



SAFE STATES

An Alliance to Strengthen the Practice of Injury and Violence Prevention

REQUEST FOR PROPOSALS:

ENGAGING BUSINESS AND INJURY AND VIOLENCE PREVENTION PROFESSIONALS IN REDUCING THE BURDEN OF INJURIES AND VIOLENCE

**Consultant to conduct a landscape analysis, lead an in-person convening,
and support the development of a road map resource**

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 assess past and current partnerships between the business and public health injury and violence prevention (IVP) sectors, engage stakeholders from both sectors through an in-person convening, and develop a road map resource for future partnerships.

The goal of this process is to identify key characteristics of successful partnerships and build on those elements in order to proactively support future collaboration. The convening is tentatively scheduled to take place in early April 2020; the location has not yet been confirmed.

Background

There is strong interest in fostering meaningful collaboration between the business sector and Injury and Violence Prevention (IVP) program leaders at the state and national level. Significant opportunities exist to facilitate an evidence-based approach to injury prevention that marries research, practice integration, and translation into business practices. The Safe States Alliance has partnered with the National Safety Council to explore these opportunities, and the area of greatest joint interest in such collaboration centers around “off the job safety.”

“Off the job safety” is a concept referring to the conditions or behaviors that occur in environments outside of the workplace and impact the health and safety of employees, their families and communities. This issue is a shared concern for IVP programs and the business sector because more than 150 million people are employed in the U.S. and approximately 70 percent of injuries to the workforce occur when they are not at work, yet the impact on employers is significant.



SAFE STATES

An Alliance to Strengthen the Practice of Injury and Violence Prevention

Through formative activities, business sector representatives stressed the importance of understanding the cultural differences between the business sector and the public health sector that shape attitudes and language around health and safety. Understanding these differences and adapting the way that public health practitioners communicate about IVP is critical for developing tools and resources in such language, and that recognize and incorporate the numerous competing interests and responsibilities required of those in the business sector.

Communicating how IVP partners can be helpful, communicating the return on investment and social responsibility of the business community and communicating what “ask” IVP partners might have of business sector partners in a way that is clear, efficient and easily processed is likely to foster a mutually beneficial relationship. Similarly, access to public health IVP resources like current, easily accessible data, best practices in prevention strategies, and evaluation, is something that business sector partners have indicated they would find helpful. IVP public health practitioners are key resources in these regards, and their expertise extends beyond injury prevention to include violence prevention, mental health promotion and substance abuse prevention.

Most historical examples of collaborative efforts in off the job safety or IVP initiatives involve brief information sharing through emails, bulletins, brochures or issue briefs often related to specific opportunities, such as holiday safety, June Safety Month or health fairs. Businesses are already a venue for health-promoting efforts such as tobacco cessation and weight loss programs. Programming on IVP could be offered in a similar way. The worksite can be the setting for cultural change around mental wellness and stress management-which can mitigate risk for injury and violence.

With financial support through Cooperative Agreement # 5 NU17CE924917-02 from the Centers for Disease Control and Prevention (CDC), Safe States is building on earlier activities to build meaningful collaboration between the business and public health IVP sectors by:

- Conducting a landscape analysis of past and existing partnerships to identify themes across partnerships that contributed to their success, rules or regulations that affect such partnerships, and any model initiatives or components therein that could be replicated therein;
- Hosting a convening of IVP and business representatives to establish shared priorities and next steps; and
- Developing strategic resources (e.g., messaging, technical documents for program implementors, a road map for future partnerships, etc.) to support cross-sector collaborations for IVP.

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 call with Safe States (no later than October 25, 2019) and CDC (no later than November 1, 2019).
2. Finalizing the scope of work and timeline by November 8, 2019.
3. Conducting a landscape analysis of past and current partnerships between IVP and business sector entities (inclusive of more general public health – business sector partnerships outside of IVP, if appropriate) by February 14, 2020.
4. Developing a summary of the landscape analysis by March 2, 2020.
5. Developing session goals and draft agenda for in-person convening by March 13, 2020.
6. Finalizing the in-person meeting agenda and preparing all background materials by March 27, 2019.
7. Leading the planning and implementation of the in-person convening of business and public health IVP sector representatives by April 17, 2020.

Request for Proposals: Consultant to conduct a landscape analysis, lead an in-person convening, and support the development of a road map resource



SAFE STATES

An Alliance to Strengthen the Practice of Injury and Violence Prevention

- a. NOTE: The timing of the convening is tentative and is dependent on external stakeholder availability. Safe States will work with all involved parties to coordinate the convening timing.
- b. NOTE: The meeting is not to exceed 1.5 business days
8. Drafting a summary report of the convening that will serve as a road map (“road map report”) for future convenings by May 8, 2020.
9. Implementing a peer-review process for obtaining feedback on the road map report from convening participants and CDC by June 5, 2020.
10. Submitting a revised draft with preliminary graphic design of the road map report to Safe States and CDC by June 26, 2020.
11. Producing a final, graphically-designed, publishable road map report by July 15, 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.*
12. Participating in regular check-in calls with Safe States staff throughout the project period.
13. 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 all materials of past efforts to assess the landscape of past and current business/IVP partnerships (2017 Roundtable report, summary report from series of 2019 key informant interviews, and interview transcripts).
- Identify and confirm all subject matter experts that will participate in the in-person convening.
- Coordinate logistics associated with the in-person meeting (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 landscape analysis and the development of meeting agenda, plans, and other materials developed by the consultant.
- Review and provide feedback on the road map summary report.
- Develop additional, related resources identified as needed through the in-person convening.

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 or their team must have extensive expertise and experience in:

- Conducting comprehensive background research (e.g., landscape analysis) to inform programmatic efforts.
- Facilitating and conducting in-person meetings involving subject matter experts.
- Developing strategic plans, action plans, and summary reports.
- Soliciting and incorporating participant feedback on reports and plans.
- Working with non-profit organizations, public health departments, and federal agencies.
- Graphic design for report publication.

Other expertise that is preferred, but not required, includes:

Request for Proposals: Consultant to conduct a landscape analysis, lead an in-person convening, and support the development of a road map resource



SAFE STATES

An Alliance to Strengthen the Practice of Injury and Violence Prevention

- Knowledge of injury and violence prevention efforts in state and local health departments.
- Understanding of wellness and safety efforts led by the corporate sector

AWARD AMOUNT

The total award available for this opportunity is \$16,700, inclusive of contractor travel costs for the in-person meeting and graphic design. 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 in-person convening.
 - a. **NOTE:** The location of the meeting has NOT been confirmed; Washington, DC is being used for estimate purposes only.
 - b. **NOTE:** Travel estimates should align with a 1.5 day meeting duration.
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 mid-October 2019. The anticipated start date for the contractor is on or before October 21, 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/FC9MWNL>.

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