



VHWD

VIRGINIA HEALTH WORKFORCE
DEVELOPMENT AUTHORITY

Prepared April 2023

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 Virginia Area Health Education Center (AHEC) program 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. The community selected to host a Virginia AHEC Center will lead the collaborative 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 the Capital Region of Virginia.

AHEC centers coordinate and facilitate the training of health professions students, primary care residents, health care providers, and kindergarten through 12th grade students with a more targeted focus on health career students in high school. These partnerships develop community-based training programs at health service delivery sites in rural, underserved and other areas in the service region.

Applicants must articulate their capacity to carry out the following activities outlined in the approved Virginia AHEC workplan:

- Sponsor youth pipeline activities that support recruitment, training, interactive and/or didactic activities for 100 high school youth in grades 9-12 and/or pre-major college students that focus on exposure to health careers, including public health, with priority given to recruiting rural and URMs
- Implement a longitudinal interdisciplinary AHEC Scholars Program with 40 hours of didactic and 40 hours of community-based clinical training focused on the eight CORE Topics for 30 health professions students annually, with priority given to rural and under reported minorities (URM)
- Implement community-based experiential training of 125 health professions students annually that incorporates clinical training focused on the CORE Topics with rural and/or medically underserved communities or populations
- Implement clinical simulation training for health professions students that helps meet program and/or licensure requirements for 130 students annually
- Implement clinical simulation training for health professions students that helps meet program and/or licensure requirements for 25 students annually
- Provide CE programs related to CORE Topics for 125 practicing health professionals, CHWs, and paraprofessionals annually with emphasis on current and emergent health issues, enhancing health equity and reducing health disparities behavioral health integration addressing clinician burnout and improving provider resiliency, and virtual learning modalities/ telehealth and telemedicine
- Develop programs and train 10 CHWs and paraprofessionals annually to connect communities and support health professionals

Per HRSA guidelines (HRSA-22-053 21), each such center shall meet the following requirements:

- A. The center is a public or private organization whose structure, governance, and operation is independent from the recipient and the parent institution of the recipient;
- B. The center is not a school of medicine or osteopathic medicine, the parent institution of such a school, or a branch campus or other subunit of a school of medicine or osteopathic medicine or its parent institution, or a consortium of such entities;²⁴
- C. The center designates an underserved area or population to be served by the center which is in a location removed from the main location of the teaching facilities of the schools participating in the program with such center and does not duplicate, in whole or in part, the geographic area or population served by any other center;

- D. The center fosters networking and collaboration among communities and between academic health centers and community-based centers;
 - E. The center serves communities with a demonstrated need of health professionals in partnership with academic medical centers;
 - F. The center addresses the health care workforce needs of the communities served in coordination with the public workforce investment system;
 - G. The center has a community-based governing or advisory board that reflects the diversity of the communities involved;
 - H. The center will focus on innovative, evidence-based provider resiliency efforts to better address the needs of individuals with mental health and substance use disorders and prevent and mitigate burnout among health profession students, trainees, residents, and providers, and
 - I. The center supports the capacity to train and develop CHWs and other paraprofessionals to serve as a bridge to the community to address the social determinants of health.
- CHW/Paraprofessional Health Workforce has the capacity to maximize the clinical care team, serve as a bridge to the community and address the social determinants of health.

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

- Resources, such as education and training facilities, student housing, 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 and creative use of resources.
- Community, such as community support and involvement, collaborative ventures, and health professions training experiences.

These activities are part of the Virginia AHEC's ongoing initiatives and are focused on connecting students to careers, professionals to communities, and communities to better health.

The Virginia 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 Virginia 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	Amy Taloma
Address	7818 E. Parham Rd., Richmond, VA 23294
Phone	804-562-4928
FAX	804-658-4193
Email	ataloma@vhwda.org

SCHEDULE OF EVENTS

Event	Date
1. RFP Distribution to Applicants	April 25, 2023
2. RFP Due Date	Friday, May 12, 2023
3. Review of Proposals	May 15 – 19, 2023
4. Presentations by Final Candidate Communities and Site Visits	Week of May 22nd
5. Anticipated decision and selection of AHEC Center	On/Before June 1, 2023

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 Virginia 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 Virginia AHEC evaluation of the applicant's proposal.

In order to address the needs of this procurement, the Virginia 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 Virginia AHEC Center.

The submitted proposals should include each of the following sections:

1. Executive Summary
2. AHEC Activities proposed and how they will be accomplished.
3. Critical Factors
4. Financial Support
5. Sustainability
6. Appendix A: Involved Partners
7. 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.

Please remit applications by email to info@vhwda.org or by mail to:

Amy Taloma
Virginia Health Workforce Development Authority
7818 E. Parham Rd.
Richmond, VA 23294

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 Virginia AHEC are encouraged.

- Critical Factor 1: Resources (What resources are needed to conduct proposed AHEC activities?)
- Critical Factor 2: Collaboration and Community Engagement (What partnerships are in place/will be developed to conduct proposed activities? (i.e., health professions schools, community partners)
- Critical Factor 3: Creativity & Innovation

FINANCIAL SUPPORT

Requirements of the federal grant include a 1:1 cost match for grant awardees. The estimated award for the Center for FY 24 (September 1, 2023 – August 31, 2024) is \$108,000.00 Include financial support, both direct support and in-kind support offered. Indicate the source of the support. Direct support should be at least 25%. Each AHEC Center should have a Director that spends at least 75% time on AHEC related activities. Please indicate if a new director will be hired or if an existing employee will perform the duties of the AHEC Director (include resume and evidence that the AHEC director has appropriate education and experience).

SUSTAINABILITY

Include a plan that identifies a diverse, long-term approach to ensure the AHEC Center's sustainability.

APPENDIX A: 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 Virginia 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 Virginia AHEC Center:

1. Completion of all required responses in the correct format.
2. The extent to which the applicant's responses fulfill the Virginia 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 Virginia 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.