



Request for Quotes (RFQ) Advocacy Training for Coalition Members

Information for Proposers

The Pueblo Department of Public Health and Environment (PDPHE) is seeking proposals from entities to facilitate an advocacy training for coalition members and partners working on systems changes to prevent youth substance use.

Project Overview

In 2017, Pueblo Communities that Care (CTC) analyzed local-level data to prioritize risk and protective factors (Academic Failure in Late Elementary School, risk factor, and Opportunities for Prosocial Involvement in the Community, protective factor), to prevent youth substance use. In 2018, CTC chose evidence-based strategies to address these risk and protective factors. To mitigate academic failure, CTC is working to increase quality childcare (strategy); to increase prosocial opportunities, CTC is working to make community spaces safe and healthier for young people (strategy). In 2022, coalition members identified three skills that they need to move the work forward, including: 1) build advocacy among members, 2) improve communication in and out of the coalition, and 3) decrease silos.

Given those training needs, CTC is wanting to host an advocacy training workshop for community members/parents, PDPHE staff, and CTC coalition members. The training would support participants in learning tools, best practices, and strategies on advocacy in their community as it relates to local-level policy change. This training will empower individuals, including parents, to advocate for their and their children's needs with community agencies and local governments. The session should be in-person for one-half to full day in early summer 2023 (must be completed before June 30, 2023).

PDPHE has no more than \$5,000 available to cover trainer's stipend, prep work, training facilitation, and travel expenses.

The group is looking for a training to meet the following learning objectives:

- The best practices for advocating for organizational or legislative policy changes (what is advocacy?)
- What advocacy can accomplish (why is it important?)
- How to advocate (what does advocacy look like?)
 - o Learn how to persuade others to join your cause/effort
 - o Learn how to write elected officials and advocating via writing
 - o Learn how to give speeches to elected officials and advocate via speaking
- Participants in this course will practice advocacy skills within the training through a facilitated activity or example.
- Laws that are involved/ "Do I need a lawyer?"

Quote Requirements

Each quote must include a completed narrative along with the following items to be considered complete and eligible for review. Otherwise, the submission will not be accepted.

Requirements for Quote Narrative:

- Applicant name and contact information
- A total cost estimate for the project to include all anticipated costs to complete the work
- A description of how learning objectives will be met and approach to the training
- A detailed timeline for when key milestones will be met to ensure contract goals are met
- Staff working on the project

Deadlines and Schedule

Deadlines	
RFQ is distributed to interested parties for review	February 21, 2023
Deadline to submit questions related to the RFQ (Submit to Shannon Roybal (contact information below)	February 28, 2023
Proposal due date	March 10, 2023 (5pm MST)
Evaluation of Proposals	March 13-17, 2023
Award of Proposal/Discussion/Negotiations, if necessary	March 20-24, 2023
Contract timeline	Training and payment completed by June 30, 2023

Note: The above dates are approximate, not binding, and subject to change.

Evaluation and Award Process

PDPHE will review all submitted quotes and evaluate for completeness. When reviewing quotes, the committee will select the contractor based on the "Quote Requirements."

Once selected, the applicant will be contacted, and details regarding funding and deadlines for project completion will be discussed. Once all agreements are in place, a formal agreement document will be created. The chosen applicant will sign the agreement and the project will begin.

Subcontractors

1. For purposes of this RFQ only, a subcontractor shall be defined as any individual, partnership, or corporation other than PDPHE holding a contract with the entity to assist in data evaluation agreements. Subcontractor shall also mean any individual, partnership, or corporation holding a contract with such a subcontractor for the same services.
2. The Applicant shall assume all liability for any, and all, subcontractors.
3. All subcontractors must be identified, and their information provided as if they were the Applicant to PDPHE. If subcontractors are not identified in the quote, the quote will be considered incomplete.
4. If subcontractors will be used for any phase of the project, the subcontractors must also meet and comply with the standards outlined in this RFQ.
5. If, after the contract is awarded and it becomes necessary to hire subcontractors, the Applicant must get approval from PDPHE before hiring. All subcontractors will be held to the same standards as the Applicant.

Terms of Contract

Issuance of this RFQ and receipt of quotes does not commit PDPHE to award a contract. PDPHE reserves the right to postpone opening, accept, or reject any or all proposals received in response to this RFQ, or negotiate with other than the highest-ranked contractor. The term of the contract for the awarded contractor will be discussed between PDPHE and the chosen entity and included in the Agreement and signed by both parties. The RFQ and any addendums, the submitted quote, and negotiations, will be included in the agreement.

Any communication regarding this RFQ and the final RFQ narrative should only be directed to Shannon Roybal, Purchasing Agent, shannon.roybal@pueblocounty.us or by phone at 719-583-4523.