

# REQUEST FOR PROPOSAL

## CITY OF FARGO

### I. PURPOSE OF REQUEST

The City of Fargo is requesting proposals for tobacco prevention and cessation activities through advancing health equity by identifying and eliminating commercial tobacco product-related inequities and disparities through tobacco cessation-related activities and/or preventing the initiation of tobacco use, including e-cigarettes and other vaping devices among youth and young adults. Services will commence Fall 2023.

### II. HISTORY OF THE PROJECT

Fargo Cass Public Health received grant funds from the North Dakota Department of Health through funds allocated from the North Dakota Legislature to be used for tobacco prevention, control, and cessation activities. Funding for such activities are a result of the Master Settlement Agreement (MSA) and are to be used for residents of Cass County and the State of North Dakota. Fargo Cass Public Health has received funding because of the MSA since 2001.

### III. INSTRUCTIONS TO PROPOSER

A. All proposals should be sent to:

City of Fargo  
Auditor's Office  
225 4<sup>th</sup> Street North  
Fargo, ND 58102

All questions can be directed to Melissa Markegard at 701.476.4083 or [MMarkegard@FargoND.gov](mailto:MMarkegard@FargoND.gov)

- B. All proposals must be presented to the City of Fargo, Auditor's Office, by 3:00 pm on Friday, August 4, 2023 (225 4<sup>th</sup> Street North, Fargo, ND 58102). Three copies of the proposal are required. No electronic submissions will be accepted.
- C. Fargo Cass Public Health Tobacco Prevention Committee will review, score, and approve all proposals.
- D. The City of Fargo reserves the right to reject all submittals.

#### IV. FUNDING AVAILABLE

The total amount of funding available is \$65,000. Funding may be spread across multiple proposals. Funding amounts awarded may be adjusted as determined by the Fargo Cass Public Health Tobacco Prevention Committee. Funding provided must be utilized in programs serving the residents of Cass County.

The strategies identified for funding are:

- A. Preventing the initiation of e-cigarettes and other vaping devices among youth and young adults.
- B. Reduce tobacco-related disparities to those populations of those in Cass County, North Dakota inequitably impacted by tobacco use.
- C. Advancing health equity by identifying and eliminating commercial tobacco product-related inequities and disparities.

#### V. TIMETABLE

The City of Fargo will use the following timetable, which should result in a proposal being awarded in August 2023.

|                                |   |
|--------------------------------|---|
| Immediately                    | - Proposals available                   |
| August 4, 2023                 | - Due date for written proposal         |
| August 8-10, 2023              | - Review of proposals by committee      |
| August 11-12, 2023             | - Notification sent, contract awarded   |
| August 31, 2023                | - Contract implementation begins        |
| The first Monday of each month | - Monthly report due                    |
| June 12, 2024                  | - Contract completed – final report due |

#### VI. SELECTION CRITERIA

- A. The City of Fargo intends to award contracts to entities whose proposal fulfills each of the below selection criteria, addresses at least one of the strategies listed above, and best meets the program needs. Written proposals shall contain all items listed in the selection criteria and will be weighed equally against one another based on the following grading system. The maximum number of points per category is noted after each item below:
  - i. Contact Information: **(Maximum points: 5)**.
  - ii. Organizational Background: **(Maximum points: 20)**.
  - iii. Proposed Activity: **(Maximum points: 20)**.
  - iv. Project Sustainability: **(Maximum points: 15)**.
  - v. Project Evaluation and Data Collection: **(Maximum points: 10)**.
  - vi. Description of past and current work experience with tobacco initiation, prevention, and cessation: **(Maximum points: 15)**.
  - vii. Project Budget and Justification: **(Maximum points: 15)**.
- B. The Fargo Cass Public Health Tobacco Prevention Committee (TPC) will evaluate each proposal on the above criteria. The TPC will determine which proposals would best meet the identified strategies.

**I. PROPOSAL INSTRUCTIONS**

- A. Proposals must be 12 pages or less.
- B. Activities must address one or more of the strategies identified (see Funding Available).
- C. All seven sections of the RFP are to be completed.

**Contact Information – Section I – Maximum 5 Points**

Organization Name:

Mailing Address:

City, State, Zip:

Agency Director:

Project Contact Person:

Phone Number:

E-mail Address:

Fax Number:

**Organizational Background – Section II – Maximum 20 Points**

- 1. Describe your organization’s mission, history, and services provided. Include how your agency serves the residents of Cass County and additional information of your organization’s capabilities and qualifications to implement the approved strategy.
- 2. Provide a brief description of the population served.
- 3. Does your agency have a tobacco-free grounds policy or are you in the process of adopting one? If yes, please include a copy of your policy and/or supporting documentation.

**Proposed Activity Description – Section III – Maximum 20 Points**

- 1. What is the proposed strategy to focus/work on for your organization?
- 2. What is the proposed project/activity name?
- 3. What are the goals and objectives of the proposed project/activity?
- 4. Describe your proposed project/activity. How will it be carried out?
- 5. Who is the proposed target population? Please include the anticipated number of participants that will be reached.
- 6. In a similar table below, identify responsibilities for all activities related to your project/activity.

| Activity | Start Date | End Date | Person Responsible |
|----------|------------|----------|--------------------|
|          |            |          |                    |
|          |            |          |                    |
|          |            |          |                    |
|          |            |          |                    |
|          |            |          |                    |
|          |            |          |                    |

**Project Sustainability – Section IV – Maximum 15 Points**

How do you see your agency continuing the program going into the future. What are your long-term goals? Please include community sustainability, financial sustainability, and organizational sustainability. How will the programming continue to make an impact after the grant ends?

**Project Evaluation – Section V – Maximum 10 Points**

What performance measures(s) will you use, and how will you evaluate the success of your proposed project/activity? Performance measures should be directly related to the goals and objectives described in Section III. Include your organization’s willingness to work with the Fargo Cass Public Health Community Health Educators on data collection and evaluation.

**Tobacco Work Experience – Section VI – Maximum 15 Points**

Description of past and current tobacco prevention and/or cessation work experience. Please include if your agency has received tobacco-related funding in the past from FCPH and if the goals and objectives in your past proposals were met. How can this funding enhance new and updated goals objectives?

**Project Budget – Section VII – Maximum 15 Points**

Funding cannot be used for the following:

- Capital building projects, overhead, or indirect costs,
- Food and beverages,
- Research/surveys,
- Promotional items (t-shirts, pens, etc.),
- Fundraising activities.

Describe the entire budget for the proposed project/activity. Budgets need to be as detailed as possible.

| Budget Line Item and Justification | Amount |
|------------------------------------|--------|
| 1.<br>Justification:               |        |
| 2.<br>Justification:               |        |
| 3.<br>Justification:               |        |
| 4.<br>Justification:               |        |
| Grand Total Requested              |        |

City Auditor's Office  
(July 5 & 12, 2023)

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