RFP: Ohio Public Health AI Training Program and Community of Practice

1. Introduction

The Association of Ohio Health Commissioners (AOHC) is seeking proposals from qualified organizations to deliver a statewide artificial intelligence (AI) training program for Ohio local health departments (LHDs). This is one joint project with two parts, and AOHC intends to award it to a single vendor:

1. **Regional in-person trainings:** five hands-on trainings, one in each of five Ohio regions, all completed by September 1, 2027.
2. **Quarterly virtual community of practice (CoP):** four one-hour virtual meetings held prior to September 30, 2027.

Background

AOHC represents Ohio's local health commissioners and supports the practice of local public health across the state. Through its AI Workgroup, AOHC is leading a statewide effort to help LHDs use AI safely and effectively in their daily work. Many LHD staff are interested in AI but have had little hands-on training on how to apply it to public health tasks. This project is meant to close that gap and build a network of AI practitioners across Ohio's local health departments.

Contact

All questions about this RFP must be submitted in writing to:

Melanie Schott, Director of Operations and Member Services
Association of Ohio Health Commissioners
110 Northwoods Boulevard, Suite A2
Columbus, Ohio 43235
mschott@aohc.net | 614-781-9556

2. Scope of Work: Regional In-Person Trainings

The vendor will deliver five in-person trainings, one in each of five AOHC regions of Ohio, during calendar year 2027. All five must be completed by September 1, 2027. Each session will run for three to four hours. Expected attendee numbers between 30 and 50 per session.

Training content

Trainings must be hands-on and practical. Participants should leave able to use AI tools in their own work the next day. At minimum, content must cover:

- Hands-on use of commonly available AI tools, with participants working on their own devices during the session
- Prompt engineering: how to write clear, effective prompts and refine results

- Practical applications for public health work, such as drafting communications, summarizing documents, analyzing data, and supporting grant and report writing
- Responsible use, including protecting sensitive and confidential information, checking AI output for accuracy, and the need for human review

The vendor may propose additional topics. Content should be pitched for public health staff with mixed experience, from first-time users to regular users.

Venues and logistics

AOHC and its partners will provide the training venues. The vendor is responsible for:

- Working with AOHC to schedule the five trainings and confirm dates
- Delivering the training, including all instructors and training materials
- Confirming venue technology needs (Wi-Fi, projection, power) with AOHC in advance
- Providing participant handouts or digital materials participants can keep

Registration

The vendor will manage registration for all five trainings. This includes building and hosting the registration process, sending confirmations and reminders, tracking attendance, and managing waitlists if a session fills. Registration will be free to LHD attendees.

Evaluation and reporting

The vendor will collect a participant evaluation at each training and provide AOHC with a short summary report within 30 days of each session. Reports should include attendance by organization and evaluation results. Final attendance and evaluation data for all five trainings will be due by September 15, 2027.

3. Scope of Work: Quarterly Community of Practice

The vendor will plan, host, and facilitate four one-hour virtual CoP meetings for AI practitioners at Ohio LHDs. Meetings will be held two to three months apart. Expected attendees between 50 and 75 per session.

Meeting format

Each meeting will include three parts:

1. **Training segment:** a short, focused lesson on an AI-related topic, delivered by the vendor
2. **Ohio use case:** a presentation by an Ohio organization sharing a practical AI use example from its own work
3. **Open discussion:** time for questions, problem-solving, and general conversation among participants

The vendor should propose how the hour will be divided among the three parts.

Vendor responsibilities

- Provide the virtual meeting platform, or use one approved by AOHC
- Select training topics in consultation with AOHC

- Recruit and coordinate the Ohio use-case presenters, with AOHC's help identifying candidates
- Facilitate each meeting, including moderating the open discussion
- Manage registration, reminders, and attendance tracking
- Provide a brief summary after each meeting with attendance and key discussion topics

4. Vendor Qualifications

Proposers must be able to deliver both parts of this project. Proposals that address only one part will not be considered. The proposing team, alone or with partners (see below), must demonstrate:

- **Technical AI experience:** working knowledge of current AI tools and their practical use, with staff qualified to teach them
- **In-person training experience:** a record of delivering hands-on training sessions to adult professionals
- **Virtual training experience:** a record of hosting and facilitating virtual training sessions or meetings
- **Registration management:** experience running registration, communications, and attendance tracking for training events
- **Educational design:** experience developing training curricula and materials for adult learners

Partnerships

AOHC wants the selected team to combine AI expertise with public health experience. Few organizations have both, so proposers may partner with or subcontract to other organizations to meet any qualification in this section, including technical AI expertise or public health knowledge.

Proposals that include partners must:

- Name each partner organization and describe its role and the qualifications it brings
- Identify the key staff each partner will provide
- Include a signed letter of commitment from each partner confirming its participation and role in this project
- Name one lead organization that will hold the contract and be responsible for all deliverables, including work done by partners

5. Proposal Requirements

Proposals should be no more than 20 pages, not counting resumes, sample materials, and the budget. Submit as a single PDF, organized in this order:

1. **Cover letter:** organization name, address, contact person, and a signature from someone authorized to commit the organization
2. **Organization overview:** history, size, and relevant mission or focus areas
3. **Qualifications and experience:** how the proposing team, including any partners, meets each qualification in Section 4, with specific examples. Include the partner information and commitment letters required in Section 4
4. **Key staff:** names, roles, and short bios or resumes for the people, including partner staff, who will design and deliver the trainings and facilitate the CoP

5. **Approach to the regional trainings:** proposed agenda, topics, teaching methods, and how hands-on practice will work in the room
6. **Approach to the CoP:** proposed format and time split, sample training topics, and how the vendor will find and prepare Ohio use-case presenters
7. **Registration and evaluation plan:** tools and process for registration, reminders, attendance, and participant feedback
8. **Work plan and timeline:** key milestones from contract award through September 2027
9. **Sample materials:** at least one example of training materials or a recording from a past session
10. **References:** three references from clients who received similar training services in the past three years
11. **Budget:** a cost proposal with unit pricing: a price per regional training and a price per CoP meeting, with any one-time costs (such as curriculum development) listed separately. Show what each price covers, including staff time, travel, materials, platform costs, and partner costs. AOHC is not publishing a budget amount for this project; proposers should propose the price they believe is fair for the work

6. Evaluation Criteria

An AOHC review committee will score proposals on a 100-point scale:

Criterion	Points
Technical AI expertise of the proposing team	20
Public health experience of the proposing team	10
Training approach and content for the regional trainings	20
Approach to the community of practice	15
Training delivery experience, in-person and virtual	10
Registration, evaluation, and project management plan	10
Cost and value	15
Total	**100**

AOHC may interview top-scoring proposers before making a final selection. AOHC is not required to select the lowest-cost proposal.

7. Timeline and Submission

Milestone	Date
RFP released	November 2, 2026

Milestone	Date
Written questions due	November 16, 2026
Answers posted to all proposers	November 20, 2026
Proposals due	December 4, 2026, 5:00 p.m. ET
Interviews, if needed	Week of December 7, 2026
Vendor selected and notified	December 14, 2026
Contract signed and kickoff meeting	January 4, 2027
First CoP meeting	Early 2027; dates set with vendor

How to submit

Email proposals as a single PDF to mschott@aohc.net by the deadline. Use the subject line "AOHC AI Training RFP – [Organization Name]." AOHC will confirm receipt by email. Late proposals will not be accepted.

8. Terms and Conditions

- **Right to reject:** AOHC may reject any or all proposals, waive minor irregularities, or cancel this RFP at any time.
- **Negotiation:** AOHC may negotiate price, scope, and schedule with the highest-ranked proposer before award. If an agreement cannot be reached, AOHC may begin negotiations with the next-ranked proposer. Based on unit pricing, AOHC may also adjust the number of trainings or meetings in the final contract.
- **Costs:** proposers are responsible for all costs of preparing and submitting a proposal.
- **Contract term:** the contract will run from award through September 30, 2027, covering all regional trainings and CoP meetings in the final agreed scope.
- **Payment:** Payment by milestone achieved, with initial payment made upon contract execution. Invoices must show completed deliverables. Details to be determined with vendor.
- **Ownership of materials:** AOHC will receive the right to use, copy, and share all training materials, recordings, and slides produced under this contract with Ohio LHDs for non-commercial purposes.
- **Data protection:** the vendor must not request, collect, or use protected health information or other confidential data during trainings or CoP meetings. Training exercises must use sample or de-identified data only.
- **Insurance:** The selected vendor must maintain the following coverage for the term of the contract and provide a certificate of insurance before the contract is signed: commercial general liability of at least $1,000,000 per occurrence and $2,000,000 aggregate, with AOHC named as an additional insured; professional liability of at least $1,000,000 per claim; cyber liability of at least $1,000,000; automobile liability of at least $1,000,000 combined single limit; and workers' compensation as required by Ohio law. Partners and subcontractors must carry the same

coverage or be covered under the vendor's policies. Alternative options for these insurance requirements may be presented for consideration to AOHC.

- **Public records:** proposals may be subject to Ohio public records law.
- **Conflict of interest:** Proposers disclose any relationship with AOHC staff, board, or review committee members.

With questions: All questions about this RFP must be submitted in writing to Melanie Schott at mschott@aohc.net by November 16, 2026. Answers to all questions will be shared via email to vendors.