SAFE STATES
Strengthening the practice of injury and violence prevention

Request for Proposals

Conducting an equity data landscape analysis

Safe States is seeking a qualified contractor to conduct a landscape analysis to gain a comprehensive understanding of health equity measures/indicators in existing injury and violence prevention data systems

Deadline to respond: January 7, 2025

ABOUT 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). 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 OPPORTUNITY

Current data collection, analysis and dissemination practices lack context needed to fully understand root causes of injury and violence inequities, thus perpetuating harm. In a 2021 Safe States scan of health equity practices and needs across IVP, two key challenges around data were identified: 1) IVP datasets have limited demographic fields or variables that can be used for robust analyses to determine health disparities and inequities, which impacts the ability to analyze data and demonstrate statistical significance with confidence; and 2) Some IVP programs do not have access to an injury epidemiologist or skilled staff to analyze and interpret equity-related data. The Safe States Shared Risk and Protective Factor Framework Assessment found that "individuals working in data and surveillance indicated that SRPFs 'did not impact them' or were not important to their work." In the 2023 Building Equity into Safer States report, Safe States elevated six core components as essential for an effective state IVP program. Component 2 outlines the importance of equitable data collection, analysis, and

dissemination. Data strategies were identified to build health equity into data collection and analysis, including identifying limitations and biases of data collection and analysis methods and examining inclusion and exclusion criteria for data sets, and critically assessing if those criteria add bias to the data, as well as others that are applicable to the landscape analysis.

To address the challenges identified above, Safe States is soliciting for a contractor to conduct a landscape analysis to gain a comprehensive understanding of how IVP datasets can be improved across data collection, analysis, and dissemination practices to allow for the thorough analyses needed to evaluate and address health inequities across IVP. The future goals of this project include operationalizing the findings from this landscape analysis by convening an injury surveillance workgroup to develop expert consensus-based recommendations to improve equity in data and IVP measures through enhanced surveillance and data systems. In future years, Safe States will use the results of the landscape analysis and the injury surveillance workgroup to create a suite of resources for programmatic and epidemiological staff to implement and enhance equity in data collection, analysis, and reporting practices.

This Opportunity

Safe States is requesting proposals for a qualified contractor to conduct a landscape analysis to assess current capacity, gaps, and opportunities to update health equity measures/indicators in existing IVP data systems. The results of the landscape analysis will enhance health planning and decision-making in state and local health departments.

Specifically, the **contractor** will:

- Conduct a comprehensive landscape analysis of health equity measures/indicators included in key national data systems (e.g., National Violence Death Reporting System [NVDRS], National Incident Based Reporting System [NIBRS], Web-based Inquiry Statistics Query and Reporting System [WISQARS], as well as other primary data sources often used to highlight IVP burden and outcomes (e.g., hospital discharge data, law enforcement reports, medical examiner/coroner reports, community health needs assessments, etc.)

- Use a variety of inputs for the landscape analysis, including but not limited to: peer-reviewed and gray literature, field surveys, key informant interviews, and focus groups with field experts with expertise in the technical nuances of existing data systems and practices. All data and resources collected will be provided to Safe States in a zip file/excel file or other means of sharing.

- Analyze best practices and tools developed by the Centers for Disease Control and Prevention, Indian Health Services, and other federal partners to ensure alignment. Capture model practices or systemic components that can be replicated across the field.

- Map the power, expertise, and authority dynamics that shape public health data systems and engage all stakeholders as partners in the transformation.

- Create a comprehensive report that compiles findings and research collected for the landscape analysis

and analysis of best practices and tools.

- Participate in calls with Safe States to share analysis updates and discuss findings.
- Actively participate in the project through the duration of the project period (Jan. 2025 – July 2025)

Safe States will:

- Provide overall project management.
- Coordinate calls with project partners.
- Provide technological platforms (e.g. Zoom, conference lines, etc.) for any program activities.
- Review and provide feedback on reports.

APPLICATION DETAILS

Please note that the project's timeline is fixed due to grant funding periods and is not flexible.

To support this project, the applicant will:

- Participate in a kick-off call with the Safe States team (completed no later than February 1, 2025).
- Finalize the scope of work and timeline by February 1, 2025.
- Participate in regular check-in calls with Safe States throughout the project period.
- Submit quarterly reports of activities and invoices.
- Develop a final report that summarizes the findings of the analysis. The report should include resources/materials collected and notes from any interviews or focus groups.

TERM OF CONTRACT, FEE SCHEDULE, & INVOICING

The term of the funding opportunity is for up to 6 months (January 20, 2025 – June 30, 2025). This funding opportunity is a cost-reimbursement, subrecipient grant made available through a cooperative agreement from the Centers for Disease Control and Prevention (*Creating Safer States by Advancing Health Equity, Injury, and Violence Prevention), Award # 5 NU49CE000001-02, CFDA 93.136*). All work must be completed by June 30, 2025. 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 align to agreed-upon deliverables and will be paid within 30 days of receipt.

AWARD AMOUNT

One contractor will be selected, with a total award available for this opportunity of up to **$10,000**, inclusive of all expenses. Work completed after June 30, 2025, will not be reimbursable. Expenses cannot be prepaid for work performed outside of the period of performance.

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 evaluation and/or research 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 in the Scope of Work will be accomplished.
    b. Includes a timeline of all tasks/milestones to be achieved and anticipated completion dates.
    c. Describe 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.
6. If available, a sample(s) of previous work reflecting the contractor's ability to successfully complete the Scope of Work.

All applicants will be notified of their proposal **status by or before January 15, 2025**. The anticipated start date for the contractor is on or before **January 20, 2025**.

PROPOSAL SUBMISSION

Proposals will be accepted through January 7, 2025 at 11:59 PM EST. Submit your proposal here questions about this opportunity can be submitted to info@safestates.org or by calling (770) 690-9000.