

OHIO DEPARTMENT OF HEALTH REQUEST FOR PROPOSAL (RFP)

The Ohio Department of Health (ODH) is soliciting proposals for professional services.

1. PROJECT INFORMATION.

- 1.1. Project Title. Office of Regulatory Compliance Community Tobacco Control Activities Policy
- 1.2. Posting Date. August 19, 2015
- 1.3. Opening Date. September 17, 2015
- 1.4. Inquiry Period. August 19 – September 11, 2015

2. PROJECT BACKGROUND AND OBJECTIVE.

- 2.1. Project Background. Nearly sixty percent of Ohio children² and approximately thirty five percent of Ohio adults¹ report having been exposed to secondhand smoke within the past seven days. Children are most likely to be exposed in public places and nearly thirty percent report exposure at home within the past seven days.² Adults are most frequently exposed to SHS in cars (30.3%), but fewer than twenty percent are exposed at home.¹

The 2013 Report of the Surgeon General: The Health Consequences of Smoking states that the primary purpose of tobacco- and smoke-free laws and policies are to protect people from the known and growing number of health consequences associated with secondhand smoke. However, a growing body of evidence suggests these policies have the additional benefit of lowering smoking rates among adult, young adults and youth as well as decreasing initiation of smoking behavior. Suggested pathways for these effects include lower visibility of role models who smoke, fewer opportunities to smoke alone or with others, and diminished social acceptability and social advantage for smoking. In addition, the 2012 Community Guide's conclusion on the effects of smoke-free policies found that these policies reduce the prevalence of tobacco use, increase the number of tobacco users who quit and reduce tobacco initiation among young people. (Community Prevention Services Task Force, 2012). Limited evidence suggests that policies may be just as effective for disparate populations as for the general population (Dinno and Glantz, 2009)

As stated previously, evidence shows that adoption of smoke-free and tobacco-free policies lower the smoking rate, reduce the amount people smoke and help to prevent initiation of smoking. A smoke-free policy is an effective strategy for reducing exposure to secondhand smoke. Employers, regulatory agencies, and policymakers implement smoke-free policies to eliminate smoking in designated settings. Types of smoke-free policies include voluntary policies implemented by businesses or organizations; regulations issued by accrediting agencies or boards of health; or laws enacted by local, state, or federal governments. Policies are implemented to provide protection from secondhand smoke exposure, to create healthier environments, and to change social norms around tobacco use. They may also have the added benefits of encouraging smokers to reduce their overall tobacco consumption and aiding those trying to quit.

Smoke-free policies are increasing in number in various settings throughout Ohio and the United States. Although outdoor public places may be targeted, policies most commonly are implemented in indoor worksites and public places to protect employees, patrons, and visitors from secondhand smoke exposure.

The purpose of this RFP is to support and further expand the efforts of ODH by funding communities to address community tobacco control through the implementation of evidence-based strategies. Evidence-based strategies are those strategies that have been evaluated through peer-reviewed research and have been determined to be effective at curbing tobacco use. Therefore, evaluation will focus on fidelity of implementation consistent with evidence based implementation and for levels of outcomes achieved.

- 2.2. Project Objective. ODH has identified Curbing Tobacco Use as one of its top four priorities for improving the health of Ohioans. The ODH Tobacco Use Prevention and Cessation Program focuses on three aims to achieve this:

- 2.2.1. Project Aims.
- 2.2.1.1. Preventing Youth Initiation
 - 2.2.1.2. Increasing Quitting
 - 2.2.1.3. Protecting Ohioans from Exposure to Secondhand Smoke

This project opportunity is focused on increasing the capacity of local communities to use population-based methodologies and promising practices or evidenced-based programs as they relate to policy, systems and environmental change. Specifically, this opportunity focuses on the adoption of tobacco- or smoke-free policies. Centers for Disease Control and Prevention's (CDC) Best Practices for Tobacco Control tells us "research has demonstrated the importance of community support and involvement at the grassroots level in implementing several of the most highly effective policy interventions, including...[the creation of] smoke-free public and private environments." (CDC, 2014)

Consistent with best practice recommendations and Ohio's experience with tobacco- and smoke-free policies, this RFP focuses on two major goals:

- 2.2.2. Major Goals.
- 2.2.2.1. Build community awareness, support, and capacity for smoke-free homes and multi-unit complexes.
 - 2.2.2.2. Partner with local housing authority to develop and implement smoke-free housing policy.
 - 2.2.2.3. Work toward and pass policies in communities for tobacco- or smoke-free parks, beaches, county fair, and other public places.

3. MINIMUM REQUIREMENTS.

- 3.1. Contractor Experience Requirement. Qualified applicants are local health departments, public schools, non-profit organizations (e.g. local parks, YM/WCAs,) or faith-based organizations that have demonstrated success of at least two (2) years with community outreach and/or promoting or implementing community policy change. Applicants must also provide at least one (1) letter of reference from an organization that has collaborated with the organization or benefited from the policy work conducted by the applicant.
- 3.2. Candidate Experience Requirement. Qualified bidders will also be able to verify key personnel working on policy initiatives and have at least one (1) year demonstrated experience with community outreach and/or community policy change. The applicant organization should have a smoke- or tobacco-free policy for their organization and shall provide evidence that key personnel have signed affidavits stating they are tobacco free before initiation of contract activities.

4. SCOPE OF WORK.

- 4.1. Develop and implement community outreach/education events focusing on the dangers of second-hand smoke and the benefits of adoption of rules to prohibit smoking in the home.
- 4.1.1. Develop a plan describing your calendar of community outreach events focusing on the dangers of second-hand smoke and the benefits of adoption of rules to prohibit smoking in the home. Plan should include target audience(s), venue(s) for event(s), timeline for implementation, and draft materials (for distribution at event[s]). Describe a minimum of eight (8) events.
 - 4.1.2. Implement community outreach plan in community. At least twenty-five (25) people must be present to be considered an event. Plan an "ask for action" and identify a way to evaluate whether action has occurred. Community event to include photos, sign-in sheet noting who participated in the event, and notes of significant developments from the event. Include actions taken as a result of outreach.
- 4.2. Develop and implement community education events focusing on the dangers of second-hand smoke in multi-unit housing complexes and the benefits of adoption of smoke-free multi-unit housing policies to prohibit smoking.

- 4.2.1. Conduct resident surveys to assess awareness and attitudes toward smoke-free policy adoption. Write survey report and share with ODH within one (1) month of survey implementation. Report must include date and location of survey implementation, how many were given the survey, how many completed the survey, as well as a summary of responses.
 - 4.2.2. Facilitate presentations to residents on smoke-free multi-unit housing policy adoption. At least ten (10) residents must be present to be considered an event. Demonstrate proof of event participation by sharing presentation and sign-in sheet with ODH.
- 4.3. Demonstrate a willingness of residents to approach management for smoke-free multi-unit housing policy.
- 4.3.1 Residents draft/modify materials to present to management, requesting a smoke-free policy in their building/complex. Demonstrate proof of resident presentation to management by sharing presentation and sign-in sheet with ODH.
- 4.4. Administer and collect smoke-free pledges to demonstrate adoption of smoke-free rules by homeowners/occupants.
- 4.4.1. Identify privately owned homes (houses, condos, townhomes, etc.) and events at which owners may gather (block parties, community fairs or festivals, church events, etc.). Make a table of these events including address, date/time of event, and description of intended attendees (e.g. rural/urban, age range, race, any unique characteristics).
 - 4.4.2 Write an outreach plan for reaching private home owners (not renters) to:
 - 4.4.2.1. Assess awareness and attitudes toward smoke-free home policy adoption,
 - 4.4.2.2. Educate them on the dangers of second-hand smoke and the benefits of adoption of rules to prohibit smoking in the home, and
 - 4.4.2.3. Administer and collect smoke-free home pledges.
 - 4.4.3. Implement outreach plan.
 - 4.4.4. Write a report summarizing outreach efforts. Indicate:
 - 4.4.4.1. Name of home owner,
 - 4.4.4.2. Address of home owner,
 - 4.4.4.3. Smoker resides in the home,
 - 4.4.4.4. Homeowner currently allows smoking in the home,
 - 4.4.4.5. Homeowner signed a smoke-free home pledge,
 - 4.4.4.6. Homeowner accepted and agreed to post smoke-free home signage,
 - 4.4.4.7. Homeowner accepted promotional items (ODH will provide),
- 4.5. Demonstrate that residents implemented smoke-free home pledges.
- 4.5.1. Follow up with residents who turned in smoke-free home pledges three (3) months after pledges are administered. Ensure signs are posted on their residence and that their home is, in fact, smoke-free.
 - 4.5.2. Add the following information to report in section 4.4.4. above.
 - 4.5.2.1. Three (3) month follow-up with homeowner was conducted,
 - 4.5.2.2. Signage at three (3) month follow-up was posted,
 - 4.5.2.3. Smoke-free home policy implemented at three (3) month follow-up, based on verbal confirmation/denial.
 - 4.5.3. Residents who signed pledge have signage posted and have a smoke-free home at time of check.
- 4.6. Establish a partnership with a local housing authority.
- 4.6.1. Identify appropriate contacts at local housing authority. Make initial contact with each person by July 31, 2015. Write up meeting minutes (phone meeting is fine) including name and contact information, housing authority name, number of properties and units, current smoke-free policy, meeting date and any other relevant notes to ODH.
 - 4.6.2. Schedule and attend monthly meetings with contacts at housing authority. At least four (4) meetings per year need to be in-person. Others can be by phone. Provide meeting minutes to ODH quarterly. Minutes should include an agenda, notes, and list of attendees.
 - 4.6.3. Submit a letter of collaboration from the appropriate staff at each housing authority indicating a willingness and desire to work towards adoption of a smoke-free policy.

- 4.7. Schedule and hold meetings and discussions with at least four (4) multi-unit housing complexes on readiness for policy passage.
 - 4.7.1 Identify appropriate contacts at multi-unit housing complex. Make initial contact with each person and meet with him/her. Provide meeting minutes to ODH. Minutes should include name, contact information, and housing authority affiliation of all attendees, agenda, meeting notes, and next steps.
 - 4.7.2. If unable to meet with multi-unit housing property manager, document attempts. Documentation includes email and/or call notes.
 - 4.7.3. Meet with multi-unit housing complex at least quarterly. Provide proof or regular contact to ODH quarterly. Proof includes meeting minutes (name, contact information, and affiliation of all attendees, agenda, meeting notes, and next steps), emails, phone call dates/times/notes, etc.
 - 4.7.4. Draft a survey to give to property managers to capture awareness and attitudes toward smoke-free policy adoption. Share draft survey with ODH prior to implementation.
 - 4.7.5. Conduct property owner/manager surveys to capture awareness and attitudes toward smoke-free policy adoption. Share results with ODH within one (1) month of survey implementation. Indicate the title/job of each survey, and answers to all questions. Include date survey was administered.
 - 4.7.6. If more than three (3) properties are surveyed, summarize survey results and provide these to ODH. Summary to include contact information for each location surveyed, date survey was administered, and summary of results.
- 4.8. Create a smoke-free housing policy, implementation strategy, and timeline for each housing authority.
 - 4.8.1. Provide draft policy, strategy, including implementation timeline approved by housing authority. Strategy must include resident education and enforcement components.
- 4.9. Contribute to passage of policies for smoke-free multi-unit housing complexes.
 - 4.9.1. Housing authority adopts smoke-free policy. Provide ODH with copy of final smoke-free policy, including implementation timeline and enforcement activities.
- 4.10. Choose at least one public place and establish, implement, or evaluate its smoke-free policy.
 - 4.10.1. Identify possible public places for policy work. Identify at least three (3) potential public place partnerships. Information shall include name, address, and type of place, as well as at least one (1) contact person and their contact information. ODH will advise on preferred place to target.
 - 4.10.2. Collaborate with at least one (1) community partner and ODH to determine which public place shall be selected. Partners could include: local 4-H group, local youth or adult sports teams (affiliated with school, city, local recreation center, or otherwise), other organizations which regularly use spaces. Community partner must provide a letter of collaboration, identifying selected target.
 - 4.10.3. Identify the current tobacco- or smoke-free policy in the selected public place. Share policy with ODH.
 - 4.10.4. Determine how the organization will collaborate with each community partner. Work with partner organization to develop a strategic partnership plan, including the steps below [section 4.10.5 - 4.10.6] as part of an implementation timeline.
 - 4.10.5. Implement strategic partnership plan for the establishment, implementation, or evaluation of tobacco- or smoke-free policy. Provide written summary of implementation activities to ODH quarterly. Summary to include progress made on each step of implementation timeline, as well as successes and barriers. Final summary can be included with evaluation.
 - 4.10.6. Evaluate strategic partnership(s) and provide a written summary to ODH. Written summary to include successes, barriers, and lessons learned.
 - 4.10.7. Public place adopts tobacco- or smoke-free policy. Provide ODH with copy of final tobacco- or smoke-free policy, including implementation timeline and enforcement activities, approved by appropriate authority.
- 4.11. Work among existing community organizations and coalitions to inject tobacco goals into their work.
 - 4.11.1. Identify potential community organizations and/or coalitions with whom to partner. Identify at least three (3) potential partnerships. Information to include name, address, and type of organization, as well as at least one (1) contact person and their contact information. ODH will advise on preferred partner.

- 4.11.2. Once partner has been chosen, make initial contact with each person and meet with him/her. If unable to meet, provide proof of attempt to schedule meeting including email and/or call notes. If able to meet, provide meeting minutes including date, time, location, agenda, notes, next steps, and list of meeting attendees.
- 4.11.3. Collaborate with at least one (1) community partner to include a tobacco objective in their strategic plan. Provide a letter of collaboration indicating willingness of partner organization to include at least one (1) tobacco-related objective into their work.
- 4.11.4. Determine how you will partner with each organization. Discuss and establish goals. Work with partner organization to develop a strategic partnership plan, including the steps below as part of an implementation timeline.
- 4.11.5. Meet with partner at least quarterly. Provide meeting minutes including date, time, location, agenda, notes, next steps, and list of meeting attendees.
- 4.11.6. Implement strategic partnership. Provide written summary of implementation activities to ODH quarterly. Summary to include progress made on each step of implementation timeline, as well as successes and barriers. Final summary can be included with evaluation.
- 4.11.7. Evaluate strategic partnership(s) and provide a written summary to ODH. Written summary to include successes, barriers, and lessons learned.
- 4.11.8. Community organization adopts tobacco-related objective into strategic plan or otherwise demonstrates the addition of anti-tobacco activities in their regular activities.

5. DELIVERABLES.

- 5.1. Develop and implement community outreach/education events focusing on the dangers of second-hand smoke and the benefits of adoption of rules to prohibit smoking in the home.
 - 5.1.1. Develop community outreach/education event plan.
 - 5.1.2. Implement community outreach plan.
- 5.2. Develop and implement community education events focusing on the dangers of second-hand smoke in multi-unit housing complexes and the benefits of adoption of smoke-free multi-unit housing policies to prohibit smoking.
 - 5.2.1. Conduct resident surveys and provide survey report.
 - 5.2.2. Facilitate presentations to residents on smoke-free multi-unit housing policy adoption.
- 5.3. Demonstrate a willingness of residents to approach management for smoke-free multi-unit housing policy.
 - 5.3.1. Provide materials to management by residents requesting a smoke-free policy in their building/complex.
- 5.4. Administer and collect smoke-free pledges to demonstrate adoption of smoke-free rules by homeowners/occupants.
 - 5.4.1. Provide list of events for the privately owned homes.
 - 5.4.2. Provide outreach plan for reaching private home owners.
 - 5.4.3. Implement outreach plan.
 - 5.4.4. Provide report summarizing outreach efforts.
- 5.5. Demonstrate that residents implemented smoke-free home pledges.
 - 5.5.1. Provide follow up outreach summary reports on private home owners.
 - 5.5.2. Add information to report in section 5.4.4.
 - 5.5.3. Summary report of private home owners showing signage and have a smoke-free home at last check.
- 5.6. Establish a partnership with a local housing authority.
 - 5.6.1. Identify local housing authority contacts.
 - 5.6.2. Provide quarterly meeting minutes with local housing authority.

- 5.6.3. Provide letters of collaboration from each participating local housing authority.
 - 5.7. Schedule and hold meetings and discussions with at least four multi-unit housing complexes on readiness for policy passage.
 - 5.7.1. Identify contacts at multi-unit housing complexes.
 - 5.7.2. Documentation of attempted meetings with housing authority.
 - 5.7.3. Provide meeting minutes for multi-unit housing complexes.
 - 5.7.4. Draft survey for property owners/managers.
 - 5.7.5. Conduct survey and provide survey report.
 - 5.7.6. Summarize survey results if more than three (3) properties are surveyed.
 - 5.8. Create a smoke-free housing policy, implementation strategy, and timeline for each housing authority.
 - 5.8.1. Provide draft of housing authority policy, strategy, and implementation timeline.
 - 5.9. Contribute to passage of policies for smoke-free multi-unit housing complexes.
 - 5.9.1. Provide final approved smoke-free housing authority policy, implementation timeline, and enforcement activities.
 - 5.10. Choose at least one (1) public place and establish, implement, or evaluate its smoke-free policy.
 - 5.10.1. Identify public places for policy work.
 - 5.10.2. Provide letter of collaboration for each community partner.
 - 5.10.3. Identify current tobacco- or smoke-free policy in public place.
 - 5.10.4. Provide strategic partnership plan for each community partner.
 - 5.10.5. Provide community partner summary of implementation activities that includes progress made on each step of timeline with successes and barriers.
 - 5.10.6. Provide evaluation of community partnership.
 - 5.10.7. Provide smoke-free or tobacco-free policy for public places, including implementation timeline and enforcement activities that are approved by appropriate authority.
 - 5.11. Work among existing community organizations and coalitions to inject tobacco goals into their work.
 - 5.11.1. Identify three (3) community organizations and/or coalitions.
 - 5.11.2. Provide meeting minutes for community organization and/or coalition initial meeting.
 - 5.11.3. Provide letter of collaboration from each community organization/coalition willing to include at least one (1) tobacco-related objective into their work.
 - 5.11.4. Provide community organization/coalition strategic partnership plan which establishes goals and timelines.
 - 5.11.5. Provide community organization/coalition quarterly meeting minutes.
 - 5.11.6. Provide community organization/coalition progress report.
 - 5.11.7. Provide community organization/coalition evaluation report.
 - 5.11.8. Provide community organization/coalition final strategic plan or tobacco-related policy.
6. PROPOSAL SUBMITTAL AND SCORING.
- 6.1. Information in Section 9 of this RFP regarding the submission of a “Technical Proposal” shall instead be provided through the Contractor Work Plan, Attachment A. Completion of Attachment A and provision of associated documents referred to in Attachment A will fulfill the requirement for a “Technical Proposal.” No other documentation is required for the proposal.

6.2. Proposals in response to this RFP should include:

6.2.1. Completion of the Contractor Work Plan (Attachment A) to provide information about how the organization and staff meet the requirements of the RFP, demonstrate how the scope of work shall be met, and desired compensation for each deliverable.

6.2.2. This RFP is designed for a contractor to choose to respond to one, two, or all three goals as outlined in the Contractor Work Plan (Attachment A).

6.3. A contract will not be submitted with this proposal; please disregard language that refers to the attached contract.

6.4. Scoring of the RFP responses shall be as follows:

Criteria	Maximum Allowable Points
Technical Proposal	500 Points
Rank Order <ol style="list-style-type: none"> 1. Geographic distribution to ensure balanced geographic dispersion across Ohio; 2. Racial and ethnic populations with a disproportionate tobacco burden (based on data collected from the BRFSS Adult Tobacco Survey, combined 2011-2013). 	200 Points
Total	700 Points

7. CONTRACT AWARD. Responses with the most total points will be prioritized for contract award.

Remainder of Page Left Intentionally Blank.

8. EVALUATION CRITERION.

Criterion	Weight
Contractor Profile (Company Profile)	
1. Description of organization (number of years in business, appropriateness for contract work, financial stability). Must demonstrate fiscal responsibility.	5
2. Number of years of experience establishing or maintaining public health and policy initiatives.	5
3. Capacity to organize and implement smoke-free and tobacco-free policy activities in target area.	5
4. Letter of recommendation from reputable partner organization(s) demonstrating successful partnership(s).	5
Staffing Plan (Personnel Profile)	
1. Key personnel assigned to project have demonstrated strengths in community outreach and policy activities, specifically working with public health initiatives. Contractor to include description of experience with projects of this type (including number of years of experience and type of experience).	10
2. Key personnel assigned to project have demonstrated sufficient experience and expertise in policy initiatives and related activities. Must include two references for projects of similar scope and size.	10
Scope of Work	
1. Extent to which Contractor submits a reasonable strategy for building community awareness, support, and capacity for smoke-free homes and multi-unit complexes.	15
2. Extent to which Contractor submits a reasonable strategy for partnering with local housing authority to develop and implement smoke-free housing policy.	15
3. Extent to which Contractor submits a reasonable strategy for working toward and passing policies in communities for tobacco- or smoke-free parks, beaches, county fair, and other public places and integrating tobacco goals into existing community organizations' work.	15
4. Description of need: demonstrate why it is important to implement this activity in the area chosen or in a community as a whole.	15
TOTAL	100

References:

¹ U.S. Department of Health and Human Services. The Health Consequences of Smoking—50 Years of Progress: A Report of the Surgeon General. Atlanta: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2014 [accessed 2014 Feb 14].

² Centers for Disease Control and Prevention. Best Practices User Guide: Youth Engagement—State and Community Interventions. Atlanta: U.S. Department of Health and Human Services, Centers for Disease

Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2010.

³ Ohio Revised Code. Chapter 3794: Smoking Ban. 12/07/06. <http://codes.ohio.gov/orc/3794>.

⁴ Ohio Department of Health. Smoke-free Multi-unit Housing. 9/22/14:
<http://www.odh.ohio.gov/odhprograms/eh/quitnow/Tobacco/Protection/sfmuh.aspx>

⁵ U.S. Department of Housing and Urban Development. Smoke-free Housing. 5/29/12:
<https://portal.hud.gov/hudportal/documents/huddoc?id=pdfowners.pdf>

Remainder of Page Left Intentionally Blank.

9. REQUEST FOR PROPOSAL CONTRACTOR INSTRUCTIONS

This RFP is unique from other ODH RFPs. You will not submit a contract with your proposal; please disregard language that refers to the attached contract. You will also see information about a “Technical Proposal.” Please see the Contractor Work Plan, Attachment A. Completion of Attachment A and provision of associated documents referred to in Attachment A will fulfill the requirement for a “Technical Proposal.” No other documentation is required for the proposal. Once awards are made a contract will be provided for vendor signature.

- 9.1. RFP Posting. The RFP shall be posted on the Department of Administrative Services- Office of Procurement Services Website. RFP issue date, proposal due date, inquiry period start date, and inquiry period end date shall be noted in the posting. <http://procure.ohio.gov/proc/searchProcOpps.asp>
- 9.2. Scope of Work and Specifications. ODH is authorized to prepare scope of work and specifications to obtain supplies and services. The purpose of the scope or work or deliverables is to describe the supplies or services to be purchased and will serve as a basis for comparison of proposal responses.
- 9.3. Technical Proposal Format. Contractor’s technical proposal shall address all items in the scope of work and deliverables and be submitted as the “Technical Proposal”. Failure to sufficiently address each item may result in ODH’s determination that the Proposal does not provide sufficient detail to adequately evaluate the Proposal and is, therefore, incomplete and nonresponsive. If the Proposal contains elements that exceed the requirements of the RFP, the Proposal should state the degree to which the requirement will be exceeded and how this will be accomplished. Proposals should be prepared simply and economically, providing a straightforward, concise, and complete description of the Contractor's proposal and capabilities to perform the Contract. Emphasis should be on completeness, specificity, and clarity of content.
 - 9.3.1. Company Narrative. Responses to the RFP shall include a short narrative describing the following:
 - 9.3.1.1. Description of the Contractor’s experience and expertise conducting projects of similar size and scope.
 - 9.3.1.2. Contractor’s ability to meet minimum requirements.
 - 9.3.1.3. Contractor’s capacity to provide the services required.
 - 9.3.1.4. Documentation of Contractor’s soundness and financial capability to perform the work.
 - 9.3.1.5. List of three (3) references for whom the Contractor has performed similar services and deliverables. ODH may, but is under no obligation to, contact the references.
 - 9.3.2. Project Narrative. Responses to the RFP shall include a detailed project narrative describing the following:
 - 9.3.2.1. Identification of the objectives, strategies, methodology, services and deliverables that Contractor proposes to provide.
 - 9.3.2.2. Use of evidence based practices, if applicable.
 - 9.3.2.3. Timeline for completion of services and deliverables.
 - 9.3.2.4. Ability and experience of key project personnel intended to work on the project and their responsibilities to the project. Include resumes.
 - 9.3.2.5. Identification and description of any proposed Subcontractors. Contractor may not subcontract any work or services of the type described in project scope of work and deliverables without ODH prior written approval.
 - 9.3.3. Project Implementation. Responses to the RFP shall include a detailed project implementation plan describing the following:
 - 9.3.3.1. Clearly identify and discuss with specificity how the Contractor will perform the requirements specific to this project, including each item under Scope of Work and Deliverables.
 - 9.3.3.2. Description of the location and principal office from which the work is to be performed.
 - 9.3.3.3. Identification of the amount of time that lead and key project personnel will be expected to work on the project.

- 9.3.3.4. Description of contingency plans for completing the project, should the lead or key project personnel become unavailable for any reason.
- 9.3.3.5. Identification of any anticipated difficulties in meeting the project specifications and a description of proposed solutions to these difficulties.
- 9.4. Contractor's Compensation. Contractor's proposed compensation by deliverable shall be entered into the gray fields of §5 of the Contract and submitted as the "Cost Proposal". If in the event a Contract ensues as a result of this RFP, the Contractor will be required to fulfill the Contractual obligations at the amount proposed. The proposed cost must include all other costs associated with performing the work, including travel, shipping, overhead, etc.
- 9.5. Proposal Submittal. Contractor must submit both a "Technical Proposal" and a "Cost Proposal" as a part of its Proposal package. These are two separate components which shall be submitted in separate sealed envelopes/packages, clearly identified on the exterior as either "Technical Proposal" or "Cost Proposal" and the RFP number.
- 9.6. Number of Proposals to Submit. Submit two (2) original copies and two (2) paper copies of each of the proposals.
- 9.7. Vendor Information. Contractors must complete the gray fields of the Contract:
- 9.7.1. Vendor information fields;
 - 9.7.2. Initial and provide documentation as required in §3;
 - 9.7.3. Sign and date accordingly; and
 - 9.7.4. Proposed compensation.
- 9.8. When Proposals May Be Delivered. ODH must receive proposals no later than 4:00 p.m. the day the proposals are scheduled for opening. Proposals received after 4:00 p.m. on the scheduled opening date will not be opened.
- 9.9. Where Proposals Must Be Delivered. Proposals must be delivered (no fax proposals will be accepted) to the following address:
- Ohio Department of Health
Office of Procurement Services, 4th Floor
Attention: Carol Cook
246 North High Street
Columbus, OH 43215
- 9.10. Proposals are a Public Record. Once proposals have been reviewed, they will be forwarded to the ODH Project Manager to begin evaluation and award process. After proposals are opened they are public records as defined in Ohio Revised Code Section 149.43 and are subject to all laws appurtenant thereto. Contractor may request that certain information, such as trade secrets or proprietary data, be designated as confidential and not considered as public records. Pricing is not considered as confidential. The decision as to whether or not such trade secrets or proprietary data shall be disclosed shall rest solely with ODH.
- 9.11. Withdrawal of Proposal Prior to Scheduled Opening. Contractor may withdraw a proposal by written request any time after ODH receives the proposal and before scheduled opening.
- 9.12. Withdrawal of Proposal After Scheduled Opening. Contractor may by written request withdraw its proposal after scheduled opening if there is reasonable proof that an inadvertent mistake was made and the correction cannot be determined with reasonable certainty.
- 9.13. Correction of Proposal before Scheduled Opening. If a Contractor withdraws its proposal and resubmits it with revisions, the revisions should be clearly identified and initialed by the Contractor. Any corrections must be completed off the premises.
- 9.14. Correction after Scheduled Opening. ODH may permit a Contractor alleging an inadvertent error to correct its proposal after opening, only if the mistake and the correction are clearly evident from the proposal and

correction does not affect the amount of the proposal or otherwise give the Contractor an unfair competitive advantage.

- 9.15. Proposals are Firm for 90 Days. Unless stated otherwise, once opened all proposals are irrevocable for ninety (90) days. Beyond ninety (90) days, the Contractor will have the option to honor their proposal or make a written request to withdraw their proposal from consideration.
- 9.16. Rejected Proposals. ODH may reject any proposal in whole or in part, if any of the following circumstances are true:
- 9.16.1. Proposals are not in compliance with the required format stated in the RFP.
 - 9.16.2. Proposals do not address all of the requirements of the RFP.
 - 9.16.3. The price is excessive in comparison with market conditions or with the available funds of the Agency.
 - 9.16.4. ODH determines that awarding any item is not in the best interest of the Agency.
- 9.17. Alternative Proposals. A Contractor may desire to submit an alternative proposal that achieves the purpose, specifications and scope of ODH's request. A Contractor submitting an alternative proposal shall clearly identify and quantify the advantages of the alternative.
- 9.18. Proposal Preparation. ODH assumes no responsibility for costs incurred by the Contractor prior to the award of the Contract resulting from this RFP. Proposals may not include any amounts attributable to its preparation.
- 9.19. Contractor May Request Clarification. If a Contractor discovers an inconsistency, error or omission in this RFP, the Contractor should request clarification from ODH Office of Procurement Services. Such clarification may be made only through the internet. No other form of clarification is acceptable. Failure of Contractor to comply may result in the Contractor being deemed not responsive. <http://procure.ohio.gov/proc/searchProcOpps.asp>

Answers to vendor inquires shall be provide by ODH and posted to the same site within two (2) business days.

- 9.20. Communication Prior to the Response Due Date. From the Release Date of this RFP until the date of a Contract award, there shall be no communications concerning this RFP between any Contractor who may ultimately submit a Proposal and any employee of ODH involved in the issuing of the RFP, or any other state employee who is in any way involved in the ODH project, except as follows:

An ODH employee may send communications to potential Contractors with a link to ODH's RFP announcement after the Release Date to encourage a diversity of Contractors to submit a Proposal.

- 9.21. ODH Modifications to the RFP. When it is necessary to modify an RFP prior to the RFP opening, ODH does so by written addendum only. Addenda will be announced alongside the RFP. <http://procure.ohio.gov/proc/searchProcOpps.asp> Revisions to an RFP, after the RFP opening, shall be distributed to only those Contractors that submitted a proposal. A Contractor may elect to withdraw the proposal, provided that the Contractor files a written request within ten (10) calendar days of DOH's distribution of the addendum.
- 9.22. Unit Costs. Contractors shall not insert a unit cost of more than two (2) digits to the right of the decimal point. Digits beyond the two (2) will be dropped and not used in the evaluation of the proposal.
- 9.23. Responsive Contractor. A Contractor is responsive if its proposal responds to the RFP completely and contains no irregularities or deviations from the RFP that would affect the proposal or otherwise give the Contractor an unfair advantage.
- 9.24. Responsible Contractor. ODH will determine if a Contractor is responsible using the following factors:
- 9.24.1. Experience of the Contractor.
 - 9.24.2. Contractor's financial condition.
 - 9.24.3. Contractor's conduct and performance on previous Contracts.
 - 9.24.4. Contractor's facilities.
 - 9.24.5. Contractor's management skills.
 - 9.24.6. Contractor's ability to execute the Contract properly.

9.24.7. Review of Federal and State debarment lists.

- 9.25. Information Requested. ODH may request additional information to evaluate a Contractor's responsiveness to the RFP or to evaluate a Contractor's responsibility. If a Contractor does not provide the requested information, it may adversely impact ODH evaluation of the Contractor's responsiveness or responsibility.
- 9.26. Samples. ODH may require Contractors to provide samples or examples of work, at the Contractor's expense. Samples must be clearly identified by the Contractor, the RFP number, and the item the sample represents. ODH will return samples that are not destroyed in testing, at the Contractor's expense, upon the Contractor's timely request. ODH may keep the samples of the Contractor awarded the Contract until the completion of the Contract.
- 9.27. Estimated Usage. Unless otherwise stated, the usage indicated for each item(s) are to be considered as estimates only and should be considered as information relative to potential purchases that may be made from the Contract. ODH makes no representation or guarantee as to the actual amount of the items(s) to be purchased.
- 9.28. Technical Proposal Evaluation. Proposals submitted by Contractors that do not meet the minimum requirements will not be evaluated. Proposals determined by ODH to lack completeness, specificity or clarity of content may be deemed nonresponsive and, therefore, will not be evaluated. The remaining proposals will be evaluated, scored, and ranked by a committee of selected staff. Proposals will be evaluated by the technical review criteria.

The evaluation committee will assign a numerical rating to each technical competency in the above section 7 table of the RFP based upon a review of that Contractor's Proposal. The ratings are to be awarded as follows:

0 Points	Does Not Meet	Proposal does not comply with the requirements.
1 Point	Weak	Response does not substantially meet the requirements.
2 Points	Moderate	Proposal meets most of the requirements, but is weak in some areas.
3 Points	Meets	Proposal meets all requirements.
4 Points	Strong	Proposal substantially exceeds requirements.
5 Points	Greatly Exceeds	Proposal significantly exceeds requirements.

The value assigned to each criterion is only a value used to determine which Proposal is the most advantageous to the Agency in relation to the other Proposals that ODH received.

The evaluation committee will evaluate each proposal and award up to the maximum amount specified for each criterion. A proposal must receive a total technical score of at least 300 points (60 percent of the maximum total technical score of 500) in order for ODH to consider awarding a Contract for that proposal.

- 9.29. Presentations and Interviews. ODH may require top Contractors to be interviewed. Such interviews will provide a Contractor with an opportunity to present its Proposal and to ensure a mutual understanding of the Proposal's content. This will also allow ODH an opportunity to test or probe the professionalism, qualifications, skills, and work knowledge of the proposed candidates. The interviews will be scheduled at the convenience and discretion of ODH. ODH may record any presentations and interviews. The one (1) to three (3) highest scoring Contractors; but no more than the top three (3) may be required to participate. Interviews will be scheduled to be held in Columbus, Ohio at the vendor's expense, if applicable.
- 9.30. Cost Proposal Evaluation. ODH will calculate the Contractor's Cost Proposal points after the Contractor's total technical points are determined, using the following method:

Cost Points = (Lowest Contractor's Cost/Contractor's cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. In this method, the lowest cost proposed will receive the maximum allowable points.

The number of points assigned to the cost evaluation will be prorated, with the lowest accepted Cost Proposal given the maximum number of points possible for this criterion. Other acceptable Cost Proposals will be scored as the ratio of the lowest Cost Proposal to the Proposal being scored, multiplied by the maximum number of points possible for this criterion.

- 9.31. Final Stages Of Evaluation Contractor with the highest point total from all phases of the evaluation (Technical Points + Cost Points) will be recommended for the next phase of the evaluation.

Technical Score: _____ + Cost Score: _____ = Total Score: _____

If ODH finds that one or more Proposals should be given further consideration, ODH may select one or more of the highest-ranking Proposals to move to the next phase. ODH may alternatively choose to bypass any or all subsequent phases and make an award based solely on the Proposal evaluation phase.

- 9.32. Clarifications & Corrections. During the evaluation process, ODH may request clarifications from any potential Contractor under active consideration and may give any Contractor the opportunity to correct defects in its Proposal if ODH believes doing so does not result in an unfair advantage for the Contractor and it is in ODH's best interests. Any clarification response that is broader in scope than what ODH has requested may result in the Contractor's proposal being disqualified.
- 9.33. Contract Negotiation. It is at the discretion of DOH whether to permit negotiations. A Contractor must not submit a proposal assuming that there will be an opportunity to negotiate any aspects of the RFP. When it has been determined that it is in the Agency's best interest to conduct negotiations, ODH may request a submission of a best and final quotation.
- 9.34. Contract Award. The Review Committee evaluating the Proposals and, if applicable, the Presentations will recommend to the Director of Health the award of a Contract based upon the total Contractor score and whether awarding a Contract will result in obtaining the best value and advantage to ODH. The Director's award of a Contract as a result of this RFP will be identified by the Director's signature on the Contract. The Director's award is final and not appealable. ODH at any time may determine that award of a Contract is not in the best interest of ODH and may reject, cancel, or re-issue this RFP in whole or in part.
- 9.35. Contract Contents. If this RFP results in a Contract award, the Contract will consist of this RFP, along with attachments, addenda, purchase orders, change orders, and terms and conditions. ODH reserves the right to award multiple Contracts under this RFP.
- 9.36. Contractor Start Date. ODH expects the Contractor to commence work on the Contract start date. If the Contractor is unable or unwilling to commence work, ODH reserves the right to cancel the award and resume the evaluation process with the next most advantageous proposal.
- 9.37. Non-Collusion Certification. Contractor certifies that he/she is (sole owner, partner, president, secretary, etc.) of the party making the forgoing proposal, that such proposal is genuine and not collusive or sham; that Contractor has not colluded, conspired or agreed, directly or indirectly, with any Contractor or person, to submit a sham proposal; or colluded or conspired to have another not proposal; and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the proposal price of its proposal or any other Contractor, or to fix any overhead, profit or cost element of the proposal price, or of that of any other Contractor, to secure any advantage against any Contractor or any person or persons interested in the Contract and that all statements contained in the proposal are true; and further, that the Contractor has not, directly or indirectly, submitted this proposal, or the contents thereof, or divulged any related information or data to any association or to any member or agent of any association.
- 9.38. ODH Withdrawal of the RFP. ODH reserves the right to withdraw the RFP at any time prior to the award the Contract.
- 9.39. Damages Arising from RFP Specifications. A Contractor may not be compensated for damages arising from inaccurate or incomplete information in the RFP, specifications or from inaccurate assumptions based upon the specifications.
- 9.40. Protests. Objections to the contract award may be filed through a protest. Such protest must comply with the following information:
- 9.40.1. The protest must be filed by a prospective or actual Contractor objecting to the award of a Contract resulting from this RFP. The protest must be in writing and contain the following information:
- 9.40.1.1. Name, address and telephone number of the protester;
- 9.40.1.2. Name and number of the RFP being protested;

- 9.40.1.3. Detailed statement of the legal and factual grounds for the protest, including copies of any relevant document;
 - 9.40.1.4. Request for a ruling by ODH;
 - 9.40.1.5. Statement as to the form of relief requested from ODH; and
 - 9.40.1.6. Any other information the protester believes to be essential to the determination of the factual and legal questions at issue in the written request.
- 9.40.2. A timely protest will be considered within the following periods:
- 9.40.2.1. A protest based on alleged improprieties in the issuance of the RFP, or any other event preceding the closing date for receipt of Proposals which are apparent or should be apparent prior to the closing date for receipt of Proposals, must be filed not later than five (5) business days prior to the Proposal due date.
 - 9.40.2.2. If the protest relates to the recommendation of the evaluation committee for an award of the Contract, the protest must be filed within fifteen (15) business days of the award communication.
- 9.40.3 All protests must be filed at the following location:
Ohio Department of Health
Office of Procurement Services, 4th Floor
Attention: Carol Cook
246 North High Street

Remainder of Page Left Intentionally Blank.

**Tobacco Use Prevention & Cessation Program
July 2015-March 2016 Contractor Work Plan (Attachment A)**

Options: This request for proposal (RFP) is designed for a contractor to choose to respond to one, two, or all three goals as outlined below as A, B, and C.

Instructions: Leave blank any goal(s) and associated objectives for any goal for which you are not applying for funds. Must complete all objectives for each goal. Scope Of Work and Deliverables **listed in bold and underlined** indicate outcome-based deliverables. Fill in areas highlighted in grey.

Compensation: Please allocate 70% of your projected award to the key deliverables, **signified in bold**. The remaining 30% shall be allocated to remaining deliverables.

Goal	Objective	Scope of Work	Deliverable	Deliverable due date	Compensation (70%)	Compensation (30%)
A. Build community awareness, support, and capacity for smoke-free homes and multi-unit complexes.	1. Develop and implement community outreach/education events focusing on the dangers of second-hand smoke and the benefits of adoption of rules to prohibit smoking in the home.	1.1 Develop a plan describing your calendar of community outreach events focusing on the dangers of second-hand smoke and the benefits of adoption of rules to prohibit smoking in the home. Plan should include target audience(s), venue(s) for event(s), timeline for implementation, and draft materials (for distribution at event[s]). Describe a minimum of eight (8) events.	Develop community outreach/education event plan.	11/25/15		
		1.2 Implement community outreach plan in community. At least 25 people must be present to be considered an event. Plan an “ask for action” and identify a way to evaluate whether action has occurred. Community event to include photos, sign-in sheet noting who participated in the event, and notes of significant developments from the event. Include actions taken as a result of outreach.	Implement community outreach plan.	1/29/16		
	2. Develop and implement community education events focusing on the dangers of second-hand smoke in multi-unit housing complexes and the benefits of adoption of smoke-free multi-unit housing policies to prohibit smoking.	2.1 Conduct resident surveys to assess awareness and attitudes toward smoke-free policy adoption. Write survey report and share with ODH within one month of survey implementation. Report must include date and location of survey implementation, how many were given the survey, how many completed the survey, as well as a summary of responses.	Conduct resident surveys & provide survey report.	1/29/16		
		2.2 Facilitate presentations to residents on smoke-free multi-unit housing policy adoption. At least ten (10) residents must be present to be considered an event. Demonstrate proof of event participation by sharing presentation and sign-in sheet with ODH.	Facilitate presentations to residents on smoke-free multi-unit housing policy adoption.	1/29/16		

	<p>3. Demonstrate a willingness of residents to approach management for smoke-free multi-unit housing policy.</p>	<p>3.1 Residents draft/modify materials to present to management, requesting a smoke-free policy in their building/complex. Demonstrate proof of resident presentation to management by sharing presentation and sign-in sheet with ODH.</p>	<p>Provide materials to management by residents requesting a smoke-free policy in their building/complex.</p>	<p>6/24/16</p>		
	<p>4. Administer and collect smoke-free pledges to demonstrate adoption of smoke-free rules by homeowners/occupants.</p>	<p>4.1 Identify privately owned homes (houses, condos, townhomes, etc.) and events at which owners may gather (block parties, community fairs or festivals, church events, etc.). Make a table of these events including address, date/time of event, and description of intended attendees (e.g. rural/urban, age range, race, any unique characteristics).</p>	<p>Provide list of events for the privately owned homes.</p>	<p>11/25/15</p>		
		<p>4.2 Write an outreach plan for reaching private home owners (not renters) to: 1. Assess awareness and attitudes toward smoke-free home policy adoption 2. Educate them on the dangers of second-hand smoke and the benefits of adoption of rules to prohibit smoking in the home and 3. Administer and collect smoke-free home pledges.</p>	<p>Provide outreach plan for reaching private home owners.</p>	<p>12/30/15</p>		
		<p>4.3 Implement outreach plan.</p>	<p>Implement outreach plan.</p>	<p>3/25/16</p>		
		<p>4.4 Write a report summarizing outreach efforts. Indicate: 1. Name of home owner, 2. Address of home owner, 3. Smoker resides in the home, 4. Homeowner currently allows smoking in the home, 5. Homeowner signed a smoke-free home pledge, 6. Homeowner accepted and agreed to post smoke-free home signage, 7. Homeowner accepted promotional items (ODH will provide).</p>	<p>Provide report summarizing outreach efforts.</p>	<p>5/27/16</p>		

	5. Demonstrate that residents implemented smoke-free home pledges.	5.1 Follow up with residents who turned in smoke-free home pledges three (3) months after pledges are administered. Ensure signs are posted on their residence and that their home is, in fact, smoke-free.	Provide follow up outreach summary reports on private home owners.	6/24/16		
		5.2 Add the following information to report in section 4.4. above: 1. Three (3) month follow-up with homeowner was conducted, 2. Signage at three (3) month follow-up was posted, 3. Smoke-free home policy implemented at three (3) month follow-up, based on verbal confirmation/denial.	Add information to report in section 4.4.	6/24/16		
		5.3 At least 60% of residents who signed pledge have signage posted and have a smoke-free home at time of check.	Final outreach summary report of private home owners indicating that at least sixty percent complied with signage and have a smoke-free home at last check.	6/24/16		
Describe the proposed work plan. Identify objectives, strategies, methodology, services, and key personnel assigned to provide deliverables.						
B. Partner with local housing authority to develop and implement smoke-free housing policy.	6. Establish a partnership with a local housing authority.	6.1 Identify appropriate contacts at local housing authority. Make initial contact with each person by July 31, 2015. Write up meeting minutes (phone meeting is fine) including name and contact information, housing authority name, number of properties and units, current smoke-free policy, meeting date and any other relevant notes to ODH.	Identify local housing authority contacts.	12/30/15		
		6.2 Schedule and attend monthly meetings with contacts at housing authority. At least four (4) meetings/year need to be in-person. Others can be by phone. Provide meeting minutes to ODH quarterly. Minutes should include an agenda, notes, and list of attendees.	Provide quarterly meeting minutes with local housing authority.	6/24/16		

		6.3 Submit a letter of collaboration from the appropriate staff at each housing authority indicating a willingness and desire to work towards adoption of a smoke-free policy.	Provide letters of collaboration from each participating local housing authority.	1/29/16		
7. Schedule and hold meetings and discussions with at least four (4) multi-unit housing complexes on readiness for policy passage.		7.1 Identify appropriate contacts at multi-unit housing complex. Make initial contact with each person and meet with him/her. Provide meeting minutes to ODH. Minutes should include name, contact information, and housing authority affiliation of all attendees, agenda, meeting notes, and next steps.	Identify contacts at multi-unit housing complexes.	12/30/15		
		7.2 If unable to meet with multi-unit housing property manager, document attempts. Documentation includes email and/or call notes.	Documentation of attempted meetings with housing authority.	12/30/15		
		7.3 Meet with multi-unit housing complex at least quarterly. Provide proof or regular contact to ODH quarterly. Proof includes meeting minutes (name, contact information, and affiliation of all attendees, agenda, meeting notes, and next steps), emails, phone call dates/times/notes, etc.	Provide meeting minutes for multi-unit housing complexes.	6/24/16		
		7.4 Draft a survey to give to property managers to capture awareness and attitudes toward smoke-free policy adoption. Share draft survey with ODH prior to implementation.	Draft survey for property owners/managers.	2/26/16		
		7.5 Conduct property owner/manager surveys to capture awareness and attitudes toward smoke-free policy adoption. Share results with ODH within one (1) month of survey implementation. Indicate the title/job of each survey, and answers to all questions. Include date survey was administered.	Conduct survey and provide survey report.	4/29/16		
		7.6 If more than three (3) properties are surveyed, summarize survey results and provide these to ODH. Summary to include contact information for each location surveyed, date survey was administered, and summary of results.	Summarize survey results if more than three (3) properties are surveyed.	4/29/16		
8. Create a smoke-free housing policy, implementation strategy, and timeline for each housing authority.		8.1 Provide draft policy, strategy, including implementation timeline approved by housing authority. Strategy must include resident education and enforcement components.	Provide draft of housing authority policy, strategy, and implementation timeline.	5/27/16		

	9. Significantly contribute to passage of policies for smoke-free multi-unit housing complexes.	9.1 Housing authority adopts 100% smoke-free policy. Provide ODH with copy of final smoke-free policy, including implementation timeline and enforcement activities.	Provide final approved smoke-free housing authority policy, implementation timeline, and enforcement activities.	6/24/16		
Describe the proposed work plan. Identify objectives, strategies, methodology, services, and key personnel assigned to provide deliverables.						
C. Work toward and pass policies in your community for tobacco- or smoke-free parks, beaches, county fair, and other public places.	10. Choose at least one public place and establish, implement, or evaluate its smoke-free policy.	10.1 Identify possible public places for policy work. Identify at least three (3) potential public place partnerships. Information shall include name, address, and type of place, as well as at least one (1) contact person and their contact information. ODH will advise on preferred place to target.	Identify public places for policy work.	11/25/15		
		10.2 Collaborate with at least one (1) community partner and ODH to identify target. Partners could include: local 4-H group, local youth or adult sports teams (affiliated with school, city, local recreation center, or otherwise), other organizations which regularly use spaces. Community partner must provide a letter of collaboration, identifying selected target.	Provide letter of collaboration for each community partner with identified target.	12/30/15		
		10.3 Identify chosen place(s)' current tobacco- or smoke-free policy. Share policy with ODH.	Identify public place target's current tobacco- or smoke-free policy.	12/30/15		
		10.4 Determine how the organization will collaborate with each community partner. Determine the responsibilities of establishing, implementing, or evaluating the tobacco- or smoke-free policy. Work with partner organization to develop a strategic partnership plan, including the steps below [4.26-4.27] as part of an implementation timeline.	Provide strategic partnership plan for each community partner.	1/29/16		
		10.5 Implement strategic partnership plan for the establishment, implementation, or evaluation of tobacco- or smoke-free policy. Provide written summary of implementation	Provide community partner summary of implementation activities that includes	5/27/16		

		activities to ODH quarterly. Summary to include progress made on each step of implementation timeline, as well as successes and barriers. Final summary can be included with evaluation.	progress made on each step of timeline with successes and barriers.			
		10.6 Evaluate strategic partnership(s) and provide a written summary to ODH. Written summary to include successes, barriers, and lessons learned.	Provide evaluation of community partnership.	6/24/16		
		10.7 Public place adopts 100% tobacco- or smoke-free policy. Provide ODH with copy of final tobacco- or smoke-free policy, including implementation timeline and enforcement activities, approved by appropriate authority.	Final smoke-free or tobacco-free policy for public places including implementation timeline and enforcement activities that are approved by appropriate authority.	6/24/16		
11. Work among existing community organizations and coalitions to inject tobacco goals into their work.	11.1 Identify potential community organizations and/or coalitions with whom to partner. Identify at least three (3) potential partnerships. Information to include name, address, and type of organization, as well as at least one (1) contact person and their contact information. ODH will advise on preferred partner.	Identify three (3) community organizations and/or coalitions.		11/25/15		
	11.2 Once partner has been chosen, make initial contact with each person and meet with him/her. If unable to meet, provide proof of attempt to schedule meeting including email and/or call notes. If able to meet, provide meeting minutes including date, time, location, agenda, notes, next steps, and list of meeting attendees.	Provide meeting minutes for community organization and/or coalition initial meeting.		1/29/16		
	11.3 Collaborate with at least one (1) community partner to include a tobacco objective in their strategic plan. Provide a letter of collaboration indicating willingness of partner organization to include at least one (1) tobacco-related objective into their work.	Provide letter of collaboration from each community organization/coalition willing to include at least one (1) tobacco-related objective into their work.		1/29/16		
	11.4 Determine how you will partner with each organization. Discuss and establish goals. Work	Provide community organization/coalition		3/25/16		

		with partner organization to develop a strategic partnership plan, including the steps below as part of an implementation timeline.	strategic partnership plan which establishes goals and timelines.			
		11.5 Meet with partner at least quarterly. Provide meeting minutes including date, time, location, agenda, notes, next steps, and list of meeting attendees.	Provide community organization/coalition quarterly meeting minutes.	5/25/16		
		11.6 Implement strategic partnership. Provide written summary of implementation activities to ODH quarterly. Summary to include progress made on each step of implementation timeline, as well as successes and barriers. Final summary can be included with evaluation.	Provide community organization/coalition progress report.	5/25/16		
		11.7 Evaluate strategic partnership(s) and provide a written summary to ODH. Written summary to include successes, barriers, and lessons learned.	Provide community organization/coalition evaluation report.	6/24/16		
		11.8 Community organization adopts tobacco-related objective into strategic plan or otherwise demonstrates a significant addition of anti-tobacco activities in their regular activities.	Community organization/coalition final strategic plan or tobacco-related policy.	6/24/16		
Describe the proposed work plan. Identify objectives, strategies, methodology, services, and key personnel assigned to provide deliverables.						

Work Plan and Additional Contractor Information

Description of organization and capacity to complete the work outlined in the above work plan. Demonstrate fiscal responsibility.
Description of need (Why have you chosen this particular activity and why is it important to implement it in the areas you've chosen or in your community as a whole?)
Description of experience with projects of this type (includes number of years of experience and type of experience).
Description of candidate experience and expertise for all key personnel outlined in the above work plan. Provide two references for each candidate listed, for projects of similar scopes and size.
Be sure to include the following additional documents in your application: <ul style="list-style-type: none">o Reference letters for key personnel