



Accreditation Support Initiative for Local Public Health Departments

REQUEST FOR PROPOSALS (RFP)

OVERVIEW

With support from the Office for State, Tribal, Local and Territorial Support within the Centers for Disease Control and Prevention (CDC), the National Association of County and City Health Officials (NACCHO) is pleased to offer a funding opportunity for a seventh year of the Accreditation Support Initiative (ASI). The ASI is aimed at supporting **local public health departments (LHDs)** in undertaking accreditation preparation activities.

Awards of **up to \$15,000** will be provided to selected LHDs to engage in activities that will demonstrate a measurable increase in their readiness to achieve Public Health Accreditation Board (PHAB) accreditation.¹ All applicants must have a commitment to pursuing public health accreditation; however, there are a variety of factors that are considered in making final awards, as described in the selection criteria below. Selections will be made in early-October and the project period will run from the date of contract execution through June 1, 2018. Each LHD may submit one application only, which must be submitted through the online submission form (by uploading the completed Application Document) **by 5 PM ET on Wednesday, 8/30/17**.

Applicants may apply under no more than TWO categories of work and select one or more deliverables (linked directly to a specific PHAB Measure) within that category, based on an identified area of need around accreditation readiness. Eligible categories and deliverables are detailed in this RFP. Opportunities for peer networking and technical assistance (TA) will be provided by NACCHO. Additionally, a sub-cohort of small and rural LHDs will be designated as part of the overall ASI cohort, and these LHDs will be provided tailored technical assistance and peer networking opportunities intended to support accreditation readiness.

NACCHO and CDC will host an optional webconference on Thursday, August 17th from 2:00 – 3:00 pm ET; 1:00-2:00 pm CT/12:00 pm-1:00 pm MT/ 11 am-12:00 pm PT (Web and Audio: [HERE](#) & Audio: 1-866-740-1260; Access code: 5074243) to provide an overview of the RFP and application. Please note that no new information will be shared during the call; as such, applicants need not wait for this optional call to begin or submit applications. The call will be recorded and posted to <http://www.naccho.org/fees>.

All necessary information regarding the project and application process may be found in this RFP and accompanying Application Document. If you have outstanding questions after reading these documents in detail, please e-mail asi@naccho.org.

¹ As outlined in the PHAB Standards and Measures, Version 1.5: <http://www.phaboard.org/accreditation-process/public-health-department-standards-and-measures/>

ELIGIBILITY AND CONTRACT TERMS

This RFP is open to governmental LHDs that are eligible to apply to PHAB as a Local Health Department.² Questions pertaining to PHAB eligibility should be directed to PHAB. Please note that the following LHDs are **not** eligible for this RFP:

- LHDs that submitted, or will submit, an application to PHAB on or before October 2, 2017 (Note: LHDs that have submitted the Registration, but not the application, are still eligible to apply for this RFP)
- Previous NACCHO/CDC Accreditation Support Initiative (ASI) Awardees
- Applicants that cannot verify that they can accept NACCHO's standard contract terms and conditions

Selected LHDs will enter into a contract with NACCHO to complete the deliverable(s) specified in the application. Due to the relatively short timeframe of the project, agreement to contract with NACCHO under its [standard contract terms and conditions](#) is a requirement for selected sites. **No modifications to the terms or contract language will be made.** Applicants will be asked as part of the application to verify that the LHD (or entity that would be contracting with NACCHO, e.g., city government), including any relevant financial or legal offices, has read NACCHO's standard contract language and would be able to enter into a contract without making modifications to the terms and conditions. **Applicants that cannot agree to this provision should not apply for this initiative.** In addition, selected sites should be able to return a signed contract to NACCHO within approximately 30 calendar days of receiving it (estimated late October) and will be asked to verify this in the application.

CATEGORIES OF WORK ([SEE TABLE OF CATEGORIES AND DELIVERABLES STARTING ON PAGE 5](#))

Applicants may apply under **NO MORE THAN TWO** of five categories of work only. Categories of work reflect progress towards certain PHAB Standards and Measures. Although the LHD is likely to be working on more than one area of work simultaneously in their accreditation preparation process, for the purposes of this award applicants are asked to prioritize the one or two category(ies) in which they most need the resources and TA available through the ASI. Applicants that select more than two category within the Application Document will be deemed ineligible for review and consideration.

Within the selected category(ies), applicants may propose to use funds to complete activities that will result in **one or more of the listed deliverables** (linked to Required Documentation for related PHAB Measures). The deliverable(s) chosen will be listed in the contract and payment will be remitted, in two installments, upon submission and acceptance of those items. Applicants should select the deliverable(s) based on: 1) feasibility for the LHD to undertake and complete within the project timeframe, and 2) greatest benefit to the LHD in their accreditation readiness. **Applicants should only choose deliverables that can realistically be completed during the approximately 6-month project period.**

For **each deliverable(s)** selected, applicants will be required to describe the **activities** they propose to undertake in order to accomplish that deliverable, the corresponding **timeframes**, and **expected outcomes**. The applicant will also be required to estimate an **overall budget for all selected**

² A local health department is defined, for the purposes of PHAB accreditation, as the governmental body serving a jurisdiction or group of jurisdictions geographically smaller than a state and recognized as having the primary statutory authority to promote and protect the public's health and prevent disease in humans. This authority is defined by the state's constitution, statute, or regulations or established by local ordinance or through formal local cooperative agreement or mutual aid. The entity may be a locally governed health department, a local entity of a centralized state health department, or a city, city-county, county, district, or regional health department (<http://www.phaboard.org/accreditation-overview/who-is-eligible/>).

deliverables, which will be used as a basis for the award amount. For guidance on allowable expenses (travel to attend trainings, budgeting for PHAB fees, etc.), review the budget section in the Application Document.

Category 1: Progress on PHAB Standard 1.1 (Participate in or Lead a Collaborative Process Resulting in a Comprehensive Community Health Assessment)

The community health improvement process yields a community health assessment (CHA) and community health improvement plan (CHIP), which lays the groundwork for community programs, policies and interventions. Applicants for this category may use this award to conduct activities that will fulfill one or more of the outlined deliverables (e.g., engage partners in conducting a CHA) and show progress towards completing a CHA.

Category 2: Progress on Standard 5.2 (Conduct a Comprehensive Planning Process Resulting in a Tribal/State/Community Health Improvement Plan) and/or Standard 5.3 (Develop and Implement a Health Department Organizational Strategic Plan)

The community health improvement process yields a CHA and CHIP, which lays the groundwork for community programs, policies and interventions. An agency strategic plan lays the groundwork for agency programs and policies. Health departments have a variety of unique needs and processes related to their ability to apply for and achieve PHAB accreditation. Applicants to this category may use this award to conduct activities that will show progress towards developing the CHIP and/or agency strategic plan (e.g., select priorities; conduct a SWOT analysis) that will fulfill one or more of the outlined deliverables.

Category 3: Progress on Standard 8.2 (Ensure a Competent Workforce through Assessment of Staff Competencies, the Provision of Individual Training and Professional Development, and the Provision of a Supportive Work Environment)

The PHAB Standards and Measures focus on the need for LHDs to take a strategic approach to the development of a trained and competent workforce to effectively perform duties. Applicants to this category may use this award to conduct activities that will show progress towards training and development of the LHD workforce (e.g., assess current staff competencies against core competencies) that will fulfill one or more of the outlined deliverables.

Category 4: Progress on Standard 9.1 (Using a Performance Management System to Monitor Achievement or Organizational Objectives) and/or Standard 9.2 (Developing and Implementing Quality Improvement Processes Integrated into Organizational Practice, Programs, Processes, and Interventions)

A functioning and integrated performance management system allows LHDs to monitor performance of processes, programs, interventions, and more. Continuous monitoring is essential for effectively and efficiently improving population health. Quality improvement (QI) requires leadership support and staff commitment at all levels to build a culture of quality and ensure it is fully integrated into organizational structures, processes, services, operations, and more. Applicants to this category may use this award to conduct activities that will show progress towards establishing and monitoring a performance management system (e.g., complete a performance management self-assessment using foundational element #5 of NACCHO's quality culture self-assessment tool; develop a performance management plan) and/or building a culture of quality (e.g., create a QI plan) that will fulfill one or more of the outlined deliverables.

Category 5: Progress toward Completing Other Accreditation Readiness Activities

The accreditation process consists of seven key steps and is based on demonstrating achievement of standards and measures across 12 domains, as described in [PHAB's Guide to Accreditation](#). Applicants to

this category may use this award to complete the steps necessary to organize, prepare and apply for accreditation as related to any PHAB domain and to fulfill one or more of the outlined deliverables (e.g., documentation gap analysis and recommendations, accreditation roadmap) or another deliverable described in detail by the applicant.

****Using Award Funds for PHAB Fees:*** Applicants to any category who plan to submit their accreditation application to PHAB within the ASI project period may choose to use award funds to pay up to 50% of PHAB fees (see the [PHAB fee schedule](#)). If the applicant indicates they will use funding toward fees, the agency will be required to provide evidence of their application to PHAB within the project timeframe; award funds will not be remitted without that evidence. As such, it is important that LHDs applying for fees have carefully considered all PHAB application requirements and have developed a feasible plan to submit the application before June 1, 2018.

PROJECT REQUIREMENTS

Selected LHDs must agree to:

- Adhere to NACCHO's [standard contract language](#) and be able to sign and return the contract to NACCHO within approximately 30 calendar days of receiving it. As described in detail earlier in this RFP, **no modifications to NACCHO's standard contract terms and conditions will be made.**
- Designate one main point of contact with whom NACCHO will directly communicate on all matters related to this project, including notification of selection/non-selection. This primary contact will be responsible for submitting all deliverables, participating in peer networking conference calls, participating in periodic check-in calls with NACCHO, and completing evaluation activities including a pre and post test survey.
- Submit, per the contract scope of work, 1) all deliverables as selected in the application, 2) two project reports and 3) periodic feedback throughout the project.
- Allow selected deliverables to be posted to NACCHO's website to serve as examples for the field (see previous ASI pages at www.naccho.org/asi).

NACCHO and CDC will provide selected LHDs with:

- A monetary award that will be paid in two installments, in February and June 2018, upon successful submission of project deliverables.
- Opportunities for peer networking among selected LHDs including hosted conference calls. There will be a sub-cohort of small and/or rural LHDs, with additional opportunities for peer networking, which may include an in-person meeting.
- Access to virtual TA and guidance from NACCHO staff, as capacity allows, and LHD mentors related to the category of work for which the LHD received the award, as available and appropriate.
- Connection to learning communities and national networks.

APPLICATION PROCESS

- 1) Review the requirements and expectations outlined in this RFP and in the [Application Document](#).
- 2) Applicants are urged to carefully consider the category and deliverable(s) that will be both meaningful and feasible to accomplish during the project timeframe, as described earlier.
- 3) Read NACCHO's [standard contract language](#) 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 LHDs must

Applications due by 5 PM ET on Wednesday, 8/30/17

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.**

- 4) Complete the [Application Document](#) with your responses and save a copy for your records.
- 5) Complete the [online submission form](#) by 5 PM ET on Wednesday, 8/30/17. No applications will be accepted by fax, e-mail, or postal mail. Please note:
 - Applicants will upload the completed Application Document into the online submission form. We encourage you to complete the Application Document in its entirety prior to beginning the online form.
 - Each LHD may submit one application only.
 - Applicants will be able to save responses in the online form and return to them as needed during the submission process, as long as it is accessed through the same computer and the cache has not been cleared.
 - Access the online submission form at:
http://naccho.co1.qualtrics.com/jfe/form/SV_0kwmJN1zeAao6l7

SELECTION PROCESS

- Applications will reviewed by NACCHO and CDC.
- Incomplete applications, those submitted by ineligible applicants, or those received through any format other than the online system will not be reviewed.
- Applications will be reviewed and scored based on the following criteria:
 - Evidence of LHD capacity and feasibility to carry out the proposed activities
 - Evidence of awareness/understanding of the accreditation process and intent to ever apply for accreditation
 - Degree to which the workplan (activities & timeframes) and budget are clear, realistic, and appropriate
 - Demonstrated need for funding to carry out proposed activities
- The final cohort of awardees will be selected in consideration of a diverse cohort of LHDs based on size, location, jurisdiction type, stage of accreditation readiness, and other LHD characteristics.
 - All applicants will be automatically considered for the small and rural sub-cohort described above. LHDs will be selected for this subcohort based on geographic area as defined by [Rural Urban Commuting Area \(RUCA\) Codes](#), and/or having <10 health department staff.
- Please note that the number of deliverables chosen will have no bearing on the likelihood of selection. Given that the goal of the ASI is to demonstrate measurable and meaningful progress in support of application for PHAB accreditation, LHDs are encouraged to carefully consider both the number and scope of deliverables proposed in their ASI application.
- Applicants will be notified of their selection status by e-mail to the project point of contact on or about Monday, 10/3/17.
- Selected LHDs will be required to confirm participation and agreement with the contract scope of work (based on deliverables chosen in the application) after receiving notification. The designated point of contact for selection must be available to receive and respond to the notification within two-three business days.

KEY DATES

Applicants are advised to consider the following dates.

- Informational call: Thursday, 8/17/17 from 2:00 – 3:00 pm ET; 1:00 - 2:00 pm CT/12:00– 1:00 pm MT/ 11:00am – 12:00 pm PT
- Application deadline: Wednesday, August 30, 2017 by 5 PM ET
- Award notification: on or about Monday, October 2, 2017

- Expected contract receipt: November, 2017
- End of Project Period: Friday, June 1, 2018

Contact info

Please e-mail NACCHO ASI staff at asi@naccho.org with any questions about the ASI. For information about other ASI award programs, please contact the following partners:

- For more information on Public Health Affiliate ASI application dates, please contact Melissa McNeily (Melissa.McNeily@apha.org)
- For more information on Territorial Health Department ASI application dates, please contact Joya Coffman (JCoffman@astho.org)
- For more information on Tribal Health Department ASI application dates, please contact Karrie Joseph (KJoseph@nihb.org)

Categories of Work and Deliverables

The categories of work and eligible deliverables for which LHDs may apply are outlined below. Descriptions of these categories and potential types of activities are described in the RFP. As a reminder, the deliverable(s) chosen will be listed in the contract between selected sites and NACCHO, and payment will be remitted based upon successful submission of these and other project requirements.

Submission of documentation for a specific PHAB Standard and Measure (Version 1.5) to NACCHO does not imply that the documentation will meet the [PHAB Standards and Measures](#) and does not have any bearing on the review of the PHAB site reviewers. Submission of these deliverables is intended to support an agency in preparing documentation for submission to PHAB.

Category <i>(choose one)</i>	Deliverables to be completed during the ASI/submitted to NACCHO <i>(choose one or more within selected category)</i>
1. Progress on PHAB Standard <u>1.1</u> (Participate in or Lead a Collaborative Process Resulting in a Comprehensive Community Health Assessment)	1. Documentation for PHAB Measure 1.1.1 T/L Required Documentation 1, 2 & 3 2. Documentation for PHAB Measure 1.1.2 T/L Required Documentation 1 3. Documentation for PHAB Measure 1.1.2 T/L Required Documentation 2 4. Documentation for PHAB Measure 1.1.2 T/L Required Documentation 3 5. Documentation for PHAB Measure 1.1.3 A Required Documentation 1 & 2
2. Progress on Standard <u>5.2</u> (Conduct a Comprehensive Planning Process Resulting in a Tribal/State/Community Health Improvement Plan) and/or Standard <u>5.3</u> (Develop and Implement a Health Department	1. Documentation for PHAB Measure 5.2.1 L Required Documentation 1 2. Documentation for PHAB Measure 5.2.2 L Required Documentation 1 3. Documentation for PHAB Measure 5.2.3 A Required Documentation 1 4. Documentation for PHAB Measure 5.2.3 A Required Documentation 2 5. Documentation for PHAB Measure 5.2.4 A Required Documentation 1 & 2 6. Documentation for PHAB Measure 5.3.1 A Required Documentation 1 7. Documentation for PHAB Measure 5.3.2 A Required Documentation 1 8. Documentation for PHAB Measure 5.3.3 A Required Documentation 1

<p>Organizational Strategic Plan)</p>	
<p>3. Progress on Standard 8.2 (Ensure a Competent Workforce through Assessment of Staff Competencies, the Provision of Individual Training and Professional Development, and the Provision of a Supportive Work Environment)</p>	<ol style="list-style-type: none"> 1. Documentation for PHAB Measure 8.2.1 A Required Documentation 1 2. Documentation for PHAB Measure 8.2.1 A Required Documentation 2 3. Documentation for PHAB Measure 8.2.4 A Required Documentation 1,2 &3
<p>4. Progress on Standard 9.1 (Using a Performance Management System to Monitor Achievement or Organizational Objectives) and/or Standard 9.2 (Developing and Implementing Quality Improvement Processes Integrated into Organizational Practice, Programs, Processes, and Interventions)</p>	<ol style="list-style-type: none"> 1. Documentation for PHAB Measure 9.1.1 A Required Documentation 1 & 2 2. Documentation for PHAB Measure 9.1.2 A Required Documentation 1 3. Documentation for PHAB Measure 9.1.3 A Required Documentation 1 4. Documentation for PHAB Measure 9.1.3 A Required Documentation 2 5. Documentation for PHAB Measure 9.1.3 A Required Documentation 3,4,&5 6. Documentation for PHAB Measure 9.1.3 A Required Documentation 6 7. Documentation for PHAB Measure 9.1.4 A Required Documentation 1 & 2 8. Documentation for PHAB Measure 9.1.5 A Required Documentation 1 9. Documentation for PHAB Measure 9.2.1 A Required Documentation 1 10. Documentation for PHAB Measure 9.2.2 A Required Documentation 1 & 2
<p>5. Progress toward Completing Other Accreditation Readiness Activities (related PHAB Domain: any)</p>	<ol style="list-style-type: none"> 1. Development of a Roadmap to Accreditation: a detailed roadmap that outlines the strategy for achieving accreditation, including specific activities, timeframes, responsible parties and expected outcomes along the journey towards PHAB application and achievement. 2. A written organizational self-study/analysis by the LHD against the PHAB Standards, Measures, and Required Documentation that details the LHD's strengths, opportunities for improvement, and plans for addressing gaps 3. Other Deliverable: Applicants may propose ONE 'other' deliverable (e.g., documentation of a formal requirements gathering process for an information system; staff QI trainings) that falls into any category of work, or related to other accreditation readiness efforts (i.e., this can include work on another PHAB domain, standard, and/or measure). Since this deliverable will be listed in the LHD's contract with NACCHO, applicants choosing should be as clear as possible in describing the proposed deliverable, including the corresponding PHAB Standard, Measure and required documentation, as appropriate.