



REQUEST FOR PROPOSALS

Emergency Readiness and Response: Engaging Communities and Integrating Health Equity Consultant

Applications must be submitted by 11:59 p.m. ET Friday, March 21st, 2025

Project Title	Emergency Readiness and Response: Engaging Communities and Integrating Health Equity
Proposal Due Date and Time	Friday, March 21, 2025, 11:59 PM ET
Source of Funding	Centers for Disease Control and Prevention
Maximum Funding Amount	\$40,000
Estimated Period of Performance	April 10, 2025, to July 31, 2025
Questions Regarding this Application	Kalikidan Gizaw RIM@naccho.org

Overview

The National Association of County and City Health Officials (NACCHO) is the voice of the nearly 3,000 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 capacity-building resources that support LHD leaders in developing and implementing public health policies and practices to ensure communities have access to the vital programs and services that protect them from disease and disaster.

Project Background

The *Emergency Readiness and Response: Engaging communities and Integrating Health Equity* grant aims to build and strengthen the capacity of health departments to engage and coordinate with at-risk populations and organizations that work closely with these populations to 1) integrate health equity and 2) strengthen adherence to mitigation recommendations as part of emergency readiness and response efforts. These at-risk populations include refugees, immigrants, migrants (RIM) communities, those with disabilities, unstably housed individuals, incarcerated persons, and more.

NACCHO in collaboration with the selected consultant will create an online Capacity Assessment Tool (CAT) that state and local Health Departments and the Community Based Organizations (CBOs) that they work with can use to identify strengths and growth opportunities in integrating equity science into emergency readiness and response efforts. A component of the CAT includes an online template that enables users to incorporate findings from the CAT to develop a subsequent Equity Integration Action Plan (EIAP) for Emergency Readiness and Response.

Description and Availability of Funds

As key front-line resource and service providers, LHDs and CBOs should be appropriately equipped to work together to support the specialized needs of disproportionately impacted

populations during emergencies. To this end, NACCHO in partnership with the Centers for Disease Control and Prevention (CDC) is pleased to offer one (1) award of **up to \$40,000 for a consultant to support the development of an online, interactive tool for LHDs to rapidly assess their capacity to engage, coordinate, and plan a targeted responses for disproportionately affected populations before, during, and after emergencies.**

The consultant will work with NACCHO staff to:

1. Review previously conducted rapid review of NACCHO resources, grant assessments and findings, and identify priorities for the CAT. Collaborate with NACCHO to develop a CAT guided by prior assessments and NACCHO's existing tools
 - Develop a template to incorporate the findings from the CAT into an EIAP for strengthening equity approaches to emergency planning and response.
2. Demonstrate and pilot the CAT with HD and CBOs, revise CAT according to the feedback.
 - Develop rubric criteria or survey to evaluate the CAT
 - Recruit up to 10 HD and CBOs from NACCHO's Workgroups
 - Conduct an informative webinar with HD and CBOs to demonstrate the CAT and collect = feedback
 - Conduct additional listening session(s) to assess and update the CAT
 - and inform recommendations for the EIAP
 - Develop a dissemination plan in coordination with NACCHO and CDC and disseminate and promote CAT products and resources
3. Coordinate and collaborate with NACCHO, CDC, HDs, CBOs and other partners.
 - Recruit members of HD and CBOs to serve in workgroups and lead Workgroup calls
4. Incorporate learning from CAT development process into policy statement (e.g. barriers and recommendations for planning and engaging at-risk populations such as RIM communities)

Eligibility and Contract Terms

Applicants should plan for 4 months of project implementation. Projects will begin on the date of contract execution. NACCHO will pay the selected consultant upon receipt of deliverables per the payment schedule identified in the scope of work contained in the contract. Please note that NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary. NACCHO standard contract language can be found [here](#) if needed.

Application Instructions

Applicants should submit a brief proposal that includes the following components as separate attachments:

A. Project Narrative (Word) that includes:

- A description of the consultant's experience and knowledge. (5-pages maximum, including attachments/examples of work)
 - i. Understanding of emergency readiness and response, health equity science, and community engagement principles.
 - ii. Technical knowledge and prior experience creating interactive assessment tools and resources that are accessible online.
 - iii. Experience facilitating workgroups and developing policy statements

- The names and roles of the primary staff and any other significant contributors to this project, including qualifications (resumes or CVs).
- B. **Project Scope of Work (Word)**, that includes proposed Activities/Outputs, Deliverables, and Timeline (**1-2 pages**)
- The scope of work should be realistic and describe proposed activities and outputs as well as timelines for completion of activities over a 4-month project period (anticipated project period is April 10, 2025, to July 31, 2025, but exact start and end dates may shift).
 - Please use the table below as a format for developing the scope of work.
 - i. Applicants may add as many deliverables as needed within the maximum budget envelope.

Deliverable #	Description of Activity/Output	Completion Date
Deliverable 1		
Deliverable 2		
Deliverable 3		
Deliverable 4		
Deliverable 5		
Deliverable 6		

- B. **Line-Item Budget (Excel) and Budget Narrative (Word)** description of costs, not to exceed \$40,000 over a 4-month period, using the templates provided. Please review the Budget Guidance document as you create your budget and budget narrative to ensure compliance with NACCHO's budgetary requirements. **If applying as an individual consultant, please provide an estimate of number of hours to be worked, and an hourly rate in these templates.**
- C. **Administrative and Financial Forms**, signed and dated within the last six months where applicable, including:
- [NACCHO Vendor Form](#)
 - [W9](#)
 - [Certification of Non-debarment](#)
 - [FFATA Form](#)
 - Proof of an active registration with [SAM.gov](#) (PDF or screenshot showing applicant's unique entity identification number) (If applying as an individual consultant, a SAM.gov registration is not required)

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:

- **Applicant Capacity and Expertise:** Applicant has clearly documented evidence of their (and that of the proposed project staff) subject matter expertise and experience in the proposed content area; previous work and projects in the subject area and with the intended audiences are required.
- **Project Scope of Work:** The proposed scope of work, deliverables, and timelines are realistic and appropriate for achieving the project objectives.
- **Budget:** The proposal includes a detailed, line-item budget and budget narrative justifying the proposed expenses; the expenses are appropriate for the purposes of the deliverables.

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 sent over email by **11:59 pm, ET on Friday March 21st, 2025**. In the email submission, if you are applying as an organization, rather than as an individual consultant, please also respond to the following two questions (required for contracting purposes):

1. Do you (applicant) have prior experience in federal contracting? (Yes/No)
2. Have you (applicant) ever completed a federal Single Audit? (Yes/No)

Proposals, with all required components as separate attachments, should be sent to:

RIM@naccho.org.