

# Operation Deep Dive

## Request For Proposal

### **Introduction:**

The following RFP is intended to solicit proposals from selected community groups for the purpose of championing an innovative, community-based veteran suicide prevention study, Operation Deep Dive. Community groups include non-profits and local government (i.e. city or municipality) with a minimum of 2 years of existence. Please read the entire RFP carefully and submit all documents, in full, by the date requested. Improperly submitted or incomplete proposals will not be considered. Support in preparation of proposals is available at [ltaylor@americaswarriorpartnership.org](mailto:ltaylor@americaswarriorpartnership.org)

### **Overview of Operation Deep Dive in Your Community:**

Operation Deep Dive is a community-based research project, designed to be led by and for your community, with direct and tangible benefits for local veterans throughout the process. Your leadership throughout this study could have a significant impact on reducing veteran suicides in your community and nationally. For more information about the study, see our [study overview](#).

Research results could help to identify community-specific risk factors, demonstrate where the community is already helping prevent suicides, and proactively address suicide warning signs. Findings from this study could also be utilized to obtain funding to implement innovative, community-specific programming focused on veteran suicide prevention and enhancing quality of life. This may include prevention and outreach activities, such as recreation programs or other life-enhancing or community-building veteran programs.

Should your community be selected for this project, America's Warrior Partnership will provide project management support to implement the study, as well as fund a total of \$10,000 for the community lead organization during the three year period of the Suicide Study.

### **Overview of Suicide Study Roles & Responsibilities:**

The community will take the lead in completing the following tasks:

1. Champion the Suicide Study throughout the community by assigning a Community Project Lead within your organization to work directly with America's Warrior Partnership;
2. Assist with creating and participating in the Community Action Team for the study to include the Community Project Lead, Medical Examiners and/or Coroners, Veteran-Serving Organization (V-SO) leaders, community leaders, and veterans/family members to help shape, review and direct the research;
3. Provide space at no cost, or make an effort to identify space available at no cost, for Community Action Team meetings, and a Research Assistants to work up to 10 hours per week, and locked, private storage for confidential documents not to exceed 1,000 sheets (2 reams) of paper (AWP funds RA separate from this RFP).
4. Maintain positive relationships with local Medical Examiners and Coroners;
5. Introduce and ensure access to local and state resources which can provide information to Research Assistant as needed for Suicide Study

The \$10,000 in funds provided to your organization are intended to support human resource costs for organizing and maintenance of the Community Action Teams and refreshments for community meetings.

America's Warrior Partnership will provide significant supports to the community towards the success of this study, including:

1. Provide an orientation to the community on the project including document templates and other supports for promoting the study locally;
2. Provide ongoing project management and guidance on community-based activities;
3. Hire, manage, and support the local Research Assistant in obtaining data required for the Suicide Study;
4. Participate in Community Action Team meetings as needed and provide monthly status reports on study to community
5. Provide education and awareness to Organization on protocols to maintain confidentiality and anonymity of research subjects as required by University of Alabama's Institutional Review Board (IRB) protocol;
6. Prepare and distribute research documentation, reports, and results as required for Organization to implement the Suicide Study in the community and upon completion of the study

The University of Alabama will support the community by providing research expertise, education and awareness of the study protocol, guidance for the Research Assistant on implementation of the research protocol, analysis of data, and development of reports highlighting community findings.

**It is strongly recommended to work alongside your partners as you complete this application.**

Before you start completing the sections, read and follow the instructions below.

#### **Instructions:**

1. Provide your response on this document next to each question.
2. Label and number each attachment of your response consecutively. **Responses that are not numbered will be returned.** (Hand-numbering of pages is acceptable.)
3. Add your organization's name in the footer of each attachment (Hand-written is acceptable).
4. Submit completed responses, as PDFs, to the Operation Deep Dive Program Manager, Leah Taylor, [ltaylor@americaswarriorpartnership.org](mailto:ltaylor@americaswarriorpartnership.org).
5. The completed application is due **November 1, 2018**.
6. Submit the application with a cover letter signed by the organization's board president indicating their desire to champion Operation Deep Dive in the community.
7. **Limit** each narrative response to no more than two paragraphs each, either single or double spaced.

#### **Section I – Organizational Information**

1. Name of submitting organization:
2. Name/title of the senior organizational representative of the organization:
3. Email and phone number for this person:
4. Name and title of person to contact regarding submitted proposal (if different):
5. Contact information for the above person:
6. Headquarters address:
7. Mailing address (if different):
8. Mission statement:
9. Website Address:
10. Do you maintain all Federal and State licenses, certificates, authorizations, reporting, and permissions?
11. Do you have any judgments or lawsuits pending? If "yes", please provide details:

#### **Section II – Organizational Leadership**

1. Provide a brief description of your mission statement and core services specific to Veterans and Military Families.
2. Provide a brief description of why your community would benefit from participating in the suicide study, Operation Deep Dive.

3. Provide a brief description of why your organization is best suited to champion this study for veterans in your community.

### **Section III – Attachments**

- Attachment A Copy of 501(c) (Non-Profit Only)
- Attachment B Certificate of Existence (Non-Profit Only)
- Attachment C DUNS number or EIN (Non-Profit Only)
- Attachment D Board List, with contact information, professional associations, and officers identified (Non-Profit Only)
- Attachment E 990 for the two most recent fiscal years (Non-Profit Only)
- Attachment F Annual Report or Equivalent
- Attachment G Commitment Letter from Mayor and/or Chair of Commission (Local Government Only)
- Attachment H Veteran Community Demographic
- Attachment I Letters of Support (template provided upon request) for Coroners and Medical Examiners
- Attachment J Letters of Support from local stakeholders (i.e. VA, Sheriff's office, non-profits)

### **Section IV – Evaluation**

America's Warrior Partnership will evaluate all proposals based on the following criteria:

- Completeness and accuracy of all required RFP sections and attachments.
- Demonstration of ability and commitment to champion this study in your community based upon the criteria provided in the RFP overview.
- Demonstration of support for this project from Coroners and/or Medical Examiners in your community, as well as other community partners.

# OPERATION DEEP DIVE

## ATTACHMENT H

To become an America's Warrior Partnership Operation Deep Dive Community candidate, please complete and submit the form below. Please be sure to complete the form in its entirety, as missing information will cause a delay in processing the form.

### CONTACT INFORMATION:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

### ORGANIZATION INFORMATION:

Organization Name: \_\_\_\_\_

Please check the box acknowledging that you agree to comply with America's Warrior Partnership's Operation Deep Dive Study Protocol as summarized in the overview found here should your organization be successful with the Request for Proposal Response.

**DIRECTIONS:** Complete all designated blank, white fields using the designated citations where provided. If you need more space, add attachments and reference in space provided

### SECTION 1: VETERAN DEMOGRAPHIC(S):

Total States Served: \_\_\_\_\_

Name of States: \_\_\_\_\_

Total Counties Served: \_\_\_\_\_

Citation: [www.wikipedia.com](http://www.wikipedia.com)

Counties Served	County Population	County Square Miles
<b>Total</b>		

Citation: [www.quickfacts.census.gov](http://www.quickfacts.census.gov)

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<b>Population Density</b> <b>(Total population divided by total square miles)</b>	
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<b>Counties Served</b>	<b>Number of Municipalities</b>	<b>Coroner and/or Medical Examiner</b>
<b>Total</b>		

Citation: [www.wikipedia.com](http://www.wikipedia.com)

<b>Counties Served</b>	<b>Unemployment Rate (%)</b>	<b>Month/Year</b>

Citation: [www.wikipedia.com](http://www.wikipedia.com)

<b>Metropolitan Statistical Area (MSA)</b>	<b>Unemployment Rate (%)</b>	<b>Month/Year</b>

Citation: [www.bls.gov](http://www.bls.gov)

# OPERATION DEEP DIVE

## ATTACHMENT H

Veteran Population	Total Veterans	Total Veterans per square mile (Total Veterans divided by Total service area square miles, listed above)
<b>VA Data</b> Citation: <a href="http://www.va.gov">www.va.gov</a>		
<b>Census Data</b> Citation: <a href="http://www.census.gov">www.census.gov</a>		

Counties Served	VA Data Veterans 17-44 years old	Census Data Post 9/11 Service Veterans
<b>Total</b>		

Citation: [www.va.gov](http://www.va.gov) and American Fact Finder: [www.census.gov](http://www.census.gov)

Total Percentage (Total VA Data Veterans divided by Total Veterans 17-44 years old)	Total Percentage (Total Census Data Veterans divided by Total Post 9/11 Service Veterans)

	Total Number	List
Military Installation(s) for counties served		
Medical Military Installation(s) for counties served		
VA Medical Center(s) for counties served		
VA Benefit Center(s) for counties served		

## OPERATION DEEP DIVE ATTACHMENT H

## SECTION 2: OUTREACH

**OUTREACH:** Identifying and engaging unknown/unidentified warriors to assess their scope of needs. Often, this means those who are performing outreach are mobile in the effort of locating unidentified warriors.

**LIST COMMUNITY RESOURCES WHICH CONDUCT VETERAN CENTRIC OUTREACH:**

### SECTION 3: EDUCATION

List all educational institutions within designated county(s) and services they provide to Veterans (i.e. Resource Center, Veteran Affairs Office, military friendly school, Yellow Ribbon Program, Veteran Center, Veteran Representative, Veteran Success Center):

## OPERATION DEEP DIVE ATTACHMENT H

## SECTION 4: HOUSING

**LIST THE HOMELESS POINT-IN-TIME (PIT) COUNT FOR THE PAST TWO YEARS.**

Year	Number of Homeless Veterans	Citation
		*AHAR HUD Report PIT
		*AHAR HUD Report PIT

\*Citation: <https://www.onecpd.info/resource/3031/pit-and-hic-data-since-2007/>

**List organizations that work directly with homeless person(s) and the community resources they provide:**

<b>Organization Name</b>	<b>Program</b>	<b>Services Provided</b>
Ex: Named VA Medical Center	HUD/VASH	Housing Vouchers
Ex: Named VA Medical Center	HCHV	Homeless Outreach Services
Ex: Named Non Profit	SSVF	Housing
Ex: Named homeless shelter	Homeless Shelter	Emergency Housing; Transitional housing

## OPERATION DEEP DIVE ATTACHMENT H

## SECTION 5: EMPLOYMENT

**List all organizations that assist with employment within the counties served (i.e. resume writing, mock interviews, job search):**

## **SECTION 6: VETERAN(S) BENEFITS**

**List organizations that assist with Veteran's benefits within the counties served:**

# OPERATION DEEP DIVE

## ATTACHMENT H

## SECTION 7: MENTAL AND PHYSICAL HEALTH

**List organizations that assist with mental and physical health within the counties served:**

Template support letter from a Medical Examiner or Coroner

For Operation Deep Dive RFP – Due November 1 2018

<Date>

Greetings Selections Committee;

This letter is to confirm that <insert agency name, i.e. Greenville, South Carolina Coroner's Office> endorses and supports the implementation of the Operation Deep Dive study in our community to help identify community factors related to veteran suicide and death by self-harm.

Utilizing data collection processes that will be discussed with the research team and approved by our agency, we commit to working with the Operation Deep Dive team to help obtain information on veteran suicides and early mortality due to self-harm in our area.

This information includes:

- Two to five years of retrospective information on all non-natural deaths in our community, including suicide, undetermined, and accidental deaths. These records will be matched with the Department of Defense to identify an accurate number of veteran non-natural deaths in our community.
- Prospectively sharing all non-natural deaths in our community with the research team until project completion, so that the project can confirm new decedents who are veterans and engage in an Institution Review Board approved consenting process to interview friends and family of the decedent.
- Assistance with obtaining autopsy reports and medical records of confirmed veteran deaths from unnatural causes.

We understand that Operation Deep Dive teams will have a Federal Confidentiality Certificate to protect all personal information collected for this study, and that there is clearance from the University of Alabama Institutional Review Board to collect data on human subjects. We also understand that a local Research Assistant will be able to work with us to obtain this information in as streamlined and simple way as possible.

We look forward to working with Operation Deep Dive to identify community factors related to veteran suicide and self-harm so that community specific evidence-based prevention programming can be developed, implemented and sustained. Together, we can build a community that celebrates and supports our veterans and their family members and prevents the unnecessary and painful loss of life of those who have served our country.

<signing authority and contact information>