HAWAI'I COMMUNITY FOUNDATION

Tobacco Prevention and Control Trust Fund:

Request for Proposal (RFP) Process

The Hawai'i Community Foundation (HCF) is a statewide public charity providing philanthropic services and funding to support a better Hawai'i. Since 2000, HCF has been contracted by the Hawai'i State Department of Health to manage the Hawai'i Tobacco Prevention & Control Trust Fund. The Trust Fund's tobacco prevention and control programs are administered through grants and contracts using HCF's standard decision-making processes as approved by the HCF Board of Governors.

For competitive applications for grant programs and major vendor contracts, RFP strategy and design are based on several resources:

- HRS §328L-5
- DOH Public Health experience and data
- CDC best practices
- 10-year strategic plan for Tobacco Prevention and Control
- Current research
- TPCS, UHCC, and other Public Health sources

→ HCF executive leadership approves grant strategy and design.

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HCF staff write the RFP.

- Public health content is reviewed by the DOH.
- Approved by Sr. VP of CGI prior to posting.

→ RFP announcements are published on HCF website.

- Notice of RFP availability is distributed widely through various outlets.
- Additional information given through FAQs, webinars, or direct responses from HCF staff.

→ Applications are received.

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HCF staff verifies application meets RFP eligibility criteria. Any application that is late, incomplete or does not meet the eligibility requirements is administratively denied.

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HCF Tobacco Program staff score each application utilizing templates based on criteria stated in the RFP.

→ External review committee of experts in the field review and score applications.

External reviewers are required to sign HCF confidentiality and conflict of interest statements.

→ Scores are compared and amended if necessary.

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Acronyms list:

BOG - HCF Board of Governors
CDC - Centers for Disease Control and Prevention
CEO - HCF's Chief Executive Officer
CGI - HCF Community Grants & Initiatives Team
DOH - Department of Health
FAQs - Frequently asked questions
HCF - Hawaii Community Foundation
RFP - Request for proposal
TPCS - Tobacco Prevention and Control Section, DOH
UHCC - University of Hawaii Cancer Center
VP- Vice President, HCF

= Action steps = Approval steps = Additional information

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Internal Peer Review with HCF staff per standard HCF approval process. This includes senior level leadership not directly associated with the Tobacco Program.

Final recommendations are made by HCF staff.

Final approvals are made by Sr. VP and CEO, or by HCF BOG for larger grants and contracts.

Applicants are notified of the decision through an award or denial letter.

GRANT RECIPIENTS

Recipients are sent a Grant Terms and Conditions Agreement to sign.

Upon signing, payment will be distributed according to grant terms.

VENDOR CONTRACTS

A contract is negotiated and signed using a standard HCF template.

Payments are made according to contract terms.

DOH regularly updates the Tobacco Prevention and Control Advisory Board on the status of Trust Fund grants and contracts.

HCF notifies DOH after selection decisions are finalized and regularly updates DOH on progress of grants and contracts.

Grantee or vendor begins work on agreed date.

HCF Staff monitors grant progress through 6-month or yearly progress reports to assess performance. Vendors submit monthly or quarterly reports and/or deliverables.

Evaluation and learning from current grants and contracts informs strategy for current and future grants and contracts.

HCF Staff organizes regular virtual grantee gatherings and training opportunities to improve services. In-person opportunities offered when health and safety allow.

HCF provides DOH with frequent program and contract updates.

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