

WYOMING DEPARTMENT OF HEALTH  
PUBLIC HEALTH DIVISION  
122 WEST 25th STREET, 3rd FLOOR WEST  
CHEYENNE, WY 82002

REQUEST FOR APPLICATIONS (RFA)

Wyoming Perinatal Quality Collaborative  
Coordination Services

RFA CLOSING DATE AND TIME  
JUNE 4, 2020 at 11:59 PM  
Mountain Time

WYOMING DEPARTMENT OF HEALTH  
REPRESENTATIVE: EIGHMEY ZEECK  
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**APPLICATIONS MUST BE RECEIVED BY THE TIME AND DATE SPECIFIED. APPLICATIONS RECEIVED AFTER THE SPECIFIED DUE DATE WILL NOT BE CONSIDERED. APPLICATIONS MUST BE SUBMITTED NO LATER THAN 11:59P.M., JUNE 4, 2020.**

## OVERVIEW

The Centers for Disease Control and Prevention (CDC) defines a perinatal quality collaborative (PQC) as a state or multi-state network of teams working to improve the quality of care for mothers and babies. PQC members identify health care processes that need to be improved and use the best available methods to make changes as quickly as possible.

The *vision* of the Wyoming Perinatal Quality Collaborative (WYPQC) is optimal perinatal health outcomes for all Wyoming moms and babies with a *mission* to improve health outcomes for Wyoming moms and babies through collaborative, data-driven quality improvement. There are also three core principles that drive our collaborative:

- Family engagement and advocacy
- Increased access to high-quality, culturally appropriate care
- Ongoing education and training on safe and effective perinatal care

The WYPQC helps support projects through funding from both the CDC and the Health Resources and Services Administration Title V Maternal and Child Health (MCH) Services Block Grant to States. WYPQC projects include Wyoming hospitals' participation in the Utah [Alliance for Innovation in Maternal Health Safety Bundles](#) (Obstetric Hemorrhage and Obstetric Opioid Use Disorder) and funding to participate in the [Colorado Hospital Substance Exposed Newborns Collaborative](#).

The WYPQC is looking for an individual or organization qualified to provide WYPQC coordination services and who is interested in helping improve the health of women and infants in Wyoming. The WYPQC is composed of important community stakeholders from a variety of sectors and meets quarterly to collaboratively improve the health of Wyoming women and infants through ongoing quality improvement projects in healthcare and public health settings. The WYPQC Coordinator is a member of the WYPQC executive team which also consists of the Chair, Co-Chair and Data Lead.

## OBJECTIVE

The objective of this RFA opportunity is to identify a qualified individual or organization to:

1. Conduct WYPQC membership outreach and recruitment;
2. Assist with WYPQC project management;
3. Coordinate WYPQC committee activities with a wide range of health care professionals;  
and
4. Represent the WYPQC at local, state and national level events and/or conferences.

## APPLICATION ELIGIBILITY

The following criteria must be met in order to apply for the grant:

- Proposer is registered and in good standing with the System for Award Management (SAM) or Proposer demonstrates ability to register at [https://sam.directory/?gclid=EA1aIQobChMIw-HSmM-j5QIVi8BkCh0n-A\\_bEAAYAiAAEgL7kvD\\_BwE](https://sam.directory/?gclid=EA1aIQobChMIw-HSmM-j5QIVi8BkCh0n-A_bEAAYAiAAEgL7kvD_BwE)
- Proposer is registered and in good standing with the Wyoming Secretary of State or Proposer demonstrates ability to register at <https://wyobiz.wy.gov/Business/RegistrationInstr.aspx>
- Proposer is able to enter into a contractual agreement and Business Associate Agreement with the Wyoming Department of Health (WDH) for two years (with options for amendments, as deemed mutually agreeable)
- Proposer has all necessary insurance coverage
- Proposer meets the following qualifications:
  - Experience in public health, with a focus on maternal and child health (preference for experience within Wyoming)
  - Ability to work with diverse and multi-disciplinary teams
  - Proven experience with projects of similar size and scope
  - Experience managing deliverables on time and within budget
  - Excellent time-management and organizational skills
  - Able to remain politically neutral
  - Knowledge of Quality Improvement principles and processes
  - Demonstrated strong professional communication skills (phone, email, fax, verbal)
  - Computer skills, proficient in MS Office (Word, Excel, PowerPoint), Google Office (Docs, Forms, Sheets, etc)
  - Teleconference proficiency on platforms to include Adobe Connect, Google Hangouts and Zoom
  - Social media skills and knowledge of platforms such as Facebook, Instagram, Twitter and WordPress
  - Ability to use and manage a group of people on Basecamp project management platform
  - Flexibility and ability to accomplish tasks in short time frames
  - Detail oriented and efficient
  - Willingness and ability to learn and grow to meet the changing requirements of the job and to work independently
  - Physical ability to stoop, kneel, bend, sit or stand for extended periods and perform light lifting
  - Ability to travel to both in state and out of state conferences

## ROLES AND RESPONSIBILITIES

### **Role of Agency (WDH):**

The WDH Women and Infant Health Program Manager acts as the WYPQC Co-Chair and will participate on the WYPQC alongside the WYPQC Chair, WYPQC Coordinator, and WYPQC Data Lead. WDH will assure all necessary training is made available to the awarded subrecipient (Coordinator). WDH will execute a contract with awarded subrecipient and monitor all contract deliverables during the contract period.

### **Role of WYPQC Coordinator:**

- Support planning and coordination of WYPQC and its activities
  - Four meetings a year for the entire membership with potential monthly meetings for subcommittees
  - Quarterly meetings are two hours in length with subcommittee meetings an hour in length
  - Yearly elections of a WYPQC Chair
- Ensure implementation of policies and practices
- Help build positive relations within the team and external parties
- Schedule and organize meetings/events and maintain agenda and meeting minutes
- Ensure technology is used correctly for all operations (video conferencing, presentations etc.)
- Keep updated records and create reports or proposals

## FUNDING AMOUNT

The selected candidate will enter into a contractual agreement with the WDH and receive an estimated \$55,000 per year for an average of 20 hours of work per week with potential variation depending on the project. The contract period lasts for a 24 month time period. Additional travel funding to be determined based on applicant's location.

## APPLICATION GUIDELINES

To apply, complete the enclosed application checklist (Attachment A) and submit a Letter of Interest, Resume or CV, and at least two professional references.

Send all required application materials to Eighmey Zeeck, WDH Women and Infant Health Program Manager via e-mail at [eighmey.zeeck@wyo.gov](mailto:eighmey.zeeck@wyo.gov) before 11:59pm on June 1, 2020. Applications received after this date will not be accepted unless notice of a deadline extension is provided before application close date.

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ANTICIPATED APPLICATION PROCESS TIMELINE

May 7, 2020	Publish Request for Application
May 21, 2020	Deadline for Submitting Questions
May 25, 2020	FAQ Document Posted at <a href="http://www.wypqc.com">www.wypqc.com</a>
June 4, 2020	Closing Date for Applications
June 11, 2020	Applicants notified in writing of award
July 1, 2020	Estimated start of contract
July 1, 2021	End of Year 1 Contract

FREQUENTLY ASKED QUESTIONS

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Written questions regarding this RFA or the application process can be sent to Eighmey Zeeck, WDH Women and Infant Health Program Manager ([eighmey.zeeck@wyo.gov](mailto:eighmey.zeeck@wyo.gov)) before May 21st at 5:00pm. A FAQ document will be posted at [www.wypqc.com](http://www.wypqc.com) by May 25th at 5:00pm. Please refer to this webpage for more information. Any questions received after the deadline will not be accepted or considered.

The State of Wyoming will be the sole judge with respect to the evaluation of applications. The proposer which best meets the conditions of each of the individual criterion will be awarded the highest (not necessarily maximum) points for that specific criterion. After each criterion is evaluated, the applicant with the highest number of points will be awarded the funding.

Attachment A  
Application Checklist

Applicant/Organization Name (business entity name):

Business Entity Address:

Individual Submitting Application:

Contact Information (e-mail):

Contact Information (phone):

Individual (full name) who will sign contractual agreement if selected:

Please include the following in your application packet:

1. Letter of Interest
2. Resume or CV demonstrating minimum eligibility requirements
3. Names of at least two professional references