

# Request for Applications

Issued by

The New Mexico Department of Health  
Public Health Division  
Center for Health Protection  
Injury and Behavioral Epidemiology Bureau  
Office of Injury and Violence Prevention  
Through the  
Violence Prevention Program Unit



Service Name

Solicitation #: RFA-21-DOH-\_\_\_ (# is generated by Finance)

\_\_\_\_\_ Issue Date \_\_\_\_\_

# Table of Contents

<b>Table of Contents .....</b>	<b>2</b>
<b>General Instructions.....</b>	<b>4</b>
A – Purpose of the Request for Applications.....	4
B – Contract Effective Date .....	5
C – Funding Availability .....	5
D – Applicant Qualifications .....	5
E – Service Requirements.....	6
F – RFA Manager.....	7
G – Definitions of Terminology .....	7
<b>Conditions governing the RFA.....</b>	<b>9</b>
<b>A.</b> Sequence of Events.....	9
<b>B.</b> Explanation of Events .....	10
<b>C.</b> General Requirements.....	13
<b>Response format and organization.....</b>	<b>17</b>
A. Organizational Structure and Competencies (15 Maximum Points) .....	18
B. Population and Need (20 Maximum Points).....	18
C. Service Description (40 Maximum Points).....	<b>Error! Bookmark not defined.</b>
<b>Evaluation .....</b>	<b>19</b>

**Preface: RFA Organization**

Thank you for your interest in working with the Department of Health, Injury and Behavioral Epidemiology Bureau, Violence Prevention Program Unit (DOH/IBEB/VPPU) to provide violence prevention services. This RFA will provide the information you need to write and submit an application for this service. Any questions you may have can be addressed by the RFA Manager who is identified in this document.

The RFA is organized into 5 sections. Each Section is briefly explained below.

## **Section I – Information**

**This section provides information you need to know to apply for funding under this RFA, to include:**

- **General Information**
  - The purpose of the RFA
  - Who is managing the RFA
  - Terminology used within the RFA.
- **Information on the contracts that will result from this RFA:**
  - Contract Term
  - Funding Availability
  - Applicant Qualifications
- **Information on the services being procured through this RFA**
  - Background
  - Service Description and/or requirements
  - Program Requirements

## **Section II – RFA Process Timeline**

This section identifies the dates and activities relevant to managing this RFA and applying for funding. A description of each activity is also included.

## **Section III – General Requirements**

This section identifies the standard terms and requirements that providers are expected to follow and abide by in writing an application and providing services for DOH/IBEB/VPPU.

## **Section IV – Application format and organization**

This is the section that will guide you on how to write your application. It explains how to format the application and the questions you will need to respond to in your application.

## **Section V – Evaluation**

This section explains how the applications will be evaluated and awards made.

# **General Instructions**

## **A – Purpose of the Request for Applications**

The Department of Health, Injury and Behavioral Epidemiology Bureau, Violence Prevention Program Unit (DOH/IBEB/VPPU), is issuing this Request for Application (RFA) from eligible professional service providers in New Mexico to support violence prevention services.

This Request for Applications will support primary and secondary level prevention programs across the state to areas most in need and those experiencing a disproportionate amount of suicide, gun violence and community violence through evidence based and evidence informed and culturally specific programming.

The programs selected to conduct prevention will serve areas most in need and serve priority populations of those that experience a disproportion impact of violence in their community. The areas with high rates of violence will be prioritized over locations with low rates of violence. To support those historically underserved in New Mexico, additional consideration will be paid to tribal governments or tribal serving organizations. Rural and other undervalued populations will also be considered priority populations.

### **Tribal Preference Statement**

This funding opportunity recognizes and honors the sovereign status of Tribal Nations in New Mexico. Applications from federally recognized Tribes, Tribal organizations, and programs serving Tribal populations will be given preference when applicants are otherwise equally qualified as they are the most impacted by violence/gun violence & suicide -related harms and deaths in New Mexico overall. All eligible organizations are encouraged to apply, as long as they meet the criteria (listed below).

## **Diversity, Equity, Inclusion, and Accessibility (DEIA) Commitment**

This grant prioritizes projects that advance diversity, equity, inclusion, and accessibility (DEIA). Applicants should demonstrate how their organization and proposed activities will equitably serve communities disproportionately impacted by violence, gun violence, & suicide, Tribes, Pueblos, and Nations, rural populations, communities of color, youth, LGBTQIA2S+ populations, individuals impacted by incarceration, and individuals with disabilities. Applicants are encouraged to describe their strategies to reduce barriers to participation, ensure cultural humility, and incorporate community voice in program design and implementation.

### **B – Contract Effective Date**

The term of the contract to be issued as a result of this RFA is July 1, 2026, through June 30, 2028 with contracts being executed for 2(two) consecutive state fiscal years, contingent on funding availability and successful contract compliance, as determined by DOH/IBEB/VPPU.

### **C – Funding Availability**

DOH/IBEB/VPPU seeks to fund various programs throughout the state contingent upon complete, competitive applications received from Applicants who can demonstrate the capacity to provide the required services as specified in the Project Description below.

Successful applicants will enter into a contract with DOH which is responsible for making payments to the successful applicant(s) based on DOH-approved invoices for services provided. The DOH will have overall programmatic oversight of the funded programs. The DOH reserves the right to adjust the awarded amounts, as needed, to comply with state and federal funding and/or budget mandates, including possible reductions or increases in the budget. The total amount the unit has to release for contracts is 1.2 million dollars.

### **D – Applicant Qualifications**

This application is open to the following entities:

- non-profits with 501(c)(3) status,
- non-profits without 501(c)(3) status,
- small businesses,
- Universities,
- individuals with or without fiscal agents

- for profit organizations
- Federally recognized Tribes, Tribal serving organizations

## **E – Service Requirements**

The violence prevention program areas we are seeking applications in are suicide prevention for all ages, gun violence prevention, and youth and young adult violence prevention (up to 24 years of age).

This RFA aims to support primary and secondary level prevention programs across the state to areas most in need and those experiencing a disproportionate amount of suicide, gun violence and/or community violence through evidence based, evidence informed, and/or culturally specific programming that enhancing protective factors and/or addressing risk factors. The programs should measure the following:

### **Short term goals (quarterly) –**

- ❖ Increase the number of New Mexicans in service area trained in evidence based/evidence informed/culturally specific prevention skills, strategies and/or behaviors
- ❖ Increase access to, and utilization of, violence prevention information and resources among New Mexicans

### **Intermediate term goals (annually) –**

- ❖ Increase in protective factors and / or decrease in risk factors associated with program outputs.
- ❖ Build upon violence prevention infrastructure within service area, via community level prevention strategies

Recommended measurements can be found in the [Public Health Approach to Violence Prevention](#) document, attached to this RFA.

### **Proposed programs must adopt one of the two strategies:**

1. Deliver one of the following **community resiliency building programs**:
  - a. Internship program
  - b. Mentorship program
  - c. After school program to include any athletic program or art program

OR

2. Deliver one or more of the following **public awareness or education programs**:
  - a. Workshop
  - b. Community Awareness Event
  - c. Gatekeeper training

In addition, selected programs will be required to:

- Participate in at least one quarterly Technical Assistance (TA) check-in session with the Program Manager assigned to your contract and at a minimum quarterly TA check-in session with the Program Evaluator; and
- Complete final annual report that includes key performance indicators, program impact, successes, failures and reflection. Must include any program reflection that you intend to change for the next fiscal year at the approval of the Program Manager. Include any evaluation reflection that you intend to change for the next fiscal year at the approval of the Program Evaluator.

## **F – RFA Manager**

DOH/IBEB/VPPU has assigned an RFA Manager who is responsible for the conduct of this RFA, whose name, address, and e-mail address is listed below:

Anamaria Dahl  
Department of Health  
Injury and Behavioral Epidemiology Bureau  
Office of Injury and Violence Prevention  
Violence Prevention Program Unit Manager  
Email: Anamaria.Dahl@DOH.NM.GOV

Any inquiries regarding this RFA shall be submitted in writing via the [Question submission form](#).

## **G – Definitions of Terminology**

This section contains definitions of terms used throughout this RFA document, including appropriate abbreviations:

“Applicant” is any person, corporation or partnership that chooses to submit an application under this RFA.

“Award” means the final execution of the contract document with DOH.

“Business Hours” for DOH means 8:00 AM thru 5:00 PM Mountain Standard or Mountain Daylight Time, whichever is in effect on the date given.

“Close of Business” for DOH means 5:00 PM Mountain Standard or Mountain Daylight Time, whichever is in use at that time.

“Contract” means an agreement for the procurement of services entered into between DOH and the successful Applicant.

“Contractor” means any business, non-profit, or individual having a contract with DOH.

“Desirable” – the terms "may", "can", "should", "preferably", or "prefers" identify a desirable or discretionary item or factor.

“Evaluation Committee” means a body appointed to conduct the evaluation of the applications.

“Evaluation Committee Report” means a report prepared by the RFA Manager and the Evaluation Committee for contract award. It will contain written determinations and point totals resulting from the RFA.

“Finalist” means an Applicant who meets all the mandatory specifications of this Request for Applications and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

“Mandatory” – the terms "must", "shall", "will", and "required" identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the rejection of an application.

“Minor Technical Irregularities” anything in the application that does not affect the price quality and quantity or any other mandatory requirement.

“Mountain Time” is the time zone used as the basis for tracking the due dates/deadlines of this Request for Applications. It refers to Mountain Standard Time or Mountain Daylight Time, whichever is in place at the time of each scheduled date.

“Qualified Applicant” (if described in RFA section I)

“RFA Manager” means the person or designee authorized by DOH to manage or administer a Request for Applications (RFA) process.

“RFA Agency” means the New Mexico Department of Health, Injury and Behavioral Epidemiology Bureau, Violence Prevention Program Unit.

“Request for Applications (RFA)” means all documents, including those attached or incorporated by reference, used for soliciting applications.

“Responsible Applicant” means an Applicant that submits a complete application and that has furnished, when required, information and data to prove that its financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the application.

“Responsive Application” or means an offer that conforms in all material respects to the requirements set forth in the request for applications. Material respects of a request for applications include, but are not limited to price, quality, quantity or delivery requirements.

“RFA Manager” means the person or designee authorized by the Agency to manage or administer a Request for Application (RFA) process.

“Staff” means any individual who is a full-time, part-time or an independently contracted employee with an Applicant’s company.

## Conditions governing the RFA

This section of the RFA contains the schedule, description and conditions governing the request for applications.

### A. Sequence of Events

The RFA Manager will make every effort to adhere to the following schedule:

Action	Responsible Party	Due Dates
1. Issue RFA	DOH/RFA Manager	3/16/2026
2. Information Session	DOH/RFA Manager	3/23/2026 at 10am
3. Acknowledgement of Receipt Form	Potential Applicants /RFA Manager	3/20/2026
4. Deadline to submit Questions	Potential Applicants	3/25/2026
5. Response to Written Questions	RFA Manager	3/27/2026

6. Submission of Applications	Applicants	4/6/2026
7. Application Evaluation	Evaluation Committee	4/8/2026 and 4/13/2026
8. Selection of Finalists	Evaluation Committee	4/13/2026
9. Notice of Intent to Award Contract	RFA Manager	4/14/2026
10. Negotiate and Finalize Contract	Parties to the Contract	4/17/2026
11. Contract Execution	Parties to the Contract	July 1, 2026

## B. Explanation of Events

The following paragraphs describe the activities listed in the sequence of events shown in Section II A. above.

### a) Issuance of RFA

- a. This RFA is being issued by the New Mexico Department of Health, Violence Prevention Program Unit on March 16, 2026.

### b) Pre-Application Workshop (Optional)

- a. A pre-application info-session will be held as indicated in Section II.A, Sequence of Events, beginning 10am on March 23, 2026. **Potential Applicants are encouraged to submit written questions in advance of the conference to the RFA Manager** (see Section I.G). The identity of the organization submitting the question(s) will not be revealed. Additional written questions may be submitted at the info-session. All questions answered during the Pre-Application info-session will be considered **unofficial** until they are posted in writing. All written questions will be addressed in writing on the date listed in Section II.A, Sequence of Events. A public log will be kept of the names of potential Offeror(s) that attended the pre-application info-session.
- b. Attendance at the pre-application info-session is highly recommended, but not a prerequisite for submission of an application.

### c) Acknowledgement of Receipt Form and RFA Distribution List

- a. Potential Applicants shall complete the [RFA Interest and Info Session Sign up Form](#) in order to have their organization placed on the RFA distribution list. The form shall be completed by 5:00 pm Mountain Time on **March 20, 2026** as stated in Section II, A. Sequence of Events.

- b. Please submit any written questions via the [Question submission form](#).
  - c. The RFA distribution list will be used for the distribution of the RFA questions and the written responses to the questions and to alert potential applicants of any amendments to the RFA. Failure to return the Acknowledgement of Receipt form shall not prohibit potential Applicants from submitting a response to this RFA. However, it shall result in the Applicant name not appearing on the distribution list, which in turn results in the Applicant not receiving a copy of the RFA questions and answers and/or amendments, if applicable.
- d) Deadline to Submit Written Questions
- a. Potential Applicants may email written questions to the RFA Manager as to the intent or clarity of this RFA until 5:00 p.m. Mountain Time on **March 25, 2026**, as stated in Section II, A. SEQUENCE OF EVENTS. All written questions must be addressed to the RFA Manager and as declared in Section I, Paragraph G.
  - b. Please submit written question via the [Question submission form](#).
- e) Response to Written Questions
- a. As indicated in the sequence of events, written responses to written questions will be distributed to all potential Applicants whose organization name appears on the RFA distribution list by 5:00 p.m. Mountain Time on **March 27, 2026**. An e-mail copy will be sent to all Applicants that provide Acknowledgement of Receipt Forms described in II.B.2 before the deadline.
- f) Submission of Applications
- a. ALL APPLICATIONS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE RFA MANAGER OR DESIGNEE NO LATER THAN 5:00 PM MOUNTAIN TIME ON **April 6, 2026** as stated in Section II, A. SEQUENCE OF EVENTS. Applications received after this deadline will not be accepted. The time and date of the email used to submit the applicant's application will be the official record of receipt date and time.
  - b. Applications must be sent to the RFA Manager and team via LiquidFiles. Please sign up via [RFA Interest and Info Session Sign up Form](#) to receive a LiquidFiles link. That is the only official way to submit an application. If you did not receive the LiquidFiles link and did not complete the RFA Interest and Info Session Sign up Form, you may email the RFA Manager. Applications submitted by facsimile, or other electronic means, will not be accepted.

- c. A public log will be kept of the names of all Applicant organizations that submitted applications. The contents of applications will not be disclosed to competing potential Applicants during the negotiation process. The negotiation process is deemed to be in effect until the contract pursuant to this Request for Applications is awarded. In this context “awarded” means all required signatures on the contract(s) resulting from the RFA have been obtained.
  
- g) Application Evaluation
  - a. Applications will be evaluated by an Evaluation Committee. This process will take place on **April 8, 2026** and **April 13, 2026** as indicated in the sequence of events, depending upon the number of applications received. During this time, the RFA Manager may initiate discussions for the purpose of clarifying aspects of an application with an Applicant that submitted a responsive or potentially responsive application. However, applications may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by Applicants nor will Discussion be an opportunity to modify an application.
  
- h) Selection of Finalists
  - a. The RFA Manager will notify the finalist Applicants selected by the Evaluation Committee as per schedule Section II. A., Sequence of Events, or as soon as possible.
  
- i) Notice of Intent to Award Contract
  - a. Any Contractual agreement(s) resulting from this RFA will be finalized with the most advantageous Applicant(s). Based on the selection of the successful Applicant(s) by the Evaluation Committee and approval by DOH, the RFA Manager shall send a Notice of Intent to Award to all Applicants on approximately **April 14, 2026**. This date is subject to change at the discretion of the DOH/IBEB/VPPU.
  
- j) Negotiate and Finalize Contract
  - a. The Contract will be negotiated and finalized with the successful Applicant(s) between **April 14, 2026 and April 17, 2026**. This date is subject to change at the discretion of the DOH.
  
  - b. The contract shall be awarded to the Applicant (or Applicants) whose applications are most advantageous to the DOH, taking into consideration the evaluation factors set forth in this RFA. The most advantageous application may or may not have received the most points. In the event that mutually agreeable terms cannot be reached with the apparent most advantageous Applicant in the time specified, the DOH reserves the right to finalize a contractual agreement with the next most advantageous

Applicant(s) without undertaking a new RFA process.

k) Contract Execution

- a. The anticipated date for contract execution is July 1, 2026. This date is subject to change at the discretion of the DOH.

## C. General Requirements

### Acceptance of Conditions Governing the RFA

Potential Applicants must indicate their acceptance of the Conditions governing the RFA section in the letter of transmittal. Submission of an application constitutes acceptance of the Evaluation Factors contained in Section V of this RFA.

### Incurring Cost

Any cost incurred by the potential Applicant in preparation, transmittal, and/or presentation of any application or material submitted in response to this RFA shall be borne solely by the Applicant. Any cost incurred by the Applicant for set up and demonstration of the proposed equipment and/or system shall be borne solely by the Applicant.

### Prime Contractor Responsibility

Any contractual agreement that may result from this RFA shall specify that the prime contractor is solely responsible for fulfillment of all requirements of the contractual agreement with DOH which may derive from this RFA. The DOH entering into a contractual agreement with a Contractor will make payments to only the prime contractor.

### Subcontractors/Consent

The use of subcontractors is allowed. The prime contractor shall be wholly responsible for the entire performance of the contractual agreement whether or not subcontractors are used. Additionally, an Applicant shall disclose, in its application, plans for using subcontractors, if applicable. The prime contractor must receive written approval from the DOH awarding any resultant contract, before any subcontractor is used during the term of this agreement.

### Amended Applications

An Applicant may submit an amended application before the deadline for receipt of applications. An amended application must be a complete replacement for a previously submitted application and must be clearly identified as such in the transmittal letter. The DOH personnel will not merge, collate, or assemble application materials.

### **Applicant's Rights to Withdraw an Application**

Applicants will be permitted to withdraw their applications at any time prior to the deadline for receipt of applications. The Applicant must submit a written withdrawal request signed by the Applicant's duly authorized representative and addressed to the RFA Manager.

The approval or denial of withdrawal requests received after the deadline for receipt of the applications is governed by the applicable procurement regulations.

### **Application Offer Firm**

Responses to this RFA, including application prices for services, will be considered firm for one hundred twenty (120) days after the due date for receipt of applications or ninety (90) days after the due date for the receipt of a best and final offer, if the Applicant is invited or required to submit one.

### **Disclosure of Application Contents**

Applications will be kept confidential until negotiations and the award are completed by the DOH. At that time, all applications and documents pertaining to the applications will be open to the public, except for material that is clearly marked proprietary or confidential. The RFA Manager will not disclose or make public any pages of an application on which the potential Applicant has stamped or imprinted "proprietary" or "confidential" subject to the following requirements:

Proprietary or confidential data shall be readily separable from the application in order to facilitate eventual public inspection of the non-confidential portion of the application.

Confidential data is restricted to:

Confidential financial information concerning the Applicant's organization.

Data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, Sections 57-3A-1 to 57-3A-7 NMSA 1978.

PLEASE NOTE: The cost of services proposed shall not be designated as proprietary or confidential information.

If a request is received for disclosure of data for which an Applicant has made a written request for confidentiality, the DOH shall examine the Applicant's request and make a written determination that specifies which portions of the application may be disclosed. Unless the Applicant takes legal action to prevent the disclosure, the application will be so disclosed. The application shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

**No Obligation**

This RFA in no manner obligates the DOH to the use of any Applicant's services until a valid written contract is awarded and approved by appropriate authorities.

**Termination**

This RFA may be canceled at any time and any and all applications may be rejected in whole or in part when the DOH determines such action to be in the best interest of the DOH.

**Sufficient Appropriation**

Any contract awarded as a result of this RFA process may be terminated if sufficient appropriations or authorizations do not exist. Such terminations will be affected by sending written notice to the Contractor. The DOH decision as to whether sufficient appropriations and authorizations are available will be accepted by the Contractor as final.

**Legal Review**

The DOH requires that all Applicants agree to be bound by the General Requirements contained in this RFA. Any Applicant's concerns must be promptly submitted in writing to the attention of the RFA Manager.

The DOH requires that all Applicants agree to be bound by the General Requirements contained in this RFA. Any Applicant's concerns must be promptly submitted in writing to the attention of the RFA Manager.

**Basis for Application**

Only information supplied, in writing, by the DOH through the RFA Manager or in this RFA should be used as the basis for the preparation of applications.

### **Applicant Qualifications**

The Evaluation Committee may make such investigations as necessary to determine the ability of the potential Applicant to adhere to the requirements specified within this RFA. The Evaluation Committee will reject the application of any potential Applicant who is not a Responsible Applicant or fails to submit a responsive offer.

### **Right to Waive Minor Irregularities**

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements in instances where all responsive applications failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the RFA. This right is at the sole discretion of the Evaluation Committee.

### **Change in Contractor Representatives**

The DOH reserves the right to require a change in contractor representative(s) if the assigned representative(s) is (are) not, in the opinion of the DOH, adequately meeting the needs of the DOH.

### **DOH Rights**

The DOH in agreement with the Evaluation Committee reserves the right to accept all or a portion of a potential application.

### **Right to Publish**

Throughout the duration of this RFA process and contract term, Applicants and contractors must secure from DOH written approval prior to the release of any information that pertains to the potential work or activities covered by this RFA and/or /DOH contracts deriving from this RFA. Failure to adhere to this requirement may result in disqualification of the application or removal from the contract.

### **Ownership of Applications**

All documents submitted in response to the RFA shall become property of the DOH.

### **Confidentiality**

Any confidential information provided to, or developed by, the contractor in the performance of the contract resulting from this RFA shall be kept confidential and shall

not be made available to any individual or organization by the contractor without the prior written approval of the DOH.

The Contractor(s) agrees to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without the written permission of DOH.

### **Electronic mail address required**

A large part of the communication regarding this RFA will be conducted by electronic mail (e-mail). The Applicant must have a valid e-mail address to receive this correspondence.

### **Use of Electronic Versions of this RFA**

This RFA is being made available by electronic means. In the event of conflict between a version of the RFA in the Applicant's possession and the version maintained by DOH, the Applicant acknowledges that the version maintained by the DOH shall govern.

### **Conflict of Interest; Governmental Conduct Act**

The Applicant warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement

## **Response format and organization**

### **A. NUMBER OF APPLICATIONS**

Each applicant shall submit only one application in response to this RFA.

### **B. APPLICATION SUBMISSION**

Applicants shall send:

- a. One (1) electronic copy of the application via LiquidFiles to the RFA Manager identified in Section I Paragraph G. Detailed submission instructions may be found in Section II, Paragraph B 6.
- b. Applications must be submitted to the RFA Manager via the LiquidFiles link provided by the RFA Manager. To get a LiquidFiles link, please complete the [RFA Interest and Info Session Sign up Form](#).
- c. An email confirmation of receipt will be sent to the Applicant by

DOH RFA Manager.

- d. All Confidential Information shall be clearly identified and segregated on the electronic version.

**Any application that does not adhere to the requirements of Section IV, Application Format and Organization, may be deemed non-responsive and rejected on that basis.**

### **C. APPLICATION ORDER AND FORMAT**

All applications shall be submitted typewritten on standard 8 ½ x 11 inch paper in a word document or PDF file. Applications must be written in 12-point Times New Roman font and formatted with one-inch margins and double spaces. The application is limited to 10 pages of narrative.

Applicants shall address the items in the order in which they appear below.

#### **1) Program Narrative**

The applicant shall address each of the following questions in the order presented below. The maximum possible score for each question is defined.

##### **A. Organizational Structure and Competencies (20 Points)**

1. Describe the applicant's mission, vision and purpose. **(3 points)**
2. Describe relevant experience in working in violence prevention in New Mexico. **(6 points)**
3. Describe relevant experience serving or working with the priority population and practicing culturally relevant and sensitive approaches. **(6 points)**
4. Describe the staffing plan, including key positions and descriptions, personnel education, experience, and other credentials. **(5 points)**

##### **B. Program Population and Need (20 Points)**

1. Describe the priority population to be served in the proposed program, including demographic and socioeconomic characteristics, as well as historical and cultural contexts as appropriate. Describe the size and the geographic coverage for the population to be served. Describe the violence-related harms and health burdens on the priority population, supported by evidence. **(7 points)**
2. Describe the need for the proposed programming, referring to cultural practices and/or empirical evidence (including data and research).

Include citations as applicable. Describe how the proposed program will address any identified service gaps and reduce harms, inequity, and burdens for the priority population. **(7 points)**

3. Describe the performance goals for the proposed program, including the Short-Term and Intermediate-Term Goals listed in *E - Service Requirements*. Provide rationales for the goals. **(6 points)**

### **C. Program Description (40 points)**

1. Describe the proposed program and work plans in detail, including objectives, strategies, and activities. **(15 points)**

2. Explain how the proposed strategies and activities are evidence-based, evidence-informed, and/or culturally informed. **(5 points)**

3. Describe how the proposed program will apply a public health approach to violence prevention. **(5 points)**

4. Provide a budget narrative that is complete, realistic, and aligned with project goals and activities. The budget narrative must include detailed projected amounts and justifications. **(15 points)**

### **D. Program Evaluation (20 points – 10 each)**

1. Identify and describe your proposed project outcomes and system for measuring them.

a. Please note what types of data collection you will use (such as program/service delivery data, participant pre/post testing, community surveys, etc.)

2. Describe your plan to assess implementation (i.e. the extent to which program activities are reaching your priority population as intended), document results (i.e. the extent to which program activities are producing your intended outcomes) and show how evaluation findings will be used to continuously improve program implementation and outcomes. Include barriers that have been identified either through formative research or during the program implementation, and how they are addressed.

## **Evaluation**

### **A. EVALUATION POINT SUMMARY**

The following is a summary of evaluation factors with point values assigned to each. These weighted factors will be used in the evaluation of individual potential applications by sub- category.

<b>Cover Letter Form</b>	<b>Points Available</b>
--------------------------	-------------------------

Complete and appropriately signed	Eligibility Screening (Pass/Fail)
<b>Proposal Format</b>	
a. Organizational Structure and Competencies	20
b. Program Population and Need	20
c. Program Description	40
d. Program Evaluation	20
<b>TOTAL</b>	100

## **B. Evaluation Factors**

### **1. Organizational Structure and Competencies**

Points will be awarded based on the thoroughness and clarity of the Applicant's response in this Section. The Evaluation Committee will also weigh the relevancy and extent of the Applicant's experience, expertise and knowledge as an organization; and of personnel education, experience and certifications/licenses.

### **2. Program Population and Need**

Points will be awarded based on the thoroughness and clarity of the Applicant's response in this Section. The Evaluation Committee will also weigh the organization's knowledge of its service population, the needs and demographics of the population and its service gaps as well as the current citations, research and documentation to support the response. In addition, points will be awarded based on the extent of the plan to provide culturally relevant services and address culturally- based health disparities and service accessibility.

### **3. Program Description**

Points will be awarded based on the thoroughness and clarity of the Applicant's response in this Section. The Evaluation Committee will also weigh the depth and breadth of the service plan, implementation plan, and budget plan for providing the services.

In addition several other factors will be assessed by the Evaluation Committee including whether there is a candid and well-thought-out plan for providing evidence based/evidence informed/culturally informed; a candid and well-thought-out plan to provide programming while meeting the needs of the community.

### **4. Program Evaluation**

Points will be awarded based on the extent of the Program Evaluation described, evidence of success, positive successful programming history, successful execution of programming and, its candidness and potential for

meeting the described program outcomes. The Evaluation Committee will look for a well thought out response to successes and failures, as well as the ability to learn from grow from them.

**C. EVALUATION PROCESS**

1. All Applicant proposals will be reviewed for compliance with the requirements and specifications stated within the RFA. If the Application is incomplete or does not meet the requirements of the RFA, the Application will be deemed non-responsive and will be eliminated from further consideration.

2. The RFA Manager may contact the Applicant for clarification of the response as specified in Section II. B.7.

3. Responsive proposals will be evaluated and scored based upon the factors presented in Section IV, which have been assigned a point value as described in Section V. Proposals that are most advantageous to the State will be recommended for award (as specified in Section II.B.11). Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection.