



SAFE STATES

An Alliance to Strengthen the Practice of Injury and Violence Prevention

REQUEST FOR PROPOSALS: DEVELOPING A BLUEPRINT FOR THE FUTURE OF THE CORE STATE VIOLENCE AND INJURY PREVENTION PROGRAM (CORE SVIPP)

**DEADLINE TO RESPOND:
THURSDAY, SEPTEMBER 26, 2019
11:59 PM EST**

ABOUT THE SAFE STATES ALLIANCE

Established in 1993, the Safe States Alliance (Safe States) is a national, non-profit 501(c)(3) organization and professional association whose mission is to strengthen the practice of injury and violence prevention. The Safe States Alliance is the only national association comprised of public health injury and violence prevention professionals representing all U.S. states and territories. Learn more about the Safe States Alliance at www.safestates.org.

OVERVIEW OF CONSULTANT OPPORTUNITY

Safe States is requesting proposals for a qualified consultant and facilitator to conduct a series of activities to comprehensively review past and current iterations of the Centers for Disease Control and Prevention-funded *Core State Violence and Injury Prevention Program* (Core SVIPP), engage and convene a national expert panel to review progress made and lessons learned under the Core SVIPP program in a two-day in-person meeting (tentatively scheduled for April 2020), and develop a blueprint report with a set of findings that would build on, but not be limited to, the findings of the convening, case stories, historical perspectives and recommendations. The goal of this process is to develop a product to guide future iterations of the Core SVIPP.

Background

The Centers for Disease Control and Prevention's (CDC) [Core State Violence and Injury Prevention Program \(Core SVIPP\)](#) is the only grant program of its kind dedicated to implementing, evaluating, and expanding strategies to reduce states' most pressing injury and violence problems. Administered by CDC's National Center for Injury Prevention and Control (NCIPC), the program builds upon the infrastructure that was established through previous iterations of the Core VIPP CE11-1101, with its current state purpose being to: 1) decrease injury and violence related morbidity and mortality and 2) increase sustainability of injury prevention programs and practices.

The original Core SVIPP program began in 1997, and the program has been formally known by a variety of names over more than two decades. The program was often informally referred to as the "Core State Injury Program" because it funded states to support "core" capacity building and surveillance activities to prevent and control injuries. Previous iterations of Core SVIPP funded as few as three and as many as 30 states to support injury and violence prevention activities.

Currently, base-level funding for Core SVIPP supports [23 state health departments](#) at a level of \$250,000 annually for five years (2016 – 2021). Supplemental funding is available to four states for Surveillance Quality Improvement (\$150,000 each per year) and five states to serve as [Regional Network Coordinating Organizations](#) (\$75,000 each per year). Unlike previous iterations of the program that relied on individual states to determine their respective needs and priorities, the



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current Core SVIPP program focuses on four key injury areas: child abuse and neglect, traumatic brain injury, motor vehicle crash injury, and intimate partner and sexual violence.

Core SVIPP possesses enormous potential to support state health department efforts to prevent injuries before they occur, with a focus on assuring the implementation of best practices in violence and injury prevention while reducing the cost and societal burden of injuries and violence. In its current form, there remain opportunities for the program to have maximum public health impact. It is critical that the next iteration of Core SVIPP program consider evolving workforce needs, issues associated with communicating program impacts, emerging IVP issues, cultural and political will implications, and technological opportunities. In addition, there are significant opportunities to grow the program relative to the number of funded state programs and their respective funding levels.

With financial support through Cooperative Agreement # 5 NU17CE924917-02 from the CDC, the Safe States Alliance is engaging in activities to review the strengths and opportunities of Core SVIPP to outline a blueprint to meet the needs of today's state injury and violence prevention programs, as well as the needs of future state injury and violence prevention programs. These activities include:

- Conducting a comprehensive environmental scan of the Core SVIPP program from its initial conception to its current iteration, including reviews of funding levels, funding breadth, scope of activities, programmatic support, efficacy, and integration with other IVP efforts;
- Convening a panel of national experts to review progress made and lessons learned through Core SVIPP with the goal of developing recommendations and guidance for a forward-looking blueprint for a 50-state program; and
- Developing a formal, blueprint report outlining the recommendations to be shared with a series of national stakeholders.

SCOPE OF WORK

Proposals may be submitted by individual consultants and/or teams of consultants (e.g., a group of independent consultants, intra- or inter-agency teams, etc.) to fully address the Scope of Work however one consultant should take the lead for purposes of contracting and ensuring deliverables are met. Proposals can include additional milestones; however, **the major tasks below must be incorporated into the proposal's Scope of Work**. Please note that the timeline on this project is fixed due to grant funding periods and is not flexible. Tasks include:

1. Participating in a series of kick-off calls with Safe States (no later than October 30, 2019) and CDC (no later than November 1, 2019).
2. Finalizing the scope of work and timeline by November 8, 2019.
3. Conducting a comprehensive environmental scan (landscape analysis) of the Core SVIPP program from its inception to its current iteration by January 31, 2020.
4. Developing session goals and draft agendas for up to three virtual meetings of an expert panel by January 21, 2020.
5. Developing a summary of the environmental scan by February 14, 2020.
6. Developing session goals and draft agenda for in-person meeting of the expert panel by February 21, 2020.
7. Leading the planning and facilitation of up to three virtual meetings of expert panel members by March 13, 2020.
8. Finalizing the expert panel meeting agenda and preparing all background materials by March 13, 2019.
9. Leading the planning and implementation of the two-day, in-person convening of national experts by March 27, 2020.
10. Providing written documentation of expert panel recommendations by April 8, 2020.
11. Follow-up with national experts to obtain additional input, feedback, and recommendations by April 24, 2020



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12. Engaging with communications experts (external consultants to be hired by Safe States) to review messaging and framing of recommendations by May 8, 2020.
13. Submitting a draft comprehensive blueprint report of the recommendations, case stories, historical perspective, and other identified elements by May 29, 2020.
14. Implementing a peer-review process for obtaining feedback on the blueprint report from external stakeholders by June 26, 2020.
15. Submitting a revised, graphically designed draft of the blueprint document to Safe States and CDC by July 17, 2020.
16. Producing a final, graphically-designed, publishable blueprint document by August 7, 2020.
 - a. *Note: All final files should be shared in both an editable format (e.g., Microsoft Word, Adobe Illustrator, etc.), as well as PDF format. Any supporting files (e.g., interview notes, graphic files, images, etc.) should be shared as a part of the final product.*
 - b. *Contractors are encouraged to consider digital publishing solutions beyond traditional PDF document formats to enhance document use, readability, and engagement.*
17. Participating in regular check-in calls with Safe States staff throughout the project period.
18. Providing feedback and general support to Safe States as it develops collateral resources through September 29, 2020.

To support the consultant, Safe States will:

- Provide copies of previously collected data and resources related to Core SVIPP and its recipients to serve as a foundation for the environmental scan.
- Identify and confirm all subject matter experts that will participate in expert panel and any virtual events.
- Provide technological platforms (e.g., Adobe Connect, conference lines, etc.) for virtual events.
- Coordinate logistics associated with the in-person meeting of the expert panel (i.e., facilitating participant travel, identifying the venue, and coordinating hotel/meeting room needs – e.g., AV, supplies, printed materials, etc.).
- Provide input and support throughout the environmental scan and the development of meeting agendas, plans, and other materials developed by the consultant.
- Review and provide feedback on the blueprint report.
- Facilitate the feedback process with CDC on the blueprint report.
- Provide access to an external consultant for the purposes of reviewing messaging and framing.

Term of Contract, Fee Schedule, & Invoicing

The term of the consultant opportunity is for up to 12 months (October 2019 – September 2020). The proposal should be submitted as a “fixed fee” or “not to exceed fee” within the estimated cost per task or deliverable provided. An invoicing and payment schedule will be determined in collaboration with the selected contractor. Invoices must be connected to agreed-upon deliverables and will be paid within 30 days of receipt.

CONSULTANT SKILLS & EXPERIENCE

Prospective consultants must have extensive expertise and experience with:

- Conducting comprehensive environmental scans or background research to guide programmatic efforts.
- Working with federally funded programs implemented at the state level. Preference will be given to applicants familiar with CDC/NCIPC, including their organizational culture, funding streams, and programmatic offerings.
- Meeting and group facilitation, including the ability to facilitate virtual and in-person meetings with subject matter experts for information gathering and consensus building.

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- Developing visionary strategic plans and reports for national-level stakeholders.
- Working with non-profit organizations, public health departments, and federal agencies.
- Public health; preference will be given to applicants with strong understanding of public health injury and violence prevention efforts at the state level.
- Professional writing, graphic design, and digital publishing experience to support report publication for national-level stakeholder audiences.

AWARD AMOUNT

The total award available for this opportunity is \$67,500, inclusive of contractor travel costs for the expert panel and graphic design work. Work completed after September 29, 2020 will not be reimbursable.

PROPOSAL ELEMENTS & SELECTION CRITERIA

A proposal in response to this opportunity must include the following elements:

1. A brief **cover letter** that includes a brief statement of interest related to the contractor opportunity.
2. A **detailed description and evidence of the consultant's qualifications**. (See the section, "Consultant Skills & Experience.") If the consultant submits a proposal with a team of consultants, the role and expertise of all consultants should be included.
3. A **detailed Scope of Work** that:
 - a. Describes how the proposed activities and deliverables in the Scope of Work will be accomplished.
 - b. Includes a timeline of all tasks/milestones to be achieved and anticipated completion dates.
 - c. Discusses anticipated issues related to the Scope of Work and ways to prevent or mitigate them.
 - d. Describes communication methods that will be used to apprise Safe States and CDC staff on the status of deliverables.
4. **An itemized estimate of fees** to be charged by task/deliverable associated with the Scope of Work, including estimated costs associated with travel to Washington, DC for the two-day in-person roundtable meeting.
5. At least **two (2) samples of previous work** that convey and describe the consultant's ability to successfully complete the Scope of Work.
6. **Resumes or CVs**.
7. At least **two (2) professional contacts** (names, titles, phone numbers, and email addresses) from organizations that have been clients within the last 36 months that can serve as references.

Reviewers from Safe States will evaluate and score proposals based on their quality and adherence to the proposal elements described above. All applicants will be notified of their proposal status by or before October 11, 2019. The anticipated start date for the contractor is by or before October 30, 2019.

PROPOSAL SUBMISSION

Proposals will be accepted through Thursday, September 26, 2019 at 11:59 PM EST. Submit your proposal at: <https://www.surveymonkey.com/r/FW77FF9>.

Questions about this opportunity can be submitted to Sharon Gilmartin, Safe States Deputy Director, at sharon.gilmartin@safestates.org or (770) 690-9000.

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