



Request for Applications (RFA):

Wyoming Maternal Mortality Prevention Workgroup

Contents

Contents	2
Background	3
Purpose	3
Timeline	3
Resources	3
Scope of Services	4
Manage the Maternal Mortality Prevention Workgroup.	4
Application	5
Key Dates	5
Submission	5
Scoring	5
Application Contents	6
Organization Information (5 Points)	6
Background (10 points)	6
Qualifications and Skills (30 points)	7
Work Plan (30 points)	7
Budget (Total 25 points)	8

Background

In 2019, the Wyoming Department of Health Public Health Division (WDH-PHD), Maternal and Child Health (MCH) Unit, partnered with the Utah Department of Health & Human Services (UT 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 responsibilities of the Joint UT-WY MMRC. The new five-year cycle of funding is expected to begin on October 1, 2024.

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 UT DHHS Maternal and Infant Health Program and the WDH MCH Unit, Women and Infant Health Program (WIHP). 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 one 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 presented to and 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 capable of supporting the Wyoming MMRC in maintaining the Maternal Mortality Prevention Workgroup (MMPWG).

Timeline

This RFA opportunity is for a four-year cycle from October 1, 2025, until September 29, 2029.

Resources

- The maximum annual funding available for this project is \$156,000.
- 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

Manage the Maternal Mortality Prevention Workgroup.

This service is expected to occur throughout the four-year cycle. Applicants will apply for one year with the possibility of an extension for the remaining three years. There is an existing MMPWG. Applicant(s) will be asked to maintain the existing workgroup and build on what has been started. Applicant(s) should include in their application an experience and skills section that reflects the applicant's ability to provide this service. Applicant(s) should create a work plan demonstrating the following duties for the first year of service: October 1, 2025, to September 29, 2026.

Duties

The organization managing MMPWG is expected to:

1. Outreach, onboard, train, and support members. MMPWG members should represent those in the community who can take the MMRC recommendations into action. Members should include, but are not limited to:
 - a. Those who **have the political will and financial resources** to create and implement large-scale systems change
 - b. Those who **can define or communicate a community perspective** on how best to create those desired changes in the community
2. Develop and implement MMPWG member forms and templates. Guidance will be provided by the WIHP.
3. Convene community meetings, approximately one month after the MMRC meeting (every other month).
4. Guide members in selecting priority MMRC recommendations for implementation. The WIHP will collaborate with the selected applicant in sharing information about capacity.
5. Provide subawards for the implementation of projects or initiatives addressing the recommendations. This will include creating and advertising applications, and contracting with selected applicants to implement chosen recommendations. WIHP will work with the selected applicant to identify and issue these subawards.
6. Monitor the implementation of annual projects based on chosen recommendations.
7. Leverage membership to act on recommendations that can be easily implemented without subawards or with minimal funding.
8. Enhance the credibility and visibility of issues and inform the medical provider community and the broader community of the need for specific actions through

presentations, written reports, etc. WIHP will work with the selected applicant to obtain the appropriate WDH approvals.

9. Work with the community and medical providers to implement interventions to improve services, resources, and quality of care.

Skills

The organization managing MMPWG should have skills and experience in:

1. Outreach and engagement, including, but not limited to, member onboarding.
2. Managing community groups of volunteers, including, but not limited to:
 - a. Scheduling and facilitating meetings
 - b. Driving action and implementation
 - c. Leveraging members' networks and strengths to implement change
3. Managing subawards, including application creation, contracting, monitoring, and evaluation.
4. Exhibiting passion about improving maternal health outcomes at the county level and preventing maternal mortality across Wyoming.

Application

Key Dates

Description	Date	Time
RFA Released	5/12/2025	N/A
Q&A Responses Posted to Website	Continuously as needed	N/A
Applications Due	6/14/2025	5:00 PM MST
Application Scoring	6/15/2025	5:00 PM MST
Applicant Interviews Start (for those who progress past scoring)	6/18/2025	Various
Tentative Award Date	7/1/2025	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>
Organizational Information	0-5
Background: Previous experience with similar projects. History of the organization and how it relates to maternal health, outreach, and community engagement.	0-10
Qualifications and Skills: The qualifications, experience, and capacity of the applicant in general, and the capacity of staff to deliver the requested services.	0-30
Workplan: Work reflects the duties outlined.	0-30
Budget: An itemized budget properly details costs and includes narrative justification. The costs are reasonable for service delivery and do not exceed the total resources available.	0-25

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

1. Please describe your organization's history and experience working with different populations, groups, and communities (such as rural communities) in the context of outreach, implementing public health initiatives, and collaborating.
2. Please describe your organization's history and experience working to improve maternal health outcomes.
3. Please share relevant examples of similar projects, services, or products your organization has delivered previously. You may include links to other projects/products

your organization has produced and/or references for other entities your organization has provided similar services to in the past. References should include contact information for someone at the reference entity who has experience with the project.

Qualifications and Skills (30 points)

In seven pages or less, please describe your organization's qualifications, experience, and capacity by responding to the following:

1. Directly reference the duties and skills listed under the option(s) the applicant(s) applied for. A good application will reflect the organization's qualifications, capacity, and experience to carry out the duties, with the desired skills.
2. Please describe your organization's experience with the scope of service(s) you are applying for (Maternal Mortality Prevention Workgroup).
3. Please describe your organization's capacity and staffing plan to deliver the service(s) applied for. If you are an educational institution, please also describe how faculty and students might be actively engaged in the project.

Work Plan (30 points)

Please provide a work plan for each of the scope of services described in the Scope of Services section. The template below is required. At a minimum, the work plan should include:

- Activities/Duties
- Responsible Party
- Completion Date

Workplan (Template)		
Option (Scope of Service listed here)		
Activities/Duties	Responsible Position/Party	Completion Date

Budget (Total 25 points)

Please provide a detailed annual budget and justification for the first year of service: October 1, 2025, to September 29, 2026. The template below can be used or adapted. At a minimum, the budget should include:

- Required staffing costs
- Subawards through the Maternal Mortality Prevention Workgroup
- Project management and grant administration costs

BUDGET JUSTIFICATION (TEMPLATE)	
Salaries and Wages <i>Justification:</i>	\$Total
Fringe Benefits <i>Justification:</i>	\$Total
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