AAIMM
COMMUNITY ACTION TEAMS
ANTELOPE VALLEY
SAN FERNANDO & SANTA CLARITA VALLEYS
SAN GABRIEL VALLEY
SOUTH LOS ANGELES & SOUTH BAY

Request for Proposals
Backbone Support Agency
for the African American Infant and Maternal Mortality Prevention Initiative (AAIMM) Community Action Teams

Release Date: November 4, 2026

Due Date: December 2, 2026

EXECUTIVE SUMMARY

The Los Angeles County African American Infant and Maternal Mortality (AAIMM) Prevention Initiative seeks three Backbone Support Agencies to provide core operational, administrative, and coalition-building support to three AAIMM Community Action Teams (CATs) based in Service Planning Area (SPA) 1 - Antelope Valley, SPA 2 - San Fernando/Santa Clarita Valleys, and SPA 3 - San Gabriel Valley (one backbone per region). The initial contract will be for 6 months and up to $50,000 per grantee, with potential to renew up to two additional years at a rate of up to $100,000 per grantee per year. Eligible applicants must be based in the region they propose to serve.

1. BACKGROUND INFORMATION[1]

About AAIMM

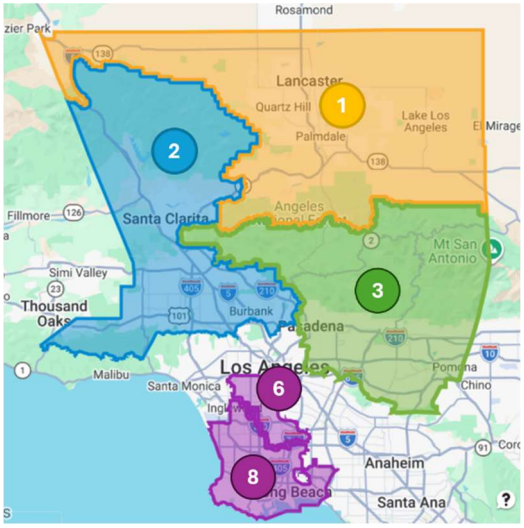
The Los Angeles County African American Infant and Maternal Mortality (AAIMM) Prevention Initiative is a coalition of the Department of Public Health in partnership with First 5 LA and the LA County Department of Health Services, Department of Mental Health, community organizations, mental and health care providers, funders, and community members. We are united in one purpose: to address the unacceptably high rates of Black infant and maternal deaths countywide and ensure healthy and joyous births for Black families in LA County. AAIMM focuses on addressing the root causes of these inequities, including racism, lack of equitable and high-quality care, and limited access to culturally informed support and resources.

The AAIMM Community Action Teams (CATs)

The AAIMM Community Action Teams (CATs) are regional collaboratives which seek to advance the goals of AAIMM at a local level. Currently there are four CATs operating: Antelope Valley

[1] Adapted from Jones, Adjoa. (2020). African American Infant and Maternal Mortality in Los Angeles County: A Community and Local Government Partnership. [Master's Capstone Project]. Used with permission.

(Service Planning Area/SPA 1), San Fernando and Santa Clarita Valleys (SPA 2), San Gabriel Valley (SPA 3), and South LA/South Bay (SPAs 6 and 8). A map of these four regions is shown below.



AAIMM CATs strengthen collaboration between community members and county health departments to improve pregnancy, birth, and postpartum outcomes. These partnerships bring together families, community and faith-based organizations, grassroots leaders, staff from the Departments of Public Health, First 5 LA and others to develop and implement community-driven strategies.

Through this coordinated approach, AAIMM advances culturally responsive, community-identified programs and services that support Black parents' reproductive health rights, birth choices, and experiences of healthy, joyful pregnancies and births.

Each AAIMM CAT is comprised of:

- **A Leadership Team:** Comprised of DPH Co-leads, Community Co-lead, the MCAH AAIMM Health Program Analyst II, and Perinatal Equity Initiative (PEI) Program Manager who advise on CAT specific activities and funding matters.
- **A Planning Team:** Comprised of those with lived experience, workgroup co-chairs, AAIMM CAT Leadership Team members, community-based organization partners, community members and some County agencies (DPH, DMH and DHS partners) etc. who advise and participate in CAT activities that include but are not limited to bi-weekly planning team meetings, bi-monthly AAIMM CAT meetings, workgroup meetings, event planning, strategic planning, and programmatic related tasks.
- **Workgroups:** Each CAT has multiple work groups that focus on topics such as community outreach and engagement, funding, and care delivery to Black birthing families.

The Backbone Support Agency Role

The Backbone Support Agency plays a critical role in the CAT model by coordinating, documenting, and supporting the infrastructure that enables each CAT to operate effectively. Backbones ensure consistent management of meetings, workgroups, events, communications, and reporting, creating the structure needed to turn community priorities into action.

With this RFP, AAIMM is seeking backbone agencies for the following CAT regions:

- Antelope Valley (SPA 1)
- San Fernando/Santa Clarita Valleys (SPA 2)
- San Gabriel Valley (SPA 3)

2. PROJECT TIMELINE AND BUDGET

Backbone Support Agencies will be funded for an initial 6-month period from January 4, 2027 – June 30, 2027, with potential to renew up to two times upon satisfactory performance review. The budget for this 6-month period is $50,000 per region. If renewed, the budget for subsequent years will be $100,000 per year per region. Funding for backbone support is provided by First 5 LA and

the LA County Department of Public Health – Perinatal Equity Initiative. Heluna Health will serve as an intermediary for these funds and oversee Backbone Support Agency contract management.

Note that any applicants using a fiscal intermediary must include any associated intermediary fees/indirect costs in their proposed budget. The proposed budget may not exceed $50,000 for the initial 6-month period and $100,000 per year afterwards if renewed.

3. SCOPE OF WORK, DELIVERABLES, AND EXPECTED OUTCOMES

Core Expectations and Operating Principles

Backbone Support Agency Operating Principles[2]

Across all of their work, the Backbone Support Agency should:

- **Center Black birthing people in all decisions**: This means the needs, experiences, voices, and wellbeing of Black birthing people should guide the CAT's priorities, decisions, and efforts. Policies and strategies should be shaped with Black families, not simply for them.
- **Use plain language whenever possible**: The Backbone Support Agency should communicate in clear, accessible language that community members, partners, and stakeholders can easily understand. This helps reduce barriers to participation and ensures conversations are not limited to people with technical or professional expertise.
- **Share information openly and consistently**: Information should be shared regularly, transparently, and in ways that keep all partners informed about decisions, timelines, opportunities, and challenges. Open communication strengthens trust, collaboration, and shared accountability across the CAT.
- **Build trust through follow-through**: Trust is built when commitments, action items, and responsibilities are completed consistently and communicated clearly. The Backbone Support Agency should model reliability, responsiveness, and accountability in both relationships and operations.
- **Create space for disagreement and learning:** Healthy collaboration requires space for different perspectives, honest conversations, and constructive disagreement. The Backbone Support Agency should support an environment where partners can ask questions, challenge ideas respectfully, and learn together without fear of dismissal or retaliation.
- **Support shared leadership instead of gatekeeping**: The Backbone Support Agency should help distribute leadership, information, and opportunities across the CAT rather than concentrating power within a small group. Shared leadership encourages stronger participation, community ownership, and long-term sustainability.

Scope of Work (SOW)

The Backbone Support Agency will complete all work as denoted in the SOW, and must assign one or more staff to work to achieve a minimum of 100% FTE weekly (equivalent to 40 hours per

[2] Adapted from: Wooley, T. D. (2026). Backbone and workgroup infrastructure materials developed by EmpowerTHEM Collective for the AAIMM Policy and Advocacy Workgroup. Used with permission.

week). Backbone Support Agencies are expected to attend all planning team meetings, other AAIMM meetings, and CAT events, including weekend and evening commitments.

Activities:

1. **Onboarding**: Participate in onboarding in January 2027 to ensure understanding of role and connect with other Backbone Support Agencies (in-person).

2. **Meeting Coordination and Logistics:** Provide meeting coordination and logistics for AAIMM CAT meetings, including CAT leadership team meetings, planning team meetings, bimonthly regional meetings, and work groups. **See Appendix A for a sample calendar of monthly meetings.** Specific responsibilities include the following:
    - Work with co-leads to develop agendas
    - Set up Zoom for virtual meetings; help coordinate space for in-person meetings
    - Track attendance
    - Take notes
    - Send out meeting reminders & materials before the meeting
    - Send notes/follow-ups after
    - Create and conduct meeting and event evaluation
    - Additionally, for Bimonthly regional meetings:
        - Create Eventbrite & track registrations
        - Support leads to create slides (template provided)

3. **Communications:** Maintain consistent communication across the CAT, managing the CAT gmail account and shared drive, listserv, and responding to inquiries in a timely manner. Additionally, the Backbone Support Agency will:
    - Coordinate development of promotional materials (flyers, social media, etc.)
    - Collaborate with AAIMM Communications to support countywide communications efforts
    - Ensure the listserv is current and kept private (do not share outside of AAIMM)

4. **CAT Regional Community Events and Public Health Interventions:** Support the planning, coordination, promotion, logistics and execution of CAT regional outreach, community events and public health interventions. Approximately one event per month is typical. Responsibilities include the following:
    - Support event logistics, such as finding and confirming vendors/venues
    - Coordinate volunteers and planning team members
    - Maintain list of potential event/meeting spaces
    - Provide on-site support at in-person events (including evening and/or weekend events); if unable to attend, work with CAT planning team to ensure coverage

5. **AAIMM Countywide Events and Campaigns:** Promote and attend AAIMM countywide priority meetings and events (by attending and supporting in person), and campaigns (for example by organizing local events and/or sharing relevant AAIMM materials). Typical countywide annual campaigns and events include:
    - April: Black Maternal Health Week
    - June: Fatherhood engagement/Father's Day and Juneteenth
    - August: Black Breast/Chestfeeding Week, KJLH Women's Health Expo
    - October: Taste of Soul
    - November: Prematurity Awareness Month

6. **Network Weaving:** Support CAT to connect partners, community members, and resources through the following activities:

- Resource List: Collaborate with CAT planning team members & work groups to maintain the community resource list of culturally competent providers/ resources in collaboration with CAT planning team members
- Linkage: Provide ongoing connection:
  - Between providers in the region (promote cross-referrals)
  - Between community and providers (access to resources/support)

7. **Capacity Building:** Support CAT to identify and pursue capacity building (CB) opportunities, including:
   - Participate in discussions to identify potential CATs capacity building opportunities
   - Participate in required professional development trainings and other capacity building opportunities as available/appropriate

8. **Attendance Tracking for Community Co-Lead and Work Group Co-Lead Stipends:**
   - Community Co-Lead Stipends: Track attendance at all meetings, submitting community co-lead attendance records to Heluna Health on a monthly basis to support administration of stipends.
   - Work Group Co-Leads Stipends: Share attendance records with DPH PEI staff to support stipend payment to recipients using Co-Chair Attendance Log and PEI Stipend Tracker (templates to be provided).

9. **Landscape Assessment:** In coordination with AAIMM countywide leadership and alignment with the LAC DPH Community Health Equity Improvement Plan, support the CAT in conducting a landscape assessment to identify gaps in services for Black families in SPA(s) using provided template.
   - Collaborate with planning team and others to implement landscape assessment
   - Help coordinate meeting to review and discuss results with CAT planning team

10. **Strategy Development:** Support CAT in developing and implementing a strategy to address at least one priority area identified in the landscape assessment.
    - Support CAT planning team to analyze and review landscape assessment results to identify priority areas.
    - Support CAT planning team to identify 1-2 strategies to address this priority area.
    - Develop with CAT work plan to implement these strategies.
    - Support CAT planning team to monitor implementation of strategies during planning team meetings, including end-of-year reflection on progress made.

11. **Reports, Impact and Learning:**
    - Compyle Reporting: Submit CATs activity data on Compyle on a monthly basis:
      - Input activities conducted for the past month and attach event/meeting summaries/materials
      - *Note: Compyle allows only 1 submission and no revisions, so using a monthly template to capture data is recommended*
    - End of Year Impact Discussions & Report: Support creation of year-end CATs impact report by:
      - Helping coordinate and participate in end-of-year CAT impact discussions
      - Sharing the following supplemental data points (for July 1, 2026 – June 30, 2027):
        - # of active member organizations
        - # of participants in CAT meetings
        - # of participants in CAT community events
      - Reviewing final draft report with CAT planning team to ensure accuracy

12. Contract Management and Accountability:

- Participate in quarterly funder check-ins to monitor progress on the work plan, review upcoming milestones/ deliverables, and address any contract related questions and/or issues.
- Participate in annual performance review process based on work plan
- Provide ongoing contract management to ensure completion of grant activities, including:
  - Ensure timely completion of required deliverables
  - Manage and monitor CAT budget
  - Prepare and submit invoices
- If contract-related issues arise, notify Heluna Health

13. Transition Plan: Update CAT backbone transition plan to ensure continuity of support.

Key Deliverables During the Initial Contract Period:

Deliverable	**Due Date**
Backbone onboarding completed	January 31, 2027
Meeting Materials (agendas, notes, registration, evaluations, and attendance records)	Ongoing
Meeting/event communications & promotional materials	Ongoing
Countywide and regional events attended/supported	Ongoing
Capacity building opportunities identified and participated in	Ongoing
Project Management & Invoice Submission	Ongoing
Co-Lead Attendance Tracking & Submission (to support stipend payment)	Monthly by the 5th business day of the following month (*Example: March attendance reports due April 7*)
Compyle Reporting, including meeting/event summaries and data	Monthly by the 5th business day of the following month (*Example: March Compyle report due April 7*)
Quarterly Funder Check-ins	Quarterly
Updated Resource List & Linkage Provided	March 30, 2027
Performance Review Completed	April 2027
Updated Transition Plan	May 30, 2027
Landscape Assessment Data Collection Completed	June 30, 2027
Landscape Assessment Findings Discussion and Initial Strategy Session	June 30, 2027
Year-End Impact Discussion and Report	June 30, 2027

Backbone Support Agency Success Indicators[3]
The Backbone Support Agency is functioning effectively when the CAT operates in a way that is organized, transparent, community-centered, and action-oriented. Success is not measured only by the number of meetings or events held, but by whether the infrastructure helps people stay informed, connected, engaged, and able to move the CATs' work forward in a coordinated and meaningful way.

The Backbone Support Agency is functioning well when:

- Community members understand how decisions are made: Backbone helps make decision-making processes visible, understandable, and accessible to the people most impacted by the work. Community members should know who is making decisions, how input is collected, and how priorities are determined.
- Meetings result in action and follow-through: Meetings should lead to clear decisions, assigned responsibilities, timelines, and next steps rather than repeated discussions without movement. The Backbone helps keep work organized and ensures action items are tracked and completed.
- Lived experience is reflected in strategy: Backbone ensures that community insight and Black lived experience are integrated into all CAT activities, including meetings and events, communications, network weaving, and public health strategies.
- Stakeholders feel informed and included: Backbone should help create an environment where partners, community members, and coalition participants feel connected to the work and understand how they can contribute.

4. REPORTING AND WORK RELATIONSHIPS

- The selected Backbone Support Agency will work in close collaboration with and report activities to the **AAIMM CAT Leadership and Planning Teams**. The Leadership and Planning Teams will be available to answer questions about CAT priorities and to help address any challenges that may arise.
- Deliverables outlined in the Scope of Work (SOW) should be submitted to **DPH AAIMM Prevention Initiative Leadership and First 5 LA**, copying Heluna Health. Additionally, backbones will participate in quarterly funder check-ins to share progress and ask any questions that may arise.
- **Heluna Health** will process invoices, administer payments, and oversee direct management of the backbone contracts.

5. QUALIFICATIONS AND EVALUATION CRITERIA

This request for proposals invites submissions from registered 501(c)3 nonprofits, consulting firms, and other fiscally sponsored organizations. To be eligible, applicants must be based in the region they are applying for, including a physical office or location in the region.

Desired Qualifications:
Additionally, it is highly desirable that the organization has:

1. Lived Experience and Deep Community Expertise

[3] Adapted from: Wooley, T. D. (2026). Backbone and workgroup infrastructure materials developed by EmpowerTHEM Collective for the AAIMM Policy and Advocacy Workgroup. Used with permission.

- Demonstrated lived experience and/or long-standing engagement with Black/African American communities in the region to be served (SPA 1, 2 or 3).
- A proven history advancing Black/African American maternal, infant, or family health, including addressing systemic inequities that impact Black families.
- Staff and leadership who reflect the communities served and possess shared cultural, geographic, or lived experiences with Black residents.
- Established community trust, evidenced by meaningful partnerships, community leadership involvement, and a reputation for culturally responsive service.

2. Strong Partnership, Facilitation, and Coalition-Building Skills
- Demonstrated experience coordinating, facilitating, and sustaining community coalitions, advisory groups, or multi-stakeholder collaboratives.
- Skilled in group facilitation, conflict resolution, and consensus-building, particularly in spaces serving Black communities.
- Experience building and managing partnerships with community-based organizations, county departments, and grassroots networks.
- Strong multimodal communication skills (in-person facilitation, email communication, social media messaging, flyer/content development).
- Ability to uplift community voice and integrate lived experience into program decision-making.

3. Organizational Capacity and Operational Strength
- A documented history managing complex initiatives or coalitions, including stakeholder engagement, communications, logistical coordination, and documentation.
- Financial stability and established fiscal systems capable of stewarding philanthropic and/or public funding.
- Experience implementing project management systems, tracking deliverables, and supporting cross-agency collaboration.
- Ability to develop and maintain effective administrative systems, recordkeeping processes, and data organization to support CAT operations.
- Capacity to support data collection, storytelling, and reporting aligned with AAIMM objectives.

4. Alignment with AAIMM Mission, Vision, and Values
- A demonstrated commitment to reproductive justice, racial equity, and eliminating preventable Black infant and maternal deaths.
- A vested interest in the CAT's mission beyond administrative duties, including embodiment of cultural humility, healing-centered engagement, and community empowerment values.
- Experience with maternal, infant, family health, or related social determinants of health impacting African American/Black communities.

5. Strategic Communication and Outreach
- Ability to produce clear written materials, such as meeting summaries, reports, presentations, and outreach content.
- Experience designing or supporting community-facing communication materials that resonate with Black/African American audiences.
- Capacity to manage community outreach efforts, social media content, and event promotion in collaboration with CAT members.

Evaluation Process and Criteria:

Applicants will be evaluated based on the multi-stage review process detailed below.

- Level 1 – Administrative Review: Basic review to confirm proposal is complete (all required documents included) and meets minimum eligibility criteria (based in the region they are applying for). All proposals that pass Level 1 review will proceed to Level 2 review.
- Level 2 – Proposal Review: Proposal Reviewers will score applicants using the review tool listed in Appendix B – Proposal Review Scoring Criteria. The review panel will be comprised of 4 people, including a CAT community co-lead and/or planning team representative for the region the applicant is applying for, DPH co-lead, DPH Birth Equity Unit - AAIMM representative, and First 5 LA representative. Reviewers will participate in a calibration meeting before finalizing scores.
- Level 3 – Interview: The top three highest scoring proposals for each CAT will proceed to an interview. Tentative dates are included in Section 6 – Timeline and are subject to change. Interviews will be conducted virtually with the review panel.
- Reference Checks and Letters of Support: Lastly, reference checks will be completed and letters of support reviewed to complement results from Level 3 - interview.

The highest scoring applicants based on combined Levels 2 and 3 scores, in combination with information obtained through reference checks and letters of support, will be selected for award of the agreement.

Note: Prior to participating in the review process, reviewers will be assessed for conflicts of interest with applicants and sign a form to certify that there are no conflicts of interest.

6. TIMELINE

RFP RELEASE DATE	November 4, 2026
DEADLINE TO SUBMIT PROPOSAL	December 2, 2026
APPLICANTS NOTIFIED ABOUT APPLICATION STATUS	December 9, 2026
INTERVIEWS FOR TOP 3 PROPOSALS	December 10-16, 2026
NOTIFICATION OF SELECTED ORGANIZATION	December 18, 2026
PROJECT BEGINS	January 4, 2027

***Timeline subject to change, contingent upon number of applications received.*

7. PROPOSAL SUBMISSION INSTRUCTIONS

Please provide a complete written response to this RFP which is double-spaced and does not exceed 10 pages (not including resumes or letters of support).

Proposals must include the following:

A. Cover Letter of Interest (not to exceed 1 page)

Please include a cover letter summarizing your interest and qualifications for this project. The cover letter should clearly state the region the applicant is proposing to serve (SPA 1 – Antelope Valley, SPA 2 – San Fernando/Santa Clarita Valley, or SPA 3 – San Gabriel Valley) and provide the name, title, address, telephone number, and email address of the point person(s).

B. Resumes of staff that will be involved in the project (not to exceed 2 pages per resume)

Include the resume for each individual that will be participating in the project if you already have staff identified for the project.

C. Proposal Narrative

The proposal narrative must describe the applicant's qualifications to conduct the RFP scope of work activities, including expertise, knowledge, and work experience. This section should include:

- Qualifications: Describe how you/your organization meet the desired qualifications.
- Experience: Include specific examples of prior projects that demonstrate ability to complete the proposed SOW.
- Approach: What will your general approach to this project be, including methodology, perspective, or philosophy that will guide your work?
    - Please include a high-level timeline for the initial six-month contract period indicating how you will complete the SOW activities.
- Staffing Plan: Please describe how you plan to staff this project to complete the SOW.

D. References and Letters of Support

Include three references of individuals/organizations who can speak to their experience working with the applicant in conducting projects of similar scope. Information regarding each reference should include the individual's name, telephone number, and email address.

Applicants should also include two letters of support from a prior partner or employer who can speak to their experience, skills, and/or qualifications to serve as CAT Backbone Support Agency (may be same or different as references). Each letter should, at a minimum, include:

- Author's name, title, organization, and contact information
- Relationship to the applicant and/or initiative
- Reasons for their support, including any relevant experience or observed strengths
- Clear affirmation of support for this role

E. Budget (not to exceed 1 page)

Provide a budget for the six-month initial project period with a brief narrative. The total budget should not exceed $50,000.

8. PROPOSAL SUBMISSION

All submissions should be emailed to **Marghot Carabali, Health Program Analyst II, Birth Equity Unit - AAIMM Prevention Initiative** by Wednesday, December 2 at 5:00 PM PST with the following subject line: [YOUR ORGANIZATION NAME] – <REGION> AAIMM Backbone RFP Submission.

Example: My Organization – SPA 2 AAIMM Backbone RFP Submission

9. CONTRACTING/GRANTS ADMINISTRATION

The selected organization will be awarded a grant via Heluna Health within the timeline indicated. The selected organization should be prepared to meet with the AAIMM Prevention Initiative

Leadership Team and Heluna Health prior to the contract start date to discuss the grant application and SOW. If selected, the organization will be required to submit documented proof of business, non-profit status, and/or fiscal sponsorship from a registered 501c3 organization.

Insurance Requirements: Please note that if selected, all grantees will be required to maintain the following insurance:

- Commercial General Liability insurance, with minimum limits of:
    - $2M general aggregate
    - $1M each occurrence
    - $1M products/completed operations aggregate
    - $1M personal and advertising injury
- Automobile Liability Insurance, with minimum limits of $1M for bodily injury and property damage
- Workers Compensation insurance, as required by state law, including Employers' Liability coverage with minimum limits of $1 Million per accident.
- Sexual Misconduct Liability, with minimum limits of $2M per claim and $2M aggregate
- Professional Liability/Errors and Omissions, with minimum limits of $1M per claim and $3M aggregate

QUESTIONS

Questions about this RFP may be emailed to Marghot Carabali, Health Program Analyst II, Birth Equity Unit - AAIMM Prevention Initiative at mcarabali@ph.lacounty.gov.

Appendices

A. Sample Calendar of Meetings and Events
B. Proposal Scoring Rubric (Level 2 Review)

APPENDIX A – SAMPLE CALENDAR OF MEETINGS AND EVENTS

Typically CATs hold the following meetings and events each month:

- Biweekly (2x per month) CAT Leadership Team Meetings
- Biweekly (2x per month) CAT Planning Team Meetings
- Bimonthly regional meetings
- Monthly work group meetings for 2-3 work groups
- 1-2 community events per month

A sample calendar for one month is shown below:

Sample Calendar - October 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 **Leadership Team Meeting** 9-10am	6	7 **Work Group 1 Meeting 12-1:30PM (Virtual)**	8	9 **Work Group 2 Meeting 1-2:30pm (Virtual)**	10
11	12	13	14 **Community Event 6:30-8:30PM (Virtual)**	15 **Planning Team Meeting 2-4pm (In Person)**	16	17 **Community Event 10am-5pm (In Person)**
18	19 **Leadership Team Meeting** 9-10am	20	21	22 **Bimonthly Regional CAT Meeting 4-6pm (In Person)**	23	24
25	26 **Planning Team Meeting 2-4pm (Virtual)**	27	28	29 **Work Group 3 Meeting 2:30-3:30pm (Virtual)**	30	31

APPENDIX B – PROPOSAL REVIEW RUBRIC

AAIMM CAT BACKBONE SUPPORT – PROPOSAL REVIEW SCORING RUBRIC

SUMMARY SCORES:

		Score (max)
I.	**Qualifications (includes lived experience, coalition building, staffing, capacity)**	(60)
II.	**Work Samples**	(20)
III.	**Budget & Narrative**	(20)
IV.	**Letters of Support**	(10)
TOTAL SCORE:		(110)

I. QUALIFICATIONS (Proposal Narrative, Resumes) - 60 points

RATING SCALE

10	*Very strong* agreement with criteria
8	*Strong* agreement with criteria
6	*Moderate* agreement with criteria
4	*Some* agreement with criteria
2	*Minimal* agreement with criteria
0	*No agreement* or *no information* was provided

CRITERIA	Circle One					
a. Lived experience, organizational history, and demonstrated commitment to advancing Black/African American maternal, infant, or family health.	**10**	**8**	**6**	**4**	**2**	**0**
b. Documented experience coordinating, facilitating, and sustaining multi-stakeholder coalitions (e.g., community coalitions, advisory groups, collaboratives).	**10**	**8**	**6**	**4**	**2**	**0**
c. Experience building partnerships with community-based organizations, county departments, and grassroots leaders; evidence of community trust.	**10**	**8**	**6**	**4**	**2**	**0**
d. Experience facilitating meetings, developing agendas/content, handling conflict resolution, and uplifting community voice in decision-making.	**10**	**8**	**6**	**4**	**2**	**0**
e. Strength of staffing plan (FTE, relevant experience, readiness for evening/weekend work, resumes adequate).	**10**	**8**	**6**	**4**	**2**	**0**

f.	Ability to implement backbone deliverables (event coordination, documentation, administrative systems, communication, reporting).	**10**	**8**	**6**	**4**	**2**	**0**

Please detail any notes and/or questions below

<u>Qualifications Total Score</u>: **(maximum score = 60)**

<u>II. WORK SAMPLES</u> (Proposal Narrative, Work Samples) - 20 points

RATING SCALE

10	*Very strong* agreement with criteria
8	*Strong* agreement with criteria
6	*Moderate* agreement with criteria
4	*Some* agreement with criteria
2	*Minimal* agreement with criteria
0	*No agreement* or *no information* was provided

CRITERIA		Circle One					
a.	Relevance and comparability of listed previous projects to backbone support functions (coalitions, community initiatives, logistics, facilitation).	**10**	**8**	**6**	**4**	**2**	**0**
b.	Work samples demonstrate strong facilitation skill, project coordination, culturally responsive engagement, documentation systems, and communication proficiency	**10**	**8**	**6**	**4**	**2**	**0**

Please detail any notes and/or questions below:

<u>Work Samples Total Score</u>: **(maximum score = 20)**

<u>III. BUDGET</u> (Budget and Budget Narrative) - 20 points

RATING SCALE

10	*Very strong* agreement with criteria
8	*Strong* agreement with criteria
6	*Moderate* agreement with criteria
4	*Some* agreement with criteria
2	*Minimal* agreement with criteria
0	*No agreement* or *no information* was provided

CRITERIA		Circle One					
a.	Proposed costs are realistic and reasonable to achieve backbone deliverables for the 6-month period ($50,000 maximum).	**10**	**8**	**6**	**4**	**2**	**0**
b.	Budget narrative provides clear justification for each cost; staffing/time allocations are appropriate and connected to the SOW.	**10**	**8**	**6**	**4**	**2**	**0**

Please detail any notes and/or questions below:

Budget Total Score: **(maximum score = 20)**

IV. LETTERS OF SUPPORT (Letters of Support) - 10 points

RATING SCALE

10	*Very strong* agreement with criteria
8	*Strong* agreement with criteria
6	*Moderate* agreement with criteria
4	*Some* agreement with criteria
2	*Minimal* agreement with criteria
0	*No agreement* or *no information* was provided

CRITERIA	Circle One					
Letters of support affirm applicant's capability to perform the Backbone role. • Letter demonstrates clear understanding of the CAT backbone role and includes specific examples of past work or capabilities relevant to the role • Letter comes from a relevant and credible partner, stakeholder, or community organization with a clear past relationship with the applicant • Letter is specific, personalized, and project-focused (not a generic endorsement)	**10**	**8**	**6**	**4**	**2**	**0**

Please detail any notes and/or questions below:

Letters of Support Total Score: **(maximum score = 10)**