



Request for Applications (RFA):

Wyoming Maternal Mortality Review Committee: Family
Interviewer

Contents

Contents	2
Background	3
Purpose	3
Timeline	3
Resources	3
Scope of Services	4
Family Interviewer	4
Application	5
Key Dates	5
Submission	5
Scoring	6
Application Contents	6
Organization Information (5 points)	6
Background (10 points)	6
Qualifications and Skills (30 points)	7
Work Plan (25 points)	7
Budget itemized and Justification (Total 30 points)	7

Background

In 2019, the Wyoming Department of Health (WDH), Maternal and Child Health (MCH) Unit partnered with the Utah Department of Health & Human Services (DHHS) to apply for Centers for Disease Control and Prevention (CDC) funding to establish a Utah-Wyoming (UT-WY) Joint Maternal Mortality Review Committee (MMRC). Since 2023, the MCH unit has been independently funded by the CDC to conduct the Wyoming side of the Joint UT-WY MMRC.

The UT-WY MMRC's goal is to reduce maternal mortality rates in both Utah and Wyoming. The UT-WY MMRC is housed within the DHHS Maternal and Infant Health Program and the WDH Women and Infant Health Program. MMRC members include medical practitioners, social workers, public health nurses, toxicologists, mental health providers, community leaders, Medicaid medical directors, etc.

Maternal mortality includes deaths occurring during pregnancy or within a year of the end of pregnancy. Information about an identified case of maternal death is gathered from death and birth certificates, medical records, autopsy reports, and other pertinent sources of information. Records are abstracted by a trained abstractor and de-identified case summaries are reviewed by the MMRC.

This review process is intended to be educational and prevention-oriented. The goals of the committee's reviews and associated maternal mortality work are to:

- Identify trends and risk factors for pregnancy-related deaths in Utah and Wyoming
- Identify preventable risk factors
- Develop recommendations or strategies for prevention or intervention.

Purpose

The MCH Unit seeks applications from organizations or individuals capable of supporting the Wyoming MMRC in conducting family interviews. This important role collaborates with the MMRC abstractor and connects with families affected by maternal mortality to offer bereavement support and to further understand what could have prevented the death.

Timeline

This RFA opportunity is for a 4-year cycle from October 1, 2025, until September 30, 2029.

Resources

- The maximum annual funding available for this project is \$30,000. Please see the budget section for more information.
- Funding is contingent upon federal allocations and may be reduced or eliminated. The MCH Unit reserves the right to negotiate with any applicant the final awarded amount and deliverables.

- The MCH unit will provide training, evaluation, and technical assistance throughout the contract period.

Scope of Services

Family Interviewer

This will occur throughout the 4-year cycle; anticipate 5-7 cases a year. Applicant(s) who wish to apply for this option should create an experience and skills section that reflects the skills requested. Applicant(s) should also create a work plan demonstrating the following Duties for the first year of service: October 1, 2025, to September 30, 2026.

Duties

1. Complete required training to include, but not limited to, CDC-provided Family Interviewer training, review and follow provided Family Interviewer manuals, monthly attendance at CDC Family Interviewer office hours, training on MMRCs and how family interviews fit this process, and ongoing interview training (i.e. communication techniques, safety procedures).
2. Complete all WDH-required training for the MMRC, including but not limited to, Health Insurance Portability and Accountability Act (HIPAA) training to ensure the protection and confidentiality of all information gathered.
3. Collaborate with Abstractor on requested records for maternal death within two weeks of being notified of a new maternal case by MCH Epidemiology. Requested records should include documents that contain next of kin or emergency contact information.
4. Before participants are contacted and interviewed, the Family Interviewer should develop a contact process, a purpose statement for interviews, an informant interview guide, and an informed consent form. Templates and procedures for these items will be provided per the CDC guidance manual and then approved by the WDH.
5. The Family Interviewer should work to complete interviews in a timely manner when a maternal case is identified, but they should also be sensitive and flexible when scheduling and interviewing participants about a case. Interviews should be in person when possible, but over the phone and virtual options can be offered with approval from the Women and Infant Health Program Manager per case.
6. The Family Interviewer will debrief in a one-on-one meeting with the Women and Infant Health Program Manager within one (1) week after the interview. This time is strictly for the Family Interviewer to work through their feelings about the interview.
7. Attend Wyoming MMRC planning meetings twice a month virtually.
8. Attend bi-monthly MMRC meetings virtually.

Skills

1. The Family Interviewer should have skills or experience in qualitative interviewing techniques and empathetic communication.
2. The Family Interviewer should have skills or experience in bereavement support and the ability/knowledge to offer participants any needed follow-up resources.
3. The Family Interviewer should have skills or experience in outreach, communication, and education.
4. The Family Interviewer should be able to identify, request, and practice self-care for themselves as needed during the interview process of a case.
5. The Family Interviewer should have the skill to remain objective and unbiased when interviewing.
6. The Family Interviewer should demonstrate an understanding of social determinants contributing to maternal mortality.

Application

Key Dates

Description	Date	Time
RFA Released	4/7/2025	N/A
Q&A Responses Posted to Website	Continuously as needed	N/A
Applications Due	5/23/2025	5:00 PM MST
Applications finished scoring	6/8/2025	5:00 PM MST
Interview Applicants who scored high enough	6/18/2025	Various
Contract process starts	6/23/2025	N/A
Tentative Work Begins	10/1/2025	N/A

Submission

Applications shall be submitted to: natalie.hudanick1@wyo.gov no later than the deadline described above.

Scoring

The applications will be evaluated on the following criteria. Applicant(s) should have the following sections in their application.

<u>FACTOR</u>	<u>POINTS POSSIBLE</u>
Organization Information:	0-5
Background: Previous experience with similar projects.	0-10
Qualifications and Skills: The qualifications, experience, and capacity of the applicant in general and the capacity of the applicant to deliver the requested services.	0-30
Workplan: Work reflects the duties outlined.	0-25
Budget Justification: Properly details items identified and itemized budget.	0-15
Itemized budget: Is reasonable for delivery of services; did not exceed total resources available based on options chosen.	0-15

Application Contents

Organization Information (5 points)

Organization's Legal Name:

Primary Contact (name, title, phone, and email):

Mailing Address:

Tax ID Number

UEI Number:

Website:

Name and Title of Authorized Signatory:

Background (10 points)

In 4 pages or less, please describe your organization's background and familiarity with similar projects by responding to the following:

1. Please describe your history and experience working with different populations, groups, and communities (such as rural communities) in the context of interviewing, grief counseling, and/or victim advocacy.
2. Please describe your history and experience working on improving maternal health outcomes.
3. Please share relevant examples of similar projects or services. You may include links to other projects/programs you have worked on and/or references for other entities you have provided similar services in the past. References should include contact information for someone at the reference entity who has experience with your work.

Qualifications and Skills (30 points)

In 7 pages or less, please describe your qualifications, experience, and capacity by responding to the following:

1. Directly reference the skills listed. A good application will reflect on the desired skills and list the applicant's qualifications, capacity, and experience to match.
2. Please describe your experience with the scope of service(s) you are applying for.

Work Plan (25 points)

Please provide a work plan in narrative format that addresses the required duties and how you will accomplish them. Describe your capacity and staffing plan. At a minimum, the work plan should include:

- Activities/Duties
- Responsible Party
- Completion Date.

Itemized Budget and Justification (Total 30 points)

Please provide a detailed 1st year, annual budget, and justification. The template below can be used or adapted. At a minimum, the budget should include:

- Required staffing costs
- Travel costs

BUDGET JUSTIFICATION (TEMPLATE)	
Salaries and Wages	\$Total
Justification:	
Fringe Benefits	\$Total

<i>Justification:</i>	
Supplies <i>Justification:</i>	\$Total
Travel (include items such as mileage or other transportation, lodging, meals/per diem) <i>Justification:</i>	\$Total
Other Categories <i>Justification:</i>	\$Total
Subawards <i>Justification:</i>	\$Total