

NACCHO

National Association of County & City Health Officials

REQUEST FOR PROPOSALS

Building an Equitable Workplace Within Local Health Departments Toolkit

Topics: Public Health Workforce, Equitable Staff Development, Mental Health, Anti-Racist Organization, Health Equity

National Association of County and City Health Officials (NACCHO)

Date: March 10, 2023

SUMMARY INFORMATION

Project Title: Building an Equitable Workplace Culture Within Local Health Departments

Proposal Due Date and Time: March 26, 2023

Source of Funding: Centers for Disease Control and Prevention

NOA Award No.: NU38OT000306

Maximum Funding Amount: \$50,000

Estimated Period of Performance: April 1, 2023 through July 31, 2023

Point of Contact for Questions Regarding this Application: ksemansky@naccho.org

PURPOSE AND BACKGROUND

The National Association of County and City Health Officials (NACCHO) is the voice of the nearly 3,000 local health departments (LHDs) across the country. These city, county, metropolitan, district, and Tribal departments work to protect and improve the health of all people and all communities. NACCHO provides resources to help LHD leaders develop public health policies and programs to ensure that communities have access to the vital programs and services people need to keep them protected from disease and disaster. Additionally, NACCHO advocates on behalf of LHDs with federal policymakers for adequate resources, appropriate public health legislation, and sensible policies to address the myriad of challenges facing communities.

With support from the Center for State, Tribal, Local and Territorial Support (CSTLTS) within the Centers for Disease Control and Prevention (CDC), NACCHO is creating a toolkit to promote equitable practices in recruitment and workplace culture within LHDs. The purpose of this project is to support LHDs in promoting a workplace with an open and growth oriented culture by addressing the following topic areas, among others that may be determined: increasing knowledge and utilization of equitable practices in hiring, onboarding, and retaining a diverse representation of the communities served; becoming an anti-racist organization; adopting and implementing equitable workplace policies, and addressing staff mental health and burnout through trauma informed workplace practices.

ELIGIBILITY AND CONTRACT TERMS

Consultants and organizations are eligible to apply. Preference (via proposal scoring, see PROPOSAL RESPONSE FORMAT & SELECTION CRITERIA below) will be given to those with experience building capacity of local health departments and demonstrated expertise in DEIA and workplace culture. Selected applicants will enter into an agreement with NACCHO using the NACCHO [Standard Contract Agreement](#) (terms and conditions) attached as appendix A below. Agreement with majority of NACCHO standard contract terms and conditions is a requirement and as part of the application, the contractor will be asked to verify that he has read NACCHO's standard contract language and confirmed in agreement with the terms and conditions. Should your organization need to propose any changes to the terms and conditions, please inform us immediately, however NACCHO reserves the right to accept or decline such changes. Significant changes or delays providing required contract documents, including providing proof of an active SAMS.gov registration, may impact your selection as a successful applicant. SAMS.gov registration must be active at the time the contract is signed. Agreeing to NACCHO's Resolution of Disputes and Governing Law is expected and aside of those two clauses, limited modifications to the terms or contract language can be accommodated. Contractors that cannot agree to majority of NACCHO's contract language should not apply for this initiative.

If you are an applicant from Florida, please contact NACCHO immediately for a copy of the Florida standard contract.

Period of Performance

The project period is anticipated to be approximately 4 months from April 1, 2023 to July 31, 2023.

SCHEDULE OF EVENTS

NACCHO will issue an award up to \$50,000 in the form of a fixed priced contract. Applications must be submitted by March 26th, 2023, and selections will occur by March 31th, 2023.

Please note the following deadlines and events for this application:

Event	Date/Time
Release of RFP	March 10, 2023
Application Period Closes	March 26, 2023
Anticipated Notice of Award	March 31, 2023
Anticipated Contract Start Date	April 1, 2023
Anticipated Contract End Date	July 31, 2023

PROJECT GOALS & TECHNICAL REQUIREMENTS

This project seeks to attract and retain an equitable and diverse public health workforce that addresses the unique needs from rural to metropolitan LHDs with resources including a toolkit for members to reference including equitable policies, antiracism, wellness and mental health, and burnout prevention. The toolkit features are also open to the discretion of the subject matter expert but ideally include the above subjects.

The goals of the toolkit are to support LHDs to:

- Implement best practices in diversity, equity, and inclusion in the workplace
- Consider approaches to identifying, developing, and implementing equitable workplace policies
- Commit to and implement a culture of anti-racism
- Adopt trauma informed workplace principles that address staff mental health and burnout beyond solely self-care practices
- Understand what other LHDs are doing to support these efforts that may be adoptable or transferable

ACTIVITIES

The consultant will engage in the following activities to meet the needs of this contract:

- Schedule and facilitate regular check-ins with NACCHO staff to provide progress updates, ask questions, and share suggestions;
- Engage certain NACCHO workgroups in the creation of the toolkit which may include activities such as focus grouping, and providing input and feedback;
- Participate in a webinar to promote the toolkit;

- Develop all deliverables outlined in Technical Requirements below; and
- Submit at least one draft and one final approved version of each deliverable and incorporate additional revisions after NACCHO and Workgroup members review the materials.

Required Deliverables

The required deliverable is a toolkit that will assist LHDs in implementing practices to support the creation and/or continuation of equity in LHD workplace culture. The toolkit may be a combination of information, best practices from the field (both private and public), examples of existing efforts within LHDs, ready to use tools and templates, links to additional resources, and other resources proposed by the consultant or suggested by NACCHO members. The determination of the final content will be made in conjunction with NACCHO, and the appropriate NACCHO member workgroup(s). The consultant should demonstrate creativity in their approach to the development of the toolkit and the creation of the templates and resources. The toolkit should not be longer than 50 pages and should provide the appropriate content that will allow LHDs to customize and implement selected practices within their organizations.

DELIVERABLES AND TIMELINE

Selected consultant will enter into a contractual agreement with NACCHO to complete the deliverables specified below. NACCHO will disburse funds according to completion of the assigned deliverables. NACCHO will provide a payment schedule in accordance with the assigned completion percentage. Please note: NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary. The following outlines the deliverables to be produced by the consultant; however, a finalized scope of work will be agreed upon post consultant selection.

Invoice	Project Activities	Deliverables	Amount of Total Award
<p>Invoice # 1</p> <p>April 1, 2023, to May 31, 2023</p>	<ol style="list-style-type: none"> 1. Schedule and participate in project kick off call 2. Schedule and attend check-ins with NACCHO 3. Engage the appropriate NACCHO workgroups during monthly meetings, as determined by need 4. Draft project timeline 5. Draft toolkit outline 	<ol style="list-style-type: none"> 1. Meeting agendas 2. Project timeline 3. Toolkit outline 	<p>50% of budget</p>
<p>Invoice # 2</p> <p>May 31, 2023, to July 31, 2023</p>	<ol style="list-style-type: none"> 1. Schedule and attend check-in meeting with NACCHO 2. Submit toolkit draft 3. Submit final toolkit 	<ol style="list-style-type: none"> 1. Draft toolkit 2. Final toolkit 	<p>50% of budget</p>
Total Amount			\$50,000

METHOD OF PAYMENT AND UN/ALLOWED EXPENSES

NACCHO will pay the selected contractor in 2 installments of 50% of the budget in invoice 1 and 50% of the budget in invoice 2 upon receipt of deliverables per the payment schedule identified in the Scope of Work above. Please note that NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

Per HHS requirements, funds awarded under this RFP are prohibited from being used to pay the direct salary of an individual at a rate in excess of the federal Executive Schedule Level II (currently \$197,300).

The following items are not allowable expenses (see also Appendix A):

1. Equipment
2. Telecommunication Ban in accordance with FAR 52.204-24 and FAR 52.204-25
3. Alcoholic Beverages
4. Bad Debts
5. Contributions and donations
6. Entertainment Costs
7. Fines and penalties
8. Goods and services for personal use
9. Lobbying
10. Losses on other awards

PROPOSAL RESPONSE FORMAT & SELECTION CRITERIA

The proposal narrative must outline the following content:

- a. **Cover Letter (1 page)** – including the names and contact information of the main point-of-contact and fiscal lead.
- b. **Narrative (Maximum of 15 pages):**
 - i. **Organization Background (5 points)** – Describe your organizational mission and structure and explain why your organization qualifies to be responsive to the requirements of this RFP.
 - ii. **Qualifications & Experience (35 points)** – Describe your organizational and staff qualifications and experience providing similar goods or services related to providing best practices of diversity, equity, and inclusion in the workplace as well as addressing mental health, preferably within public health and LHDs. Describe your organizational and staff qualifications and experience providing similar goods or services related to providing. As an appendix, include resumes/CVs of all key staff with your application.
 - iii. **Methodology (35 points)** – Describe, in detail, your proposed methodology for meeting all project requirements as outlines in this RFP’s Scope of Work (see above).
 - iv. **Project Deliverables & Timeline (20 points)** – Provide a realistic work plan including intermediate steps for achieving project requirements, expected product deliverables, and timeline for completion. Incorporate the required milestones and deadlines indicated in the Deliverables section above into your work plan.
- c. **Budget Proposal (5 points)** – Using the Budget Template and Budget Narrative template below, provide a line-item budget, not to exceed \$50,000, that clearly outlines the \$\$ amount, % of total budget, and a narrative cost justification for each line item.

[Budget Narrative](#)

[Budget Template](#)

D. Attachments - Please include the following attachments with your application:

- i. [Vendor Information Form](#) – Complete the hyperlinked form and submit with application. This information will only be used in the event that the submitting agency is selected and engages in a contract with NACCHO.
- ii. Required for applications \$25,000 and above: Complete and submit the [FFATA data collection form](#). (This form will be required for all contracts over \$25,000, but if you are not able to complete the form in time for the application deadline, this form can be submitted up to three weeks after the application deadline.)
- iii. Required: Complete and submit the [Certification of Non-Debarment](#)
- iv. Required: Submit a [W-9](#)
- v. Proof of active registration with SAM.gov in accordance with active DUNS number.
- vi. Resumes/CVs – Provide resumes/CVs for each staff member responsible for project implementation, project management, or other positions identified in the requirements of the RFP.
- vii. Examples of previous work – Provide at least two examples of previous work that demonstrates the capability to produce the work outlined in the Scope of Work.

SUBMISSION INSTRUCTIONS

Applications should use single-spaced, Times New Roman, 12-point font, with 1” margins. Proposal narratives are to be no longer than 15-pages (excluding cover letter and all attachments).

Applicants should:

- Review the requirements and expectations outlined in this RFA.
- Read NACCHO’s standard contract (Appendix A) and provide a copy to the individual with signing authority for the LHD (or entity that would be contracting with NACCHO, e.g., city government), including any relevant financial or legal offices for advanced consideration. Selected consultants must agree to the contract language and be able to sign and return a contract to NACCHO within approximately 30 days of receiving it. No modifications will be made.
- The submitted application must include the attachments (D) mentioned above.
- Applications should be emailed to ksemansky@naccho.org in one e-mail by 11:59PM PT on Sunday, March 26th. Submissions after this deadline will not be considered. Please use the subject line “DEI and Workplace Culture Toolkit <Consultant Name>.”
- NACCHO will confirm receipt of all applications within two business days, however, confirmation of receipt does not guarantee verification of completeness. If you do not receive confirmation within 2 business days, email to ksemansky@naccho.org. All applicants will be notified of their status by the week of March 28. All questions may be directed to ksemansky@naccho.org.

Applicant Questions and Guidance

NACCHO will support interested applicants to offer guidance and address specific questions about the RFP. Interested parties may contact NACCHO staff via e-mail at ksemansky@naccho.org.

Funding and Disclaimer Notices:

This project is supported by a grant from the Centers for Disease Control and Prevention () CDC does not endorse any product, service, or enterprise. Views expressed in related products do not necessarily reflect those of CDC or Health and Human Services.

This RFP is not binding on NACCHO, nor does it constitute a contractual offer. Without limiting the foregoing, NACCHO reserves the right, in its sole discretion, to reject any or all proposals; to modify, supplement, or cancel the RFP; to waive any deviation from the RFP; to negotiate regarding any proposal; and to negotiate final terms and conditions that may differ from those stated in the RFP. Under no circumstances shall NACCHO be liable for any costs incurred by any person in connection with the preparation and submission of a response to this RFP.

APPENDICES

Appendix A: Funding Restrictions

17. Funding Restrictions

Restrictions that must be considered while planning the programs and writing the budget are:

- Recipients may not use funds for research.
 - Recipients may not use funds for clinical care except as allowed by law.
 - Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
 - Generally, recipients may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
 - Reimbursement of pre-award costs generally is not allowed, unless the CDC provides written approval to the recipient.
 - Other than for normal and recognized executive-legislative relationships, no funds may be used for:
 - publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
 - the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
 - See [Additional Requirement \(AR\) 12](#) for detailed guidance on this prohibition and [additional guidance on lobbying for CDC recipients](#).
 - The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.
 - In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGOs that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the source of funds, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide financial support to any other foreign non-governmental organization that conducts such activities. See Additional Requirement (AR) 35 for applicability (<https://www.cdc.gov/grants/additionalrequirements/ar-35.html>).
-
- Please note that the federal government has implemented a prohibition against using federal funds to purchase telecommunications and video surveillance equipment and services from certain Chinese companies. This regulation is being incorporated into federal grants and contracts received NACCHO through [2 CFR 200.216](#) and/or Federal Acquisition Regulations (FAR) clause [52.204-25](#).
 - The federal regulation specifically prohibits the purchase of telecommunications equipment and services from: Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities defined below); Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). The definition of “Affiliate” can be found in [FAR 2.101](#). The list of subsidiaries and affiliates of Huawei and ZTE can be found in [Supplement Number 4 to 15 CFR Part 744](#).