



Prepared August 2018

R E Q U E S T F O R P R O P O S A L

INTRODUCTION AND BACKGROUND

PURPOSE OF THE REQUEST FOR PROPOSAL

The South Dakota AHEC is a federally-funded initiative that aims to educate health professions students in medically underserved areas of the state, with the goal of recruiting and retaining healthcare professionals for these communities. Currently, the South Dakota AHEC collaborative includes a Program Office, housed in the University of South Dakota Sanford School of Medicine, and two operating Centers, Yankton Rural AHEC and Northeast AHEC. The community selected to host a South Dakota AHEC Center will be a part of this collaborative in effort to join other regional entities to develop new and enhance existing programs while furthering state, higher education, and community interests addressing healthcare workforce concerns. This proposal seeks to allow candidates to apply to be the next regional AHEC Center in South Dakota.

The South Dakota AHEC is interested in supporting applicants who can demonstrate four critical success factors. They are:

- Resources, such as education and training facilities, established community health networks, and office space.
- Collaboration, such as regional involvement through partnerships, leadership roles, organizational participation, and facilitation of regional activities.
- Creativity and innovation, such as examples demonstrating unique approaches to problem solving, creative use of resources, and research.
- Community, such as community support and involvement, collaborative ventures, and health professions training experiences.

These activities are part of the South Dakota AHEC's ongoing initiatives and are focused on connecting students to careers, professionals to communities, and communities to better health. South Dakota AHEC spurred innovative learning opportunities for students and professionals over the past several years. Examples include HOSA, Scrubs, Disaster Training Day..., Also, partnerships with state level offices to fully support programs to place students in rural health experiences.....

The South Dakota AHEC is seeking to identify and select a collaborative approach to perform the activities listed above. The remainder of this document provides additional information that will allow the South Dakota AHEC to understand the scope of the effort of the RFP applicants.

ADMINISTRATIVE

TECHNICAL CONTACT

Any questions concerning the application requirements should be directed to:

Name	Susan Anderson, MD
Address	1400 West 22 nd Street Sioux Falls, SD 57105
Phone	605-357-1500
FAX	605-357-1510
Email	Susan.Anderson@usd.edu

SCHEDULE OF EVENTS

Event	Date
1. RFP Distribution to Candidates	Sept - 2018
2. RFP Due Date	Oct 31, 2018
3. Review of Proposals and Selection of Finalists	Nov 2018
4. Presentations by Final Candidate Communities and Site Visits	Nov - Dec 2018
5. Final Selection Discussion(s)	Jan – Feb 2019
6. Anticipated decision and selection of AHEC Center #3	Feb – Mar 2019

Any request for proposal (RFP) applications post marked after the due date shall be considered late and non-responsive. Late proposals will not be evaluated for award.

GUIDELINES FOR PROPOSAL PREPARATION

PROPOSAL SUBMISSION

Award of the contract resulting from this RFP will be based upon the most responsive applicant whose proposal will be the most advantageous to the South Dakota AHEC in terms of collaboration, functionality, feasibility, and other factors as specified in this RFP.

The proposal shall be submitted in six parts as set forth below. Applicants will confine their submission to those matters sufficient to define the proposal and to provide an adequate basis for the South Dakota AHEC evaluation of the applicant's proposal.

In order to address the needs of this procurement, the South Dakota AHEC encourages applicants to work cooperatively in presenting integrated solutions. Cooperative arrangements are desirable to enable the entities involved to complement each other's unique capabilities, while offering the best combination of resources and delivery for the next South Dakota AHEC Center.

The submitted proposals should include each of the following sections:

1. Executive Summary
2. Critical Factors
3. Financial Support
4. Sustainability
5. Appendix A: Involved Partners
6. Appendix B: Letters of Support

The detailed requirements for each of the above-mentioned sections are outlined below. Applicants are to use the six sections included in the RFP as subject headings within their written application. Applications should not exceed 30 pages, using 12-point font and one inch margins. Final applications are to be mailed to the technical contact listed above. Email submissions will not be allowed.

DETAILED RESPONSE REQUIREMENTS

EXECUTIVE SUMMARY

The Executive Summary should be a brief overview of the applicant's responses to the RFP and should identify the main features and benefits of the proposal.

CRITICAL FACTORS

Include detailed responses to each of the critical factors listed below. This section should include a description of specific examples for programming and activities. Applicants are to include existing collaborative relationships as well as ideas for new collaborative relationships. The contributions of each collaboration should be specified. Successful responses will also address workforce, education and healthcare needs of the applicant's region. Considerations of the critical factors as they relate to the mission of the South Dakota AHEC are encouraged.

- Critical Factor 1: Resources
- Critical Factor 2: Collaboration
- Critical Factor 3: Creativity & Innovation
- Critical Factor 4: Community

FINANCIAL SUPPORT

Requirements of the federal grant include a 1:1 cost match for grant awardees. A 75% waiver of match for the first three years can be requested. Include financial support, both direct support and in-kind support offered. Indicate the source of the support.

SUSTAINABILITY

Federal Funding from Health Resources and Services Administration (HRSA) is limited to a maximum of six years. Include a plan that identifies a diverse, long-term approach to ensure the AHEC Center's sustainability.

APPENDIX A: INVOLVED PARTNERS

Provide the following for each collaborative partner:

- Partner business name, address, telephone number, and web site address (if available).
- Key contact name, title, address, telephone number, fax number, and email address.
- Brief history, including year established and partner's connection to the mission of the South Dakota AHEC.

APPENDIX B: LETTERS OF SUPPORT

Provide letters of support from collaborative partners and other key stakeholders.

EVALUATION FACTORS FOR AWARD

CRITERIA

The award pursuant to this RFP will be based upon the proposal with appropriate consideration given to collaboration, functionality, and feasibility requirements. Evaluation will be based upon the applicant's responsiveness to the RFP.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of the next South Dakota AHEC Center:

1. Completion of all required responses in the correct format.
2. The extent to which the applicant's responses fulfill the South Dakota AHEC's stated mission and requirements as set out in this RFP.
3. An assessment of the applicant's ability to deliver the indicated educational programming in accordance with the specifications set out in this RFP.
4. The applicant's stability, experiences, and record of past performance in delivering collaborative educational and healthcare programming.
5. The applicant's approach to sustainability of programming and services once federal funding ceases.

The South Dakota AHEC may, at their discretion and without explanation to the prospective applicants, at any time choose to discontinue this RFP without obligation to such prospective applicants.