

Los Angeles County Tobacco Control and Prevention Program

Tobacco Control and Prevention Services: Community-Based Interventions in Los Angeles County

RFP # 2010-001

Proposers' Conference
January 11, 2010
The California Endowment



Agenda

- Introduction
- RFP Overview
- Submission Requirements
- Important Dates
- Questions and Answers



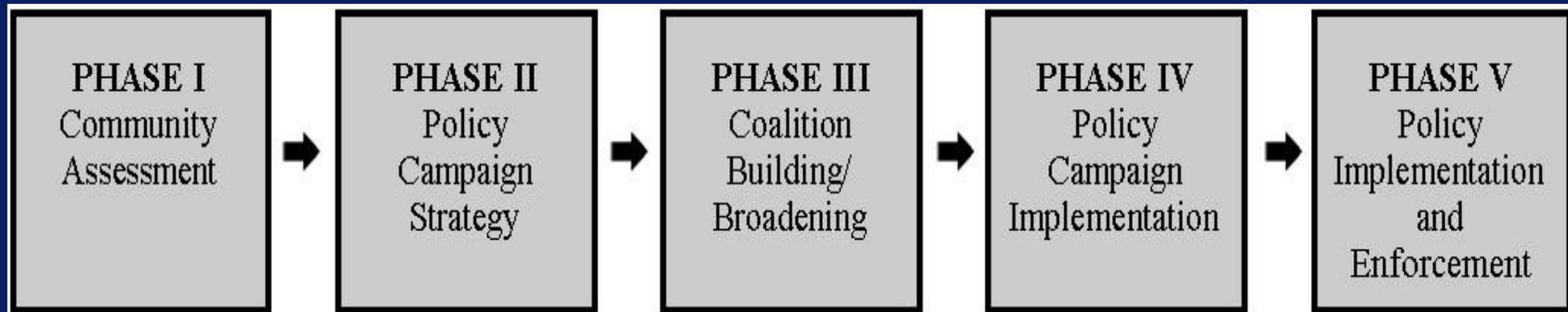
RFP Background

- Seek proposals that will utilize the phase-based policy campaign model for organizing activities involved in the passage of tobacco-control initiatives in L.A. County (page 1)
- The phase-based model has a proven track record of success in tobacco control in L.A. County (page 2)



RFP Overview

- The Phase Model:
 - No prior knowledge of the Phase Model is necessary to apply for funding through this RFP (page 2)



RFP Overview

- Priority areas:
 - Reduce exposure to secondhand smoke (page 14)
 - Reduce youth access to tobacco products (page 15)



RFP Overview

- Funding categories:
 - Category 1: Tobacco retail licensing (page 5)
 - Category 2: Smoke-free outdoor areas (page 6)
 - Category 3: Smoke-free multi-unit housing (page 6)



RFP Overview

- Availability of funds:
 - \$1,200,00 available (page 7)
 - ~4 contracts awarded per funding category (page 7)
 - Proposers may apply to multiple funding categories, but are limited to one proposal per funding category (page 7)
 - TCPP may fund a maximum of one contract per Proposer (page 7)



Submission Requirements

- Black type
- 11 point font
- Double-spaced
- Minimum 1 inch margins
- Single-sided on 8 1/2" x 11" standard white paper
- Submit one (1) original and six (6) copies of the proposal
- Use binder clip; no staples
- Original and copies **MUST** be submitted together at the same time; no post-deadline date submittals
- See pages 20-21



Submission Requirements

Maximum page lengths:

- Program Narrative: **15 pages (total)**
 - Executive Summary: 1 page
 - Organizational Information: 2 pages
 - Phase 1 – Community Assessment: 2 pages
 - Phase 2 – Policy Campaign Strategy: 3 pages
 - Phase 3 – Coalition Building/Broadening: 2 pages
 - Phase 4 – Policy Campaign Implementation: 2 pages
 - Phase 5 – Policy Implementation & Enforcement: 3 pages
- Scope of Work: No Page Limit
- Budget and Budget Justification: No Page Limit
- **Reviewers will not read past page limits**
- See pages 22-26



Submission Requirements

- Proposals will not be funded in the cities of Pasadena and Long Beach (page 23)
- Proposals will not be funded in a jurisdiction that has adopted the proposed policy (page 23)
- Proposals must include a jurisdiction that has an elected body (e.g., a City Council) (page 23)



Submission Requirements

- Proposers must choose one funding category and address *ALL* the primary policy provisions (pages 5-7)
- Proposers must also address the minimum number of secondary policy provisions (pages 5-7)



Submission Requirements

- Primary and secondary policy provisions (pages 5-7)
 - Tobacco Retail Licensing: 5 primary, 3 secondary
 - Smoke-free Outdoor Areas: 3 primary, 2 secondary
 - Smoke-free Multi-Unit Housing: 7 primary, 1 secondary



Submission Requirements

- Proposer must complete **all** questions of the program narrative (page 22)
- Responses will be awarded points based on how well the Proposer addresses the criteria or questions (page 22)
- Criteria or questions that are left blank will receive 0 points (page 22)



Important Dates

- Jan.15 @ 5:00pm: Deadline to pick-up RFP
- Jan.19 @ 5:00pm: Deadline for submitting Intent to Apply form
- Jan. 29@ 5:00pm: Deadline for submitting written questions to TCPP
- **Feb. 8 @ 12:00pm:** **Deadline for receipt of proposals at TCPP**
- July 1, 2010: Anticipated effective date for new contracts



Questions and Answers

- Proposers will be responsible for checking the Tobacco Control and Prevention Program website for updates and RFP addenda that may be posted subsequent to the release of the RFP (page 10)
- Questions and answers and any updates from the proposer conference and submitted in writing by due date, as well as any updates and/or written addenda to the RFP, after the Proposers' Conference is held, will only be sent to those Proposers who signed the sign-in sheet at the Proposers' Conference, or to Proposers who submitted an Intent to Apply form (Attachment A) related to this RFP (page 11)



Questions and Answers

- Answers to questions received by 5:00 p.m. on January 11th, including those submitted during the Proposers' Conference, will be available on January 14th
- Answers to questions received by 5:00 p.m. on January 29th will be available on February 3rd



Questions and Answers

- Submit questions in writing (fax or email) by January 29th to:

Luz Chavez, Chief

Contract Management and Monitoring Unit

luchavez@ph.lacounty.gov

Fax: 213-351-2710



Thank you!

