



Montana Public Health 101: Improving the Health of Citizens by Training the Public Health Workforce.

Project Overview:

With \$28,000 in grant funding from the Montana Healthcare Foundation (MHCF), the Montana Public Health Association (MPHA) seeks a consultant to support the development of a public health orientation training. The consultant will work with a contractor to build the online modules for the Montana Public Health workforce.

Specifically, the selected consultant will:

- Understand the Montana Public Health System
- Be familiar with public health program development
- Liaise with Project Partners (MHCF, MPHA, and others)
- Work with Subject Matter Experts
- Research, Compile, and Organize Training Module Content
- Work with Rocky Mountain Public Health Training Center as the contractor for module development

Background:

MPHA will support the strengthening of local, tribal, and state health departments by developing an online orientation to public health workers in Montana, alongside members of the Montana Public Health Workforce Development Group (MTPHWFD Group). The Group is comprised of statewide public health organizations: Area Health Education Center (AHEC), Office of Rural Health (ORH) Montana State University, Association of Montana Public Health Officials (AMPHO), Montana Environmental Health Association (MEHA), Montana Public Health Association (MPHA), Public Health System Improvement Office (PHSIO), Public Health and Safety Division (PHSD), Department of Public Health and Human Services (DPHHS), Rocky Mountain Public Health Training Center (RM-PHTC), Colorado School of Public Health (Colorado SPH), and School of Public and Community Health Sciences/University of Montana (UM). All members will provide subject matter expertise and support content development. In addition, RM-PHTC will provide project operations, instructional design, and technical content creation support.

The goal of this project is to create an interactive, online learning experience which provides Montana's new public health workers with information on the state's public health system and their role in it. Accessible to all health departments and public health workers statewide, this orientation will provide information, resources, and support, and contribute to the development of a more confident and effective public health workforce.

Purpose:

To ensure health departments provide consistent and quality services statewide, it is essential that all public health staff go through the same introductory training on the public health system in Montana. The state's formal academic degree in public health is less than a decade old and those new to the public health workforce may not have experience or education in the field. Workers need to understand that health is determined by far more than healthcare. This project will provide a foundational understanding of public health and create a standardized way of integrating public health workers into the state's public health system. It will advance the understanding of public health in Montana, encourage a stronger sense of connection between public health workers, support the development of a highly effective public health workforce, train on public health competencies, and counteract some of the negative workforce trends that the state is experiencing.



Preferred Experience

1. At least 5 years consulting/contracting experience
2. At least 5 years project management experience
3. Proof of success with project management tools
4. Experience with grants preferred
5. Experience coordinating projects with partners and stakeholders
6. Experience working in or with the Public Health System across Montana

Public Health 101 Consultant Scope of Work:

• ***Liaise with Project Partners***

- Serve as the primary communicator between MPHA, MTPHWFD Group, and RM-PHTC.
- Participate in meetings with MPHA and MTPHWFD Group to gain a thorough understanding of training goals, audience, timelines, and other expectations.
- Participate in meetings with RM-PHTC’s instructional design and operations teams to gain a thorough understanding of the online training development process, content needs, and timeline.
- Provide effective and consistent communication between MPHA, MTPHWFD Group, and RM-PHTC regarding progress, timeline, content, and review.
- Monitor and manage project timeline and internal deadlines.
- Maintain positive relationship with project partners.

• ***Work with Subject Matter Experts***

- Contribute to the development of potential subject matter experts throughout Montana with the support of MTPHWFD Group and RM-PHTC.
- Identify subject matter experts who may be able to supply content for the project.
- Invite subject matter experts to participate in content development for the project.
- Coordinate with RM-PHTC’s instructional design and implementation staff.
- Communicate effectively with subject matter experts to elicit appropriate content support (as guided by the Instructional Design team), within timeframe provided.

• ***Researching, Compiling, and Organizing Training Content***

- Conduct online research on public health topics to supplement the material provided by subject matter experts.
- Conduct online research to identify trainings on a topic and/or review of training scans previously conducted to identify potential existing training content to incorporate or build upon.
- Serve as a liaison between RM-PHTC’s Instructional Design team and external subject matter experts to collect the content that will be included in the orientation training.
- Create initial outline of training content based on research of the topic and/or content from subject matter experts.

Schedule of Events for RPF Process

Event	Date
RFP issued	1-2-19
Invitation for questions submission open	Open until 1-31-19
Proposal and materials due	2-1-19
Target for consultant selection	2-15-19
Work begins	3-1-19
Work commences	11-30-20
Final grant report due	12-31-20



How to Apply:

Please submit a proposal of no more than 5 single-spaced pages describing how consultant meets (or exceeds) the program requirements specified on page 2. In the proposal, please include at one example that demonstrates consultant experience on a similar project. Finally, please include CVs of the primary staff (not included in the 5-page limit).

Please send proposal as an email attachment to Lora Wier (lorawier@outlook.com) by 5 p.m. MST February 1, 2019.

After submitting your proposal, if consultant does not receive a confirmation of receipt within 24 hours, please email Lora Wier (lorawier@outlook.com) to ensure receipt. In fairness to all applicants, MPHA will not accept any proposals received after the deadline for any reason and will not review incomplete applications.

Notice to Applicants:

Please be advised that MPHA reserves the right to modify the terms of the RFP with reasonable notification to all interested parties. This RFP and any related discussions or evaluations by anyone create no rights or obligations whatsoever. MPHA may cancel or delay this solicitation at any time at its own discretion. Anything to the contrary notwithstanding, the contract executed by MPHA and the selected applicant, if any, will be the exclusive statement of rights and obligations extending from this solicitation. Applicants are further advised that all information submitted in response to this solicitation shall remain in the public domain.

Certifications:

On behalf of the Offeror/Consultant:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
- B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- E. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- F. The individual signing certifies that he/she has read and understands all the information in this Request for Proposal.
- G. The individual signing certifies that the Offeror, and any individuals to be assigned to the project, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state or local government.

Dated this _____ day of _____, 2019

Offeror's Firm Name

Signature of Offeror's Representative

Printed Name and Title of Individual Signing