DATA ANALYSIS for the 2024 INJURY & VIOLENCE PREVENTION PROGRAM INFRASTRUCTURE & WORKFORCE DEVELOPMENT SURVEY

Safe States is seeking a qualified Contractor to conduct a review of the 2024 Injury & Violence Prevention Program Infrastructure & Workforce Development Survey to be disseminated among Safe States Alliance members and partners; conduct analyses of survey response data; and prepare a final report with key findings and detailed survey response analyses.

Deadline to respond: March 24, 2024, 11:59 pm ET

ABOUT THE SAFE STATES ALLIANCE

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 (IVP). Safe States is supported primarily through government grants, membership dues, conference registration fees, and other sources. 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. Safe States members primarily work in state and local health departments, hospitals, universities, and non-profit organizational settings.

At Safe States, we acknowledge the perpetual injustice that racism inflicts on the communities we serve and commit to advancing anti-racism and equity in our organizational policies, practices, and values. Safe States strives to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our organization. We recognize that an inclusive and diverse work environment respects the unique characteristics, skills, and experiences of all. We are committed to an inclusive organization that fully represents many different cultures, backgrounds, and viewpoints.

Learn more about the Safe States Alliance and our commitment to diversity, equity, and inclusion (DEI) at www.safestates.org.
OVERVIEW OF THE CONTRACTOR OPPORTUNITY

CONTRACT OPPORTUNITY
Safe States is requesting proposals for a qualified contractor to:
1. Conduct a review of and provide input on the content and design of the association’s Injury & Violence Prevention Program Infrastructure & Workforce Development Survey that will be disseminated among Safe States Alliance members and partners,
2. Conduct analyses of survey response data, and
3. Prepare a final report with key findings and survey response analyses.

BACKGROUND INFORMATION
Overview of Injury & Violence Prevention (IVP) Program Infrastructure
Based on foundational work completed by Safe States, the fundamental elements that define the capacity of a model, state-level IVP program are the “core components.” The core components reflect the evolution of state IVP programs over time and embody their efforts to continually become more sustainable and effective. They are applicable in a variety of practice settings, including at the local level, among tribal programs, or anyone working to enhance the effectiveness of their IVP programs.

The core components were updated in 2023 to reflect how programs can build equity into their work. Adopting an equity lens into IVP strategies provides a framework to address confounding factors, allocate resources, and ensure accessibility according to the specific needs of individuals and communities at the greatest risk of experiencing intentional and unintentional injuries. Read the full report, BUILDING EQUITY INTO SAFER STATES: Integrating Health Equity across the Core Components of Model Injury and Violence Prevention Programs.

The first of the six core components identified by Safe States is Core Component 1: Build & Sustain a Solid, Equitable, and Stable Infrastructure. A skilled and diverse workforce is a key factor in a strong IVP program infrastructure. Whether a state IVP program is small or large, relatively new, or well-established, it requires:
• A stable and supportive organizational home;
• Core staff that includes a director, an injury epidemiologist, and program staff for program planning and implementation, evaluation, partnership, and coalition building, policy work, training and technical assistance, and communications;
• Diverse and innovative leaders who can identify and make the most of complex challenges and opportunities, despite an atmosphere of lean resources and support;
• Planning capacity and visibility that gives injury and violence prevention programs a place at the table when funding and other decisions are made; and
• Funding drawn from multiple sources and commensurate with the size of the problem.

The other core components are:
• Core Component 2: Analyze, & Disseminate Injury & Violence Data
• Core Component 3: Select, Implement, & Evaluate Effective Program & Policy Strategies
• Core Component 4: Engage Partners for Collaboration
• Core Component 5: Effectively Communicate Information to Stakeholders
• Core Component 6: Provide Training & Technical Support

Assessing IVP Program Infrastructure
It has been about a decade since Safe States conducted a comprehensive scan of IVP program infrastructure and workforce development among its members and partners. These key audiences include IVP program directors and staff at state, local and tribal health departments, hospitals, community-based organizations, and academic institutions across the U.S.
Safe States will conduct a 2024 IVP Program Infrastructure & Workforce Development Survey from May 1, 2024 to June 14, 2024, and use survey results to help guide its strategic goals and objectives. Survey results will also guide its outreach, training, and technical assistance to Safe States members and partners. *Access a rough draft here.*

**SCOPE OF WORK**

Proposals may be submitted by individual contractors and/or teams of contractors (e.g. a group of individual consultants, intra- or inter-agency teams, etc.) to address the Scope of Work fully; however, one contractor should be the lead for purposes of contracting and ensuring deliverables are met. *Students in undergraduate or graduate programs with experience in data analysis described in this Request for Proposal are highly encouraged to apply.*

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 of the project is fixed due to grant funding periods and is not flexible.

*To support this project, the contractor will:*
- Participate in a kick-off call with the Safe States Alliance staff by **April 5, 2024**;
- Participate in regular check-in calls with Safe States staff throughout the project period; and
- Conduct survey analyses and provide a final summary report by **September 6, 2024**.

Specific project tasks to be completed by the contractor and deadlines are presented in the table below.

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<tr>
<th>Tasks</th>
<th>By/no later than</th>
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<tr>
<td><strong>1. Review Survey Design</strong></td>
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<tr>
<td>Review IVP Workforce Infrastructure Survey, including survey goals/objectives, survey draft and survey target audience of Safe States members and partners. (Safe States staff has already created draft survey framework and content). Communicate with Safe States staff with any questions.</td>
<td>April 12, 2024</td>
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<td>Provide feedback on survey content, survey question type and design, survey organization, and skip patterns to improve survey flow, minimize length, and ensure desired information is captured. Feedback will be provided via written comments in Microsoft Word (and Excel as needed) and via a virtual call with Safe States staff.</td>
<td>April 19, 2024</td>
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<td><strong>2. Prepare survey data analysis plan</strong></td>
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<td>Submit a written survey data analysis plan in Microsoft Word (and Excel if desired). Plan should include (1) overall explanation of how data will be analyzed to provide insight into relationship among variables, (2) analyses among key subgroups and demographics, (3) skeleton analysis tables (e.g., percentages, cross-tabs) and (4) themes/trends in qualitative data from open-ended questions to ensure survey questions will capture desired information and also allow for efficient analysis of survey data. <em>Note: Statistical significance of survey data is not expected and does not need to be included in plan.</em></td>
<td>April 26, 2024</td>
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<td>Meet with Safe States staff to discuss data analysis plan.</td>
<td>May 10, 2024</td>
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<td>Incorporate changes, if any, and finalize data analysis plan.</td>
<td>May 31, 2024</td>
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<td><strong>3. Analyze survey data</strong></td>
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<td>Conduct survey analysis based on analysis plan above, ensuring analyses address/answer survey goals/objectives and reflect subgroup and key demographic analyses. Process should include reviewing and cleaning survey response data for outliers or erroneous responses. <em>Note: Survey will be implemented May 1 – June 14, 2024. Safe States staff will provide contractor with survey response data by June 17, 2024.</em></td>
<td>July 15, 2024</td>
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Prepare Report

7. **Prepare draft report** that includes an introduction, executive summary with a description of survey respondents and key highlights from survey data analyses, and a full summary of findings for each survey question, both quantitative and qualitative, all cross-tabs included in data analysis plan above, and any other supporting evidence. Safe States staff will share initial findings from the survey at the 2024 Safe States Annual Conference in Portland, OR, August 20-22.
   **July 29, 2024**

8. **Incorporate changes from Safe States staff review of report and submit final report.** Final written report files should be shared in Microsoft Word. All data analyses conducted should be shared in Microsoft Excel. Any supporting files should also be shared as part of the final product.  
   *Note: Safe States staff will provide feedback on draft report by August 12, 2024 via written feedback and a virtual meeting with contractor.*
   **September 6, 2024**

**To support the contractor, Safe States will:**
- Provide draft survey document to contractor in Microsoft Word by **April 1, 2024**.
- Provide input and support to contractor throughout the contract period.
- Coordinate logistics and provide technological platforms (e.g. Zoom, conference lines, etc.) for virtual kick-off and periodic check-in meetings with contractor.
- Once the survey implementation is completed, provide survey data in electronic format (in Excel) to contractor by **June 17, 2024**.

**TERM OF CONTRACT, FEE SCHEDULE, & INVOICING**

The term of the RFP opportunity is for up to 6 months (April 2024 - September 15, 2024). All work must be completed by September 15, 2024. 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.

**CONTRACTOR SKILLS & EXPERTISE**

Prospective contractors or their team must have knowledge and experience in:
- Understanding of the public health approach to injury and violence prevention.
- Providing input into environmental scan and/or survey design.
- Conducting public health data analysis (e.g., quantitative percentage calculations and cross-tab analyses, and qualitative data reporting), which may include environmental scan analysis and/or public health survey data analysis.
- Preparing data analysis summary reports that include key findings; analyses and summary of findings for all variables, cross-tab analyses, and qualitative data; and graphs or other visual representation of analyses.
- Receiving and incorporating feedback into final reports.

Prospective contractors may not be barred or excluded from doing work with the federal government on the [SAM.gov website](http://www.sam.gov).

**Other expertise that is preferred, but not required, includes:**
- Understanding of IVP programs, infrastructure, and workforce.
- Working with non-profit organizations, public health departments, and federal agencies.
AWARD AMOUNT

The total award available for this opportunity is **$5,000**, inclusive of all expenses. This will be a “fixed-fee” or “not to exceed” fee contract. Work completed after September 15, 2024, 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, a brief summary of the contractor’s data analysis qualifications and experience, and a commitment to reflecting diversity and equitable/inclusive practices in the proposed work.

2. 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. Describes communication methods that will be used to apprise Safe States on the status of deliverables.

3. An itemized estimate of fees to be charged by task/deliverable associated with the Scope of Work. The estimate of fees should be submitted as a “fixed fee” or “not to exceed fee” within the estimated cost per task or deliverable provided.

4. Resumes or CVs of all contractors/consultants.

5. At least two (2) references (names, titles, phone numbers, and email addresses) from within the last 36 months who can serve as references. If applicant is a student, the references may be professors familiar with the student’s data analysis experience and abilities.

6. If available, a sample(s) of previous work reflecting the contractor’s ability to successfully complete the Scope of Work.

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 early April 2024. The anticipated start date for the contractor is on or before April 1, 2024.

PROPOSAL SUBMISSION

Proposals will be accepted through **Sunday, March 24, 2024 at 11:59 PM EST**.

Submit your proposal to [info@safestates.org](mailto:info@safestates.org).

Questions about this opportunity can be submitted to [info@safestates.org](mailto:info@safestates.org) or by calling (770) 690-9000.