



REQUEST FOR PROPOSALS

Local Health Department (LHD) Data Use for Outbreak Response in Healthcare Settings Technical Assistance (TA)

Applications must be submitted electronically, in Word format, by
5:00 PM Eastern Standard Time on January 26, 2024

BACKGROUND & 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, and district health departments work to protect and improve the health of all people and all communities. NACCHO provides capacity-building resources to LHDs (e.g., trainings, webinars, access to subject matter experts, peer discussion) that support the development and implementation of public health policies and practices.

NACCHO, with support from the Centers for Disease Control and Prevention (CDC) Division of Healthcare Quality Promotion, supports LHDs in enhancing their infection prevention and control (IPC) activities by building their capacity to respond to outbreaks at healthcare facilities, including of healthcare-associated infections (HAIs) and emerging infectious diseases. NACCHO aims to develop and strengthen relationships between LHDs and facilities and partners; improve implementation of IPC in high-risk facilities; and decrease rates of and negative outcomes associated with COVID-19, HAIs, and antimicrobial resistant pathogens in those facilities.

NACCHO is seeking a consultant to develop several tools and resources in response to a previously completed assessment that evaluated how LHDs access and use data to respond to outbreaks in healthcare facilities. The assessment identified several needs including lack of adequate staffing, competing priorities, and lack of training and tools. NACCHO would like the

selected consultant to develop resources that focus on strategic collaboration, integrating health equity, and data management.

Applications must be submitted no later than **January 26, 2024**. All necessary information regarding the project and application process may be found in this Request for Proposals (RFP). Applicants may pose individual questions to NACCHO at any point during the application process by e-mailing Kristen Ross, kross@naccho.org.

Proposal Due Date and Time: January 26, 2024
Selection Announcement Date: January 31, 2024
Point of Contact: kross@naccho.org

ELIGIBILITY AND CONTRACT TERMS

NACCHO will issue awards in fixed-priced contracts to a consultant or consulting firm. Applications must be submitted by Friday January 26, 2024, at 5:00 PM ET and selections will occur on or around January 31, 2024. The project period will begin upon contract completion and is estimated to take approximately six months.

Agreement with NACCHO standard contract terms and conditions is a requirement. No modifications to the terms or contract language will be made. Contractors that cannot agree to NACCHO’s contract language should not apply for this initiative. 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.

KEY DATES

Event	Date
Release of RFP	January 12, 2024
Application Closes	January 26, 204
Anticipated Notice of Award	January 31, 2024

TECHNICAL CONSULTANT POSITION SUMMARY AND REQUIREMENTS

The consultant will work with NACCHO staff to develop several tools and resources that focus on strategic collaboration, integrating health equity, and data management. These tools should

address the needs identified in the [data assessment](#). **Please note**, the full report will be shared upon selection.

Activities and Deliverables:

- Provide project updates via email or virtual conference
- Create at least 3 resources addressing the areas of strategic collaboration/partnerships, equity, and data management within the healthcare outbreak context
- Host 3 webinars that explain how to use the resources and tools described above
- Host a workshop for 10-12 people to pilot one of the resources created

The consultant will report to the Senior Program Analyst and Director overseeing this project.

APPLICATION INSTRUCTIONS

RFP proposals are to be submitted by email only to kross@naccho.org no later than by 5:00 PM ET on Friday January 26, 2024.

To be considered for this project, proposals must be in Word format with 12-point Calibri font, including the following:

- **Cover sheet** with the following information:
 - Contact name, email address, phone number
 - Answers to the following questions, required to facilitate the contracting process:
 - Does your organization have prior experience in federal contracting? (Answer does not disqualify)
 - Has your organization completed a Single Audit? (Answer does not disqualify)
- **Proposal Narrative (5 pages max):**
 - **Organizational Background** (included in the 5-page limit): Describe your organization's mission and experience.
 - **Qualifications and Experience** (included in the 5-page limit): Describe your qualifications and experience providing similar goods or services.
 - The consultant should have experience with:
 - Developing resources and tools;
 - HAI/AR, outbreak response, partnerships, and health equity;
 - The context and constraints of health departments.
 - **Scope of Work & Timeline** (included in the 5-page limit): Provide a realistic work plan, including intermediate steps for achieving project requirements, expected product deliverables, and timeline for completion, Describe, in detail, your proposed methodology for meeting all project requirements, including a description of the intended assessment methodology and a timeline of activities.
- **Budget and Budget Narrative Proposal** (not included in 5-page limit):
 - Provide a proposed line-item budget that clearly outlines the dollar amount, percentage of total budget, and a narrative cost justification for each line item.

- Outline of payment schedule. Invoices will indicate the deliverables accomplished and total hours spent performing activities within the consultant's scope of work.
- **Submission of supporting documentation**
 - [Vendor Information Form](#)
 - [W-9](#)
 - [Certification of Non-Debarment](#)
 - 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)
 - Optional: Resume/CV of staff involved in the project

For Further Information

Please contact kross@naccho.org with any questions about this opportunity.