

**ALABAMA DEPARTMENT OF PUBLIC HEALTH
BUREAU OF PREVENTION, PROMOTION, AND SUPPORT**

**REQUEST FOR PROPOSALS (RFP)
FOR
‘Family Healthy Weight – Childhood Obesity, Diabetes
Prevention Programs’**

RELEASE DATE: AUGUST 20, 2026

OVERVIEW AND PURPOSE

The Alabama Department of Public Health (ADPH), Bureau of Prevention, Promotion, and Support's Chronic Disease Branch is currently accepting proposals to collaborate with qualified organizations in Alabama to identify interested families with children meeting criteria for ≥ 85 th percentile by weight and to manage and operate a predetermined, evidence-based curriculum to be used with underserved and high-risk populations in two sites/locations in the targeted counties of: Lee and/or Chambers in Alabama.

Diabetes is the 7th leading cause of death in the US, with more than 40.1 million people in the US having diabetes. According to the Behavioral Risk Factor Surveillance System (BRFSS), presently, 15.5 percent of Alabamians have been diagnosed with diabetes mellitus. This percentage is higher than the 2021 national median (11.6 percent) and does not include children, undiagnosed adults with diabetes, and those with gestational diabetes. It is also estimated that diagnosed diabetes costs Alabamians 5.9 billion dollars in medical expenses and loss of wages. Alabama also has a high rate of childhood obesity with 37.0 percent of children ages 10-17 overweight or obese for their age based on reported height and weight. Overweight, obesity and limited physical activity are all risk factors that can contribute to the development of type 2 diabetes. Most of the state of Alabama has a "Below average walkable" or "Least walkable" walkability index.

ELIGIBLE APPLICANTS

ADPH is seeking applicants from governmental agencies, universities and not-for-profit entities who can demonstrate capacity in providing staff, including a project coordinator, that have a minimum of one years' experience with implementing, coordinating, or managing projects working with families and youth in programs emphasizing wellness, physical activity and nutrition. The applicant must have affiliations with medical providers who can refer children meeting criteria of ≥ 85 th weight percentile, in range of 7-11 years of age, to the identified family healthy weight program. Work should focus on two sites/locations for underserved populations in any one or both of the following target counties: Lee and/or Chambers counties in Alabama.

Applicants must meet all the following eligibility requirements:

- Have not-for-profit 501c3 status, a governmental agency or a university.
- Have an active Unique Entity Identifier (UEI) from SAM.gov.
- Be able to enter into a grant agreement with ADPH.
- Provide letters of support attesting to experience working with families and children related to overweight and obesity.
- Be registered in the State of Alabama eProcurement Portal system (<https://Alabamabuys.gov>).
- Have operations in at least one of the targeted counties.

FUNDING AVAILABLE

Funding of up to \$70,000.00 in grant year four is available to one applicant in one or both identified target counties. Anticipated funding period will be from September 10, 2026, to June 29, 2027. Funding will be used to conduct activities supporting this grant's goals and outcomes. Organizations should be able to operate on a cost reimbursement basis.

Funding for potentially one subsequent budget period will be dependent on continued availability of federal funds, satisfactory recipient performance, and submission and approval of a competitive proposal, to include an approved workplan and budget for that year. ADPH maintains the right to approve or disapprove of subsequent funding.

ADPH must approve any budget revisions. Expenditures made without appropriate approval will not be reimbursed. All payments are on a reimbursement basis pending satisfactory completion of work and approval of submitted invoices and supporting documentation.

TERMS AND CONDITIONS

State of Alabama laws, rules, and regulations specifically govern the format and requirements of agreements between state agencies and awardees. A pro forma grant agreement and business associate agreement (BAA) if required, are included as Attachments F and G.

PROJECT DESCRIPTION

Funding for this program comes through the Centers for Disease Control and Prevention (CDC) federal grant CDC-RFA-DP-23-0023.

ADPH is seeking applicants from governmental agencies, universities, and not-for-profit entities to implement the family centered, healthy weight evidence-based curriculum, Smart Moves™, in underserved and high-risk populations in targeted counties in Alabama. The selected applicant's staff and partners will be utilized to implement evidence-based and promising solutions to prevent childhood obesity as well as approaches to address resource needs, care coordination and community resources. The long-term goals of this pilot project are to promote a decrease in the percentage of children and caregivers with body mass index indicating overweight/obesity and to show an increase in physical activity and decrease in the intake of less nutritionally dense foods.

For more information about Smart Moves™, visit <https://www.smartmovesforkids.com/>

REQUIRED ACTIVITIES

Applicants to this RFP must:

- Have affiliations with medical providers who can refer children meeting criteria of ≥ 85 th weight percentile, in range of 7-11 years of age, to the identified family healthy weight program.
- Be responsible for outreach in the selected communities to advertise the Smart Moves™ program to providers and potential clients and to follow up to encourage participation and reduce attrition.
- Have a staff member identified to manage referrals, communicate with potential participants, complete enrollment, and use the PRAPARE tool (Attachment H) for screening of patients' assets, risks and experiences. For more information about the PRAPARE tool, visit www.nachc.org/PRAPARE.
- Be able to staff program with individuals with backgrounds in nutrition, physical activity and behavioral modification/counseling to provide family focused, curriculum-based education over initial 12 week/26-hour engagement period for initial groups of 15-20 participants in two separate sites/locations.
- Continue with the same participant groups in an intermediate Smart Moves™ program for an additional 12 weeks/26- hours in two separate sites/locations.
- Be able to secure necessary space in two locations for group meetings, twice per week. Separate classroom space for child and parent sessions, along with large enough space for physical activity sessions of 45-50 minutes per week. (Applicant may choose hybrid physical activity sessions one time per week in place of one in-person session.)
- Maintain pre and post surveys and other measures provided through Smart Moves™ and report these findings, along with attendance rates, barriers and successes, and any other evaluation information requested by ADPH in a monthly report.
- Report on needs identified in PRAPARE tool, referrals made, and barriers identified.
- Begin training of staff as needed and recruiting program participants on October 1, 2026.

To ensure completion of these activities, the following are required of all awarded applicants:

- Staff who can carry out project activities within a flexible, child and family-oriented schedule (afternoon - evening hours), possibly weekends.
- Specify two sites/locations for staff and families to meet for sessions, and for staff to work, and have computer, e-mail, and internet access.

Evaluation and Reporting

Progress reports will be due to ADPH on the 10th day of each month for the preceding month. They will include Smart Moves™ surveys, sign-in attendance sheets, needs identified from PRAPARE tools and referrals made, as applicable. Reports should also include information on outreach activities to medical providers and the community indicating how access to the program can be obtained. Successes and identified barriers in any of these areas should be noted.

BUDGET

Financial Requirements

Applicants must include detailed budgets and justifications outlining proposed cost to complete the tasks described in the required activities. Budget proposal should not exceed \$70,000.00 per year.

PROPOSAL FORMAT

Follow this outline when presenting the proposal information. The proposal must be submitted in the following format:

- 1-inch margins
- 12-point Times New Roman, Arial, or Calibri font.
- Typed and double-spaced (except for the application cover page, organizational chart, work plan, and budget) on single side of 8 ½ x 11 inch plain white paper.
- The application cover page must be submitted using the template in Attachment A.
- The work plan must be submitted using the work plan template in Attachment B.
- The budget must be submitted using the budget template in Attachment C.
- State of Alabama laws, rules, and regulations specifically govern the format and requirements of agreements between state agencies and awarded respondents.

If awarded, the respondent agrees to include and meet all State of Alabama required clauses in the attached agreement and business associate agreement (BAA).

Section 1: Application Cover Page (Attachment A) and Required Forms

- Identify the applicant/organization name, director, phone number, and address. Address must match on all submitted forms as well as to the applicant's Alabamabuy.gov form.
- UEI Number, zip code + 4 code, Federal Tax Identification Number, or Employer Identification Number.
- Amount of funding request.
- Identify the financial officer's name, title, and phone number.
- Identify the primary contact person, title, phone number, and email address.
- Include the name and signature of the applicant's organizational representative authorized to submit a proposal or sign a contract.
- Required forms:
 - Certificate of Compliance with the Beason-Hammon Alabama Taxpayers and Citizen Protecting Act.
 - 2022 Federal Funding Accountability and Transparency Act ("Transparency Act" or "FFATA") Disclosure Statement. (Attachment E)

<https://www.alabamapublichealth.gov/legal/assets/ffata.pdf>

- Form W-9.
- State of Alabama Disclosure Statement. (Attachment I)
- Unique Entity Identifier printout from SAM.gov.
- ADPH Risk Assessment Form (Attachment D).

Section 2: Organizational Structure and Capabilities (2-page limit, 25 points)

Describe your agency's mission, target population, administration, and operational structure within which the project will function. Identify the project coordinator. Attach resumes and job description(s), which indicate the qualifications and experience of any key staff member. Also, describe:

- Technical expertise of the project coordinator, including experience with youth and families on implementing, coordinating, or managing programs emphasizing wellness, physical activity and nutrition.
- Affiliation with medical providers who can refer families and youth, meeting criteria of ≥ 85 th weight percentile, in range of 7-11 years of age, to Smart Moves™ program.
- Connections to community organizations for referral related to needs identified on PRAPARE tool (Attachment H).
- Indicate program operation in one or two of the targeted counties: Lee and/or Chambers counties.
- Discuss plans for sustainability.

Section 3: Readiness and Experience (2- page limit, 20 points)

Explain experience the applicant has had operating similar projects and the outcomes.

- Provide a description of past successes with operation of family healthy weight programs.
- Describe how organization plans to staff, if necessary, to offer program in the allotted time.
- Detailed plan for recruitment for and implementation of Smart Moves™ curriculum in two separate sites/locations to initial cohort of 15-20 participants and their families over two (2) twelve-week periods.

Section 4: Work Plan (Attachment B, 5-page limit, 30 points)

Discuss how the applicant plans to achieve the stated purpose of the grant to facilitate a family focused, healthy weight program using the Smart Moves™ curriculum.

- Use the workplan template in Attachment B, to describe in detail how your organization will complete the required activities for this RFP. Include timeframe for each activity, person responsible, and the methods and resources to complete each activity.
- Indicate plan to collect, maintain, store and safeguard data, such as surveys and attendance information as well as PRAPARE data.
- In plan, explain method and resources available for referral with needs identified by PRAPARE tool. Discuss how this will be used to identify needs.

Section 5: Coalition Participation and Collaboration (1-page limit, 5 points)

Indicate collaboration and coordination among organizations and agencies with your organization in proposing this project. Describe any advocacy training or work done related to patient resource needs, care coordination, childhood hunger or diabetes.

Section 6: Budget (Attachment C, 10 points)

Provide a budget that provides a detailed justification of how each line item supports the project as outlined in the budget summary. Use the budget template in Attachment C to prepare your budget.

The funds may be used for:

- Salary.
- Fringe benefits.
- Limited local mileage.
- In-state mileage for required meetings, trainings, and events in Montgomery.
- Postage and printing.
- Office and material supplies to carry out the goals and objectives of the program.
- Promotional and recruitment materials and media of outreach. (Smart Moves™ curriculum workbooks and training manuals will be purchased by ADPH and provided to awarded applicant. Annual license for Smart Moves™ will be paid ADPH.)

The funds **may not** be used for:

- Purchase of equipment including, but not limited to, computers, fax machines, cameras, video equipment, overhead or slide projectors, television, microcomputers, copiers or printers, or communication devices.
- Any purchases of a single item over \$499.99.
- Rentals/leases for meeting/activity rooms that are owned by applicants or direct family members of applicants.
- Food and refreshments of any kind, including per diem, gum, and candy.
- Purchase of gift cards.

- Purchase of land.
- Construction or renovation projects.
- Utilities.
- To match other funds.
- Out-of-state travel expenses, unless pre-approved by ADPH.

Section 7: Letters of Support (10 points)

Provide three (3) letters of support from collaborative agencies, medical providers, civic organizations and/or families who have participated in the Smart Moves™ program. Be sure letters of support outline any commonality of the missions of your organizations, previous projects together and any resources each agency can contribute to accomplishing objectives outlined in your application.

PROPOSAL SUBMISSION

Electronic applications must be received by **3:00 p.m. CST on September 10, 2026**. Electronic applications should be emailed to linda.jennings@adph.state.al.us. Applications will not be accepted after this date, and incomplete applications will not be accepted.

- **IMPORTANT DATES**
 - August 20, 2026: RFP release.
 - September 10, 2026: Grant proposals due.
 - October 1, 2026: Grant period begins.
 - June 29, 2027: Grant period ends.

PROPOSAL EVALUATION

Upon receipt of the application, ADPH staff will review applications for required components. Applications that do not meet the application requirements will not receive further consideration. Applications that meet the requirements will be reviewed by a panel comprised of state-level professionals who have experience with and work in the field of wellness, nutrition, physical activity and community programs will score proposals on the following criteria:

- Organizational Structure and Capabilities (25 points).
- Readiness and Experience (20 points).
- Work Plan (30 points).
- Coalition Participation and Collaboration (5 points)
- Budget (10 points).
- Letters of Support (10 points).

Award will go to the proposal that conforms to the solicitation and is the most advantageous to the state, considering price and evaluation factors.

CONTACT INFORMATION AND TECHNICAL ASSISTANCE

For information or clarification, applicants may email inquiries to linda.jennings@adph.state.al.us or laurie.auffant@adph.state.al.us .