Environmental Scan and Summary of Local Health Department Planning Documents

National Association of County and City Health Officials (NACCHO)

<u>Frequently Asked Questions</u>

This document lists questions NACCHO has received from prospective applicants and our responses. Please email Anna Clayton (aclayton@naccho.org) with additional questions.

Changes to the RFP

We have made the following changes given a couple of typos that were found. We apologize for any confusion.

- Page 1: Anticipated Contract End Date should say May 31, 2024, *not* March
- Page 8: The submission due date is **Wednesday**, October 11, 2023, 11:59 p.m. EST, *not* Friday
- Page 6: Items **D and F** (budget proposal and attachments) do **not** count toward the 10-page limit.

Is a separate budget narrative document needed, in addition to the budget template that is linked?
No. Please complete the budget template that is linked in the RFP, and include the narrative in the Cost Justification column.

Are there baseline technological and/or methodological requirements that our team must have experience with to complete this project?
We do not have any further technological requirements/methodological requirements to share. To rephrase item C: please describe, in detail, your proposed methodology to complete project deliverables according to the timeline in Project and Technical Requirements

How many local health departments do you anticipate including in this project? Does NACCHO have an expected sample size of plans to be used? Does NACCHO have a preliminary list of plans to review?
NACCHO does not have an expected sample size or a preliminary list. We would like to work with the selected consultant to outline a plan that includes enough plans to represent a diverse set of LHDs and that is feasible to review within the project period.

Is the scope of the work to focus on the content of the plans only or should it include a review of planning processes?
NACCHO is interested in understanding patterns in the content of the plans (e.g., priority areas included in a CHIP)

Should we provide examples of past performance projects or summaries of past performance projects?
Please provide examples of past performance projects. We look to see examples of the final work product – in this case, it might (potentially) be a report that you developed summarizing information with infographics/other data visualization. Our goal is to see products the applicant has developed. If you are not able to share those, perhaps you could provide information about the past projects, or point us to another deliverable you've completed so that you can demonstrate the standard of your work products.

In the deliverables list there are multiple references to reports. Can you please confirm or explain the list further? We have noted: preliminary results report, narrative with appropriate data visualizations; presentation in PowerPoint for co-delivery at national webinar; Manuscript Proposal; final results report, narrative with appropriate data visualizations

This is the correct list of report deliverables. The only other deliverable is the data collection and analysis protocol due in November. All deliverables are listed on page 4 of the RFP.

Can local health departments apply for this opportunity?

Yes.