State of California—Health and Human Services Agency
California Department of Public Health

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Director

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August 12, 2008

TO: PROSPECTIVE APPLICANTS

SUBJECT: REQUEST FOR PROPOSALS (RFP) CTCP 08-85502

Enclosed is RFP CTCP 08-85502, entitled "Educational Materials Development." The purpose of this RFP is to fund one agency to operate and maintain a statewide technical assistance (TA), training, and coordination project to coordinate services for the development of tobacco control educational materials. The primary recipients of these services are the approximately 100 projects funded by the California Tobacco Control Program (CTCP) which implement tobacco control related projects at local health departments, community-based organizations, and other statewide TA and training agencies.

The RFP specifies eligibility, submission requirements, and tentative timelines. Please read the RFP carefully, as this is an open competitive process and proposals must comply with the RFP instructions. **Proposals are due to CTCP no later than 5 p.m., Pacific Standard Time, on September 29, 2008.**

The complete RFP is also available on the California Department of Public Health Website at: http://www.cdph.ca.gov/programs/Tobacco. If your organization is eligible and interested in applying for these funds, it will be beneficial to attend the scheduled RFP Information Teleconference/Webinar meeting on Tuesday, August 19, 2008. Please have a copy of the RFP with you during the meeting. Answers to questions about the RFP will be provided only at this meeting. **Phone calls for programmatic TA assistance in preparing proposals will not be accepted.**

The Information Teleconference/Webinar meeting will be a combined Web meeting and conference call utilizing Avaya©, a visual and interactive meeting software. Information on how to access the meeting is included in the RFP.

Thank you for your interest in tobacco control.

April Roeseler, M.S.P.H.
Acting Chief
California Tobacco Control Program

Enclosure