



Request for Proposals

COVID-19 Education and Outreach
September 1, 2020 – December 31, 2020

The Nevada Minority Health and Equity Coalition (NMHEC) has received CARES funding to assess the impact of COVID-19 in at-risk communities (further defined below) with high infection rates and to develop and conduct education and outreach in these communities about COVID-19, contact tracing, case investigation, and vaccine readiness/preparedness. The NMHEC anticipates funding 7-10 awards with a ceiling of \$10,000. No administrative or indirect costs are allowed. Funding period is from September 1, 2020 – December 31, 2020.

This RFP requires that education and outreach efforts include conducting focus groups, participate in the review and development of educational material for cultural responsiveness, and dissemination of educational material. Please reference the sample scope of work at the end of this document for more details.

To be eligible, you must recruit members of the community within zip codes with the highest infection rates **and** represent at least one of these communities.

- Target at-risk communities
 - African American
 - Asian American
 - Pacific Islander
 - Latino
 - LGBTQ
 - Native American
 - Deaf and Blind

Proposals should be submitted as soon as possible but no later than **August 21 at 5 PM PST**. For questions regarding the RFP or to submit your proposal, please email Dr. Erika Marquez at erika.marquez@unlv.edu. Reviews will start upon submission. Preference will be given to active members of the Nevada Minority Health and Equity Coalition.

In less than 3-pages, please respond to each of these statements.

1. Describe your **experience** working with one or more of the at-risk populations outlined in this RFP. Clearly, state which at-risk population you will focus on if awarded.
2. Discuss **experience** with conducting education and outreach in at-risk communities.
3. Discuss your **ability** to recruit at-risk community members into focus groups. How would you meet the minimum focus group requirement?
4. Discuss your **ability** to disseminate COVID-19 educational material to at-risk community members.
5. Discuss your **reach** to one or more of our proposed targeted at-risk communities.
6. Describe your **capacity** to complete this work and **experience** with grants. Include a list of staff members responsible for completing this work. Describe your involvement with the NMHEC.
7. Provide a budget including a brief budget justification (not included in 3-page limit).

Scope of Work

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The purpose of this scope of work is to outline activities for {Name of Agency} who will support efforts to conduct COVID-19 education and outreach to {target community}.

The {Name of Agency} will be responsible for the following:

- Review and dissemination of educational material via
 - Email to community partners and members
 - Weekly social media post
 - In-person/virtual*
- Conduct in-person/virtual focus groups* in targeted communities
 - Attend focus group training
 - Obtain input from at least 25 community members
 - Pay focus group participants a \$20 gift card. Must maintain a list of who the cards were distributed to
 - Work with Nevada Institute for Children's Research and Policy (NICRP) to schedule focus groups and report data
 - All focus groups must be completed by November 15, 2020
- Attend programming and outreach meetings
- Share any assets you may have developed in response to COVID-19
- Document effort and outcomes for final report and submit on a monthly basis. A template for this report will be provided.

**Note: all in-person meetings must meet state-law requirements*