



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 policy changes to make a healthier community.

Project Overview

Several coalitions housed within PDPHE have identified gaps in coalition member skills related to policy change and advocacy. Coalition members of the Westside Neighborhood Coalition, Communities That Care youth substance use prevention program, and the Tobacco Education and Prevention Program work to create systems to make a healthier Pueblo. Part of these systems-change efforts include working on policy changes in organizations, at the City/County, and potentially making state-wide changes. In preparation for their policy change efforts, coalition members want to learn more about the policy change process, the best practices of advocating for policy change, and specific tactics to improve their advocacy skills.

This training will empower individuals, including parents and young people, to advocate for their and their children's needs with community agencies and local governments. The session should be in-person for one full day in early summer 2024 (must be completed before June 28, 2024) and should accommodate 75 attendees, maximum. This full-day training will consist of three parts: 1) a four-hour morning training facilitated by the Subcontractor which completes the learning objectives outlined below; 2) a brief lunch provided by PDPHE; and 3) an afternoon of small group-facilitated conversations between the participants and various elected officials who represent diverse levels of government (including, but not limited to, City Council, Board of County Commissioners, School Boards, and State Representatives and Senators). The Subcontractor would be responsible for facilitating the morning's training, coordinating and securing the elected officials who will participate in the afternoon's round table discussions, and generally help to facilitate the conversations during the afternoon. PDPHE can print materials as necessary.

PDPHE has no more than \$11,000 available to cover the Subcontractor's stipend, prep work, training facilitation, and travel expenses.

The Subcontractor's training must accomplish the following learning objectives:

- Learn about policy change
 - What's the difference between work sessions and regular meetings?
 - What's the step-by-step process in policy change (and cover examples at local and state levels)?
 - Learn how to persuade others to join your cause/effort via speaking, written communication, social media, etc.
- Practice advocacy skills within the training through a facilitated activity or example
 - Example: Advocating for schools to partake in the Healthy Kids Colorado Survey, voicing concerns on neighborhood issues such as safety and isolation
- Learn the best ways to engage with decision makers and their communities to advocate for health equity within those communities.
 - Where to start researching for individuals/organizations with the same cause to develop a partnership.
- Understand how to utilize different communication strategies for advocacy
- Understand the difference between advocating and lobbying through explanation and examples

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
- A detailed timeline for when key milestones will be met
- Staff working on the project and their experience implementing similar trainings

Deadlines and Schedule

RFQ is distributed to interested parties for review	January 3, 2024
Deadline to submit questions related to the RFQ (Submit to Shannon Roybal: contact information below)	January 19, 2024
Proposal due date	January 26, 2024 (12pm, MST)
Evaluation of Proposals	January 29 – February 2, 2024
Award of Proposal/Discussion/Negotiations, if necessary	February 5 – 9, 2024
Contract timeline	Training and payment completed by June 28, 2024

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 Subcontractor based on the “Quote Requirements” section above.

Once selected, the applicant will be contacted and details regarding funding and deadlines for project completion will be discussed. An initial meeting will take place to ensure that the Subcontractor understands PDPHE’s learning objectives. Once all agreements are in place, a formal agreement document will be created. The chosen Subcontractor will sign the agreement and the project will begin once all parties have signed the agreement.

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 advocacy training 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@pueblounty.us or by phone at 719-583-4523.