

Health by Design Transit and Accessibility Program Management Request for Proposals

Organizational Background

Health by Design is a coalition of diverse partners working to ensure that communities throughout Indiana have neighborhoods, public spaces and transportation infrastructure that promote physical activity and healthy living.

Health by Design helps create healthy, thriving communities by convening diverse partners, educating on best-practices, facilitating dialogue, promoting smart design, providing technical assistance and advocating for policy change.

There are currently five workgroups within Health by Design: the Indiana Citizens' Alliance for Transit (ICAT), Indiana Walks, the Indiana Complete Streets Coalition, the Indiana Safe Routes to School Partnership and a Policy & Advocacy Committee.

The priority goals of Health by Design are to:

- Increase walking, biking and public transit options
- Encourage responsible land use
- Improve neighborhood, city and regional connectivity
- Reduce automobile dependency

Additional information can be found at www.healthbydesignonline.org.

Project Purpose and Details

The purpose of this Request for Proposals is to identify an individual, organization or company with whom to contract to assist in the ongoing development, management, administration and evaluation of Health by Design's transit and accessibility initiatives.

The project will require travel within the state of Indiana and some evening and weekend hours.

The total maximum contract budget is \$20,000.00. The contract period will be for one year following execution, with the potential for renewal.

Project Scope

Health by Design is seeking contract program management support for its statewide transit and accessibility initiatives.

Core project activities will include:

- Working with local transit and mobility coalitions throughout the state to build capacity and develop support for current and future transit policy and systems solutions at the local, state and federal levels
- Advising and training transportation service providers on issues of disability etiquette, respect and rider rights
- Researching and documenting transportation and mobility best practices for emerging mobility and ridesharing options (including Uber, Lyft and vouchers for accessible vehicle options).

Additional project activities will include, but are not limited to:

- Initiating, maintaining and building partnerships with the Governor's Council for People with Disabilities, the Indiana Transportation Association and the Indiana Council on Specialized Transportation, as well as individuals with disabilities and organizations that serve them.
- Supporting the Indiana Citizens' Alliance for Transit (ICAT) workgroup and events

- Representing Health by Design/ICAT at partner meetings and events
- Monitoring local, state and federal transit legislation
- Contributing to strategic education, outreach, organizing and advocacy
- Organizing, facilitating and following-up to project meetings
- Developing project messaging and materials
- Managing project-related email updates, web content, newsletters and social media
- Writing and preparing reports
- Monitoring and tracking performance measures
- Evaluating project activities

Key skills and qualities include:

- Exhibiting excellent verbal and written communications
- Building and maintaining strong relationships and partnerships
- Taking direction well, while working independently
- Maintaining flexibility within a fast-paced, dynamic, team environment

Proposal Outline

- Contact Information:
 - Name of person, organization or firm
 - Address
 - Contact Person and Title
 - Telephone Number
 - Email address
 - Website
- Resume/Curriculum Vitae of project personnel
- An explanation (not more than 300 words) of past experience with or related to Health by Design priority goals, listed above.
- Three to five brief examples (not more than 300 words each) overviewing past accessibility, transit, active transportation, built environment and/or public health work
- Hourly or total project rate
- Three references with contact information

Proposal Evaluation

All proposals will be evaluated on:

- Demonstrated experience in program and project management within public health, transportation, community planning/design, public policy/affairs/administration, social work or a related field
- Demonstrated understanding of and ability to conduct activities within the project scope
- Personnel qualifications and experience
- Ability to work within the set budget
- Availability to begin work immediately upon contract execution

Contact and Proposal Submission

Please submit proposals to Kim Irwin (kirwin@hbdin.org), including 'Transit and Accessibility Program Management Proposal' in the subject line. Questions may be directed to Kim, by email only.

Proposals will be accepted on a rolling basis until a program management contract is executed.