



GULFCOAST NORTH
AREA HEALTH
EDUCATION CENTER

**HEALTH CAREER EXPEDITIONS
2009-2010**



GULF COAST NORTH AREA HEALTH EDUCATION CENTER, INC.
REQUEST FOR PROPOSALS

GULF COAST NORTH AREA HEALTH EDUCATION CENTER, INC.

REQUEST FOR PROPOSALS

ABOUT GULF COAST NORTH AHEC, INC.

Gulfcoast North Area Health Education Center, Inc. (GNAHEC), founded in 1995, is a not-for-profit organization affiliated with the University of South Florida AHEC Program. GNAHEC connects students to careers, professionals to communities and communities to better health. We inspire, train, recruit and retain a diverse and broad range of health professionals to practice in communities where the need is greatest. Our service area includes the counties of Citrus, Hernando, Hillsborough, Pasco and Pinellas. An essential component of GNAHEC, involves the recruitment of students from underserved, rural, and inner-city communities or disadvantage backgrounds into primary care health fields, including medicine, nursing and other health professions. Through these academic partnerships, GNAHEC is responsible for an increase in needed health services and community health projects.

HEALTH DISPARITIES

According to the 2000 census, approximately 30% of U.S. population belongs to a racial or ethnic minority. Despite improvements in overall health, Americans who are members of racial and ethnic minority groups are more likely than whites to have poor health and die prematurely. Alan Nelson, retired physician and former president of the American Medical Association stated in a 2003 Institute of Medicine report, “*Disparities in the health care delivered to racial and ethnic minorities are real and are associated with worse outcomes in many cases, which is unacceptable.*” Eliminating health disparities requires enhanced efforts at preventing disease, promoting health, delivering appropriate care, and improving access to the benefits of society, including preventive and treatment services.

PROGRAM GOAL

The fundamental goal of GNAHEC’s *Health Career Expeditions* is to develop and implement opportunities that are designed to expose students to health careers, to assist these students in entering a career in health, and encourage them to work in underserved areas.

HEALTH CAREER EXPEDITIONS

One of the traditional AHEC student recruitment activities is the *Health Career Expeditions*. Although GNAHEC’s *Health Career Expeditions* vary in many aspects, they all seek to effectively recruit students into health profession careers while providing a valuable and rewarding experience for the students. The purpose of the GNAHEC’s *Health Career Expeditions* is to expose students to future health careers, assist students in establishing a career in health, and encourage them to work in underserved areas. GNAHEC has monetary compensation for community-based organizations to develop and implement *Health Career Expeditions* in our five county service area.

GULFCOAST NORTH AREA HEALTH EDUCATION CENTER, INC.
REQUEST FOR PROPOSALS

Organizations, who are interested in becoming a community partner, should apply to GNAHEC. An application has been provided with the RFP. A review committee comprised of GNAHEC board members and staff will review the applications and award funds on the basis of a set of common criteria. The organizations chosen for funding will contract with GNAHEC to provide specific services during the academic year, 2009-2010. Further information regarding programs offered by GNAHEC can be viewed at www.gnahec.org.

GNAHEC'S ROLE

GNAHEC will offer financial and technical support to the selected organization(s).

PROGRAM REQUIREMENTS

Programs should implement the following elements in their *Health Career Expeditions*:

- Emotional and physical safety, and well-being;
- Skill building, e.g., cognitive, social, vocational, creative, civic, physical;
- Caring relationships-adult/youth connections, e.g., mentor programs;
- Community and family involvement;
- Creating partnerships with other youth programs; and/or
- Engaging youth in program planning and other leadership roles.
- Exposure to health careers and health related activities

GNAHEC requires that *Health Career Expeditions* have a minimum of 30 students participating, with 20 hours of contact per student, during the funding period. Priority in awarding funds will be given to organizations that demonstrate their ability to reach students, grades 7-12, in rural, inner-city, underserved, and/or disadvantaged areas.

SCOPE OF WORK

- Provide GNAHEC staff the opportunity to participate in the orientation process of the *Health Career Expeditions* for the purpose of introducing AHEC, providing information about health careers and college, and tobacco prevention.
- Emphasize primary health careers throughout the duration of the *Health Career Expeditions*.
- Acknowledge GNAHEC in any publicity, written reports, news releases, education materials, professional presentations, or other references to the program activities.
- Maintain and properly reflect books, records, and documents in accordance with the generally accepted accounting procedures and practices.
- Immediately notify GNAHEC of any changes in staffing patterns, schedules, number of program participants, and/or programming.
- Submit a report summarizing activities, participants (names, gender, and ethnicity), and expenses following the end of the *Health Career Expeditions* program. Reports are due 15 days after the conclusion of *Health Career Expeditions*.

GULF COAST NORTH AREA HEALTH EDUCATION CENTER, INC.
REQUEST FOR PROPOSALS

TERM OF AGREEMENT & PAYMENT OF SERVICES

Three grants up to \$5,000 will be available for the funding period 2009-2010 to include a minimum of 30 students each. GNAHEC seeks to fund an organization in our 5-county service area and to use the funds within our service area. No trips out of the state of Florida will be allowed. This opportunity is not intended for general operating or on-going service support. An agency may apply for the full amount of \$15,000, providing services to include at least 100 students and targets more than one county in our service area.

Funds may be used to pay student stipends, the salaries of a coordinator or counselor and other staff, to provide transportation for the students, to purchase educational materials and supplies and to cover up to 10% of administrative costs. Additional usage of funds will be at the discretion of GNAHEC.

ELIGIBILITY

- Organizations must demonstrate a history of working directly with the target population.
- Organizations must be exempt from Federal taxes under IRS Chapter 501 (c) (3), or be sponsored by an exempt organization.
- Organizations that have been funded in previous years by any AHEC in Florida must provide a one page summary of the last *Health Career Expedition* or camp which contains student demographics, updates on the tracking of students from previous years, highlights of the camp, and any improvements that need to be made.

SELECTION PROCESS

GNAHEC is responsible for proposal review, evaluation of proposals, and the selection of projects to be sponsored. Input from other knowledgeable individuals, including the GNAHEC's Board of Directors will be sought. In determining the final organization, factors such as cost, service, and uniqueness to the community will be considered.

CONDITIONS

GNAHEC reserves the right to refuse any contracts for work described in this RFP, without reason. GNAHEC also reserves the right to modify the project as is deemed advisable, before sponsorship is awarded.

EVALUATION AND MONITORING

GNAHEC, will, during the course of any contract that may result from this RFP; monitor the selected organizations to assure that they are performing according to the terms of their agreement. Grantees will be required to submit reports to GNAHEC that provides complete and accurate documentation of program activities on forms provided by GNAHEC. Such documentation *must* include specific information about the evaluation benchmarks and milestones being assessed. Additional criteria to measure success may be determined by the group of successful applicants and GNAHEC staff. Both a hard copy and an electronic copy of any enduring material developed with funds from this grant must be submitted to GNAHEC.

GULFCOAST NORTH AREA HEALTH EDUCATION CENTER, INC.
REQUEST FOR PROPOSALS

TIMETABLE

Applications Available:	July 22, 2009
Application Due:	September 30, 2009 by <u>5:00 pm</u>
Awards Announced:	October 02, 2009
Funding Period:	July 01, 2009 – June 30, 2010

PROPOSAL CHECKLIST

Please answer the following questions with a page limit of 8 typed pages, excluding cover sheet and program budget. Responses to questions must be double spaced and 12 point font.

Proposal must include the following documents:

- Program cover sheet. Use cover sheet template.
- Agency information
 - Mission
 - Organizational chart
 - Examples of current projects and organizational priorities
 - Population served
- Proposal description
 - *Summary of proposed strategy.* Describe the proposed program and its relevancy to GNAHEC's program requirement and scope of work.
 - *Target population/group.* Please describe the community, neighborhood, or geographic location that you will be doing most of your work. Please describe which of the priority groups (rural, inner city, underserved, and disadvantage) listed in the RFP you intend to try to reach with your program.
 - *Rationale for the approach.* Describe your agency's recent experience (within the last two years) with related projects and provide summary of the outcomes. Why is this approach likely to work?
 - *Potential challenges.* Describe any potential challenges to the successful completion of the *Health Career Expedition*. What strategies will be used to respond to the challenges?
 - *Evaluation Component.* Please describe the performance targets or goals, performance measures, and identify evaluation tools to be utilized. Identify benchmarks that will track your progress towards achieving goals and objectives, if available.

GULF COAST NORTH AREA HEALTH EDUCATION CENTER, INC.
REQUEST FOR PROPOSALS

- Organizational capabilities
 - *Staff qualifications.* Describe how this program/project will be staffed.
 - *Cultural, linguistic and disability competency.* Describe how your organization responds to the linguistic, cultural, and disability needs of the targeted population in your service area.
 - *Management oversight.* How will the program be governed and monitored?
- Project work plan
 - Describe specifically what will be done, when it will be done, and expected outcomes.
 - Indicate activities that support accomplishment of objectives and deliverables.
 - Please give a timeline of activities related to the proposed program including the date when each activity will be achieved.
- Financial information
 - *Program budget.* Use budget template.
 - *IRS Chapter 501 (c) (3).* If applicable.

GULF COAST NORTH AREA HEALTH EDUCATION CENTER, INC.
REQUEST FOR PROPOSALS



**GNAHEC HEALTH CAREER EXPEDITIONS 2009-2010
GRANT PROPOSAL COVER SHEET**

REQUIRED ORGANIZATION INFORMATION

I. APPLICANT INFORMATION

Organization: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ FAX: _____
Executive Director: _____ E-mail: _____
Project Contact: _____ E-mail: _____
Current Annual Operating Budget: _____

II. APPLICANT FISCAL INFORMATION

Amount Requested from GNAHEC

\$ _____

III. ORGANIZATION TYPE

Select one:

<input type="checkbox"/> 501(c)(3) Licensed Community Clinic	<input type="checkbox"/> Public Agency <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> School <input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Other (specify) _____ _____ _____
---	---	---

GULFCOAST NORTH AREA HEALTH EDUCATION CENTER, INC.
REQUEST FOR PROPOSALS

IV. ORGANIZATION DESCRIPTION

Please attach a list of the Board of Directors. *If applicable.*

V. SERVICE AREA & TARGET POPULATION

Please describe your service area: _____

Race/Ethnicity: ____% Black/African American ____% Latino ____% White
 ____% Asian ____% Pacific Islander ____% Native American

Gender: ____% Male ____% Female

Age Group: ____% Middle School (grades 6-8) ____% High School (grades 9-12)

Other population characteristics: _____

VI. AUTHORIZING SIGNATURE

Executive Director of Organization

Signature _____ Date _____

GULFCOAST NORTH AREA HEALTH EDUCATION CENTER, INC.
REQUEST FOR PROPOSALS

**PROGRAM BUDGET
TEMPLATE**

Organization:		
Prepared By:		
Date:		
	Personnel Expenses	Amount of Funding
	<i>Subtotal</i>	\$0
	Direct Expenses	
	<i>Subtotal</i>	\$0
	Equipment	
	<i>Subtotal</i>	\$0
	Other Expenses	
	<i>Subtotal</i>	\$0
	Indirect costs up to 10%	
	<i>Subtotal</i>	\$0
	TOTAL PROGRAM EXPENSES	
		\$0

GULFCOAST NORTH AREA HEALTH EDUCATION CENTER, INC.
REQUEST FOR PROPOSALS

HOW TO APPLY

Interested organizations can complete the enclosed application and submit it to the following address by Wednesday, September 30, 2009 at 5:00pm. For questions regarding this RFP, please contact: Victor L. Rodriguez Cruz at (813) 929-1000 ext. 209 or by email at vrodriquez@gnahec.org or Christina Mathis at cmathis@gnahec.org

Victor L. Rodriguez Cruz, BS
Coordinator of Clinical Training & Enrichment
Gulfcoast North AHEC, Inc.
17819 State Road 52
Land O'Lakes, FL 34638-6819
(813) 929-1000 ext. 209
(813) 929-1009 (FAX)

Any costs associated with responses to the RFP, including preparation of the proposal will be the sole responsibility of the agency(s) applying and will not be reimbursed by GNAHEC.

For more information about Gulfcoast North Area Health Education Center, Inc., please visit our website at www.gnahec.org