**Community Based Organization Outreach Project**

**Request for Application (RFA) 24-007**

**Information and key deadlines:**

* The electronic application can be completed here: <https://www.surveymonkey.com/r/99LQ3KW>
  + An alternate format is available by email request to [contracts@wahbexchange.org](mailto:contracts@wahbexchange.org), subject line: RFA 24-007 alternate format request.
* CBOs may submit questions regarding this opportunity to [contracts@wahbexchange.org](mailto:contracts@wahbexchange.org) until Wednesday, August 23, 2024, at 5 pm PT.
* CBOs may submit applications until Friday, September 6, 2024, at 5 pm PT
* The Exchange intends to select and notify CBOs via email by Monday, September 23, 2024.
* The Exchange Intends to execute the agreements with CBOs by October 4, 2024.
* The Exchange provides online/remote training for CBOs the week of October 7, 2024.
* CBOs begin outreach activities by October 21, 2024, and end January 15, 2025.
* CBOs provide post-outreach reporting by February 15, 2025.
* **Scope of CBO services:**

Outreach activities to be conducted by CBOs may include:

* Hosting community events to inform potentially eligible customers about their coverage options on Washington Healthplanfinder.
* Distributing printed flyers to the community with information including eligibility, how to apply, and where to receive assistance.
* Hosting tables at in person community events or conducting presentations in preferred languages.
* Providing social media ads.
* Writing letters to community members that inform them about health insurance.
* Meeting 1:1 with community members to discuss the value of health insurance.
* Other culturally appropriate outreach activities that align with the community needs.

Reporting activities to be conducted by CBOs may include:

* A summary of outreach activities conducted and effectiveness in reaching goals. Include pictures from events, screenshots of social media posts, copies of newsletters, stories, or other documentation to show how you did the outreach.
* Any challenges, needs, or other barriers you faced in performing outreach.
* Data for each outreach event, including:
* Total number of people served.
* Events/activities that were conducted, including:
  + - description;
    - in person vs virtual;
    - language support provided.
* Lead Navigator Organization or navigator attendance (If applicable).

Please note: Reporting is not intended to be burdensome. Please reach out to The Exchange for questions or concerns regarding this requirement.

**Exchange Support may include:**

* Providing a 2 to 3-hour virtual/online training for CBOs on the basics of health insurance, Washington Healthplanfinder, enrollment options, the Lead Org network, and resources available.
* Connecting CBOs with a The Exchange Lead Organization partner to assist with enrollment and outreach support.
* Providing CBOs with Health literacy materials and resources to support outreach efforts.

**Lead Organization Partner support may include:**

* Assisting with enrollments
* Co-hosting tables at events alongside CBO’s when possible
* Providing information/assistance
* Conducting presentations
* Assisting with translation needs.

**Eligibility Requirements:**

To be eligible for this opportunity, CBOs must:

* Able and willing to attend a virtual CBO training (2-3 hours in length).
* Be registered to do business in Washington State and provide a signed W-9 tax form if awarded.
* Be able to comply with the attached CBO Outreach Agreement and sign if awarded.
* Not be currently partnered with a Lead Navigator Organization that provides, or will provide, funds for outreach purposes. WAHBE is unable to provide additional funds under this opportunity.

**Miscellaneous:**

The Exchange is subject to Washington State’s Public Records Act (Chapter 42.56 RCW). To the extent consistent with Chapter 42.56 RCW, the Public Records Act, the Exchange will maintain the confidentiality of Proprietary Information submitted in the application. If a public disclosure request is made to view Vendor’s Proprietary Information, WAHBE shall notify Vendor of the request.

Submitted applications are property of the Exchange.

**Questions:**

Please email [Contracts@wahbexchange.org](mailto:Contracts@wahbexchange.org).