

## REQUEST FOR PROPOSALS

### Instruction Design Consultant

Applications must be submitted electronically by **5:00 p.m. Eastern Standard Time on Friday February 24, 2023**

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#### **Background**

The National Association of County and City Health Officials (NACCHO) represents nearly 3,000 local health departments (LHDs) across the United States. NACCHO's vision is health, equity, and security for all people in their communities through public health policies and services. NACCHO's mission is to be a leader, partner, catalyst, and voice for local health departments to ensure the conditions that promote health equity, combat disease, and improve the quality and length of all lives.

NACCHO works to provide technical assistance support to local health departments (LHDs) across the public health continuum, including for HIV, STI, Viral Hepatitis (HSH), and Harm Reduction programs. NACCHO builds capacity of LHDs in these areas by investing in resources in a limited number of LHDs through demonstration projects, learning collaboratives, convenings, and workshops, with the intent that resulting training processes, presentations evaluation findings, and best practices are documented and disseminated to support replication and scale-up across our entire membership.

As the rhythm of NACCHO's work in the HSH and Harm Reduction spaces has accelerated in the last few years, demand for the tools, trainings, toolkits, and guides that support replication and scale up of best practices has also increased.

#### **Description and Availability of Funds**

NACCHO will award up to \$150,000 to an instructional design consultant or consultant group to support its HSH and Harm Reduction team in the development and design of instructional tools to enhance replication and scale-up of identified best practices amongst NACCHO members and our various partners and funders. The consultant will work with NACCHO staff to:

- Review reports, evaluation findings, presentations, trainings, and other materials developed during project implementation across a range of technical health areas within the HSH and Harm Reduction portfolio
- Conceptualize and propose instructional tools with which to disseminate key information, skills, and knowledge gained such that LHDs and other local health department partners may independently replicate identified best and promising practices
- Design and produce agreed upon instructional tools (such as reports, toolkits, trainings) ready for dissemination

The consultant(s) may work with other consultants or firms to complete the work. However, NACCHO will only contract with and provide funds to the selected consultant(s).

## Deliverables

The selected consultant will enter into a master services agreement with NACCHO to complete deliverables on request. A minimum award in the amount of \$150,000 will be made available in support of the deliverables listed below (up to \$25,000 per deliverable). NACCHO may seek additional deliverables from the selected consultant through the master services agreement at NACCHO's discretion. NACCHO will pay consultant in exchange for completion of the assigned scope of work via accepted deliverables. NACCHO will work with the selected consultant to determine the invoice schedule.

The following outlines the minimum deliverables to be produced by the consultant, however a finalized scope of work will be agreed upon post-consultant selection:

Working Title	Source documents/activities	Brief Description of proposed scope of work
1. Lessons on adapting global health interventions in a local health context	End of project report, Adaptation Guide, proposal, deliverables from two LHDs who piloted the global health tools, presentation from NACCHO360 annual conference, exit interviews with LHD staff and trainees involved in the pilot, end of project convening recording/notes	Synthesize and develop lessons learned, results, and a case study(ies) from phase I and phase II of a small pilot to adapt the WHO mental health resources to conduct outreach for mental health through non-specialists <b>(Must be completed by 5/31/23)</b>
2. Test of Cure Toolkit	Final report, submitted documents from sites	Translate final report on Gonorrhea Test of Cure demonstration projects and workflows from demonstration sites into toolkit for future implementation in other clinics (requested completion by 7/31/23)
3. HRSU Toolkit	Data from each site; questionnaires/final report and documents from each site	End of project report for <i>Addressing High-Risk Substance Use (HRSU) through STI Clinics</i> project: characterize 3 STI clinics' models and lessons learned from implementing Screening, Brief Intervention, Referral to Treatment (SBIRT) for HRSU, including workflow and staffing approaches
4. Sharing Data with Stakeholders Toolkit (Harm Reduction projects)	End of project evaluation results and site reports from each project; notes from in-person Point-in-Time Survey (PITS) meeting about stakeholder analysis activity	Translate findings from 3 harm reduction M&E projects to help syringe services programs (SSP) effectively share data with key stakeholders; will include characterization of key stakeholders, what messages are most effective for them, and what data points can support those messages

5. Using Data for Program Improvement Toolkit	End of project evaluation results and site reports from each project; notes from in-person PiTS meeting about use of data for program improvement activity	Translate findings from 3 harm reduction M&E projects to help SSPs use data for program improvement; characterize common questions SSPs have and what data they can use to answer them and/or characterize common types of SSP data and how SSPs can use them for program improvement
6. Pharmacy Partnership Toolkit	Final report, submitted documents from sites	Translate final report and workflows from pharmacy demonstration sites into toolkit for future implementation in other pharmacies

**Proposal Outline**

To be considered for this project, proposals must be in pdf format and include the following:

- A. **Project Narrative** that includes:
  - A description of the consultants’ knowledge and experience in public health, specifically as it relates to HIV, STIs, Viral Hepatitis, and Harm Reduction
  - A description of the consultant’s knowledge and experience in instructional design, especially regarding public health program implementation
  - A detailed description of the methodology proposed to meet the deliverables listed above
  - A project timeline
  - A description of any other consultants/firms that will be engaged on this project and their knowledge and experience in public health and instructional design
  - The names and roles of the primary staff and any other significant contributors to this project, including qualifications (resume or CV)
- B. **Line-Item budget and narrative description of costs** for each deliverable, not to exceed \$25,000 per deliverable, for a total of \$150,000. Budgets and narratives may include:
  - Personnel costs (number of staff, percent effort to the project and annual salary/wages or hourly fees of all personnel)
  - Funds to be provided to other consultants/firms working on project, if applicable
  - Other costs associated with the development of the strategy.
  - **NOTE: Funds may not be used to purchase equipment, pay for food and beverages, or support lobbying of any kind**
- C. **Project Deliverables and Timeline:**
  - A realistic work plan and timeline that includes expected product deliverables that will be completed over approximately a six-month project period (Approx. 04/01/2023 – 09/30/2023).
  - **Consultant timeline should demonstrate flexibility to align with project needs.**

D. References and/or links to examples of work.

### **NACCHO Contact and Responsibilities**

NACCHO staff will oversee the contract and serve as the contact for the consultant. Other NACCHO responsibilities include:

- Provide background information, as appropriate
- Review all materials, in draft form, and recommend revisions
- Serve as liaison for external partners

### **Selection Process**

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

- **Understanding of Project Purpose and Goals:** Applicant has a clear understanding of the project goals and deliverables.
- **Relevant Personnel Experience:** Applicant has clearly documented evidence of their (and that of the proposed project staff) subject matter expertise and experience in the proposed content area.
- **Operational Plan:** The proposal includes a clear, feasible, appropriate, detailed, and supportable methodology and plan to effectively meet the goals and deliverables of the project.
- **Project Timeline:** The proposal includes a detailed timeline for the project period with all deliverables completed by the timeline referenced for each task/activity described above.
- **Budget:** The proposal includes a detailed, line-item budget justifying the proposed expenses; the expenses are appropriate for the purposes of the deliverables and are cost efficient.

**Any work products created by this contract will be co-owned by NACCHO and Consultant.**

*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.*

### **Deadline/ Staff Contact**

Submissions must be electronic, in pdf format. The deadline for submission is **5 pm, Eastern Standard Time, Friday February 24, 2023**. Decisions will be made, and applicants will be notified of their selection status, no later than **Friday March 10, 2022**.

Proposals should be submitted, in pdf, via e-mail to: [lslater@naccho.org](mailto:lslater@naccho.org)