



REQUEST FOR PROPOSALS

Best Practices Virtual Convening for OT21-2103 Meeting Facilitator

National Association of County and City Health Officials (NACCHO)

RFP Release Date: Monday, January 27, 2025

Applications Due: Wednesday, February 12, 2025

REQUEST FOR PROPOSALS

Best Practices Virtual Convening for OT21-2103 Grant Recipients Event Planner and Facilitator

Applications must be submitted electronically by
5:00pm EST Wednesday, February 12, 2025

Overview

The National Association of County and City Health Officials (NACCHO) is the voice of over 3,300 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 challenges facing communities.

NACCHO serves as a national technical assistance (TA) provider under the Centers for Disease Control and Prevention's (CDC) *National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities* ([CDC-RFA-OT21-2103](#)), hereafter referred to as the COVID-19 Health Disparities Grant. This initiative supports 108 grantees, including health departments across 50 states, 50 localities, 5 territories, and 3 freely associated states, to reduce health disparities, improve public health capacity, and advance health equity.

NACCHO, in partnership with the CDC, is leading ongoing capacity-building assistance (CBA) efforts to address health disparities exacerbated by the COVID-19 pandemic. These efforts focus on providing tailored evidence-based practice (EBP) guidance. As part of this effort, **NACCHO is pleased to offer a funding opportunity for a facilitator or facilitation team to design and lead the Virtual Best Practices Convening. This event will provide a platform for OT21-2103 grant recipients and their partners to address health disparities and promote health equity through shared learning and collaboration.**

The convening will focus on aligning discussions and sessions with the initiative's below mentioned four strategic priorities to address COVID-19-related health disparities and advance health equity:

1. Expand existing and/or develop new mitigation and prevention resources and services to reduce COVID-19 related disparities among populations at higher risk and that are underserved.
2. Increase/improve data collection and reporting for populations experiencing a disproportionate burden of COVID-19 infection, severe illness, and death to guide the response to the COVID-19 pandemic.
3. Build, leverage, and expand infrastructure support for COVID-19 prevention and control among populations that are at higher risk and underserved.

4. Mobilize partners and collaborators to advance health equity and address social determinants of health as they relate to COVID-19 health disparities among populations at higher risk and that are underserved.

Funding Details

One (1) award of up to **\$50,000** is available for this project. Proposals must be submitted by **February 12, 2025, at 11:59 PM ET**, and the project period will run from the date of contract execution through **July 31, 2025**. For additional information or questions, applicants may contact us at hesj@naccho.org.

Purpose and Background

To support the OT21-2103 grant recipients under the CDC's National Initiative to Address COVID-19 Health Disparities, NACCHO is organizing the Virtual Best Practices Convening to foster collaboration, learning, and the exchange of innovative strategies. This event aims to empower participants with actionable tools to address health disparities, strengthen public health capacity, and advance health equity in underserved and high-risk communities. The COVID-19 Health Disparities Grant provides funding to support health departments at the State, Local, Territorial, and Tribal levels in addressing the disproportionate impact of COVID-19 on communities most in need. NACCHO plays a key role in supporting health departments by offering technical assistance, resources, and peer-learning opportunities to build capacity and promote sustainability in health equity-focused initiatives.

About the Virtual Convening

NACCHO, in partnership with the CDC, is hosting a three-day virtual convening scheduled for May 20-22, 2025. Daily sessions will be approximately 5–7 hours each, with at least one day starting later to accommodate participants from U.S. territories and Freely Associated States (FAS). Session activities consist of dynamic workshops, plenary sessions, and peer-sharing opportunities to enhance learning and foster meaningful connections. Approximately 1,000 virtual participants comprised of local, state, and US Territorial grant recipients and multisectoral partners are anticipated, including OT21-2103 grant recipients and their cross-sector partners and community-based organizations. In addition to participants session presenters, which will include grant recipients to showcase their work, staff from NACCHO, CDC, and other national partners will be present for the virtual event. The intended outcomes for the convening include an opportunity for participants to connect, share best practices, collaborate on solutions, and develop actionable and sustainable strategies to reduce health disparities and advance health equity in their communities.

Facilitator Key Requirements

- Demonstrated experience planning and facilitating large-scale virtual events.
- Technical proficiency with **Zoom**.
- Strong project management skills and ability to meet tight deadlines.
- Familiarity with health equity and public health capacity-building initiatives.
- Effective communication and coordination skills to engage with multiple stakeholders, including federal agencies and local health departments.

- Proven ability to develop comprehensive agendas and manage abstract submission processes using digital platforms.
- Expertise in providing technical support during live events, including managing virtual breakout rooms and troubleshooting platform issues in real-time.

Facilitator Responsibilities

NACCHO seeks a qualified virtual event planner and facilitator or team to ensure the success of this convening by overseeing its **planning, coordination, and management**. Responsibilities include:

Pre-Event Planning:

- Participate in weekly internal planning calls with NACCHO, CDC, and other partners to align on convening goals, timelines, and deliverables, and others, as identified/needed with the NACCHO team.
- Collaborate with NACCHO and CDC on the development of a comprehensive agenda draft, including detailed session descriptions and topic areas.
- Oversee the abstract management process using **Map Your Show**, including:
 - Managing the call for abstracts and submissions.
 - Reviewing submissions, avoiding duplication, and notifying submitters of decisions.
 - Facilitating and coordinating presenter preparation and session scheduling.
- Develop promotional materials in collaboration with NACCHO's Marketing and Communications team.
- Coordinate with NACCHO's IT team to integrate event information and registration through landing page details in **NetFORUM**.

Event Platform Registration Management:

- **Build and maintain the event registration system using NetFORUM.**
 - Update the virtual convening website with agenda details, speaker bios, and session descriptions.
- **Speaker and Session Preparation:**
 - Provide technical assistance and guidance to presenters and NACCHO staff including reviewing presentation materials, recommending interactive engagement techniques, and conducting virtual run of show session(s) and tech checks prior to the convening. This may include training on how to navigate the event platform.
 - Coordinate with presenters and NACCHO staff to ensure session details are finalized and accurately reflected on the event webpage and platform prior to the event.
 - Conduct at least one run-through of the full event to ensure readiness.

Event Management:

- Manage live support for the virtual convening, including moderating Zoom breakout sessions, troubleshooting technical issues, and coordinating real-time adjustments as needed.
- Monitor participant engagement and facilitate interactive elements during sessions to enhance the overall experience.

NACCHO Support

NACCHO will:

- Lead the convening's planning committee by organizing regular meetings with representatives from CDC, NACCHO IT and memberships staff, and other stakeholders to define objectives, refine the event's structure, address logistical challenges, align content with initiative goals, and ensure efficient communication and collaboration
- Lead the initial call for sessions process, including developing and issuing the topic solicitation, collecting submissions, and coordinating with CDC and national partners on the selection process.
- Oversee communication and promotion efforts in collaboration with the facilitator and CDC.
- Provide logistical support and serve as the primary liaison between the facilitator, CDC, NACCHO IT, Membership, and other partners.
- Offer access to NACCHO's existing systems and platforms, including **NetFORUM** for registration and **Map Your Show** for abstract management, ensuring seamless integration and operation.
- Support technical setup, including liaising with the IT team to resolve platform issues and ensure readiness for the event.
- Post-Event Activities:
 - Compile and summarize event results (i.e., analytics, summary of participants, customer satisfaction/feedback).
 - Facilitate a post-convening debrief session with CDC and key stakeholders to review event outcomes, participant feedback, and lessons learned.
- Lead coordination session of convening session recordings, ensure technical quality, and manage the review, editing, and dissemination of recordings to participants and stakeholders.

Proposal Outline

Applicants must submit a proposal (4-6 page) including the following components:

1. Coversheet with the following information:

a. Primary Point of Contact for Project

- Name (First, Last):
- Title:
- Email Address:

- Phone Number:
- Please indicate responses to the following questions:
 - Do you have previous experience with federal contracting (Yes/No)?
 - Have you ever completed a federal Single Audit (Yes/No)

2. Project Narrative (Word- 6 pages max) that includes:

- a. A description of the consultant/organization's knowledge, skills, and experience in facilitating this type of meeting.
- b. Project deliverables and timeline.
- c. One or more examples of previous work relevant to the topic area and audience, including evaluation metrics from a previous facilitation event.

Description and Availability of Funds

Eligibility and Contract Terms

Consultants with demonstrated experience providing training and technical assistance (TTA) to build the capacity of a diverse cohort of local health departments. Community organizations, or communities are also 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. All consultants must be able to deliver services to a large-scale of one hundred and nine (109) local health, state, freely associated states, and territorial health department grant recipients (see list [here](#)) and their partners.

The selected applicant will enter into an agreement with NACCHO using the NACCHO contract (terms and conditions) attached as appendix B below. Agreement with a 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 agreement](#) and confirmed in agreement with the terms and conditions.

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 SAM.gov registration, may impact your selection as a successful applicant. **SAM.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 from those two clauses, **limited modifications to the terms or contract language can be accommodated.** **Contractors that cannot agree to the 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.

Consultants should note that the intent of this RFP is to provide training, technical assistance, and to develop resources for use by NACCHO, CDC OT21-2103 grant recipients and their partners, and NACCHO's broader membership for use both during and beyond this period of

performance. Please see the **OWNERSHIP OF MATERIALS** section of NACCHO's standard contract agreement.

Allowable Expenses

Funds may not be used for equipment purchases. 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 (\$203,700 as of publication of this RFP). **See Appendix A for a full list of restrictions.**

NACCHO will provide up to **\$50,000** for the consultant to complete all activities associated with this project. The funding is intended to support the entire scope of work, which must be completed within the specified performance period from February 2025 through June 30, 2025, with the virtual convening to be held in May 2025.

Invoices will be tied to the completion of agreed-upon deliverables as outlined in the project's scope of work. All costs must comply with NACCHO's and CDC's funding guidelines, including restrictions on unallowable expenses (e.g., equipment purchases, lobbying, or alcoholic beverages).

Administrative and Financial Forms, signed and dated within the last six months where applicable, including:

A. [NACCHO Vendor Form](#)

B. [W9](#)

C. [Line-Item Budget Template \(Excel\)](#) and [Budget Narrative \(Word\)](#) description of costs, not to exceed \$5,000, over a three-month period using the templates provided.

The following items are **NOT** allowable expenses:

- Alcoholic Beverages
- Bad Debts
- Contributions and donations
- Entertainment Costs
- Fines and penalties
- Goods and services for personal use
- Lobbying or Losses on other awards

D. [Certificate of Non-debarment](#)

Selection Process

Each proposal (Word—3 pages maximum) will be reviewed and rated on the following elements:

- **Applicant Capacity and Expertise:** Applicant has clearly documented evidence of their (and that of proposed project staff) subject matter expertise and experience in the proposed facilitation style; examples of previous work and/or projects and with similar audiences to the intended audience are required.
- **Project Scope of Work:** The proposed costs, scope of work, deliverables, and timelines are realistic and appropriate for achieving the project objectives.

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.

Please submit all required attachments, including the budget and budget narrative, as separate files

Submission Instructions

The submitted application must include the following items to be deemed completed:

- ☐ A cover page that contains the information outlined above.
- ☐ Narrative (no more than 6 pages) that addresses the Organization Background, Qualifications & Experience, as well as Methodology, Project Deliverables and Timeline sections described above.
- ☐ Required attachments listed above
- ☐ Required Documents
 - Budget Template and Budget Narrative
 - Vendor Information Form
 - Certification of non-debarment
 - Signed W-9 dated within the past year
 - 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.)
 - Proof of active SAM.com (PDF of the SAM.gov active status report is preferred)
- ☐ Applications are to be emailed to hesj@naccho.org in one e-mail, please note all required documents (Budget Narrative, Budget template, Certificate of Non-Debarment, Vendor Information Form, W-9, FFATA Data Collection Form) should be sent as separate files; the proposal narrative can be sent as a single file by 11:59PM ET on **02/12/2025** with the subject line **Best Practices Convening Facilitation Support**.
- ☐ Submissions after this deadline or incomplete submissions will not be considered.
- ☐ Hard copy (mailed, faxed) submission will not be considered.

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, please contact us at hesj@naccho.org. All questions may be directed to (hesj@naccho.org).