

PUBLIC HEALTH – IDAHO NORTH CENTRAL DISTRICT

REQUEST FOR PROPOSAL

Tobacco Cessation Education Contractor

RFP # PHD2-2025

RFP ADMINISTRATIVE INFORMATION

RFP Title:	Tobacco Cessation Education Contractor
RFP Project Description:	<p>Public Health – Idaho North Central District (PH-INCD) is seeking proposals for a contractor of tobacco cessation education activities located in Clearwater County.</p> <p>The tobacco cessation education will serve residents within the county of Clearwater, Lewis and Idaho County.</p> <p>The education provider is also expected to follow an approved tobacco education curriculum.</p>
RFP Lead:	<p>Kate Wilson Program Manager kwilson@phd2.idaho.gov 208-799-0382</p>
<p>Submitting Sealed Proposal:</p> <p>Submitting Manually: MANUAL PROPOSALS MUST BE RECEIVED AT THE PHYSICAL ADDRESS DESIGNATED FOR COURIER SERVICE AND TIME/DATE STAMPED BY THE OFFICE PRIOR TO THE CLOSING DATE AND TIME.</p>	<p>Address for Courier: 215 10th Street Lewiston, ID 83501</p> <p>Email Kate for link to pre-proposal virtual conference.</p>
Deadline to Receive Questions:	Thursday, May 8 th , 2025, 5pm
Pre-proposal Conference:	Thursday, May 12 th , 2025 1pm, request for link
RFP Closing Date:	Thursday, May 29, 2025, 5pm
Initial Term of Contract and Renewals:	Five (5) years. Upon mutual, written agreement, the Contract may be renewed, extended or amended. The anticipated total Contract term is five (5) years.

**2025 Tobacco Cessation Education Contractor
Public Health – Idaho North Central District
Grant Application**

1. General Grantee Responsibilities – 10pts

a. Please indicate your ability to perform cessation education and target populations you intend to engage with.

2. Prepared Curriculum Delivery – 10pts

a. Please identify the curriculum you utilize to provide cessation education and how long you have been trained in said curriculum.

3. Service/Program Design – 20pts

a. Please indicate how you intend to implement cessation education in your community, how the community will benefit from the services, and the anticipated number of individuals you will serve.

4. Implementation and Readiness – 10pts

a. Please describe anticipated timeline for achieving implementation readiness.

5. Budget – 10pts

a. Please complete the attached budget worksheet.

**2025 Tobacco Cessation Education Contractor
Budget Form Worksheet
Budget Period 7-1-2025 - 6-30-2030**

Grantees will use this Budget Worksheet to denote anticipated budget allocations. These estimations should be based on allowable expenses as outlined in the MOU including justification. Applicants should anticipate needed funds they will use per category based on the overall intention of this grant to establish adult crisis centers.

Budget Category:	Monthly	Yearly
Youth Cessation Sessions (\$20 per session/person)		
Adult Cessation Sessions (\$40 per session/person)		
Totals:	\$ -	0.00

Explain how you plan to use funding to sustain the Crisis Center.

Fiscal Officer Signature:

Date: