



## Alabama Maternal Health Task Force Request for Proposals (RFP) Announcement “What Moms Want” Listening Sessions

### Overview

The Alabama Perinatal Quality Collaborative\* received the *State Maternal Health Innovation and Data Capacity Program* award (Health Resources and Services Administration, Maternal and Child Health Bureau) to establish the [Alabama Maternal Health Task Force \(AL-MHTF\)](#). The purpose of the AL-MHTF is to develop a collective vision for maternal health improvement across the state and drive sustainable change. The AL-MHTF is made up of a diverse group of partners including representatives from government agencies, private and non-profit sectors, insurance providers, civic organizations, healthcare systems, universities, faith-based and community groups, families, patient advocates, and many more. The AL-MHTF members began work in 2023 to create a strategic plan which addresses the following key priority areas:

1. Grow and strengthen the maternal health workforce.
2. Improve patient access to continuous, high-quality care.
3. Improve data collection and sharing.
4. Provide tools and a platform for community voice and patient advocacy.
5. Identify and grow the programs and policies that work to improve the health of Alabama moms.

**What is the purpose of this announcement?** The AL-MHTF invite proposals from community-focused organizations across the state to host listening sessions (a facilitated discussion with a group of people) capturing the experiences and needs of moms and their families in their service area. The AL-MHTF aims to fund eight proposals and each recipient will receive up to \$10,000.

**Who’s eligible to apply?** Eligible applicants include any public or private entity located in Alabama. Community-based organizations are strongly encouraged to apply. Organizations are also encouraged to collaborate with each other and with those organizations and individuals who can implement a listening session that is focused on hearing from women, specifically those between 15-44 years of age. Those reviewing proposals will prioritize organizations by region with the aim of having state-wide reach. A map is available on page 6.

- Independent individuals may not apply.
- Applicants cannot use listening sessions for religious or political purposes.

**What are the expectations for the listening sessions?** The selected organizations will be responsible for the recruitment of listening session participants, selecting a meeting space, and orchestrating all other elements necessary to create a warm and inviting environment for the listening session to take place. Organizations are expected to conduct at least one in-person, and one virtual listening session. There is a minimum of 35 participants requirement between in-person and virtual events. If your organization cannot conduct a virtual event, your application should include how the minimum of 35 participants will be met. Organizations are required to provide incentives to all participants. AL-MHTF personnel will

Please direct any questions to Kristy Chiles Plump ([kchiles@uab.edu](mailto:kchiles@uab.edu), (205) 567-4175).



facilitate the conversation and presentation during the listening session. Listening sessions must occur between July-September 2024.

**What if I have questions about the announcement and application?** ALMHTF personnel will host two virtual RFP Information Sessions for interested organizations to ask questions. Dates are listed below.

**When can I (we) apply?** Organizations can apply any time during the announcement period, from April 1<sup>st</sup> to May 3<sup>rd</sup>, 2024.

**Timeline:**

- RFP Released: April 1, 2024
- RFP Information Session (virtual): April 9, 2024 11:30 AM-1:00 PM
- RFP Information Session (virtual): April 22, 2024 5:00-6:30 PM
- Deadline for submission: May 3, 2024
- Recipients announced: June 3, 2024
- Listening Sessions: between July – September

**Award Range:** There is no minimum amount; there is a maximum of \$10,000 for proposals. Each proposal will be reviewed and awarded according to an organization's capacity to host listening sessions, geographic location, and community involvement.

**When will selected organizations receive funds?** The funds will be distributed in two (2) payments. The first payment of \$5,000 will be distributed soon after the announcement of the selected organizations. Upon completion of their perspective listening session event, the organization will receive their remaining \$5,000 payment.

**Do I (we) need a federal tax ID number to apply?** For payment processing purposes, UAB requires selected organizations to have their own federal tax ID number or Employer Identification Number (EIN). You may submit a proposal if you do not yet have your number. We will ask for verification that you have applied for your number to be included in your proposal documentation. [Here](#) is a link to start the process of acquiring a federal ID number.

**How do I (we) submit the proposal?** The application is available on our website, [www.almhtf.org](http://www.almhtf.org). Submit your proposal and all attachments by clicking the 'Submit Your Proposal' button on our website.

**OR**

Print and mail a hardcopy proposal to:

The University of Alabama at Birmingham  
Alabama Maternal Health Task Force  
Attn: Health Policy and Organization, Kristy Plump  
1720 2nd Avenue South, RPHB 330  
Birmingham, AL 35294-0022

Please direct any questions to Kristy Chiles Plump ([kchiles@uab.edu](mailto:kchiles@uab.edu), (205) 567-4175).



Proposals must be postmarked by May 3, 2024. If you are mailing in your proposal, please email Kristy Chiles Plump at [kchiles@uab.edu](mailto:kchiles@uab.edu) to notify our team of your submission.

**Contacts for application support or guidance:** If you need assistance completing the proposal application, please feel free to contact Kristy Chiles Plump at [kchiles@uab.edu](mailto:kchiles@uab.edu) or (205) 934-4402 or the ALMHTF main office (205)934-3571.

**Award notice:** All applicants will receive notification or approval via email within 2-3 weeks of review.

\*The Alabama Perinatal Quality Collaborative is administratively housed at the UAB School of Public Health.

### **Instructions for completion of the listening session proposals**

Please use the following format to prepare a proposal for review. The proposal should be descriptive of what the applicant organization(s) intend to do with the resources requested. Proposals should **NOT** exceed more than 12 pages including attachments, font size 12-point, and one-inch margins.

**The following are brief descriptions of what each section of the proposal needs to include:**

**1) Title page**

- a. Organization's name, physical address, phone number, and website address (if applicable)
- b. Contact person's name, email address, and phone number
- c. Federal tax ID Number (EIN) - *If you have applied but have not yet received your number, please submit your most recent correspondence to show your progress*

**2) Overview of the organization including:**

- a. The organization's mission and history
- b. Populations that your organization has served or engaged with through your work including but not limited to:
  - i. Service location: City, County, Neighborhoods
  - ii. Service population demographics: Ages, gender, etc.
  - iii. Detailed descriptions of previous events or community work your organization has hosted or participated in
  - iv. Optional: please feel free to include any flyers, agendas, or reports from past events hosted by the organization, if applicable

**3) Overview of the plan for hosting listening sessions including:**

- a. Recruitment of listening session participants
  - i. Describe how you plan to attract moms and their families to a listening session.
    1. Detail your plans for promoting the event by describing how this event will cater to the mothers in the communities you serve.
- b. Potential location for sessions
  - i. Location Address

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- ii. Describe the amenities of the location: seating, audio-visual presentation options, warm and friendly environment, etc.
- c. Detail your ability to provide a virtual option or plan if virtual options are not possible.
  - i. Explain if you have an ability to provide a link for Zoom or any other virtual meeting platform.
- 4) Optional: A letter of support from at least one partner outside applicant’s organization.
- 5) Completed budget and justification not to exceed \$10,000 using the template below.
  - a. Component to include in the Budget Template includes:
    - i. Personnel (including indirect costs as necessary)
    - ii. Event Space: We estimate the listening session to last for 1-2 hours.
    - iii. Food: Please explore hot food options if possible
    - iv. Supplies and/or marketing materials: UAB will supply selected organizations with a personalized flyer.
    - v. Incentives for participants (gift cards are preferred)
    - vi. Other
  - b. Budget justification (provide an explanation of why each budgeted line item is needed)

<b>Proposal Budget Template</b>		
<b>Item</b>	<b>Budgeted Amount</b>	<b>Description/Justification</b>
Personnel (including indirect costs as necessary)		
Event Space		
Food		
Supplies		
Participant Incentives		
Other		
<b>Total</b>		

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