



Request for Proposals

COVID-19 Vaccine Education, Canvassing, and Outreach Efforts

The Nevada Vaccine Equity Collaborative (NVEC) created in partnership by Immunize Nevada, The Nevada Minority Health and Equity Coalition (NMHEC), and UNLV School of Public Health has received funding to assist with the response of COVID-19 vaccine uptake in at-risk communities (further defined below) with high infection rates and to develop and conduct education, canvassing, and outreach in these communities regarding COVID-19 and the COVID-19 vaccine readiness/preparedness. The NVEC anticipates funding 7-10 awards. Funding period begins July 2021.

This RFP requires that education, canvassing, and outreach efforts include participating in canvassing efforts to at-risk communities in Nevada, this includes, but is not limited to door-knocking and phone banking. Efforts also include the review and development of educational materials for cultural responsiveness, and dissemination of educational materials. Additionally, assistance with identifying possible clinic locations, assisting with local clinic promotion, and clinical logistic set up.

Please reference the sample scope of work at the end of this document for more details.

To be eligible, you must be a trusted community partner that works within the identified at-risk zip codes, have experience working within the local cultural expectations of the identified zip codes and communities with the highest infection rates, **and** represent at least one of these communities.

- Target at-risk communities can include, but are not limited to:
 - Black American
 - African American
 - Asian American
 - Pacific Islander
 - Latinx/o
 - LGBTQIA+
 - Native American
 - Deaf community
 - Blind community
 - Undocumented community and mixed-status families
 - Adolescent students and students in higher education



Proposals should be submitted as soon as possible. For questions regarding the RFP or to submit your proposal, please email David Pérez at DavidPerez@immunizenevada.org. Reviews will start upon submission.

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

****Please note, if you possess a previous RFP or grant application that answers the following statements, please submit that proposal in lieu of completing a new RFP.****

1. Describe your **experience** working with one or more of the at-risk populations outlined in this RFP. Clearly, state which at-risk population and/or zip codes you will focus on if awarded.
2. Discuss **experience** with conducting education and outreach in at-risk communities.
3. Discuss your **ability** to disseminate COVID-19 educational material to at-risk community members.
4. Discuss your **experience** with phone banking or canvassing efforts to one or more of our proposed targeted at-risk communities.
5. Discuss your **reach** to one or more of our proposed targeted at-risk communities or zip codes.
6. Describe your **capacity** to complete this work and **experience** with grants. Include a list of staff members responsible for completing this work. *If applicable, describe your involvement with the NMHEC.*
7. Provide a budget including a brief budget justification.

Scope of Work

COVID-19 Vaccine Education, Canvassing, and Outreach Efforts

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

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

- Review and dissemination of educational material via
 - Email to community partners, members, and local businesses
 - If applicable and culturally appropriate, creating social media posts promoting educational COVID-19 vaccine information
 - In person outreach when applicable*



- Conduct canvassing and phone banking promoting COVID-19 vaccine education and collecting vaccine hesitancy data within targeted communities
- Identify community events, key stakeholders, and trusted locations that are accessible by the community and zip-codes that you serve to set up community vaccine clinics
 - Assist with staffing and logistical needs of community vaccine clinics, with the help of Immunize Nevada, so each clinic reflects the community or zip code that it serves
- Attend training, programming, and outreach meetings as needed
- Share any assets you may have developed in response to COVID-19
- Document efforts and outcomes for final report and submit on a monthly basis to Immunize Nevada. A template for this report will be provided.

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

Reporting Requirements:

Document efforts and outcomes for final report fulfilling the required information as requested by Immunize Nevada and the Nevada Vaccine Equity Collaborative. Submit reports on a monthly basis to Immunize Nevada. *A template for this report will be provided.*

Other reporting methods may be developed and included to prevent the duplication of efforts among various other grantees.

Media, Communication, and Outreach Deliverables:

During the funding period and when applicable, {Name of Agency} will:

- Add the NVEC and Immunize Nevada logo to printed materials promoting community vaccine clinics and outreach activities coordinated by and in partnership with Immunize Nevada
- Recognize the NVEC and Immunize Nevada, when appropriate, on social media posts
- Recognize the NVEC and Immunize Nevada as a partner in any news or press releases or social media issued by {Name of Agency} regarding community vaccine clinics