

Request for Grant Proposal (RFGP) Cover Letter

Date: November 12, 2018

Subject: *RFGP for Banner University Health Plan (BUHP) re: Peer and Family Committee Recruitment & Retention*

Dear Community Partners,

At Banner University Health Plans (BUHP), we work hard to make healthcare easier, so life can be better. Listening and responding to our community's needs is engrained in our culture. We value every interaction with our members and their families. Our member-centric culture encourages continuous learning and drives our transformation to an integrated system.

BUHP is committed to engaging members and their families in conversations regarding health policy, access to care and system improvements. To demonstrate our commitment to a member-centric culture, we are establishing member and family representation on our Neighborhood Advisory Councils, which will bring providers, peers, family members and other groups together to discuss issues impacting care while collaboratively building local solutions.

Additionally, we seek peer and family engagement and participation on BUHP committees as well as our Member Advocacy Council and Youth Leadership Subcommittee to ensure member and family voice is heard at every level of BUHP's organization and leadership.

BUHP is seeking solicitation to contract with an organization to oversee these efforts. The contracted vendor will be responsible for recruitment, selection of and management of payments to peer/family committee representatives. The vendor, in conjunction with our OIFA and other BUHP departments, will offer initial training and orientation, written guidance, and ongoing check-ins and support to all committee members. Eligible applicants will meet the following criteria:

- 1.0 Be an organization that is staffed and lead by individuals with lived experience receiving healthcare services through the Medicaid system, fulfilling the role of peer and/or family member.
 - 1.1 If not, an organization that is staffed and lead by individuals with lived experience, commit to developing a separate program or subsidiary within your organization that is staffed and lead by individuals with lived experience.
- 2.0 Have experience delivering advocacy training within healthcare, education, or other social service areas.
- 3.0 Have a history of providing advocacy services within healthcare, education, or other social service areas.

This solicitation contains two (2) parts. Part One (1) requires respondents to answer two questions pertaining to qualifying organizational standards. Based on Grant Committee review, respondents will be notified of eligibility to proceed to Part two (2). Upon notification of eligibility, respondents will be given additional information pertaining to BUHP committee structure and asked to submit a written proposal and budget to Colleen McGregor, Office of Individual & Family Affairs Administrator at Colleen.McGregor@bannerhealth.com.

Interested parties are welcome to submit their inquiries to: Colleen.McGregor@bannerhealth.com up to 5 days prior to the last date of submission of the proposal. If you request information, we would endeavor to provide information expeditiously, but any delay in providing such information will not be considered a reason for extending the submission date of your proposal.

The timeline for this solicitation is as follows:

Action	Date
Request for Grant Proposal (RFGP) Part One Published on BUHP Website	11/12/18
Part One Question Submission Period Closes	12/17/18
Part One Submissions Due (submitted via web-based proposal submission)	12/31/18
Respondents Notified of Eligibility and Invited to Respond to Part Two of the RFGP (all eligible respondents will receive written notification of eligibility, outline of committee structure, and detailed description of each committee via email)	1/7/19
Part Two Question Submission Period Closes	1/21/19
Part Two Submissions Due (submitted via email with attachments included)	1/25/19
Top 2-3 Respondents are Notified and Invited to Participate in an Oral Presentation	2/4/19
Oral Presentations	2/11/19
Award Announcement	2/15/19

On behalf of Banner University Health Plans and the Office of Individual and Family Affairs, thank you for your interest and continued partnership and support.

Sincerely,

Banner University Health Plans