



## REQUEST FOR PROPOSALS

**Understanding and Articulating the Impact of HAI/AR Programs**  
Applications must be submitted electronically, in Word format, by  
**5:00 PM Eastern Standard Time on December 5, 2023**

### BACKGROUND & 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, and district health departments work to protect and improve the health of all people and all communities. NACCHO supports LHDs in developing and implementing public health policies and practices that afford communities access to vital programs and services that protect them from disease and disaster. Additionally, NACCHO engages with federal policymakers on behalf of LHDs to ensure adequate resources for LHDs and appropriate public health legislation and policies are in place to address the myriad of public health challenges facing communities.

NACCHO recognizes the growing role LHDs play in responding to healthcare-associated infections (HAI) and antimicrobial-resistance (AR) threats, strengthening infection prevention and response, and the opportunities to support infection control expertise, infrastructure, and practice. NACCHO, with support from the Centers for Disease Control and Prevention (CDC) Division of Healthcare Quality Promotion, supports LHDs in increasing their capacity to improve healthcare infection prevention and response efforts, including COVID-19 and other HAIs, as well as those infections caused by AR pathogens. NACCHO aims to strengthen LHD and facility relationships, improve IPC in high-risk facilities, and reduce adverse outcomes associated with COVID-19, HAIs, and antimicrobial-resistant pathogens.

NACCHO is seeking a consultant to review and summarize evaluation data, communication products, and other outputs from the past five years of NACCHO's HAI/AR-related demonstration site projects. The purpose is to create a compelling article, report, or another suitable form of publication and a complementary infographic or fact sheet that tells the story of NACCHO's impact in the HAI/AR space.

Applications must be submitted no later than **December 5, 2023**. 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 emailing [infectiousdiseases@naccho.org](mailto:infectiousdiseases@naccho.org).

**Proposal Due Date and Time: December 5, 2023, at 5:00 PM ET**

**Selection Announcement Date: December 19, 2023**

**Estimated Period of Performance: ~ 6 months**

**Point of Contact: [infectiousdiseases@naccho.org](mailto:infectiousdiseases@naccho.org)**

## **ELIGIBILITY AND CONTRACT TERMS**

NACCHO will issue awards in the form of fixed-price contracts to a consultant or consulting firm. Applications must be submitted by Tuesday, December 5, 2023, at 5:00 PM ET, and selections will occur on or around December 19, 2023. The project period will begin upon contract execution and should be completed by June 30, 2024.

Agreement with NACCHO's 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**

<b>Event</b>	<b>Date</b>
Release of RFP	November 14, 2023
Application Closes	December 5, 2023
Anticipated Notice of Award	December 19, 2023

## **TECHNICAL CONSULTANT POSITION SUMMARY AND REQUIREMENTS**

The consultant will work with NACCHO staff, including the Research and Evaluation Team, to develop a coherent and engaging report, article, or similar publications highlighting NACCHO's achievements, contributions, impact, and sustained efforts in addressing HAI/AR over the past five years. NACCHO will provide the evaluation data and other items or direct the consultant on where to find them. This narrative should showcase successful interventions, innovative strategies, and measurable impacts resulting from NACCHO's initiatives. Ideally, the consultant has subject matter expertise in HAI/AR and writing/communications, as well as experience in synthesizing data.

Activities and Deliverables:

- Attend virtual kickoff call and orientation with NACCHO staff and provide project updates via email or virtual conference, as needed;

- Report, article, or similar publication that synthesizes existing NACCHO HAI/AR evaluation data, communication products, and other deliverables from the past five years to effectively communicate NACCHO's impact in the HAI/AR space; and
- Infographic or fact sheet to enhance understanding and dissemination of the information. It will serve as a valuable resource for stakeholders, policymakers, LHDs, and healthcare professionals, reaffirming NACCHO's commitment to improving healthcare safety and combating AMR.

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 [infectiousdiseases@naccho.org](mailto:infectiousdiseases@naccho.org) no later than 5:00 PM ET on Tuesday, December 5, 2023.

To be considered for this project, proposals must be in Word format with 12-point Times New Roman font and should not exceed eight pages, including the following:

- Cover sheet with the following information:
  - Contact name, email address, and phone number
  - Answers to the following questions, which are required to facilitate the contracting process:
    - Does your organization have prior experience in federal contracting?
    - Has your organization completed a Single Audit?
- Qualifications & Experience
  - Describe your organizational and staff qualifications and experience providing similar goods or services related to the development and design of other/similar resources. This should include examples of previous work.
    - The consultant should have experience with:
      - HAI/AR topics
      - Writing/communication
      - Synthesizing secondary and administrative data
      - Producing reports (e.g., research articles, fact sheets, infographics, etc.)
- Scope of Work
  - Describe, in detail, your proposed methodology for meeting all project requirements.
  - Project Deliverables & Timeline – Provide a realistic work plan, including intermediate steps for achieving project requirements, expected product deliverables, and a timeline for completion.
- Budget Proposal
  - Provide a proposed line-item budget that clearly outlines the consultant's hourly rate and the estimated number of hours of work.

- Outline of payment schedule. Invoices will indicate the deliverables accomplished and the 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 or greater: [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).
  - Resume/CV and proof of hourly rate (such as a sample of previous invoices).

Example format of payment schedule:

Hourly rate (\$XX/hour):

Invoice Number	Month and Year	Deliverable(s)	Estimated Hours	Estimated Costs

**For Further Information**

Please contact [infectiousdiseases@naccho.org](mailto:infectiousdiseases@naccho.org) with any questions about this opportunity.