

Request for Information



State of Alaska
Department of Health
Division of Public Health

Date Issued: 1 AUGUST 2025

Response Deadline: 3 SEPTEMBER 2025, 2:30PM

RFI 1625-074

CHRONIC DISEASE PREVENTION & HEALTH PROMOTION (CDPHP) SECTION SUPPORT

Introduction:

The State of Alaska, Department of Health (DOH), Division of Public Health (DPH), Section of Chronic Disease Prevention and Health Promotion (CDPHP) is seeking letters of interest from qualified parties capable and interested in providing section-wide support to the small but mission diverse section, composed of 6 distinct program units:

1. Injury Prevention,
2. Physical Activity and Nutrition,
3. Health Systems Collaboration (including programs to prevent diabetes, heart disease and stroke, dementia, and cancer),
4. Tobacco Prevention and Control,
5. Office of Substance Misuse and Addiction Prevention
6. Surveillance Systems (including the Behavioral Risk Factor Surveillance System and Youth Risk Behavior Survey).

The intent of the project is to provide support services to advance CDPHP programs aimed at preventing and addressing injuries, substance misuse, and chronic conditions and their related risk and protective factors such as tobacco use, physical activity, and eating/drinking healthy foods and drinks. The Section is interested in determining if one contractor can streamline the way the section and its units conduct (1) strategic planning; (2) meeting/training logistics and facilitation; (3) project communications; and (4) grant research, writing, and technical assistance.

The RFI process is intended to be less formal than the RFP (Request for Proposals) and provides for interaction between the State and an interested party to provide clarity or answer direct questions. CDPHP would like any interested party to respond to the best of their ability, and call attention to parts of the **Minimum Requirements, Scope of Work, Deliverables and Pricing/Budget** that should be adjusted in a possible formal solicitation to better accommodate them.

The Bottom Line: This RFI includes deliverables that CDPHP believes it wants or needs. Input from interested parties will assist the State determine if its expectations are reasonable or if alternate methods or thought processes are possible to deliver these essential services.

NOTE: This Request for Information (RFI) does not constitute a formal solicitation. The purpose of the RFI is to determine if there are qualified offerors available that would be interested in bidding on these services. The State may use this information to potentially develop a future solicitation.

Background Information:

The Section of Chronic Disease Prevention and Health Promotion (CDPHP) works with communities, health and tribal health systems, worksites, early childcare centers and schools, local and state government agencies, and many other partners to reduce and manage the most prevalent, costly, and preventable health problems across Alaska. These include injuries; substance misuse and addiction; and chronic diseases, like cancer, diabetes, heart disease, stroke, and dementia.

Many of the top causes of death in Alaska are due to chronic conditions or injuries. In 2021, nine of the 10 most common causes of death in Alaska were identified as chronic conditions or injuries: cancer, heart disease, unintentional injury, stroke, chronic lower respiratory disease, suicide, chronic liver disease and cirrhosis, diabetes and Alzheimer's (source: Alaska Chronic Disease Facts: 2023 Brief Report <https://health.alaska.gov/media/hppatozl/2023-chronic-disease-brief-report.pdf>).

Chronic diseases, injuries and substance misuse are becoming more prevalent and costly in Alaska; therefore, more work is needed to effectively address and mitigate the impacts of these important health issues. Additionally, CDPHP's community partners need increased support (e.g. professional development trainings, collaborative opportunities, strategic planning guidance, program funding opportunities) to effectively address and mitigate these health issues. Effective implementation of these contract deliverables will support CDPHP and its community partners in meeting the growing needs of Alaskans to prevent and/or manage injuries, substance misuse and chronic diseases.

Strategic Planning Need Background: Every year, one or more of CDPHP's six program units is required to develop and/or update its strategic plan to help monitor progress on existing program activities and guide new program activities. CDPHP strategic planning helps units and programs reflect on past successes and challenges, prioritize efforts, effectively allocate resources, and align community partners and staff all with the intent to better meet its respective goals to improve and protect the health and wellness of all Alaskans. Having a vendor/contractor available to offer their skills and expertise to support these ongoing strategic planning efforts will increase CDPHP's programmatic efficiency and produce more impactful strategic plans.

Meeting/Training Logistics and Facilitation Need Background: CDPHP units and programs plan and implement a wide variety of meetings and trainings every year. Meetings and trainings include, but are not limited to: grantee trainings, coalition meetings, community of practice meetings, strategic planning sessions and many more. These meetings and trainings offer CDPHP staff and community partners opportunities such as professional development opportunities to enhance their injury, substance misuse and chronic diseases prevention and mitigation efforts, and collaboration opportunities to develop partnerships to efficiently and effectively advance shared goals and to leverage limited resources. Contract support in this area will help CDPHP meet the growing demand for increased meeting and training support.

Project Communication Need Background: Health communications material development and design are important activities CDPHP uses to disseminate vital health messaging aimed at preventing and/or managing injuries, substance misuse and chronic diseases. The section develops many different types of materials each year, including, but not limited to: fact sheets and booklets, annual reports, rack cards, web and social media content and posters. CDPHP has had great success with its health communications efforts over the years; therefore, the demand for materials from partner agencies and CDPHP staff has increased. Contract support in this area will help CDPHP meet this growing demand for effective health communications materials aimed at increasing Alaskans' knowledge and positive behavior change to prevent and/or manage injuries, substance misuse and chronic diseases.

Grant Research, Writing, and Technical Assistance Need Background: As chronic diseases, injuries and substance misuse become more prevalent and costly in Alaska, the need to implement statewide, evidence-based programs and activities is increasing as well. CDPHP works with a variety of community partners, including nonprofits; schools and early childcare centers; and tribal, local and state government agencies to extend its mission and programs' goals. Various funding opportunities exist—both public and private; and national and local—that support programming related to the prevention of injuries, substance misuse and chronic diseases. However, many competitive grants being offered go unnoticed by CDPHP community partners. Additionally, these community partners may not be adequately prepared to respond in a timely manner to funding opportunities. Community partners sometimes require a guided process to adequately articulate programmatic functioning in funding proposal framework language and to identify all components necessary for successful proposal development (i.e. outcomes and data information, analytical design of program, programmatic model, etc.). CDPHP will use this contract to provide programmatic and strategic guidance, as appropriate, to the receiving entity to ensure competitive submissions of proposals that support CDPHP's mission and program goals. CDPHP will rely in part on this contract to build on established partnerships and in-depth knowledge of Alaska's injury, substance misuse and chronic disease prevention systems, current state initiatives and reforms underway and how best to leverage concurrent investments, strategies and funding opportunities to further the capacity and competence of our community partners to effectively support CDPHP's goals and program goals.

Minimum Qualifications

The following qualifications detail the level and extent of the experience that DOH believes is needed for the contractor to be fully competent to properly perform the project's deliverables.

PLEASE NOTE: An interested party **SHOULD NOT** be deterred from responding if the organization is unable to meet these requirements. Please briefly detail in your response where there is a shortfall, and explain/propose alternatives to those detailed below:

1. The offeror must have five (5) years in the last ten (10) years of experience providing **organizational strategic planning** support.
2. The offeror must have five (5) years in the last ten (10) years of experience providing **meeting and/or training logistics planning and facilitation** support.
3. The offeror must have five (5) years in the last ten (10) years of experience providing **project communication** support (e.g. designing print materials, designing and managing web content, etc.).
4. The offeror must have at least three (3) years of experience **researching and assisting with the organization, timelines, and general development of grant proposals** in sectors that are relevant to improving outcomes related to injury, substance misuse and/or chronic disease prevention and/or its related risk and protective factors such as tobacco use, physical activity and eating/drinking healthy foods and drinks.

Scope of Work

If DPH/CDPHP conducts a solicitation for these services, the selected contractor will assist the Section (and its Units) with the four areas of focus: (1) Strategic Planning; (2) Meeting and Training Logistics and Facilitation; (3) Project Communications Support; and (4) Grant Research, Writing, and Technical Assistance.

The deliverables listed below are the products that CDPHP has determined are required to accomplish the required service. If an interested party has additional work they see as an integral part of the program, please include those ideas in the response.

Deliverables

The following deliverables are provided in four parts that align with the program support presented in the Background Information above as well as a fifth component for overall project management required to meet all stated deliverables:

PART A: Section Strategic Planning

PART B: Meeting/Training Logistics and Facilitation

PART C: Project Communications

PART D: Grant Research, Writing, and Technical Assistance Project

PART E: Project Management

The specific need for each part is expected to vary from year to year, therefore prior to the start of each contract year, an annual work plan, deliverables, and budget will be co-developed and agreed upon by State of Alaska CDPHP program management team and vendor/contractor, based on CDPHP section's budget and needs and contractor's capacity.

PART A: Section Strategic Planning

1. Finalized CDPHP Section Strategic Plan

Consists of the following tasks:

- a. Planning and facilitating strategic planning meetings (~4 two-hour meetings; see Part B1*).
- b. Supporting CDPHP team with strategic plan drafting and design efforts.

2. Finalized Physical Activity and Nutrition (PAN) Unit Strategic Plan

Consists of the following tasks:

- a. Conducting an environmental scan to help identify existing, relevant physical activity and nutrition related work to consider during strategic planning efforts.
- b. Planning and facilitating strategic planning meetings (~2 two-hour meetings; see **Part B1***).
- c. Supporting PAN team with strategic plan drafting and design efforts.

PART B: Meeting/Training Logistics and Facilitation

1. Strategic Planning Meeting Facilitation

Consists of the following tasks:

- a. Planning and facilitating CDPHP section-wide strategic planning meetings (~4 two-hour meetings; same as Part A1, not to be duplicated in budget proposal*)
- b. Planning and facilitating PAN team's strategic planning meetings (~2 two-hour meetings; same as Part A2, not to be duplicated in budget proposal*)

2. Tobacco Prevention & Control (TPC) Unit Meeting Support

Consists of the following tasks:

- a. Developing the agendas and facilitating monthly TPC Community of Practice Facilitators meetings.
- b. Developing the agendas and co-facilitating monthly TPC statewide contractor meetings.

3. Alaska Breastfeeding Coalition (ABC) Support

Consists of the following tasks:

- a. ABC Coalition Meeting, Member, & Project Support:
 - i. Organize and support facilitation of monthly virtual and/or in-person meetings, including: scheduling meetings, drafting agendas, communicating with ABC members and the public, coordinating meeting content, taking notes, and following up with action items.

- ii. Manage the ABC membership listserv/list and communicate with member organizations and individuals using a variety of methods, including: mail, email, social media and texting to maintain member engagement.
 - iii. Recruit new coalition members as needed/desired by ABC leadership and SOA project manager.
 - iv. Conduct an annual Member Survey to determine membership's activities of interest in the areas of education, advocacy, and systems change and identify annual goals/activities/focus areas. Survey could also be used to reach out to relevant non-participating members/organizations to identify barriers to engagement and then follow up by advising coalition board members/leadership to address identified barriers to increase participation.
 - v. Assist ABC leadership with coalition organizational structure to support sustainability as needed/desired (e.g. update vision, mission, goals, and activities of coalition, as needed; identify possible future funding sources; assist with grant writing duties; develop workgroups/annual action plan; identify possible future backbone agency, etc.).
 - vi. Provide support and guidance to ABC Treasurer (e.g. developing and managing annual coalition budgets).
 - vii. Provide collaborative support between ABC and State with special projects such as "Breastfeeding Welcomed Here" and U.S. Breastfeeding Committee involvement. Additional special project assistance may be identified over the length of the contract. A detailed ABC Coalition Meeting, Member, and Project Support workplan will be developed in partnership with ABC leadership annually based on ABC's needs and vendor's capacity.
- b. Annual ABC Conference Support:
- i. Support the ABC board with the planning, organization, and implementation of an annual Alaska Lactation Conference. Work with ABC leadership to determine conference planning assistance as needed each year. A detailed Conference Support workplan will be developed in partnership with ABC leadership annually based on ABC's needs and vendor's capacity.

PART C: Section Project Communication Support

1. Developing and distributing twice-monthly newsletter (specific for TPC Unit).
2. Developing and maintaining an online resource webpage (specific for TPC Unit).
3. Developing and designing section communication materials, such as program summaries, data reports, and fact sheets, etc. (as needed and as budget and contract capacity allow). This task will serve as a backup for CDPHP's internal design team if/when internal team's workload is at capacity.
4. Providing as-needed CDPHP material mailers/communications support (e.g. fielding community partners' material request emails, organizing and sending material mailings). Approximately 300 material mailing requests per year.
5. Alaska Breastfeeding Coalition (ABC) Existing Website Content Maintenance and Update Support:
 - a. Maintain and update the ABC website with accurate information and up-to-date resources. A detailed ABC Existing Website Content Maintenance and Updates Support workplan will be developed in partnership with ABC leadership annually based on ABC's needs and vendor's capacity.

*Please note: These strategic planning meeting facilitation activities are listed under both Part A and Part B of the deliverables based on the nature of the activity falling under both parts. However, these activities should only be included in the project budget once in either of the sections/parts they are listed (Part A or B).

PART D: Grant Research, Writing, and Technical Assistance Project

1. Physical Activity and Nutrition (PAN)-Related Bi-Weekly Funding Opportunity Summaries

Consists of the following tasks:

- a. Conducting bi-weekly (every two weeks), systematic scans for relevant PAN-related funding opportunities. Criterion for relevance will be co-developed between CDPHP program management and vendor/contract team. In year 1 of the contract, relevance will be more narrowly defined as funding opportunities that support evidence-based physical activity and nutrition promotion projects. Future project years may include a more broadly defined CDPHP-related criterion for funding opportunities to include in scans and summaries.
- b. Identifying available, upcoming PAN-related funding opportunities for PAN community partners to consider applying for.
- c. Summarizing identified upcoming funding opportunities in bi-weekly report (formatted so CDPHP team can email the summaries to community partners via listservs and other forms of electronic communication) for community partner review and submission consideration.

2. Successfully Write and Submit ~5 PAN-Related Funding Applications

Consists of the following tasks:

- a. (Y1 Only) Co-developing community partner selection criteria with CDPHP project management team. This criterion will help to identify community partners who (1) have well-developed projects that are most relevant to the respective funding opportunities; (2) have the greatest need for grant writing support, and (3) have the best chance of receiving a successful grant award. Criterion will help guide the selection process for the limited number community partners who receive grant writing support from vendor/contractor.
- b. Assisting with the organization, timelines, and general development of grant proposals. Approximately 5 grant proposal submissions per year. However, the total annual number will be dependent upon available budget and vendor/contractor capacity, recognizing that grant proposal development takes varying amounts of time and effort.
- c. Submitting funding applications on behalf of community partners, as needed.

3. Limited Technical Assistance to Community Partners Receiving Grant Awards

Consists of the following task:

- a. Providing various types of technical assistance, as needed, to community partners who have received grant awards as a result of the work tasked in the deliverable **PART D2** above (approximately 5 community partner agencies per year), as budget and vendor/contractor capacity allows. Technical assistance may come in various forms, such as but not limited to: reviewing and summarizing grant award compliance requirements for community partners, to help ensure successful grant implementation and compliance; development of reporting or evaluation templates or tools to support community partner grant compliance, etc. All technical assistance efforts are aimed at supporting the community partner with successful and compliant implementation of grant activities.

PART E: Project Management

1. Overall Project Management

Consists of the following tasks:

- a. Participating in regularly scheduled project team check-in communications (calls/emails), as needed.
- b. Drafting progress reports to accompany invoices.
- c. Submitting invoices.

Budget:

The Alaska Department of Health, Division of Public Health, estimates a budget of \$2,650,000.00 (\$265,000.00/year) to be sufficient for completion of this project over ten years beginning with state fiscal year 2026.

Questions:

The State anticipates that there will be questions about this posting. Please send your questions to:

R. Todd Webster
russell.webster@alaska.gov
907-268-4847

Questions received and answers given will be added periodically as an update to this posting.

Response Information:**How to Participate**

Interested applicants/firms who believe they can provide the services described above should indicate their interest by submitting an electronic response (.pdf format is preferable, please do not exceed 25 pages) with the following information:

Responses should not exceed 25 pages, and should address the following areas:

- Company name
- Contact information (email) for the individual(s) who should be notified if DOH releases a solicitation
- Respondents should introduce their firm and provide some background information about their experience and capacity to provide the services identified in this RFI. Is the firm able to meet or exceed the preferred minimum experience? What alternatives are more reasonable?
- Provide clear information regarding programs offered that can help achieve the State's interests.
- Recommend service models that will best meet the requirements of this RFI.
- Identify any risks or concerns associated with the scope of work as currently described. Where possible, provide one or more alternatives or suggested strategies to reduce risks and/or ameliorate concerns.
- Provide a cost model that best works for these services and an estimated budget** which references the deliverables for services as described in the section above. Can the offeror supply the services reasonably within the estimated budget provided. Or, if not, why not?

** Submitted estimated budgets in this RFI are intended for information gathering purposes. Any potential future formal solicitations arising from this RFI will allow respondents to submit updated detailed budgets.

Submission Instructions:

Applicants/firms must submit their response as a PDF file, sent via email, by September 3, 2025, at 2:30PM. Responses should be attached and sent via email to the following:

R. Todd Webster

Procurement Officer

Alaska Department of Health

russell.webster@alaska.gov

907-268-4847

It is the responsibility of the interested party to follow up with the person(s) listed above to ensure your response was received prior to the time and date specified at the top of this RFI.

Important Notice:

This RFI does not extend any rights to prospective vendors or obligate the state to conduct a solicitation or purchase any goods or services. Nor will the State be financially responsible for any costs associated with the preparation of any response for the requested information. This RFI is issued for the sole purpose of obtaining information as described in this notice. However, the information obtained from this request may be used to prepare a purchase, contract, or solicitation in the future.