-functions/purchasing/grant-funding-opportunities/index.html
Submission of Questions	05/30/2024	Submit Questions to flhealthsurvey@flhealth.gov
Anticipated posting of Answers to Questions	05/31/2024	Department of Health Grant Funding Opportunities Website: https://www.floridahealth.gov/about/administrative-functions/purchasing/grant-funding-opportunities/index.html
Applications due (no faxed or mailed applications will be accepted)	Must be received by 06/4/2024, 5:00pm ET	Submit application via email to: flhealthsurvey@flhealth.gov
Anticipated award date	06/11/2024	Department of Health Grant Funding Opportunities Website: https://www.floridahealth.gov/about/administrative-functions/purchasing/grant-funding-opportunities/index.html

Section 1.0 INTRODUCTION

1.1 Program Authority

Section 20.43(1)(c), Florida Statutes.

1.2 Notice and Disclaimer

Grant awards will be determined by the Department of Health in accordance with this publication based on the availability of funds.

1.3 Purpose

The purpose of this RFA is to obtain data via a comprehensive assessment among Florida residents to determine:

- Public perceptions of pregnancy, reproductive, and labor and delivery health.

1.4 Available Funding

The Department of Health intends to award up to \$100,000 to support one or more projects procured through this RFA.

Section 2.0 PROGRAM OVERVIEW

2.1 Background

The Department of Health is statutorily charged to protect and promote the health of all residents and visitors in the state through organized state and community efforts. To support these efforts, the Department of Health collects, manages, and analyzes health data to inform the public, formulate public health planning efforts, and implement evidence-based initiatives in Florida.

2.2 Priority Areas

The priority population for this project is adult residents of Florida aged 18 years of age and above. Special efforts should be made to engage groups underrepresented in community data collection projects, e.g., racial and ethnic minorities, Spanish-speaking individuals, veterans, and individuals with disabilities.

2.3 Program Expectations

Applicant will be responsible for developing methodologies for conducting comprehensive surveys, ensuring representative sampling techniques that identify regional variations, data collection, and subsequent analysis of data collected.

2.4 Applicant Project Results

If selected, the applicant will be expected to:

- Develop a methodology for conducting a comprehensive assessment to assist the Department of Health in obtaining data related to:
 - Public perceptions of pregnancy, reproductive, and labor and delivery health.
- Develop a survey instrument for collecting the data;
- Conduct a survey of adult residents in Florida;
- Prepare a report that summarizes the results for the entire state of Florida; and,
- Provide the Department of Health with the quantitative data in an Excel, ASCII, SPSS or SAS file and the qualitative comments in an Excel file.

Section 3.0 TERMS AND CONDITIONS OF SUPPORT

3.1 Eligible Applicants

Applicants must be legal business entities including, but are not limited to, institutions of higher learning, health care providers, government agencies, and not-for-profit Section 501(c)(3) entities as determined by the Internal Revenue Service (IRS).

All individuals, organizations and agencies submitting an application for funding are advised that accepting state dollars under this RFA will require recipients' compliance with all federal and state laws, executive orders, regulations and policies governing these funds.

All vendors doing business with the State of Florida must have a completed W-9 on file with the Department of Financial Services. If awarded, the process can be completed at: <https://flvendor.myfloridacfo.com>. To be eligible to receive a grant, all corporations, limited liability companies or partnerships and their sub-contracts seeking to do business with the State shall be registered with the Florida Department of State in accordance with the provisions of Chapters 607, 608, 617 and 620, Florida Statutes.

3.2 Eligibility Criteria

Eligible applicants shall have demonstrated experience in conducting social science research and engaging with diverse populations. Applicants meeting the following criteria are eligible to apply for funding under this RFA:

1. Licensed to do business in the State of Florida for the services they are proposing to deliver, have a 501(c)(3) certification if the agency is not for profit, and meet all State and local laws and regulations.
2. Not have been placed on the convicted vendor list.
3. Able to fully communicate with those being served and sensitive to partner and community members/residents' ethnic and cultural background.

3.3 Minority Participation

In keeping with the One Florida Initiative, the Department of Health encourages minority business participation in all its procurements. Applicants are encouraged to contact the Office of Supplier Diversity at 850-487-0915 or visit their website at <http://osd.dms.state.fl.us> for information on becoming a certified minority or for names of existing certified minorities who may be available for subcontracting or supplier opportunities.

3.4 Corporate Status

For all corporate applicants, proof of corporate status must be provided with the application. Tax-exempt status is not required, except for applications applying as non-profit organizations. Tax-exempt status is determined by Section 501(c)(3) of the IRS Code. Any of the following is acceptable evidence:

- A statement from a state taxing body, State Attorney General, or other appropriate state official, certifying that the applicant has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals.

3.5 Non-Corporate Status

Documentation that verifies the official not-for-profit status of an organization in accordance with Chapter 617, Florida Statutes.

3.6 Period of Support

Starting June 11, 2024 or on Date of Contract Execution, whichever occurs first, and shall end on June 30, 2024.

3.7 Use of Grant Funds

Allowable Costs – must be reasonable, necessary, and directly related to the provision of services and are limited to the following:

- Personnel
- Consultants employed directly by the applicant
- Supplies
- Travel
- Meeting space for partner or community engaged meetings (e.g., focus groups, data prioritization meeting)
- Marketing to promote partner or community engaged meetings (e.g. focus groups, data prioritization meeting)
- Promotional items for community member engagement, valued at no more than \$15/item.

Unallowable Costs – include, but are not limited to the following:

- Building alterations or renovations
- Construction
- Direct services (e.g., hiring grant writers to prepare competitive grant applications, supporting direct patient services such as counseling)
- Food products or services
- Fringe benefits for temporary employees
- Fund raising activities.

Section 4.0 APPLICATON REQUIREMENTS

4.1 Application Forms

Applicants must use the official forms attached to this RFA. Alternate forms may not be used.

4.2 Order of Application Package

Applications for funding must address all sections of the RFA in the order presented below and in as much detail as requested. Order of application package:

1. Application Cover Page;
2. Table of Contents;
3. Narrative Section (Section 5.0);
4. Budget Narrative;
5. Required Forms (Section 9.0); and,
6. Appendices (optional).

Section 5.0 REQUIRED CONTENT OF THE NARRATIVE SECTION

5.1 Project Summary

This section identifies the summary of the applicant’s project and the standards for writing and submitting projects for review. The application must meet the following:

- Not exceed 28 pages in length. This page count includes: the Statement of Need, Objectives, Program Plan, Evaluation Plan, and Management Plan and should reflect the applicant’s current expertise and capacity based on current and prior projects.
- Consist of the cover page, table of contents, and required forms. Appendices are optional.
- In 12-point font with 1-inch margins

5.2 Statement of Need

Applicants shall identify, in narrative form, the following information:

1. Estimated total number of residents to be reached through the comprehensive health research survey;
2. Process to engage residents, in particular groups underrepresented in community data collection projects, e.g., racial and ethnic minorities, Spanish-speaking individuals, veterans, and individuals with disabilities.
3. Describe current or prior successes or challenges engaging community members and partners and conducting similar projects statewide.

5.3 Objectives

Applicants should describe their overall project objectives to address the purpose as stated in Section 1.3. These could be described as SMART goals (specific, measurable, appropriate, realistic, and time-bound); however, this format is not required.

5.4 Program Plan

This section must describe how the proposed project will be carried out and be linked to the needs and objectives. The applicant should describe project activities and address:

- How current and prior projects can or will contribute to success of the process;
- Methods of marketing and outreach for survey dissemination/collection;
- The provider's software and staff capabilities to perform data and statistical analysis; and
- The provider's capacity to conduct community engagement, specifically surveys and focus groups, in English and Spanish.

5.5 Evaluation Plan

This section must describe how the applicant will evaluate the activities related to the execution of the survey. It is expected that evaluation activities will be implemented at the beginning of the project to capture and document actions contributing to the successful outcome of the project.

5.6 Management Plan

This section identifies those administration and management strategies that will be used in the project.

For Example:

- Discuss relevant qualifications of proposed key staff for the project. Provide a resume for each proposed staff (not counted toward page limit).
- Indicate the level of effort for each proposed key staff position (e.g. 50%, 75%), including pertinent staff provided on an in-kind basis.
- Provide position or job descriptions for staff positions, including those to be filled, if applicable.
- A brief description of the organization and its qualifications.
- A description of the applicant's approach to project management.

5.7 Appendices

All appendices must be clearly referenced and support elements of the narrative. Appendices do not count towards the application page limit.

For Example:

- The organization's mission statement
- Organizational Chart
- Sample data collection instruments
- Relevant brochures or newspaper article
- Previous project reports

Section 6.0 SUBMISSION OF APPLICATION

6.1 Application Deadline

Application Deadline: **06/4/2024** at 5:00pm Eastern Time. Applications received after the deadline will not be considered.

6.2 Submission Methods

Applications must be emailed to the flhealthsurvey@flhealth.gov.

Section 7.0 EVALUATIONS OF APPLICATIONS

7.1 Receipt of Applications

Applications will be screened upon receipt. Applications that are not complete, or that do not conform to or address the criteria of the program will be considered non-responsive. Complete applications are those that include the required forms in the Required Forms Section of this application. Incomplete applications will be returned with notification that it did not meet the submission requirements and will not be entered into the review process.

7.2 How Applications are Scored

Each application will be evaluated and scored based on the evaluation criteria below. Evaluation sheets will be used by the review committee to designate the point value assigned to each application. The scores of each member of the review committee will be averaged with the scores of the other members to determine the final scoring. The maximum possible score for any application is 65 points.

Evaluation Question	Maximum Possible Points
Need Statement (20 points) To what extent does the applicant demonstrate an understanding of and ability to fulfill the goals and requirements for the project?	20
Objective (35 points total) To what extent does the applicant demonstrate ability to furnish the eligible services listed in this RFA including: A. Prior experience conducting similar comprehensive surveys statewide (15 points) B. Capacity to engage community members in data collection steps (10 points) C. Examples of prior projects i.e. reports provided as appendices (10 points)	35
Program Plan (10 points each) Does the applicant completely describe the: A. How current and prior projects/programs can or will contribute to success of survey process (2.5 points) B. Methods of marketing and outreach for survey dissemination/collection (2.5 points) C. The provider's software and staff capabilities to perform data and statistical analysis (2.5 points) D. The provider's capacity to conduct community engagement, specifically surveys and focus groups, in English and Spanish (2.5 points)	10
Total	65

7.3 Awards

Award(s) will be determined by the Department of Health at its sole discretion based on the availability of funds.

7.4 Award Criteria

Funding decisions will be determined by the Department of Health on the basis of merit as determined by responses to this RFA and with established evaluation criteria as described in Section 7.2.

7.5 Posting of Awards

Awards will be listed on the website at: <http://www.floridahealth.gov/about-the-department-of-health/about-us/administrative-functions/purchasing/grant-funding-opportunities/index.html> on or about 06/05/2024.

Section 8.0 REPORTING AND OTHER REQUIREMENTS

8.1 Post Award Requirements

Funded applicants will be required to submit:

- Progress reports and other supporting documents in accordance with the Scope of Work.
- The Department of Health reserves the right to evaluate the organization administrative structure, economic viability, and ability to deliver services prior to final award and execution of the contract.

Section 9.0 REQUIRED FORMS

9.1 Application for Funding

9.2 Budget Narrative

9.3 Certification Of Drug Free Work Place

9.4 IRS Non-Profit Status 501 (C) (3)