



INTER TRIBAL COUNCIL of ARIZONA, INC.

INVITATION TO SUBMIT PROPOSAL

- MEMBER TRIBES**
 AK-CHIN INDIAN COMMUNITY
 COCOPAH TRIBE
 COLORADO RIVER INDIAN TRIBES
 FORT McDOWELL YAVAPAI NATION
 FORT MOJAVE TRIBE
 GILA RIVER INDIAN COMMUNITY
 HAVASUPAI TRIBE
 HOPI TRIBE
 HUALAPAI TRIBE
 KAIBAB-PAIUTE TRIBE
 PASCUA YAQUI TRIBE
 PUEBLO OF ZUNI
 QUECHAN TRIBE
 SALT RIVER PIMA-MARICOPA
 INDIAN COMMUNITY
 SAN CARLOS APACHE TRIBE
 TOHONO O'ODHAM NATION
 TONTO APACHE TRIBE
 WHITE MOUNTAIN APACHE TRIBE
 YAVAPAI APACHE NATION
 YAVAPAI PRESCOTT INDIAN TRIBE

March 6, 2008

TO: Tribal Governments

**SUBJECT: Request for Proposal: OTAC-01-08
 Chronic Disease Self-Management Program – Replication**

You are invited to submit a proposal for the above subject Request for Proposal (RFP) for the Inter Tribal Council of Arizona, Inc. – Office of Technical Assistance Center for American Indian Elders (ITCA – OTAC AIE) Project.

Letter of Intent: If you are interested, please submit a *Letter of Intent* by April 4, 2008. The purpose of the *Letter of Intent* is to determine how many proposals will be received, and to get the contact information to notify organizations about the date and time of the Pre-Proposal Conference Call Meeting.

The Letter of Intent will be no more than one-page, which will include the following information: name and address of proposing organization; person authorized to enter into agreements on behalf of the organization; and person to contact with questions relating to the proposal.

Pre-Proposal Conference Call Meeting: The Conference Call Meeting is tentatively scheduled for Wednesday, April 16, 2008, beginning at 10:00 a.m. Information regarding the meeting will be sent, via e-mail to the proposal contact person.

Proposal Due Date: The deadline for proposal submission is Friday, April 25, 2008. The instructions to prepare and submit a proposal is included the *Request for Proposal*.

Questions may be submitted via e-mail to Marlinda Littleman (Marlinda.Littleman@itcaonline.com). All questions must be submitted in writing no later than April 23, 2008.

Sincerely,

John Lewis,
Executive Director

Enclosure: RFP

Request for Proposal

RFP No. OTAC-01-08

**Inter Tribal Council of Arizona, Inc. –
Office of Technical Assistance Center for American Indian Elders**

***Chronic Disease Self-Management Program
Evidence-Based Program for Replication***



*The project in this Request for Proposal (RFP) was supported by a grant from
Administration on Aging, National Minority Aging Organization*

Summary

The Inter Tribal Council of Arizona, Inc. (ITCA), Office of Technical Assistance Center for American Indian Elders (OTACAIE) is soliciting proposals from tribal governments and non-profit organizations that are interested in implementing health promotion and disease prevention programs. The Chronic Disease Self-Management Program is an evidence-based program, which will be adapted and targeted at American Indian elders.

Preference will be given to organizations that serve tribal communities:

- *Whose service population is at least fifty percent (50%) American Indian elders.*
- *That are underserved due to isolation and are hard-to-reach.*
- *That experience barriers to accessing home and community-based services due to language and low literacy.*
- *That experience barriers directly related to cultural diversity.*

The proposed project must support the following objectives, which are the objectives of the Administration on Aging, National Minority Aging Organization (NMAO):

- Improve access to health promotion and disease prevention programs designed to promote positive health behaviors.
- Promote the availability of quality health promotion and information materials for American Indian elders by cooperating with the broader health, supportive services, academic and professional communities.
- Target training and educational material to isolated and hard-to-reach population.

The Inter Tribal Council of Arizona, Inc., Technical Assistance Center for American Indian Elders develops culturally competent front line health promotion and disease prevention strategies for American Indian elders. Through this project, the Inter Tribal Council of Arizona, Inc. (ITCA) and the applicant will develop practical, nontraditional, community-based interventions for reaching older individuals who experience barriers to accessing services due to language, low literacy, and other barriers related to cultural diversity.

Purpose of Solicitation

The purpose of the request is to seek proposals from organizations that will adapt and implement the Chronic Disease Self-Management Program (CDSMP) to accomplish the following: 1) promote healthy life styles 2) pilot the evidence-based program in a tribal community 3) develop strategies to implement the evidence-based program 4) and, share results and experience with other tribes.

Award Information

The Inter Tribal Council of Arizona, Inc. expects to make one award for \$25,000 under this solicitation. Higher amounts may be awarded based on the proposal and budget submitted. This award is not intended to supplement other funds. Applicants must have a plan for sustaining the project at the end of the grant period. Applicants are required to match twenty-five percent (25%) of the total project cost from non-federal cash or in-kind contributions. Non-federal cash includes: casino revenues, state and tribal general funds. In-kind contributions are also acceptable as matching funds, these include: providing

meeting or training space, equipment, transportation, staff time (as long as they are not paid from federal funds), and volunteer time.

Successful applicants may also receive technical assistance from the Inter Tribal Council of Arizona, Inc. – Office of Technical Assistance Center for American Indian Elders.

The Inter Tribal Council of Arizona, Inc. will award applicant on a reimbursement basis. Meaning, the grantee will use its own funds, and then submit an invoice to the Inter Tribal Council of Arizona, Inc. for reimbursement. The grantee will submit an invoice to ITCA quarterly, such as March, June, September, and December. Applicants will have the option of paying for the training and license fees, which will be inclusive in the \$25,000 award. Applicants will also have the option of having the Inter Tribal Council of Arizona, Inc. pay for license and training fees, which will be deducted from the \$25,000.

Estimated Award Period

May 1, 2008 to May 31, 2009

Background

Inter Tribal Council of Arizona, Inc.: The Inter Tribal Council of Arizona, Inc. (ITCA) was established in 1952, when elected leaders from nine tribes formed an association to address issues that collectively impacted tribes in Arizona. In 1975, ITCA established a corporate entity. The purpose of the corporation is to provide the member tribes with the means for united action on matters that affect them collectively and individually, to promote tribal self-determination and to strengthen tribal governments. Today, ITCA is dedicated to the research, analysis and development of public policy and programs at all levels. The membership consists of the highest elected officials of 20 tribes in Arizona, the Chairman, Presidents and Governors.

Area Agency on Aging, Region 8: The ITCA administers more than 40 federal and state programs and projects, one of which is the Area Agency on Aging (AAA) for tribal governments in Arizona, supported through state and federal dollars. The Area Agency on Aging was established in 1979, and administers federal and state aging funds for the local tribal aging programs. Approximately 5,000 elders are served through the local agencies each month. The mission of the AAA is to strengthen the support systems for American Indian elders and to provide resources for the enrichment of older American Indians residing within the identified service area through community-based methods.

The AAA operates within ITCA as one of the eight separate AAA state agencies. The ITCA serves as a consortium of governments in its capacity for planning and providing technical assistance. The AAA Director and a staff of six conduct all duties contracted through the Aging and Adult Administration, the Indian Health Services, and Administration on Aging.

The Inter Tribal Council of Arizona, Inc. – Technical Assistance Center for American Indian Elders
The Office of Technical Assistance Center for American Indian Elders will develop culturally competent front line health promotion and disease prevention strategies for racial and ethnic minority older individuals. The purpose of this project is to develop practical, nontraditional, community-based intervention for reaching older individuals who experience barriers to accessing services due to language, low literacy, and other barriers related to cultural diversity.

Goal: The goal of the Office of Technical Assistance Center for American Indian Elders is “to develop accessibility to current and newly developed health promotional information and disease prevention strategies to American Indian elders, caregivers, and all Tribal, State and National Aging service providers using updated technological devices and by networking with Tribal, State and National Aging and Educational Services.”

Objective: One of the five objectives is, “to establish partnerships and coordination with three community based and statewide organizations to pilot and adapt two successful models to provide accessibility to cultural and linguistically appropriate front line health promotional and disease prevention information.

Focus: The focus of the Office of Technical Assistance Center for American Indian Elders project is “Physical Well-Being”, which includes physical activity and exercise. Statistics show that heart disease, diabetes, and cancer are the leading causes of death among American Indian elders, age 65 and older (National Resource Center on American Indian Aging). One of the risk factors for all of these diseases is lack of physical activity. The objective is to replicate evidence-based program focusing on physical activities to help reduce such chronic diseases. The Chronic Disease Self-Management Program is one of many evidence-based programs focusing on reducing chronic illnesses and encouraging physical activity.

Chronic Disease Self-Management Program (CDSMP):

(All information under this section has been taken from the Stanford School of Medicine website: <http://patienteducation.stanford.edu>)

The CDSMP is a two and a half hours workshop, once a week, for six weeks, in a community setting such as senior centers, churches, libraries and hospitals. People with different chronic health problems attend together. Two trained leaders facilitate workshops, one or both of whom are non-health professionals with a chronic disease themselves.

Subjects covered in the workshops:

- 1) Techniques to deal with problems such as frustration, fatigue, pain and isolation
- 2) Appropriate exercise for maintaining and improving strength, flexibility, and endurance
- 3) Appropriate use of medications
- 4) Communicating effectively with family, friends, and health professionals
- 5) Nutrition, and
- 6) How to evaluate new treatments

Each participant in the workshop receives a copy of the companion book, *Living a Healthy Life With Chronic Conditions, 3rd Edition*, and an audiotape, *Time for Healing*.

It is the process by which the program is taught that makes it effective. Classes are highly participative, where mutual support and success build the participants' confidence in their ability to maintain health and maintain active and fulfilling lives.

Cost

License Fee for three years:

If training is provided at Stanford University, then the license fee is reduced by \$250, so the rates will be as follows:

- \$250 for offering 10 or fewer workshops a year
- \$550 for offering 20 or fewer workshops a year
- \$750 for offering 30 or few workshops a year

Licenses for organizations not receiving training from Stanford University will be at the following rates:

- \$500 for offering 10 or fewer workshops a year.
- \$800 for offering 20 or fewer workshops a year.
- \$1,000 for offering 30 or fewer workshop a year.

Options for Paying and Obtaining Training Fees:

Applicants will have the option to pay for the training and license fees, which will be inclusive in the \$25,000 award; or, the option to have the Inter Tribal Council of Arizona, Inc. pay for license and training fees, which will be deducted from the \$25,000. The cost for the CDSMP training is specified on Stanford website at <http://patienteducation.stanford.edu>.

The organization awarded will have three options to obtain training and they are as follows:

OPTION ONE - Training at Stanford

OPTION TWO - Off-site Training by Stanford University

OPTION THREE – Receiving Training from a non-Stanford Master Trainer or T-Trainer

Scope of Work

ITCA will subcontract with an organization whose representatives will obtain training from one of the three organizations: Stanford University School of Medicine – Patient Education, ITCA, or other organizations that have the license to provide training. The subcontractor will identify a site for the workshops, market the program and recruit elders, teach the class, track the progress of elders and the program, and report on the end results.

ITCA-AAA plans to use the report and/or information of the end result as a tool and resource for other tribal organizations that intend to implement the Chronic Disease Self-Management Program.

The Inter Tribal Council of Arizona, Inc. will:

- Purchase a license from Stanford University to coordinate the overall CDSMP.
- Select an organization based on the proposals submitted, and sub-contract with the organization.

- Provide technical assistance to the organization to assist with the adaptation and implementation.

Subcontractor will:

- Obtain a license from Stanford University
- Partner with one or more of the following organizations: Area Agency on Aging, University, Indian Health Service, Health Provider, Recreation or Wellness Center, Senior Center, etc.
- Select four individuals to be trained as “Leaders.”
- Select a site in accordance to the CDSMP requirements, but in a tribal community
- Purchase items required for the CDSMP workshops.
- Schedule the workshops two months in advance and begin marketing and recruiting for the classes.
- Conduct workshops in accordance to the CDSMP requirements.
- Offer at least two workshops per year for three years.

Other Expected Product Outcome

Project Activities	Product Outcome
Obtain license	Subcontractor has the ability to conduct CDSMP workshop.
Instructor attend training	Certified to become “Leaders” and “Master Trainers”. Training for “T-Trainers” is optional.
Workshops	Conduct at least two workshops per contract year.
Reports	<p>The first Reporting Period Covering May 1, 2008 to May 31, 2008 must be submitted by May 15, 2008. The second Reporting Period covering June 1, 2008 to December 31, 2008 must be submitted by December 15, 2008. The third Reporting Period covering January 1, 2009 to May 31, 2009 must be submitted by May 15, 2009.</p> <p>A final report of the outcome of the CDSMP workshops must be submitted 30 days after the end of the award period.</p> <p>The report should include:</p> <ul style="list-style-type: none"> - Major activities and accomplishments during this period - Problems - Significant Findings and Events - Dissemination Activities - Activities planned for the next semi-annual report
Program Evaluation	Utilize the CDSMP Evaluation Component.

The applicant will be expected to follow all CDSMP requirements. If changes to the curriculum are necessary, the applicant will be required to consult with ITCA and Stanford University before making any changes.

Other General Requirements:

- Protect the fidelity of Chronic Disease Self-Management Program.
- Adhere to all license agreement and requirements by Stanford University.

Proposal Requirements and Format

Proposals are limited to 10 double-space pages using a type font size of at least 12 points and must follow the format outlined below:

- A. Cover Page: One page that includes the following:
 - a. Tribal Official such as Tribal Chairperson, Governor, President and/or person legally authorized to enter into agreements must sign the Cover Letter.
 - b. Legal Name and address of proposing organization
 - c. Name, title, telephone number, and email address of person legally authorized to enter into agreements on behalf of the organization.
 - d. Name, title, telephone number and email address of the person to contact with questions related to the proposal (if different from the person above)

- B. Introduction: One page that includes the following:
 - a. Brief description of proposing organization and geographic service area, including the size of the older adult population, diversity and characteristics of the area (i.e. rural, suburban, urban).
 - b. Brief description of the applicant's experience providing health promotion and disease prevention program and/or service to older adults.
 - c. Brief description of applicant's experience in working with minority ethnic groups.
 - d. Brief description of applicant's experience in providing training to the older adult population and conducting workshops.

- C. Project Narrative: No more than 8 pages that includes the following:
 - a. Statement of Need
 - i. Describe the need for health promotion and disease prevention program and/or services for American Indian older adults in the area.
 - b. Project Summary
 - i. Describe the proposed project and how and what strategies will be used to implement the Chronic Disease Self-Management Program. The description should also include how the project will address the needs identified in the need statement.
 - ii. Describe how the project will support one of the Administration on Aging – National Minority Aging Organization's objectives, see page One. (i.e. decrease chronic illnesses, teach skills to manage chronic illnesses, increase health education).
 - iii. Identify staff and organizations that will be involved in the project and provide a brief description of their qualifications.

- iv. Applicants are strongly encouraged to collaborate with senior services and wellness centers. Identify collaborating partners and describe their role(s) in the project. Partnerships may be broad, but prefer local organizations such as: senior services provider, wellness center, hospital, faith-based organization, recreation center, and/or other entities deemed appropriate. Applicants are strongly encouraged to collaborate with both senior services and wellness centers.
 - 1. **Required:** Please attach *Letters of Support* from partner agencies. Tribal Official or person legally responsible for entering agreements must sign the *Letter of Support*. (*Letters of Support* is not included in the proposal page limit). Memorandum of Agreement is also acceptable.
- v. Estimate of how many American Indian older adults the CDSMP will serve. If proposing to expand an existing service, provide an estimated of how many additional older adults (those currently not receiving service) will have access to the CDSMP workshops.
- c. Marketing and Outreach
 - i. Describe plans to inform American Indian older adults, caregivers and entities that serve older adults about the CDSMP workshops and attract them to the proposed service.
- d. Outcomes and Evaluation
 - i. Describe the intended outcome of the project over a period of 12 months.
 - ii. Describe the evaluation process, which should be aligned with the CDSMP, for determining if the outcomes were achieved. This process should include methods for measuring 12-month outcomes.
- e. Sustainability
 - i. Describe plans for continuing services after the award period.
- f. Technical Assistance
 - i. Describe specific technical assistance needed from the Inter Tribal Council of Arizona, Inc. and Stanford University to implement and operate the CDSMP.
- D. Work Plan and Timeline (not included in the proposal page limit)
 - a. Submit a work plan to summarize project activities. See format attached.
 - b. Provide an estimated timeline of project activities.
 - c. Parties that will be conducting the CDSMP workshops must have all certifications by December 31, 2008.
 - d. It is recommended that the first CDSMP workshop should be completed by February 2009, and the second CDSMP workshop should be completed by April 2009.
- E. Budget (not included in the proposal page limit)
 - a. Identify all project-related expenses that will be applied to the CDSMP workshops, training, and license fees. (A Sample Budget is included in the RFP)
 - b. **Required:** Your organization must match 25 percent of the requested fund through in-kind services.
 - c. Identify any additional funding sources that will be used to supplement NMAO funds.
 - d. Provide a brief budget narrative explaining each expense item.
 - e. Indirect cost agreement

Intent to Submit Proposal

A *Letter of Intent* is highly recommended and is due by Friday, April 4, 2008, by 5:00 p.m. The purpose of the *Letter of Intent* is to determine how many proposals will be received, and to get the contact information to notify organization about the date and time of the Pre-Proposal Conference Call Meeting.

The Letter of Intent will be no more than one-page, which will include the following information: Legal name and address of proposing organization; person legally authorized to enter into agreements on behalf of the organization; and person to contact with questions relating to the proposal.

Pre-Proposal Conference Call Meeting

The Conference Call Meeting is tentatively scheduled for Wednesday, April 16, 2008, beginning at 10:00 a.m. Information regarding the meeting will be sent, via e-mail to the proposal contact person.

Proposal Submission

Proposals (one original and one copy) are due, and must be received by 5:00 p.m., Mountain Standard Time on Friday, April 25, 2008. The proposal must be submitted by mail (hard copies) to Verna Monenerkit at the Inter Tribal Council of Arizona, Inc., 2214 North Central Avenue, Suite 100, Phoenix, Arizona, 85004. Proposal received after the due date and time, as well as those submitted by email or fax will not be considered.

Questions related to this solicitation should be directed to Marlinda Littleman or Lee Begay via email: marlinda.littleman@itcaonline.com or lee.begay@itcaonline.com. All questions must be received no later than April 23, 2008, and submitted in writing. Answers will be sent to all applicants.

Terms of Proposal

Submission of a signed proposal is acknowledgement and acceptance of all the terms and conditions of the Request for Proposals.

Integrity of the Applicant: By signing the proposal, the organization affirms that he/she has is attesting that all information is true. Failure to sign the proposal or signing it with a false statement shall void the submitted proposal or any resulting contracts, and the organization shall be removed from all RFP lists.

Organization Applicability: Organization must substantially conform to the terms, conditions, specifications and other requirements found with the text of this specific Request for Proposal. All previous agreements, contracts, or other documents, which have been executed between the organization and ITCA, are not applicable to this Request for Proposal or any result contract.

Licenses: Organization shall maintain in status all Federal, State, Local licenses and permits required for the operation of the business conducted by the organization.

All products and reports will become the property of the Inter Tribal Council of Arizona, Inc. ITCA has the right to reject all Requests for Proposals, and ITCA has the right to accept or reject any part of the proposal.

Reporting Requirements

Organizations submitting a proposal will be required to submit a work plan within two weeks of award notification. Semi-Annual progress reports and a final report describing the activities conducted during the grant and addressing the achievements of the project outcomes will be required 30 days after the award period ends.

In addition, because the Inter Tribal Council of Arizona, Inc. plans to document the long-term impact of the project, organizations submitting proposal will also be required to submit a 12-month report detailing the project's effectiveness in improving skills of older adult in managing their chronic illnesses. Reporting forms will be provided.

Review Process

A committee representing the Inter Tribal Council of Arizona, Inc., Area Agency on Aging, and the Office of Technical Assistance Center Advisory Committee will review each proposal. Incomplete proposals will not be considered. Below is a **tentative** timeline for the review and selection process:

Activity	Timeline
Proposal Due Date	April 25, 2008
Proposal Review	Week of April 28, 2008
Proposal Selected	Week of May 5, 2008
Notify Organization/Applicant	Week of May 12, 2008
Organization Acceptance and Review of Draft Contract	Week of May 19, 2008
Finalize Contract	Week of May 26, 2008
Sign Contract and Begin Implementation	Week of June 2, 2008

Evaluation Criteria

Proposals that best meet the criteria listed below and those with the greatest potential for replication will be selected.

Points	Criteria
5 points	Experience providing health promotion and disease prevention, training for older adults, and conducting workshops and outreach to older adults.
20 points	Project is clearly described and addresses the health promotion and disease prevention needs of older adults in the proposed service area.
20 points	Proposed project supports one of more objectives of the National Minority Aging Organization.
20 points	Proposed project is collaborative in nature involves a partnership with senior services, wellness center, and other aging network services. Letter of support from partner agencies or Memorandum of Agreements must accompany the proposal.
10 points	Plan to attract and inform American Indian older adults, caregivers, and those entities serving older adults about the proposed CDSMP program.
10 points	Plan for sustaining project after award period.
10 points	Intended outcomes are stated and evaluation plan includes a process for evaluating the project after 12 months.
5 points	Timeline and budget are realistic. The budget should identify all project-related expenses.

Reference Material

Following is a list of resources that may be helpful while developing proposals in response to this solicitation:

Inter Tribal Council of Arizona, Inc.
www.itcaonline.com

Chronic Disease Self-Management Program – Stanford University
<http://patienteducation.stanford.edu>

Healthy Aging
<http://www.healthyagingprograms.com>

Arizona Department of Health Services
<http://www.livingstrongerlonger.org/registry.htm>

SAMPLE BUDGET

CHRONIC DISEASE SELF MANAGEMENT PROGRAM

	Year One		
	ITCA - NMAO	Tribal Organization	Total
PERSONNEL			
Project Coordinator (.38 FTE) 560 hrs @ \$15.00/hr	\$ 7,000	\$ 1,750	\$ 8,750
Total Personnel	\$ 7,000	\$ 1,750	\$ 8,750
FRINGE BENEFITS			
FICA @ 7.65%	\$ 536	\$ 134	\$ 670
Worker's Compensation @ 0.63%	\$ 44	\$ 11	\$ 55
Unemployment Insurance @ 2.7%	\$ 189	\$ 47	\$ 236
Disability Insurance @ .68%	\$ 48	\$ 12	\$ 60
Retirement @ 4%	\$ 280	\$ 70	\$ 350
Health & Life Insurance	\$ 560	\$ 140	\$ 700
Total Fringe Benefits	\$ 1,657	\$ 414	\$ 2,071
TRAVEL			
Travel Expenses	\$ 1,500	\$ 375	\$ 1,875
Total Travel	\$ 1,500	\$ 375	\$ 1,875
SUPPLIES			
Office and Meeting Supplies	\$ 1,279	\$ 320	\$ 1,599
CONTRACTUAL			
Consultant	\$ 350	\$ 88	\$ 438
Total Contractual	\$ 350	\$ 88	\$ 438
OTHER DIRECT COSTS			
Telephone, postage, printing, etc.	\$ 400	\$ 142	\$ 542
Office space		\$ 1,700	\$ 1,700
Training Fee	\$ 7,500	\$ 1,875	\$ 9,375
License Fee	\$ 500	\$ 125	\$ 625
Meeting/ Conference	\$ 700	\$ 175	\$ 875
Total Other Direct Costs	\$ 9,100	\$ 4,017	\$ 13,117
TOTAL DIRECT COSTS	\$ 20,886	\$ 6,963	\$ 27,849
INDIRECT COST @ 19.7%	\$ 4,114	\$ 1,372	\$ 5,486
TOTAL COST	\$ 25,000	\$ 8,335	\$ 33,335

