

NACCHO

National Association of County & City Health Officials

Request for Proposals

IPC Learning Collaborative Meeting Facilitator

Project close 2-day in person convening.

Date of release: April 3, 2024

Application due date: 11:59 PM PDT on April 17, 2024

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SUMMARY INFORMATION

Project title	2-Day Meeting Facilitator (IPC Learning Collaborative Project)
Proposal due date and time	April 17, 2024, at 11:59 PM PDT
Selection announcement date	April 25 th , 2024
Source of funding	NACCHO
NOA Award No.	6NU38OT000306-03-05
Funding amount	\$50,000
Point of contact for questions regarding this application	<i>Kimberly Nalley – Senior Program Analyst</i> knalley@naccho.org

BACKGROUND & OVERVIEW

The National Association of County and City Health Officials (NACCHO) represents the nation’s over 3,300 local health departments (LHDs), which 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.

The Infectious Disease Team at NACCHO has been engaged in CDC’s Project Firstline work since 2020. This Request for Proposals (RFP) seeks a facilitator to support an in-person meeting for one of NACCHO’s Project Firstline activities called the Infection Prevention and Control (IPC) Learning Collaborative.

What is CDC’s Project Firstline?

[CDC’s Project Firstline](#) is a comprehensive infection control program designed to help prevent the spread of infectious disease in U.S. healthcare settings through promotion of infection prevention and control practices. This collaborative initiative equips public health and frontline healthcare workers with knowledge to safeguard themselves, patients, and communities from infectious threats. Project Firstline offers diverse resources and training, covering topics such as hand hygiene, personal protective equipment, and vaccination.

What is NACCHO’s Project Firstline?

NACCHO is proud to be a partner of CDC’s Project Firstline. [NACCHO’s Project Firstline](#) efforts focus on enhancing LHDs’ capacity to deliver IPC training to healthcare facilities in their communities.

What is NACCHO’s IPC Learning Collaborative?

As part of NACCHO’s Project Firstline, the IPC Learning Collaborative was developed, offering technical assistance, mentorship, and funding for LHDs to master IPC fundamentals and adult learning principles.

One of the primary engagements for LHD participants in the IPC Learning Collaborative involves convening at a 2-day in-person meeting, during which they will share their project advancements, gain insights from lessons learned, and foster connections with their mentorship pairs and fellow project participants. **NACCHO is currently extending an invitation for an experienced meeting facilitator to oversee the small to medium-sized gathering of 45-50 individuals, scheduled for June 26 - 27, 2024.** This event will assemble project participants from LHDs with the overarching

objective of enhancing LHD staff capabilities to effectively collaborate with and educate healthcare facility partners on IPC-related topics.

The project period for the consultant selected through this RFP is expected to start May 2nd, 2024, and end July 5th, 2024. Applications must be submitted via email to Kimberly Nalley (knalley@naccho.org) no later than April 17th, 2024, at 11:59 PDT.

All necessary information regarding the project and application process may be found in this Request for Proposals (RFP). Any updates will be shared on the [RFP announcement page](#) on NACCHO’s website. Applicants may ask questions at any point during the application process by e-mailing Kimberly Nalley at knalley@naccho.org.

PROJECT TIMELINE

Applicants are advised to consider the following timeline for this project.

Event	Date
Release of RFP	Wednesday, April 3 rd , 2024
Application Submission Deadline (11:59 PM PDT)	Wednesday, April 17th, 2024
Anticipated Notice of Award	Thursday, April 25 th , 2024
Anticipated Project Start Date	Thursday, May 2 nd , 2024
In-Person Convening	Wed. – Thurs. June 26 th – 27 th , 2024
End of Period of Performance	Friday, July 5 th , 2024

ELIGIBILITY AND CONTRACT TERMS

This RFP is open to all qualified contractors based within the United States.

Agreement with NACCHO’s [standard contract terms and conditions](#) is a requirement. As part of the application, the contractor will be asked to verify that they have read NACCHO’s standard contract language and have provided a copy to the individual with signing authority at your organization for advanced consideration.

Bidders should review all terms and conditions to determine whether they are appropriate for submitting a proposal.

PROJECT REQUIREMENTS AND EXPECTATIONS

Meeting Goals

The IPC Learning Collaborative mission is to bolster the capacity of LHDs to train clinical and non-clinical healthcare facility staff on IPC topics and best practices. The end-of-project convening will:

1. Provide a platform for the project participants to showcase their progress on their goals and objectives;
2. Facilitate structured discussions to extract key insights, lessons learned, and best practices from participating LHDs;

3. Foster networking opportunities and relationship-building among participants to facilitate ongoing collaboration and knowledge exchange; and
4. Develop a collaborative atmosphere that encourages open dialogue, creativity, and problem-solving.

Meeting logistics will be arranged by NACCHO and affiliated staff. This includes venue coordination, registration, travel, shipping, and lodging.

Project Expectations

The selected consultant will be required to conduct the following activities during the project period:

Phase I: Planning and Design

- In coordination with NACCHO, determine frequency of planning calls and identify all the roles/responsibilities that need to be fulfilled by consultant or NACCHO team members during the meeting and throughout the project period.
- Develop a project timeline indicating the dates of each planning meeting and tasks and activities (Gantt chart or other tool) that need to be completed, materials to be developed, and supplies to be procured before the planned event.
- With support from NACCHO staff, design the convening agenda (could include presentation submission process) based on the needs of the project participants and project goals.
- Develop meeting-specific agendas, slides, facilitation guides, participant communications, and other resources as needed with NACCHO staff.
- Prepare a list of resources to be printed and or delivered to the meeting site by NACCHO.

Phase II: In Person Facilitation

- Facilitate and take notes during the 2-day in-person meeting.

Phase III: Post-Meeting Activities

- Draft and distribute any relevant follow-up materials generated during the meeting.
- Hold a post-meeting call with NACCHO staff.
- Provide brief written report that summarizes key themes and lessons learned from hosting an end-of-project meeting.

NACCHO staff will serve as a resource to the contractor to ensure adequate completion of the SOW and achievement of project goals by fulfilling the following responsibilities:

- provide thought leadership regarding the meeting schedule and strategy;
- liaise with meeting participants and conference organizers regarding administrative and logistical information;
- secure travel for meeting participants and facilitator(s);
- contract with hotels and other venues as necessary to host the meeting;
- provide feedback on agendas, facilitation guides, and other meeting resources;
- print and ship materials to meetings; and
- attend each meeting and provide staff to support meeting set up.

METHOD OF PAYMENT

The selected consultant will enter into a contractual agreement with NACCHO to complete the deliverables 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.

Phase of project	Deliverable Description	Deliverable Submission	% Budget
Phase 1 activities: Planning and Design	Host planning meetings with NACCHO staff.	1) Short summary of planning goals 2) Project timeline that includes call schedule and committee roles	15%
	Design the agenda (could include presentation submission process) based on planning meetings.	1) Draft convening agenda	10%
	Develop meeting-specific agendas, slides, facilitation guides, participant communications, and other resources as needed with NACCHO staff.	1) Internal annotated agenda with facilitation guides 2) Participant packets 3) Summary of communications with participants	15%
	Coordinate any resources and materials to be prepared and delivered to meeting by NACCHO.	1) List of supplies and resources to be prepared	5%
Phase 2 activities: In Person Facilitation	Facilitate an in-person meeting.	1) Final participant agenda 2) Final facilitation guide	30%
Phase 3 activities: Post-Meeting Activities	Draft and distribute any relevant follow-up materials generated during the meeting.	1) Post-meeting email for participants	5%
	Hold a post-meeting call with NACCHO staff.	1) Meeting agenda	5%
	Provide brief written report that summarizes key themes and lessons learned, and	1) Written report	15%

	recommendations for the future.		
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PROPOSAL COMPONENTS

The proposal must outline the following content:

- A. Cover Page** – Include relevant background and contact information.
- B. Proposal Narrative (2-4 pages)**
 - a. **Organizational Background** – Describe your organization's mission and structure and explain why your organization qualifies to be responsive to the requirements of this RFP.
 - b. **Qualifications & Experience** – Describe your qualifications and experience providing similar goods or services related to meeting design and facilitation, as required in this RFP. Provide resume or CV of key personnel with sufficient detail to demonstrate knowledge, skills, and abilities to perform the functions outlined in the RFP (will not be counted towards page limit). Include any experience in infection prevention and control or adjacent fields.
 - c. **Methodology** – Describe, in detail, your proposed methodology for meeting all project requirements, including facilitation approach for meetings and tools for planning in person meetings.
 - d. **Project Deliverables & Timeline** – Provide a realistic work plan, including intermediate steps for achieving project requirements, expected product deliverables, and timeline for completion.
- C. Budget and Budget Narrative Proposal** – Provide a line-item [budget](#), not to exceed \$50,000 that clearly outlines the dollar amount, percentage of total budget, and a [narrative cost justification](#) for each line item. You do not need to include travel costs to the meeting in April (NACCHO will cover those costs). If you have a question about inclusion of budget line items, please reach out to Kimberly Nalley (knalley@naccho.org).
 - a. **Respond to the following two questions at the end of the budget narrative:**
 - i. Do you have prior experience in Federal Contracting? (Answer does not disqualify)
 - ii. Have you completed a Single Audit? (Answer does not disqualify)
- D. Attachments** – Please include the following attachments with your application:
 - a. [Vendor Information Form](#)
 - b. [W-9](#)
 - c. [Certification of Non-Debarment Form](#)
 - d. Proof of active registration with SAM.gov in accordance and active DUNS number.
 - e. Proof may include an email confirmation or screenshot. Note that registration with SAM.gov can take up to 30 days, so please register as soon as possible. Registration is free.
 - f. Resumes/CVs for key staff members.
 - g. Required for applications of \$30,000: [FFATA form](#) (if you are not able to complete this by the application deadline, you may submit it one week after you have been selected).
 - h. At least one example of previous work to demonstrate the capability to produce the work proposed through this RFP.

SUBMISSION INSTRUCTIONS

To submit proposals for this request, applicants should:

1. Review the requirements and expectations outlined in this RFP.
2. Read NACCHO’s [standard contract](#) and provide a copy to the individual with signing authority in your organization, including any relevant financial or legal offices for advanced consideration. Selected organizations 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.
3. An application must include the following items to be deemed completed:
 - Cover Page
 - Proposal Narrative (2-4 pages) that includes the elements referenced above
 - Budget ([template provided](#)) and brief [budget narrative](#) (no more than 1 page)
4. Complete the required attachments referenced above.
5. Applications should be emailed to Kimberly Nalley (knalley@naccho.org) in one e-mail using the subject line “IPC Learning Collaborative Meeting Facilitator RFP” by 11:59 PM Eastern on 4/17/2024. Submissions after this deadline will not be considered.
6. NACCHO will confirm receipt of all applications within two (2) business days; however, confirmation of receipt does not guarantee verification of completeness. If you do not receive confirmation within two (2) business days, please email Kimberly Nalley to follow-up. All applicants will be notified of their status on or around April 25th, 2024.

SELECTION PROCESS

Each proposal will be reviewed and rated on the following elements:

Criteria
Understanding of Project Purpose and Goals: Applicant clearly understands the project goals and deliverables.
Relevant Personnel Experience: Applicant has clearly documented evidence of their (and that of the proposed project staff) relevant knowledge, skills, abilities, and experience.
Proposed Approach: The proposal includes a clear, feasible, and appropriate plan to effectively meet the goals and deliverables of the project. The proposal includes a reasonable timeline with all deliverables completed within the project period.
Budget: The proposal includes a detailed, line-item budget justifying the proposed expenses, which are appropriate for the deliverables.

NACCHO may reach out to applicants with questions or clarification.

Please note that submission of a proposal is a statement of acceptance of NACCHO’s standard form contract. If any items cannot be accepted, these issues need to be resolved prior to submitting a proposal.